

Welcome to Bowdoin Employee Self-Service

All email correspondence in this product will be sent to EMPLOYEE: [@bowdoin.edu](#). [Change your email address.](#)

- [Home](#) will return you to the home page from any HRforYou webpage
- [Logout](#) will exit your session and close access to your personal information
- [Change your email address](#) will let you update your Bowdoin email address

⚠ Enrollment Notice:

You haven't completed Open Enrollment for 2007. It ends in 19 days. [Please enroll now.](#)

- OPEN ENROLLMENT notices will scroll above the TO DO location during the Open Enrollment period, indicating the number of days available for benefits eligible employees to make new benefit elections

To Do

- You have 0 [Pending Documents](#)
- You have 2 [Requests in Process](#)
- You have 0 [Documents Saved but Not Submitted](#)

- Review changes you have submitted to HR or Payroll
- See requests that are being reviewed by HR or Payroll
- Return to a process you started but did not finish

Personal Information

- [My Profile](#)
- [Change of Address](#)
- [Emergency Contacts](#)
- [Dependents](#)
- [Password](#)
- [Email Address](#)
- [Employee Reports](#)
- [Contact for HR Questions](#)

- Review basic personal, job, and compensation information
- Change address for you and dependents/beneficiaries who live with you
- Add, delete, or change your emergency contact information
- Review information about dependents
- Change password
- Update email address to receive information about open enrollment, etc.
- Review and print confirmation and total compensation statements
- Send email directly to Human Resources

Benefits

PLEASE NOTE: Casual employees are not eligible for College benefits; therefore no benefits information is available.

- [Benefits Summary](#)
- [Qualified Events - Contact HR if you have a qualified event](#)
- [Update Beneficiaries](#)
- [American Century Supplemental Retirement Account Information](#)
- [Fidelity Retirement Account Information](#)
- [TIAA-CREF Retirement Account Information](#)
- [Vanguard Supplemental Retirement Account Information](#)
- [Contact for Benefits Questions](#)

- Benefits summary and detailed information about each of your benefits
- Qualified Events: specific circumstances when benefits can be changed outside of Open Enrollment
- Add, change, or delete beneficiaries of benefit plans
- Links to corporate websites for Bowdoin's retirement companies
- Send email directly to Benefits Assistant in HR

Payroll & Tax Information

- [TimePro links](#)
- [SeeMyW2](#)
- [Earnings Statements](#)
- [Direct Deposits](#)
- [Check Calculations](#)
- [Federal Tax Form \(W-4\)](#)
- [Link to State of Maine Tax Form \(W-4ME\)](#)

- Easily access TimePro resources and links
- Access and/or print your annual W2 Statements
- Review/print check stub retroactive to 1999
- Add, change, or delete a direct deposit
- Calculate a sample check based on changing wages or withholding
- Change claimed allowances or additional withholding on Federal W-4
- Maine W-4 must be completed on paper, print form here
- Send email directly to Payroll Department


College Information

- [Job Postings](#)
- [Employee Directory Search](#)
- [College Documents and Forms](#)

- Convenient, direct links to current College websites

For assistance using HRforYou self-service, please call 798-7070.


Getting Started

- HRforYou works best using a recent web browser of Internet Explorer  on your PC or Safari on your Mac
- Access HRforYou from the Bowdoin home page www.bowdoin.edu> [Staff](#)> [HRforYou](#) (left side of page)
- If you have trouble accessing or seeing the page, please call IT at x3030 for help with your browser settings
- Enter your **username** and **password** (which you will change the first time you use the system), and click [Go](#) ►

Exit Options

Logout (top left of every HRforYou page): click **Logout** and then [Click here to close your browser](#) to exit the program
Cancel appears on some pages: click **Cancel** to return to the home page without making changes
Back If you navigate to another website outside of the HRforYou site, click **BACK** to return, and if too much time has passed and you've been logged out, follow the Getting Started instructions above to get back into HRforYou

Home Page

Home (top left on every HRforYou page) Click **Home** to return to the home page from any other page
Pending Documents (information you have submitted requiring approval before it can be changed)
 **Requests in Process** (requests in the HR approval queue)
Documents Saved but Not Submitted (documents you have worked on but not yet submitted)

Common Navigation Options

For each update, you'll click [SAVE](#) and confirm your changes, then click [SAVE](#) again

My Profile (review personal, employment, job and compensation information)

[Personal Information](#)> [My Profile](#)> (enter date)

Address, telephone, campus emergency telephone number, and email, review/edit

[Personal Information](#)> [Change of Address](#) or [Email Address](#)> (edit if needed)

Emergency contact(s), review/edit

[Personal Information](#)> [Emergency Contacts](#)> (click on each name to edit)

Emergency contact(s), add/delete

[Personal Information](#)> [Emergency Contacts](#)> (check delete box) or [Add](#) (and enter information)

Dependent(s), for BENEFITS ELIGIBLE EMPLOYEES to review/edit

[Personal Information](#)> [Dependents](#)> (click on each dependent to review and/or edit)

Paychecks/earning statements, review

[Payroll and Tax Information](#)> [Earnings Statements](#)> (select paycheck number to review)

Direct deposit, review/edit/delete

[Payroll and Tax Information](#)> [Direct Deposits](#)> (click cancel box) or (enter/edit banking information)

Calculate estimated paycheck after a change to tax withholding allowances or to deductions

[Payroll and Tax Information](#)> [Check Calculations](#)> (enter information)> [Calculate](#)

Federal W-4, edit (Please note: State of Maine W-4 must be submitted on paper, see link to download form)

[Payroll and Tax Information](#)> [Federal Tax Form \(W-4\)](#)> (enter information)

Beneficiaries, for BENEFITS ELIGIBLE EMPLOYEES to edit

[Benefits Information](#)> [Update Beneficiaries](#)> (Choose [Beneficiaries](#) for each to update)> (edit)

Retirement account information, for BENEFITS ELIGIBLE EMPLOYEES to review/edit

[Benefits Information](#)> (Choose the retirement webpage you want to go to, and access your account from there)

Total compensation statement, for BENEFITS ELIGIBLE EMPLOYEES to review

[Personal Information](#), [Employee Reports](#), [Total Compensation Statement](#)

Other options

Some tasks still need to be done directly through Human Resources. Please contact HR at x3837 if you need to:

- change your legal name
 - change your marital status
- And for BENEFITS ELIGIBLE EMPLOYEES
- add/drop benefit coverage for a child or spouse/ partner outside of the Open Enrollment period
 - experience any other qualified event outside of the open enrollment period.

IMPORTANT

- Since HRforYou can be accessed off-campus, we recommend you choose a password that is different than your Bowdoin log-in password
- Protect your password and collect any printed copies promptly so no one has access to your personal information
- Report any issues to the HRforYou Line (x7070) or Human Resources (x3837)
- **ALWAYS Logout WHEN YOU ARE FINISHED**