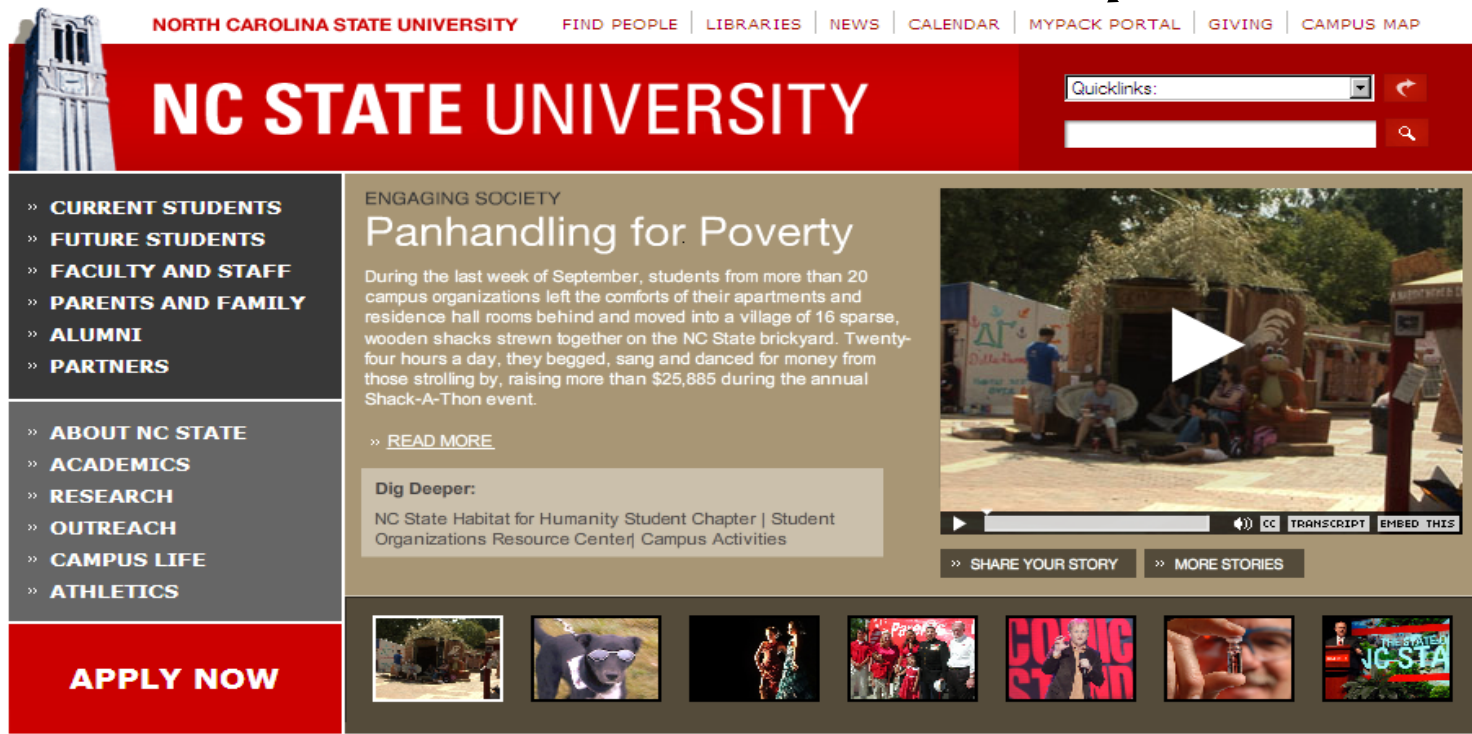


# Using Employee Self Service

The best way to access the Portal is via the NCSU home page [www.ncsu.edu](http://www.ncsu.edu)

A link to the Portal is at the top of the home page.



The screenshot shows the North Carolina State University homepage. At the top, the navigation bar includes links for "FIND PEOPLE", "LIBRARIES", "NEWS", "CALENDAR", "MYPACK PORTAL", "GIVING", and "CAMPUS MAP". The "MYPACK PORTAL" link is highlighted with a red arrow. Below the navigation bar is a red banner with the "NC STATE UNIVERSITY" logo and a search bar. The main content area features a sidebar with navigation links such as "CURRENT STUDENTS", "FUTURE STUDENTS", "FACULTY AND STAFF", "PARENTS AND FAMILY", "ALUMNI", and "PARTNERS". The main content area displays a featured article titled "Panhandling for Poverty" with a video player and a "Dig Deeper" section. At the bottom, there is a red "APPLY NOW" button and a row of small image thumbnails.

# Using Employee Self Service

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## **Use your Unity ID & Password to log into the MyPack Portal**

### Don't know your Unity ID & Password?

The default "Username" is usually the first letter of your first name, the first letter of your middle name and the first six letters of your last name.

EXAMPLE: Wanda B. Robertson's Username would be wbrobert

The default password is 8 characters long and is usually the last four digits of your employee id number followed by the 2 digit month and 2 digit day of your birthday.

EXAMPLE: Employee ID number 000123456      Birthday: 02/01/1975

The default password would be 34560201

The first time you access the Portal you will be instructed to change your password to one of your own choosing.

**If you have any problems accessing the portal, please contact the help desk at 515-4357**

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# Using Employee Self Service

Click on “Main Menu”. Then click on “Employee Self Service” in the box that opens

The screenshot displays the MYPACK PORTAL interface for North Carolina State University. The main navigation bar includes links for 'MYPACK HOME', 'FOR STUDENTS', 'FOR FACULTY & STAFF', and 'MYTAB'. A 'Main Menu' dropdown is open, showing options such as 'Employee Self Service', 'Student Self Service', 'Financial Systems', 'Human Resources Systems', and 'Student Information Systems'. A blue arrow points to the 'Employee Self Service' option. Below the main menu, there are sections for 'Highlights', 'If you have Faculty responsibilities...', 'If you're looking for Employee Self Service...', and 'Campus Weather'. The bottom of the page features a footer with 'NC STATE UNIVERSITY' and 'NORTH CAROLINA STATE UNIVERSITY - RALEIGH, NC 27695 - 919 973-2111'.

# Using Employee Self Service

Look under Payroll and Compensation

The screenshot displays the NC State University MyPACK Employee Self Service portal. The browser window title is "NC STATE UNIVERSITY" and the page URL is "http://pack.ncsu.edu". The page features a navigation bar with "MYPACK HOME", "FOR STUDENTS", "FOR FACULTY & STAFF", and "MyTA". A search bar labeled "MyLinks" is visible. The main content area is titled "EMPLOYEE SELF SERVICE" and is organized into five categories:

- Time Reporting**: Record and review your time, schedules, request absences and more. Includes a "View Time" link.
- Personal Information**: Review and update your personal information. Includes links for Leave System, Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Employment/Income Verification, and ISA Form.
- Payroll and Compensation**: Review your pay and compensation history, update your direct deposit and other deduction or contribution information. Includes links for W-4/Tax Application, View Paycheck, Voluntary Deductions, Direct Deposit Error/Update, Compensation History, W-2 Release Request, and Parking Permit Request.
- Benefits**: Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. Includes links for Benefits Information, Dependents and Beneficiaries, Benefits Summary, and Dependent/Beneficiary Info.
- Learning and Development**: Add or review information related to training and other development such as languages, licenses and certificates, competencies, and memberships. Includes links for Languages and Memberships.

The "Payroll and Compensation" category is highlighted with a red border, and an arrow points to it from the text "Look under Payroll and Compensation".

# Using Employee Self Service

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- ▶ To change your tax withholding, click on NC4/W4 Tax Application
- ▶ To view your pay statement, click on View Paycheck
- ▶ To change your direct deposit information, click on Direct Deposit Enroll/Update
- ▶ To view your voluntary deductions, click on Voluntary Deductions
- ▶ To print a copy of your paycheck statement, click on “View paycheck”. Then click on “Print Pay Statement” in the upper left hand side of the page.



# Using Employee Self Service

To update your address, phone number or email address, look under “Personal Information” in the box next to “Payroll & Compensation”.

The screenshot shows the MyPACK Employee Self Service portal. The main navigation bar includes 'MYPACK HOME', 'FOR STUDENTS', 'FOR FACULTY & STAFF', and 'MyTAB'. The user is logged in as 'MATTIKEN'. The 'EMPLOYEE SELF SERVICE' section is highlighted in red and contains four main categories:

- Time Reporting**: Report and review your time, schedules, request absence and more. [View Time](#)
- Personal Information**: Review and update your personal information. [Leave System](#), [Personal Information Summary](#), [Home and Mailing Address](#), [Phone Numbers](#), [Email Addresses](#), [Emergency Contacts](#), [Employment/Income Verification](#), [ISA Form](#)
- Payroll and Compensation**: Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. [AGS/VAE Tax Application](#), [View Paycheck](#), [Voluntary Deductions](#), [Direct Deposit Error/Update](#), [Compensation History](#), [US-2 Reissue Request](#), [Parking Permit Request](#)
- Benefits**: Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. [Benefit Information](#), [Dependents and Beneficiaries](#), [Benefits Summary](#), [Dependent/Beneficiary Info](#), [Insurance Summary](#)
- Learning and Development**: Add or review information related to learning and other development such as language, license and certificates, competencies, and coursework. [Languages](#), [Licenses/Certs](#)

A blue arrow points from the text above to the 'Personal Information' link in the 'EMPLOYEE SELF SERVICE' section.

# Using Employee Self Service

To review and update your “Leave Balances”,  
look under “Personal Information”

The screenshot displays the NC State University MyPACK Employee Self Service portal. The page is titled "EMPLOYEE SELF SERVICE" and is logged in as user "BMACTYEN". The navigation menu on the left includes sections for Employee Self Service, Student Self Service, Financial Systems, Human Resources Systems, and Student Information Systems. The main content area is divided into five sections:

- Time Reporting**: Report and review your time, schedules, request absences and more. (View Time)
- Personal Information**: Review and update your personal information. (Leave System, Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Employment/Income Verification, ISA Form)
- Payroll and Compensation**: Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. (RCA/VA Tax Application, View Paycheck, Voluntary Deductions, Direct Deposit Enroll/Update, Compensation History, W-2 Request Request, Parking Permit Request)
- Benefits**: Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. (Benefits Information, Dependents and Beneficiaries, Benefits Summary, Dependents/Beneficiary Info, Healthcare Summary)
- Learning and Development**: Add or review information related to learning and other development such as languages, courses and certificates, competencies, and memberships. (Languages, Memberships)