## **Change/Update Forms in Employee Records:**

How to find electronic forms for Personal Information Update, Direct Deposit, W-4, HSA Change, TIAA 403(b) & TIAA 457(b) Change.

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

Jefferson 🚰 College		Employee	
MENU	> Faculty		
Announcements Favorites	> Human Resources		
Calendar	> Marketing & PR		
Employee	> Other		
Library	> Planning and Reports		
Veterans	> President's Office		
Vikings Care Institutional Effectiveness and Innovation	> Submit a Ticket or Request		

3. Click on the Human Resources drop-down, then click the PeopleAdmin link

Jefferson 🐱 College	Employee
MENU	> Faculty
Announcements	Linear Deservery
Favorites	Human Resources
Calendar	★ Human Resources
Student	* Payroll
	★ PeopleAdmin
Employee	The prior resources Firm Javas Self Convice
Library	Chipioyee sen service
Online Support	N Madestran 9, DD
Veterans	Marketing & PK
Vikings Care	> Other
Institutional Effectiveness and Innovation	> Planning and Reports
HLC	
Banner	> President's Office
Police	> Submit a Ticket or Request
Grants	

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

Jefferson College	
For Jefferson Employees - Please click here to login	
Guest / Other Users - Login below with the username & password used to apply:	
Username	

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

pplicant Tracking System	••• Applicant Tracking System
	Applicant Tracking System
	Position Management
	Employee Records
Welcome to your Online F	ine Recr

6. 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.

		<b>1</b>	
$\langle$		My Tasks	
	My Tasks	Needs Attention	Completed
	Available Forms	All 🗸	
	Files	Task	Related Staff
		No Powe Found	