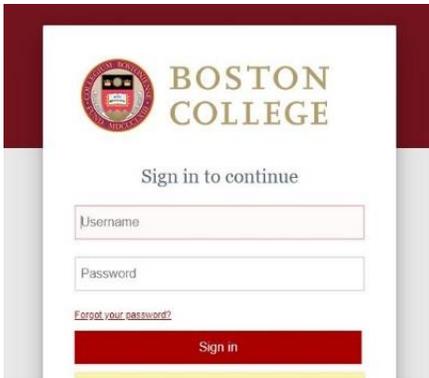


PeopleSoft Self Service Instructions

1) Log on to the **Agora Portal** using your username and password at services.bc.edu



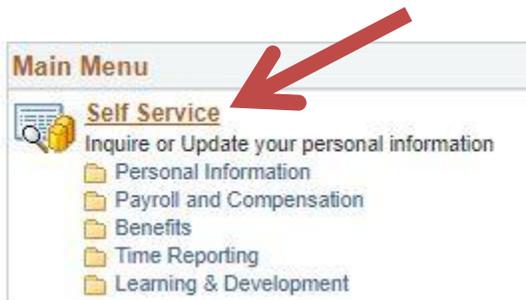
2) Once logged into the Agora Portal find the **Human Resources** Section and enter the **PeopleSoft Human Resource Services** Tab. You will need to use the BC 2-Step Verification to enter PeopleSoft and if off-campus you will need to be connected to the Eagle VPN

****If you are having trouble with the 2-Step Verification or VPN contact the Help Desk at 617-552-4357**

**** If you do not see Human Resources you are not active in the system yet**



3) In PeopleSoft click on the **Self Service** link where you can then view your paychecks and W-2 along with update your direct deposit and tax withholdings



Main Menu		
Self Service Inquire or Update your personal information	Payroll and Compensation	Benefits
Personal Information View Personal Information Update Directory Opt Out Update Disability Status Update Veteran Status Update COVID-19 Record	View Paycheck View Pay Deduction History Update Direct Deposit Update Tax Withholdings Support Boston College View W-2	Dependent/Beneficiary Info Life Events Benefits Enrollment Document Upload Benefits Summary
Time Reporting View Leave Balance Summary View Leave Balance Details	Learning & Development Data Security Training	