Employee Self-Service

Northeastern’s Employee Self-Service system in myNEU contains Personal Information such as home address, campus mail drop, and phone numbers, as well as Employment Data including pay, benefit, and tax information. In addition, myNEU enables you to connect directly with Northeastern’s Benefits website as well as with our retirement and commuter benefit vendors.

Employee Self-Service is password protected and accessed the same way you log on. It’s simple:

- Go to myNEU
- Enter your username and password
- Click on the Services and Links tab
- Click on Employee Self-Service

Employee Self-Service has two tabs: Personal Information and Employee.

Personal Information

*It is important for faculty and staff to maintain accurate information.*

When changes occur—home and/or office location(s), emergency contact(s), home, cell, and/or office phone number(s)—please update your information. This will ensure you receive important communications and are notified by NU Alert in the event of an emergency or severe weather. You can view and/or update your information by clicking on Personal Information.
Personal Information *(Continued)*

The fields are:

<table>
<thead>
<tr>
<th>Addresses</th>
<th>Emergency Contact</th>
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</thead>
<tbody>
<tr>
<td>E-mail</td>
<td>Employee Work Location</td>
</tr>
<tr>
<td>Ethnicity and Race</td>
<td>Campus Mail Drop</td>
</tr>
<tr>
<td>Marital Status</td>
<td>Phone Numbers</td>
</tr>
<tr>
<td>Preferred First Name</td>
<td>Veterans Classification</td>
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</table>

We encourage you to view and update, as necessary, your **Personal Information**. Please note: HRM will update Marital Status after you provide supporting documentation.

**Employee Data**

The **Employee** tab has seven menu options. The options and a brief summary are:

- **Update Tax Information** displays your current withholdings; you may select this option to change your federal and state tax withholdings.
- **Pay Information** enables you to view your pay statements and earnings history at Northeastern since January 1, 2012.
- **W-2 Electronic Consent Form** enables you to receive your W-2 form electronically, usually two weeks in advance of the mailed W-2 form. It’s “green,” cost-effective, and secure. We strongly encourage all faculty and staff to receive their information electronically.
- **W-2 Wage and Tax Statement** enables you to view your annual Northeastern W-2 statements beginning with your W-2 from 2012.
- **Annual Benefits Statement** provides a comprehensive summary of the benefits you elected for the previous year and the benefits you elected for the current year. The statement identifies the contributions made by Northeastern on your behalf as well as your contributions.
- **Employee Directory** enables you to look up title and contact information for faculty and staff.
- **Jobs Summary** enables you to view your job history at Northeastern since January 1, 2012.

If you have questions about **Employee Self-Service**, please contact the HRM Customer Service Center, 617.373.2230 or HRMInfo@neu.edu.