

# PeopleSoft Self Service

Whether it's from home, work, or your phone, the information you need is **always just a few clicks away.**



## Accessing PeopleSoft in Four Steps

**1** You can access PeopleSoft Self Service from anywhere, by typing <https://pastaff.panynj.gov> into your web browser.

**2** After reaching the Self Service page (the one with all the Statues of Liberty), click the link labeled "Port Authority Staff Access to PeopleSoft."

**3** Now the login... this may require a phone call to the Help Desk, depending on whether you need a User ID setup or password reset (see below for the right instructions for you). Once you set up your login, Self Service will be your new best friend (or at least a trusted acquaintance).

### What's My User ID?

**Do you have a Windows/Outlook account at work? (Can you log in to a workstation?)**

If you do, use the same User ID, except in ALL CAPS (JSMITH).

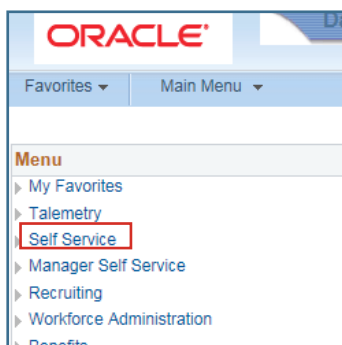
**If you don't have a Windows/Outlook account, or do not remember your User ID,** immediately call the Port Authority Help Desk at 212-435-7469 (available 24/7).

### What's My Password?

**Never logged in to Self Service?** Use the default password, which you can get by asking your Business Manager or calling the Help Desk at 212-435-7469 (available 24/7). This password expires after first use. Once logged in, choose a security question and select a new password.

**Have you logged in before but either don't remember or it has been a long time since you last did?** This one is easy: Call the Help Desk at 212-435-7469 and they will set you up ASAP.

**4** Once all the login stuff is out of the way, you are pretty much in the clear. On the left-hand list of links on the first page after logging in, click "Self Service" to access a complete list of employment information and resources.

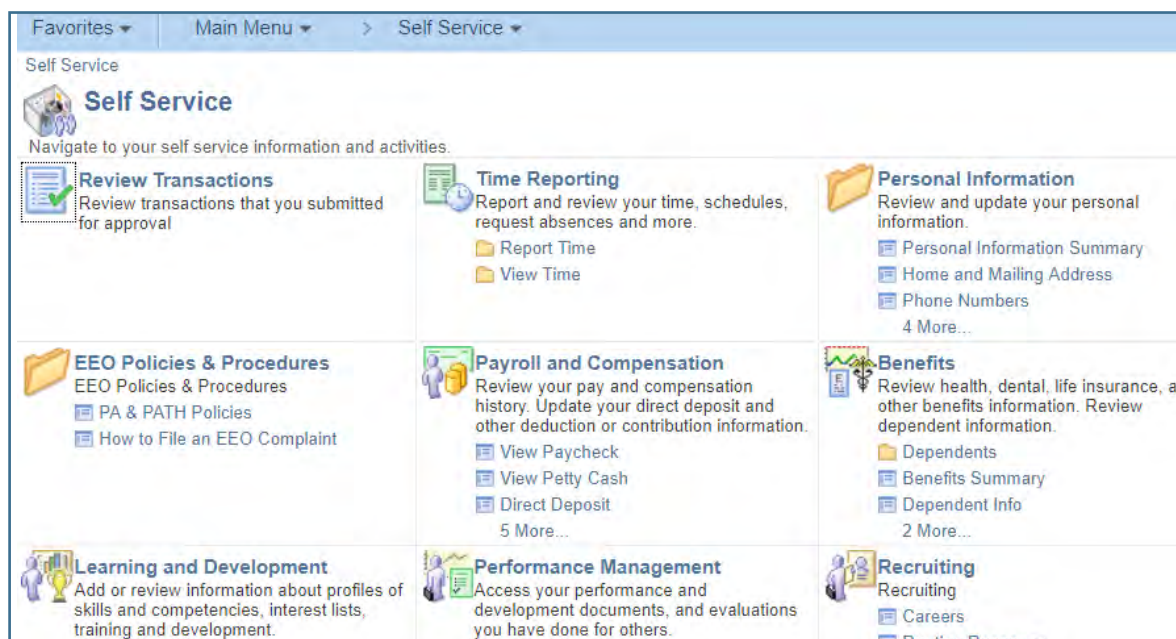


For how to find paychecks, set up Job Alerts, update personal information, and perform other popular actions, see next page.

# How to perform common Self Service tasks:

PeopleSoft Self Service is a powerful online tool for Port Authority employees.

There are a lot of features, but here we have compiled simple instructions and summaries about the most popular ones that employees use.



## Payroll and Compensation

### To View Paycheck:

1. On main screen (above), click "View Paycheck."
2. On next screen, you will see a full list of your paychecks. Click "View Paycheck" for the check you want to review.
3. On next page, you can either view the online version of your check, or click "View this Paycheck" to open a printable version.

### To Change to/from Paper Paystubs:

1. On main page (above), click "Direct Deposit."
2. On next screen, click "Modify Your Pay Statement Print Option."
3. The next page provides two options, one to send a direct deposit pay statement (paper stub), the other to stop sending. Once you select, press "Submit."

## Benefits

The Benefits section is a highly informational resource. Click "Benefits" on main page (see above) for the full listing of information available, including the following:

1. Benefits Summary (Current Elections)
2. Individual Carrier Information
3. Life Insurance Summary
4. Group Numbers
5. Links to websites for managing claims

## Recruiting (Career Opportunities) Get Email Updates on Job Postings

The "Job Alerts" feature gives agency staff the ability to regularly receive emails notifying them of the latest internally posted promotional opportunities related to their career interests. See below:

1. Under "Recruiting" on the main page (seen above), click "Careers."
2. On the "Careers" page, you must perform a job search first to create the alert. Perform a search by either typing in a keyword (example: Supervisor) or by choosing a category on the left side of the page. If searching by keyword, you can refine the search by choosing a category on the left side.
3. Click "Search" to see current job postings.
4. Then click "Create Job Alert." You will be taken to a new page where you can set up the alert.
5. Follow the instructions at the top of the page, and make sure to click "Save" when done.
6. Once completed, you will receive an email with current postings matching your criteria. Moving forward, you will receive an alert email each time a new job is posted.
7. If you want to stop receiving alerts, follow the unsubscribe instructions at the bottom of the job alert email.

## Personal Information

### To Update Personal Information

It's critical that your personal information is up to date, so the agency can contact you in case of an emergency or provide important updates regarding healthcare and other matters. See below:

1. Under "Personal Information" on main page (see above), click "Personal Information Summary."
2. On next screen, review the summary, including home/ mailing addresses, phone numbers, and email addresses, and emergency contacts.
3. If there's a section that requires updating, click the corresponding "Change" button, which takes you to a page where you can edit the information.
4. Always review the instructions on the editing page and save your changes.