PORTAL.UHNJ.ORG

Introducing the MY.UHNJ personal portal page that puts all the tools and information you need in one place.

With portal.uhnj.org, you can:

- Set up/view Direct Deposit/Check Benefits and Deductions.
- View/print out your pay stub and view accumulated time.
- View/change address, name, phone numbers and Emergency Contacts
- Change Federal Tax Exemption.
- Check e-mail and access Banner tools.
- Read the latest University Hospital announcements.

GETTING STARTED for NEW HIRE

GETTING ‘CORE ID and PASSWORD’

- Once a new hire is entered into the system, a Welcome email is sent to their personal email.

- The notification will contain their CORE ID and UH email address. Also included will be instructions to activate their account.

- Once your account is active, they can log onto portal and Banner Self Service at https://portal.uhnj.org
portal.uhnj.org

CORE ID is your user name. Password is the one you just set up.

BANNER SELF SERVICE

- Log in to Self Service Banner.

ID and PIN INFORMATION

In order to follow best practices in secure authentication, University Hospital (UH) is introducing Two-Factor Authentication from the Portal (my.uhnj.org) into Self Service Banner.
How Do I Know What My PIN Is? How Do I Log In?

The default PIN is set to your Date of Birth (DOB) in the format “mmddyy”. For example, if your DOB is February 29, 1960, the PIN will be 022960.

Log in using your Hospital ID (“A” number, usually found on your ID card) as your User ID. Enter your default PIN and click Login.

Why Do I Have to Change My PIN After I Log In?

- When you login to SSB with your assigned PIN for the first time, you will get a PIN Expired notification, requiring you to reset your PIN and set your security questions and answers.
- Enter the original PIN and then enter a new PIN twice. Then click Login.
- The new PIN must be exactly six (6) characters, and can contain ONLY letters, numbers, or both. It cannot contain special characters or spaces.
Why Do I Have to Create Security Questions?

- When you login to Self-Service for Banner the first time with your PIN, you will have to reset your PIN (see prior slide) AND will be asked to answer three security questions.
- Setting your security questions will give you a way to reset your PIN later on if you forget it.

How Do I Set The Security Questions?

1. Enter your new PIN
2. Select a question from the drop-down list. Enter an answer that you will remember and click submit.
3. Repeat the process for the next two questions.

How Do I Know My Questions Were Saved Successfully?

Once you answer the 3rd question and click submit, you should be brought to the Personal Information page. A message should display saying that your changes were successfully saved.
What If I Forget My PIN?

- If you forget your PIN when you need to log in, enter your UserID then click the link that says “Forgot PIN?”
- After you click the link, you will be asked to answer all three security questions you answered the first time you logged in.

What If I Forget My PIN? (continued)

- For each question, enter the answer and click “Submit Answer”
- Once you have successfully answered all 3 questions, enter a new PIN twice and click “Reset PIN”

What If I Forget My PIN? (continued)

- After you click “Reset PIN” you will be brought back to Self-Service for Banner.
- You will also receive an email stating that you changed your PIN
What If I Forget My PIN AND My Secret Questions?

- If you forget your PIN and can’t remember one or more of your secret questions, please call the Service Center at 732-743-3200 (3-3200 using a UH phone) during normal working hours.
- If you can’t get into Self-Service Banner and it is after hours (9:00 AM – 5:00 PM), please call the CAST team at 972-972-1666 (2-1666 using a UH phone)

What If I Get an Email Stating I Changed My PIN, but I Didn’t?

- If you get an email stating that you changed your PIN, but you did NOT change your PIN, please contact the Service Center or CAST IMMEDIATELY.
EMPLOYEE SERVICES

The Employee Services link provides information that relates to your employment (i.e. Benefits and Deduction, Pay Information, Tax and Payroll Forms, Current and Past Jobs)

- Click Employee Main Menu link

- Click Employee Services tab.

TO VIEW BENEFITS AND DEDUCTIONS

- Click Benefits and Deductions.
Benefits and Deductions

- View Retirement Plans Information.
- View Health Benefit Information.
- View Flexible Spending Accounts Information.
- View Miscellaneous Benefits/Deduction Information.

TO VIEW PAY INFORMATION

- Click Pay Information.
- Click the Pay Stub Year.
- Click Display.
### View Pay Stub Summary

Click on the underlined Pay Stub Date to view the Pay Stub.

**Note:** Funds are available on payday.

**Direct Deposit Users:** Processing schedules vary from bank to bank and can change at any time.

### Pay Stubs for 2017

<table>
<thead>
<tr>
<th>Pay Stub Date</th>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Gross Pay</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 02, 2017</td>
<td>May 14, 2017</td>
<td>May 27, 2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>May 19, 2017</td>
<td>Apr 30, 2017</td>
<td>May 13, 2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>May 05, 2017</td>
<td>Apr 16, 2017</td>
<td>Apr 29, 2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Apr 21, 2017</td>
<td>Apr 02, 2017</td>
<td>Apr 15, 2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Apr 07, 2017</td>
<td>Mar 19, 2017</td>
<td>Apr 01, 2017</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

- Click Pay Stub Date.

### Payment Summary

<table>
<thead>
<tr>
<th>Type</th>
<th>Current Period</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Amount:</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total Personal Deductions:</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Net Amount:</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

### Earnings

<table>
<thead>
<tr>
<th>Job</th>
<th>Earnings</th>
<th>Hours or Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Admin Clerk</td>
<td>Regular Pay</td>
<td>70.00</td>
</tr>
<tr>
<td></td>
<td>Regular Retro Pay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sick Pay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vacation Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Holiday Pay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Float Holiday Pay</td>
<td></td>
</tr>
</tbody>
</table>

### Benefits, Deductions and Taxes

#### Benefits and Deductions

<table>
<thead>
<tr>
<th>Benefits before Federal Tax</th>
<th>Employee</th>
<th>Employee YTD</th>
<th>App</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deductions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Parking Fee Pretax</td>
<td>$7.89</td>
<td>$102.57</td>
<td></td>
</tr>
<tr>
<td>Pre-Tax Dental Expense Plan</td>
<td>$9.06</td>
<td>$117.78</td>
<td></td>
</tr>
<tr>
<td>Pre-Tax NJ DIRECT15</td>
<td>$49.09</td>
<td>$638.17</td>
<td></td>
</tr>
</tbody>
</table>
TO VIEW TAX AND PAYROLL FORMS

- Click Tax and Payroll Forms.

To change your federal tax withholdings:

- Click W-4 Tax Exemptions/Allowances – Federal.

NOTE: You cannot change your NJ tax online. Please fill out the fillable form and forward the completed form to the HR Department.

For Changes click on Form NJ-W4-WT
Click Update.

Update W-4 Information

For instruction on completing Form W-4 click here. Enter your desired changes and click the Certify Changes button.

Notes: If you are filing as "exempt status" DO NOT ATTEMPT to make changes online. You must contact your local Human Resources office for information regarding updates.

The IRS released a new W-4 form for 2020. The filing status and additional withholding amount (if any) will default in to the new form fields, but number of can access your W-4 History.

- indicates a required field.

Federal Withholding Tax
Deduction Effective as of: May 06, 2020

If your last name differs from that shown on your Social Security Card, check here.  □
Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY: 05/06/2020
Note: Effective Date must be after Apr 25, 2020 the date you were last paid.

Deduction Status: Active
I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.
* Last year I had no tax liability and
* This year I expect to have no tax liability.
If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status: Single
NRA Indicator: □
Step 2C Indicator: □

Dependents under 17 999999.99: Multiply the number of qualifying children under age 17 by $2,000.
Other Dependents 999999.99: Multiply the number of other dependents by $500.
Dependent Amount 999999.99: Step 3: Add the amounts above and enter the total here.
Other Income 999999.99: Step 4a) See Form W-4 instructions.
Deductions 999999.99: Step 4b) See Form W-4 instructions.
Additional Withholding 999999.99: 45.00

By clicking the Submit Changes button you are electronically signing and therefore have made the following declaration: "Under penalties of perjury, I certify

- Make the changes. DO NOT change the Effective Date of Change.
- Click Certify Changes.
- Enter PIN and click Submit.
DIRECT DEPOSIT INFORMATION/UPDATE/ALLOCATION

Pay Information

- Click Pay Information.
- Click Direct Deposit Information/Update.

- Direct Deposit changes will not be available between Monday 12PM and Wednesday morning of pay week

View Direct Deposit Information

- Click Update Direct Deposit Allocation

Account Verification

- Enter Bank Account Number
- Click Submit.
Click Add/Update Direct Deposit Allocation.

Add/Change Direct Deposit Information

This page allows you to:
1. Add a new Bank Account(s).
2. Modify existing Bank Account(s) amount or percent.

Note: Do not enter a $ sign or % sign in the “Amount or Percent” column. Simply enter a whole number and use the drop down to indicate if it is an amount or percent.

✓ Indicates a required field.
TO VIEW CURRENT AND PAST JOBS

- Click Employee Services tab.
- Click Current and Past Jobs.

List of Jobs

<table>
<thead>
<tr>
<th>Title</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Jul 01, 2013</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Jan 01, 2005</td>
<td>Jun 15, 2013</td>
</tr>
<tr>
<td>C</td>
<td>Aug 02, 2004</td>
<td>Jun 11, 2005</td>
</tr>
<tr>
<td>V</td>
<td>Sep 23, 2002</td>
<td>Jul 24, 2004</td>
</tr>
</tbody>
</table>

TO VIEW LEAVE BALANCES

- Click Employee Services tab.

List of Leave Types

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours or Days Available</th>
<th>Beginning Balance Hours</th>
<th>Earned Hours</th>
<th>Taken Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Float Holiday</td>
<td>Hours</td>
<td>.00</td>
<td>42.00</td>
<td>42.00</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>Hours</td>
<td></td>
<td>14.00</td>
<td>295.50</td>
</tr>
<tr>
<td>Vacation</td>
<td>Hours</td>
<td></td>
<td></td>
<td>159.00</td>
</tr>
</tbody>
</table>
PERSONAL INFORMATION

- Click Personal Information Tab.

TO VIEW OR CHANGE/UPDATE ADDRESS AND PHONE

- Click View Address(es) and Phones.
- Click Update Address(es) and Phone(s).
- Click Current.
Enter changes.
Click Submit.

TO UPDATE EMERGENCY CONTACT
TO VIEW OR AND UPDATE EMERGENCY CONTACTS

- Click Personal Information Tab.
- Click Update Emergency Contacts.

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Address</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jane Smith</td>
<td>123 Newark St.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Newark, NJ 07107</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Make Information changes.
- Click Submit or Reset to submit your changes or reset to make another changes.

TO CHANGE NAME INFORMATION

A request to change your name in the Administrative System must be made in person at the Human Resources Department.

Your social security number and name in the University Hospital’s administrative information system must exactly match that on your social security card to ensure accuracy of records.

If you have not requested a change of name with the Social Security Administration, please apply for a new social security card with the nearest Social Security Administration Office. Human Resources will make name changes only upon presentation of your original Social Security card which reflects the information you are requesting.

For additional information on how to apply for, replace, correct, or change your name on your Social Security Card, click here. To return to this page, use your browser’s Back button.

- Bring your new SS card with your new name in HR Department.
All University Hospital employees are given an email account. It is important to keep your UH email account active. Administration and Human Resources utilizes the email system to send notices to employees.

Please log into check your email account on a regular basis to ensure the accounts stay active.

Make it a habit to check your emails when viewing your pay stubs.
PORTAL QUICK TOOLS

Employee Tools

- Email
- Online Directory
- Email the Help Desk
- View Pay Stub
- View Leave Balance
- Holiday Schedule
- Self Service Password Reset
- Facilities Work Order
- Employee Discounts

CONTACT INFORMATIONS:

HR Data Administration ....................... 972-972-4502 / 973-972-4503
Employment ........................................ 973-972-3698
Benefits Office ................................. 973-972-0885 / 973-972-4743
Labor Relation ................................. 973-972-7087
Compensation ..................................... 973-972-1623
HR Information Systems ...................... 973-972-1853
EEO/LEAVES ...................................... 973-972-0825
Learning & Org. Development ............. 973-972-9391
Payroll ............................................. 973-972-1200
IST Services Center ........................... 732-743-3200

rev/jgr05.2018