The PeopleSoft Employee Self Service page provides employees access to view and/or update certain types of personal data:

**Personal Information**

Employees can view and/or update their:

Home Mailing Address / Phone numbers

University Mailing Address

Emergency Contacts

**Payroll & Compensation**

Employees can view their current and previous paychecks, compensation history, and voluntary deductions. Employees can also view and/or update their W-4 and Direct Deposit information.

**Benefits**

Employees can view the following:

* Benefits Summary
* Dependent/Beneficiary Information
* Benefits Enrollment
* Service Summary

For other changes to dependent information or questions regarding your benefits information, employees should contact the Benefit Services Group (617) 496-4001.

**Learning & Development**

Employees can register for CWD courses through PeopleSoft Self Service, using the ‘Request Training Enrollment’ option. A Training Summary is also available which lists the CWD courses for which you have registered and the courses you have completed.

Employees can also update their Education, Languages and Licenses in this section.

**Harvard Publications**

Employees can now choose to stop receiving paper versions of the Harvard Resource newspaper and the Harvard Magazine and instead receive the Resource in an electronic format by email.

**Confidentiality Agreement**

Employees who deal with high risk information are required to sign a confidentiality agreement. Examples include employees dealing with information protected by HIPAA and employees processing credit and debit card charges.