



PeopleSoft Self Service























How do I log onto PeopleSoft?

PeopleSoft can be accessed through HARVie. You need to have a HarvardKey in order to log into the system. If you have not yet claimed your HarvardKey, visit key.harvard.edu to do so.

What can I do via PeopleSoft Self Service?



There is a Quick Links - Self Service menu on the PeopleSoft home page organized into the areas of Personal Information, Benefits and Payroll, Time and Absence, and Performance Management. You can review and update everything from your address to direct deposit.

Quick Links - Self Service  

 Accessibility Feature Options
 Personal Information Personal Information <ul style="list-style-type: none"> Confidentiality Agreement Home & University Mailing Addr Emergency Contacts
 Benefits and Payroll Benefits and Payroll <ul style="list-style-type: none"> Benefits Enrollment View Paycheck Direct Deposit W-4 Tax Information View W-2/W-2c Forms
 Time and Absence Time and Absence <ul style="list-style-type: none"> Absence Request Absence Request History Absence Balances
 Performance Management Performance Management <ul style="list-style-type: none"> My Performance Notes My Current Documents My Historical Documents Evaluation Requests for Others Current Evaluations for Others Historical Evals for Others

- Detailed instructions for all the self service options are located on [Eureka](#), under Job Aids, then Self Service.

Quick Hints:

- To change your information click on the pencil  or the **Edit** button
- The trash can  allows you to delete or click the **Delete** button