

Change/Update Forms in Employee Records:

How to find electronic forms for Personal Information Update, Direct Deposit, W-4, HSA Change, and Workers' Compensation Report.

1. Open MyJeffco
2. Click on your "Employee Tab"



3. Click on PeopleAdmin (should be third on the top row)



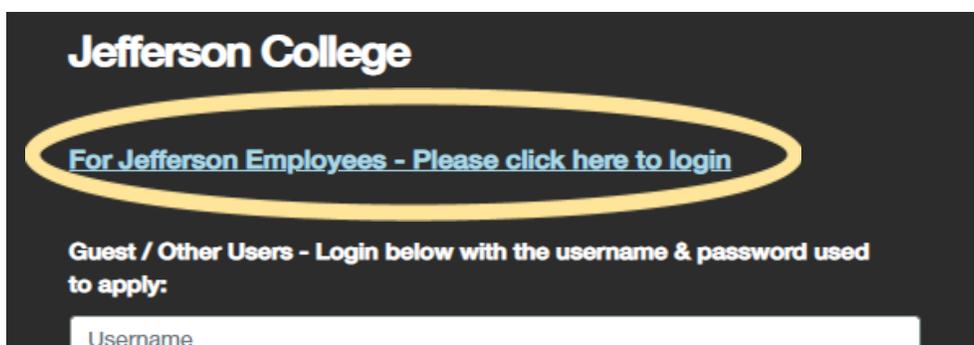
4. Under the large PeopleAdmin banner, click the link in the text "PeopleAdmin system users, click [here](#) to log in"

RECRUITMENT

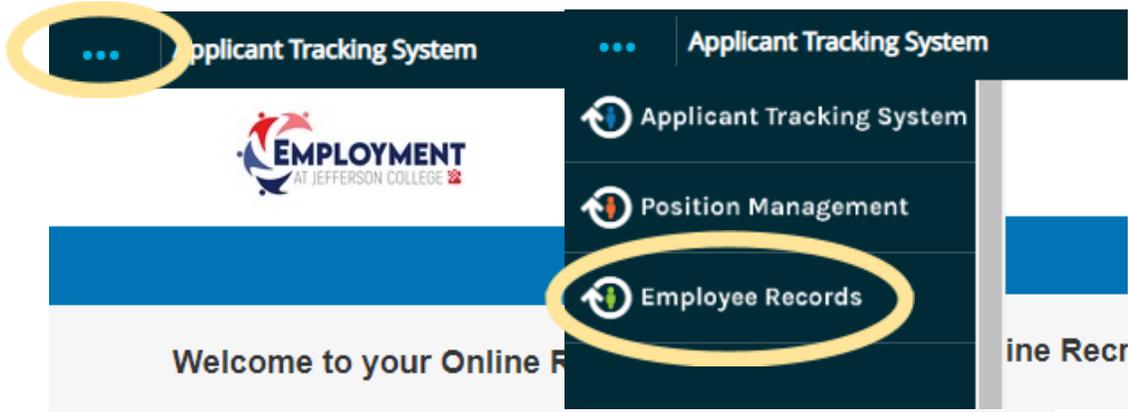
PeopleAdmin

PeopleAdmin system users, click [here](#) to log in

5. Click on the blue link "For Jefferson Employees – Click here"



6. Click on the three blue dots in the top left corner of the webpage and select Employee Records from the drop down.



7. Click on "Available Forms" and choose which form you would like to change. These are automatically added to your personnel file, please follow all directions in the form.

