

PeopleSoft Self Service



How do I log onto PeopleSoft?


PeopleSoft can be accessed through [HARVie](#) . Click on the **PeopleSoft Log In** link on the top middle of the page.


You need to have a PIN. If you are a new employee and have not registered with the PIN system, go to <http://www.pin.harvard.edu/>




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


-  [Confidentiality Agreement](#)
-  [Home & University Mailing Addr](#)
-  [Emergency Contacts](#)







 **[Benefits and Payroll](#)**
Benefits and Payroll

-  [Benefits Enrollment](#)
-  [View Paycheck](#)
-  [Direct Deposit](#)
-  [W-4 Tax Information](#)
-  [View W-2/W-2c Forms](#)

 **[Time and Absence](#)**
Time and Absence



-  [Absence Request](#)
-  [Absence Request History](#)
-  [Absence Balances](#)

 **[Performance Management](#)**
Performance Management

-  [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-  [My Historical Documents](#)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