








# HR SELF-SERVICE CHECKLIST

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| <p><b>HR Services</b></p> <p><b>Holy Cross Human Resources</b><br/> <i>hr@holycross.edu</i><br/>                     508-793-3391<br/>                     Monday - Friday, 8 a.m. to 5 p.m.</p> |  | <p><b>My Emergency Notification</b></p>  |
| <p><b>Company Directory</b></p>   | <p><b>Personal Details</b></p>          | <p><b>Benefit Details</b></p>            |
| <p><b>Payroll &amp; Compensation</b></p>    | <p><b>My PTO (Paid Time Off)</b></p>  | <p><b>My To-Do's</b></p>                |

**Personal Details**

Address & Contact Info

Emergency Contact

Pronouns

EEOC Info - Ethnicity, Disability, Veteran Status

**Benefit Details**

Dependents

Beneficiaries

**My Emergency Notification**

Manage Alert Data & Settings

**Payroll & Compensation**

Direct Deposit

W2 & W4 Data

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Have questions or need assistance, please email [HR](mailto:hr@holycross.edu).