

# 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.



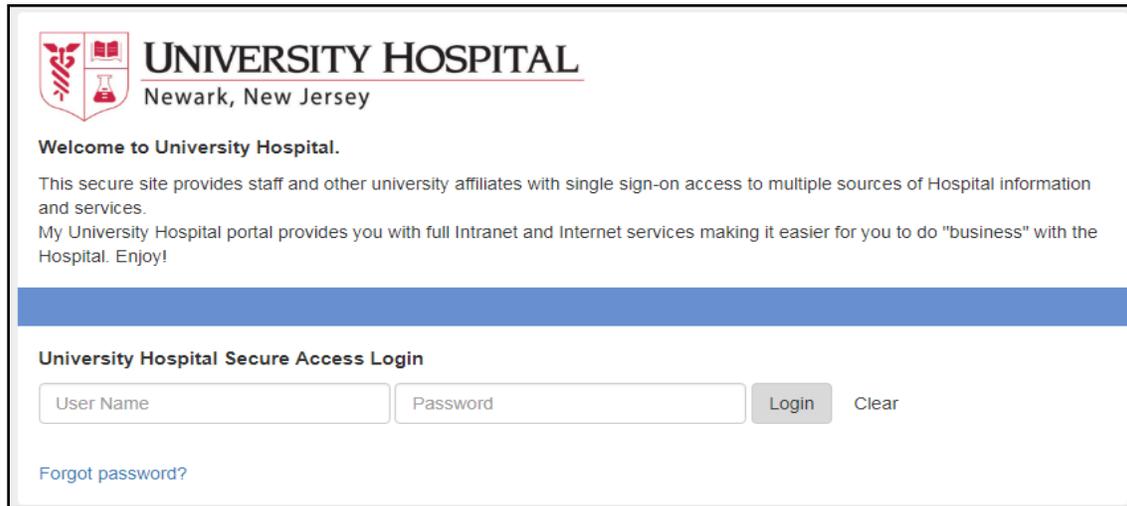
## **GETTING STARTED for NEW HIRE**

### **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>

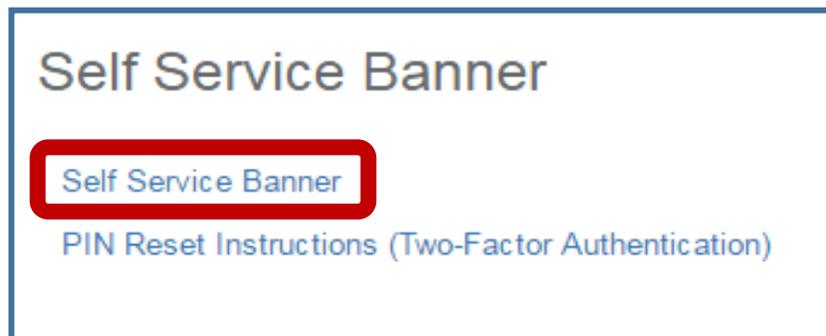
**portal.uhnj.org**

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



The screenshot shows the University Hospital Secure Access Login page. At the top left is the University Hospital logo, which includes a shield with a caduceus, a book, and a flask. To the right of the logo, the text reads "UNIVERSITY HOSPITAL" in a large, bold, serif font, with "Newark, New Jersey" in a smaller font below it. Below the logo and text is a welcome message: "Welcome to University Hospital. This secure site provides staff and other university affiliates with single sign-on access to multiple sources of Hospital information and services. My University Hospital portal provides you with full Intranet and Internet services making it easier for you to do 'business' with the Hospital. Enjoy!" Below the welcome message is a blue horizontal bar. Underneath the bar is the heading "University Hospital Secure Access Login". Below this heading are two input fields: "User Name" and "Password". To the right of the "Password" field is a "Login" button and a "Clear" link. Below the input fields is a link that says "Forgot password?".

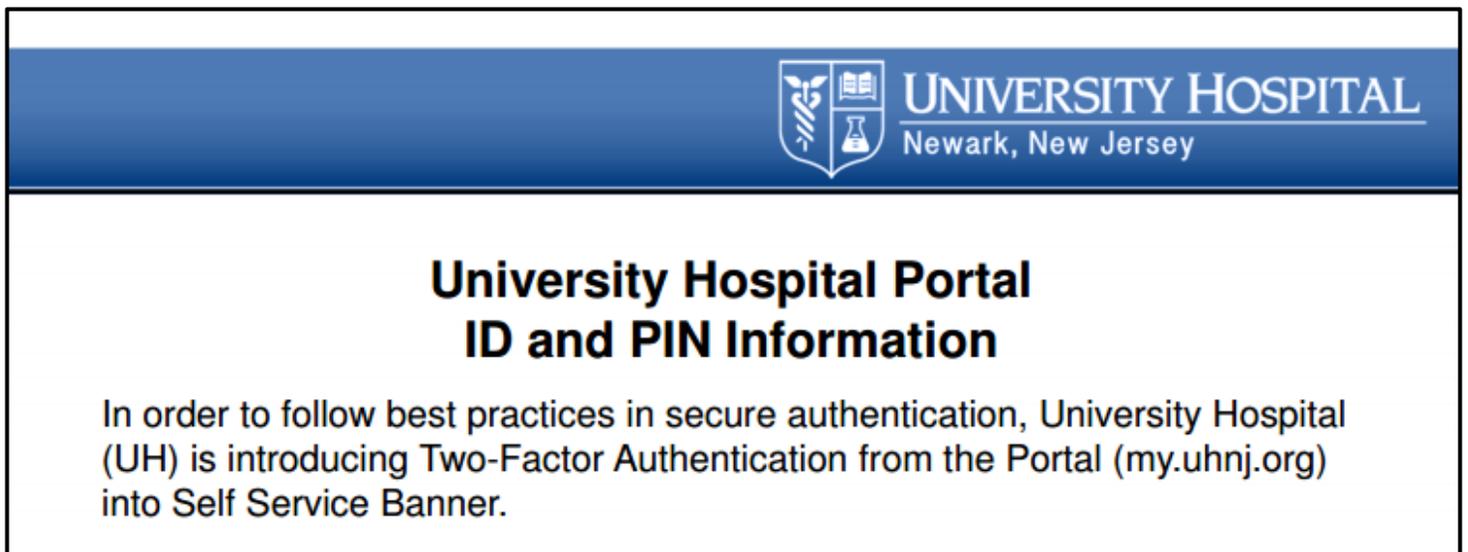
## **BANNER SELF SERVICE**



The screenshot shows the Self Service Banner page. At the top, the text "Self Service Banner" is displayed in a large, bold, sans-serif font. Below this text is a red-bordered button with the text "Self Service Banner" in white. Below the button is a link that says "PIN Reset Instructions (Two-Factor Authentication)" in a smaller, blue font.

- Log in to Self Service Banner.

## **ID and PIN INFORMATION**



The screenshot shows the University Hospital Portal ID and PIN Information page. At the top is a blue header bar with the University Hospital logo on the left and the text "UNIVERSITY HOSPITAL" in a large, bold, serif font, with "Newark, New Jersey" in a smaller font below it. Below the header bar is the heading "University Hospital Portal ID and PIN Information" in a large, bold, sans-serif font. Below the heading is a paragraph of text: "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.



[HELP](#) [EXIT](#)

### User Login

Please enter your user Identification Number (ID) and  
**When you are finished using the WEB product, |**  
**DEVL SSB**

User ID:

PIN:

RELEASE: 8.7



## 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.



Search

### Login Verification Change PIN

**Your PIN has expired. Please change it now.**

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

Last web access on Apr 03, 2017 09:36 am

[Return to Homepage](#)



## 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 3<sup>rd</sup> 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.

User Login

Please enter your user Identification Number (ID) a  
When you are finished using the WEB product,

User ID:

PIN:

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Security Answer

Please provide the correct answer to your security question and then click Submit Answer.  
You will then be asked to enter a new PIN for future access.

User ID:

Question: What is the name of the model of your first car?

Answer:

## 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"

Your PIN has to be reset. Please change it

New PIN:

Re-enter new PIN:

Last web access on May 04, 2017 12:24

## 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)



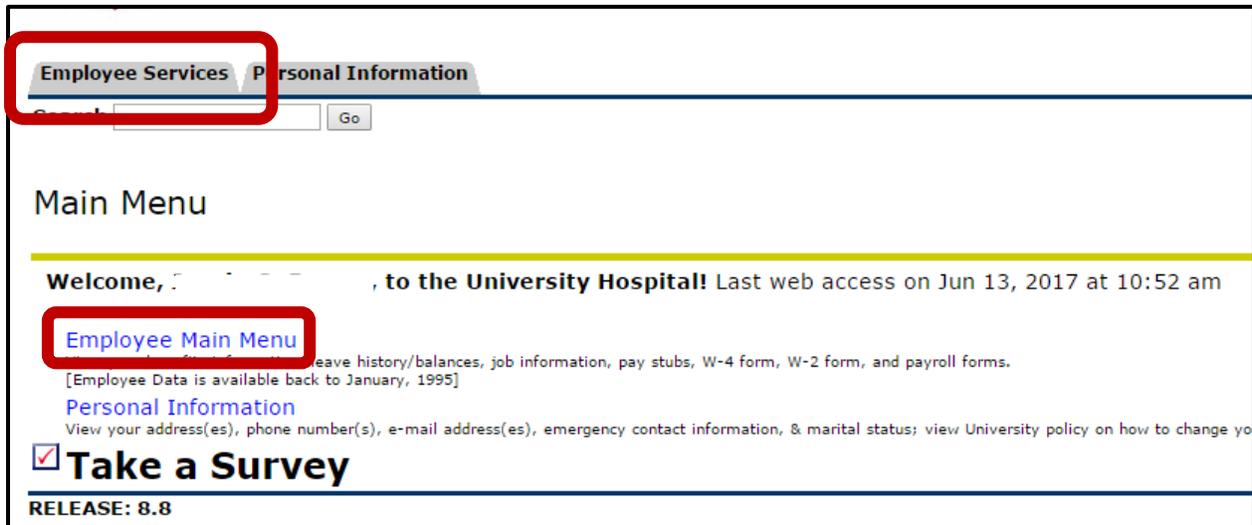
## What If I Get an Email Stating I Changed My PIN, but I Didn't?

- 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

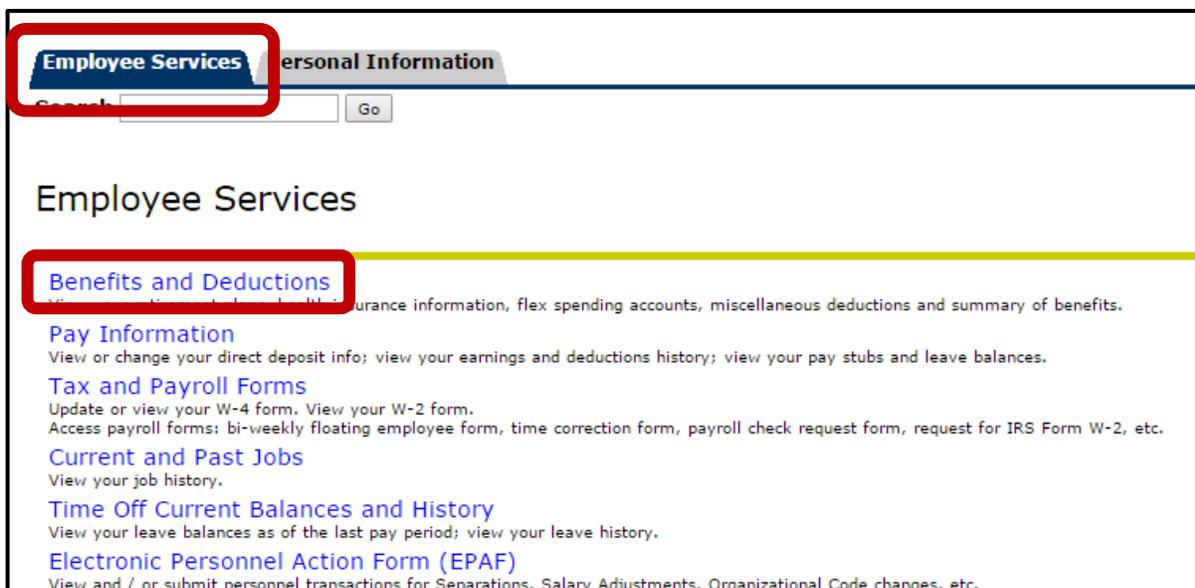


The screenshot shows a web interface with a navigation bar at the top containing 'Employee Services' and 'Personal Information'. Below the navigation bar is a search field with a 'Go' button. The main content area is titled 'Main Menu' and features a welcome message: 'Welcome, [Name], to the University Hospital! Last web access on Jun 13, 2017 at 10:52 am'. A red box highlights the 'Employee Main Menu' link. Other links include 'Personal Information' and 'Take a Survey'. At the bottom, it says 'RELEASE: 8.8'.

- Click Employee Services tab.

## TO VIEW BENEFITS AND DEDUCTIONS

- Click Benefits and Deductions.



The screenshot shows the 'Employee Services' page. The navigation bar has 'Employee Services' and 'Personal Information' tabs. A red box highlights the 'Employee Services' tab. Below the navigation bar is a search field with a 'Go' button. The main content area is titled 'Employee Services' and features a red box highlighting the 'Benefits and Deductions' link. Other links include 'Pay Information', 'Tax and Payroll Forms', 'Current and Past Jobs', 'Time Off Current Balances and History', and 'Electronic Personnel Action Form (EPAF)'. At the bottom, it says 'RELEASE: 8.8'.

# Benefits and Deductions

- Retirement Plans
- Health Insurance
- Flexible Spending Accounts
- Miscellaneous

- 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.

The screenshot shows the 'Employee Services' website. The 'Employee Services' tab is highlighted in red. Below it, the 'Pay Information' link is also highlighted in red. A separate inset box shows the 'Pay Information' page with the 'Pay Stub' link highlighted in red.

- Click the Pay Stub Year.
- Click Display.

The screenshot shows the 'Select Pay Stub Year' form. A red arrow points from the 'Pay Stub Year' dropdown menu to the 'Display' button. The dropdown menu is currently set to '2017'.

## 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

### Pay Stubs for 2017

<u>Pay Stub Date</u>	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay
<a href="#">Jun 16, 2017</a>	May 28, 2017	Jun 10, 2017	\$	
<a href="#">Jun 02, 2017</a>	May 14, 2017	May 27, 2017	\$	
<a href="#">May 19, 2017</a>	Apr 30, 2017	May 13, 2017	\$	
<a href="#">May 05, 2017</a>	Apr 16, 2017	Apr 29, 2017	\$	
<a href="#">Apr 21, 2017</a>	Apr 02, 2017	Apr 15, 2017	\$	
<a href="#">Apr 07, 2017</a>	Mar 19, 2017	Apr 01, 2017	\$	

- Click Pay Stub Date.

### Payment Summary

Type	Current Period	YTD Amount
<b>Gross Amount:</b>	\$	\$
<b>Total Personal Deductions:</b>	\$	\$
<b>Net Amount:</b>	\$	\$

### Earnings

Job	Earnings	Hours or Units
Data Admin Clerk	Regular Pay	70.00
	Regular Retro Pay	
	Sick Pay	
	Vacation Time	
	Holiday Pay	
	Float Holiday Pay	

### Benefits, Deductions and Taxes

Benefits and Deductions	Employee	Employee YTD	App
<b>Deductions before Federal Tax</b>			
General Parking Fee Pretax	\$7.89	\$102.57	
Pre-Tax Dental Expense Plan	\$9.06	\$117.78	
Pre-Tax NJ DIRECT15	\$49.09	\$638.17	

# TO VIEW TAX AND PAYROLL FORMS

- Click Tax and Payroll Forms.

The screenshot shows the 'Employee Services' section of a web portal. At the top, there are tabs for 'Employee Services' and 'Personal Information'. Below the tabs is a search bar with the text 'Search' and a 'Go' button. The main heading is 'Employee Services'. A yellow horizontal line separates the heading from the list of services. The services listed are: 'Benefits and Deductions', 'Pay Information', 'Tax and Payroll Forms' (highlighted with a red box), 'Current and Past Jobs', 'Time Off Current Balances and History', and 'Electronic Personnel Action Form (EPA)'. Each service has a brief description below it.

- Click Tax and Payroll Forms.

The screenshot shows the 'Tax and Payroll Forms' page. The heading 'Tax and Payroll Forms' is at the top. Below it, a list of links is displayed: 'W-4 Tax Exemptions/Allowances - Federal' (highlighted with a red box), 'W-4 Tax Exemptions/Allowances - State', 'W-2 Year End Earnings Statement', 'Electronic W2 Consent', and 'Direct Deposit Form'.

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 for to the HR Department.

[For Changes click on Form NJ-W4-WT](#)

## W-4 Tax Exemptions/Allowances - Federal

### Federal Withholding Tax

As of Date: Jun 14, 2017

Name:

Address:

Last Name differs from SSN card: No

Deduction Status: Active

Filing Status: Single

Number of Allowances: 6

Added Withholding: 35.00

Note: Additional amount, if any, you want withheld from each paycheck.

Print

History | **Update** | Contributions or Deductions | Vendor Web Site

- 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.

**Note:** 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 dependents 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

Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

By clicking the Submit Changes button you are electronically signing and therefore have made the following declaration: "Under penalties of perjury, I certify that the information furnished on this form is true and correct. I am aware that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including penalties and interest)."

**Certify Changes**

Reset

- 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**

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[Pay Stub](#)  
[Direct Deposit Information/Update](#)  
[Earnings History](#)  
[Deductions History](#)  
[View Leave Balances](#)

- 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**

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Direct Deposit changes will **NOT** be available between 5:00 PM : AM .  
Please plan accordingly. Thank you.

The following accounts are listed in the order in which your pay will be distributed.

**Pay Distribution as of Jun 02, 2017**

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
	XXXXX		Checking	
Total Net Pay				

**Proposed Pay Distribution:**

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
			Checking	1	100.00%	
Total Net Pay						

[Update Direct Deposit Allocation](#)

- Click Update Direct Deposit Allocation

**Account Verification**

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Please enter in your current account number. The account number you enter must match your current one before you will be allowed to edit or delete your account information.

**No Match found. Please try again.**

✓ - indicates a required field.

Account Number: ✓ A00:.....

- Enter Bank Account Number
- Click Submit.

**Payroll Allocation:**

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Deactivate?
BANK	0		Checking	1 ▼	100.00%	<input type="checkbox"/>

Deactivate and/or Re-Order

[ [Direct Deposit Allocation](#) | [Add/Update Direct Deposit Allocation](#) ]

- Click Add/Update Direct Deposit Allocation.

### Add/Change Direct Deposit Information

**i** 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.

**Add Allocation:**

Bank Routing Number: ✓	Bank Name:	Account Number: ✓	Account Type:	Amount or Percent	Priority
02	BANK	223	Checking	100 <input type="text"/> Percent ▼	1 <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Checking ▼	<input type="text"/> Percent ▼	2 <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Checking ▼	<input type="text"/> Percent ▼	3 <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Checking ▼	<input type="text"/> Percent ▼	4 <input type="text"/>

Save

[Direct Deposit Allocation](#)

## TO VIEW CURRENT AND PAST JOBS

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

### Employee Services

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**Benefits and Deductions**  
View your retirement plans, health insurance information, flex spending a

**Pay Information**  
View or change your direct deposit info; view your earnings and deduction

**Tax and Payroll Forms**  
Update or view your W-4 form. View your W-2 form.  
Access payroll forms; bi-weekly floating employee form, time correction fo

**Current and Past Jobs**

**Time Off Current Balances and History**

### Current and Past Jobs

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 To see more detailed information for a particular position, click on the underlined title.

**List of Jobs**

Title	Begin Date	End Date
<u>h</u>	Jul 01, 2013	
<u>h</u>	Jan 01, 2005	Jun 15, 2013
<u>h</u>	Aug 02, 2004	Jun 11, 2005
<u>v</u>	Sep 23, 2002	Jul 24, 2004

## TO VIEW LEAVE BALANCES

- Click Employee Services tab.

### View Leave Balances

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 To view the pay period breakdown for a particular type of leave, click on the underlined category.

**List of Leave Types**

Category	Hours or Days Available	Beginning Balance	Hours Earned	Hours Taken	Available Balance
<u>Float Holiday</u>	Hours	.00	42.00	42.00	.00
<u>Sick Leave</u>	Hours			14.00	295.50
<u>Vacation</u>	Hours			159.00	35.22

# PERSONAL INFORMATION

The screenshot shows the 'Employee Services' interface with the 'Personal Information' tab highlighted by a red box. Below the tab is a search bar and a list of links: 'View Address(es) and Phone(s)', 'Update Address(es) and Phone(s)', 'View E-mail Address(es)', 'Change Security Question', 'View and Update Emergency Contacts', and 'Name Change Information'. At the bottom, it says 'RELEASE: 8.8'.

- Click Personal Information Tab.

## TO VIEW OR CHANGE/UPDATE ADDRESS AND PHONE

The screenshot shows the 'View Address(es) and Phone(s)' page. It includes a message: 'Your active addresses are displayed in order by address type.' Below this is a table with two columns: 'Addresses and Phones' and 'Phones'. The table shows a 'Home Address' with 'Current' status, dated 'Aug 11, 2015 - (No end date)', and a 'Primary' phone number '973-'. The address is 'Essex'. A link '[ Update Address(es) and Phone(s) ]' is at the bottom right.

This is a close-up of the 'Current' address entry from the previous screenshot. It shows the text 'Current:' followed by 'Essex'.

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

⚠ Once you click on the **"submit button"** the address change you have requested will be processed.

**Home Address**

**Address Line 1:** \_\_\_\_\_

**Address Line 2:** \_\_\_\_\_

**Address Line 3:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State or Province:** \_\_\_\_\_

**ZIP or Postal Code: (XXXXX)** 07109

**County:** Essex

**Nation:** Not Applicable

**Primary Phone Number For This Address:**

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
973	_____	_____		

- Enter changes.
- Click Submit.

## TO UPDATE EMERGENCY CONTACT

Update Emergency Contacts

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 Complete your emergency contact information changes below. When finished, click **Submit Changes**.

**Remove Contact:**

**Order:** 1

**Relationship:** Sister

**First Name:** John

**Middle Name:** G

**Last Name:** Doe

**Address Line 1:** 1243 Old St

**Address Line 2:** \_\_\_\_\_

**Address Line 3:** \_\_\_\_\_

**City:** Belleville

**State or Province:** New Jersey

**Zip or Postal Code:** 07109

**Country:** Not Applicable

	Area Code	Phone Number	Extension
Telephone:	609	1112234	_____

# TO VIEW OR AND UPDATE EMERGENCY CONTACTS

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



View Emergency Contacts

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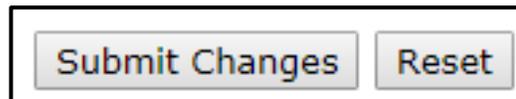
 Following is your current emergency contact information.

**Emergency Contacts**

Order	Name	Address and Phone	Relationship
1	Jane Smith	123 Newark Street Newark, NJ 07107	
2			
3			

[ Update Emergency Contacts ]

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



## TO CHANGE NAME INFORMATION

Name Change Information

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

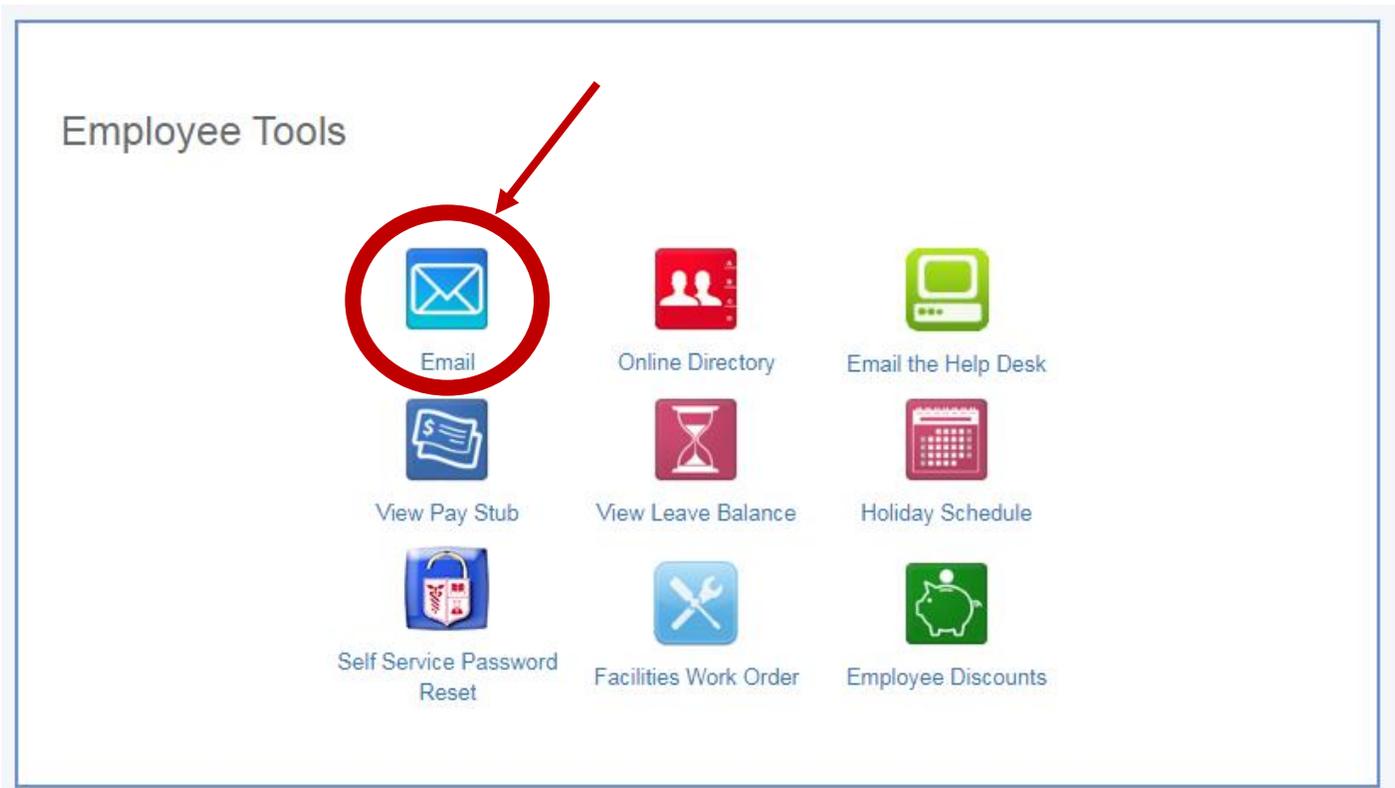
Your social security number and name in the University Hospital's administrative information system must exactly match that on your social security card to ensure accuracy of records.

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.

## TO CHECK YOUR EMAIL



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

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