



# GOVS SUITE EMPLOYEE SELF-SERVICE TRAINING

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Office of Human Resources

# WELCOME!

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This training will help you feel confident and prepared to use the new system effectively.

# What Will Be Covered

- Signing in
  - Updating personal info
  - Viewing employment info
  - Viewing your activity center
  - Viewing your compensation
  - Viewing your representatives
  - Viewing payroll information
    - Viewing your benefits

# LOGGING IN

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How to get into Govs Suite

# Getting Into Govs Suite



Web  
Self Service



Email



D2L  
D2L



Week  
At A Glance



Advising  
Page



AP Navigate  
Student



Schedule  
Planner



Degree  
Works




Career  
Coach



Readiness  
Checklist



Course Choice  
Counts



Financial  
Aid



GOVS  
CONNECT  
Gavs



Housing



Resume



AP Navigate

# UPDATING PERSONAL INFO

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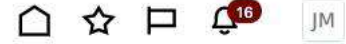
Updating demographic information

# Updating Personal Info

This includes actions such as:

- Changing Photo in the system
- Updating Address
- Updating Phone Information
- Updating Marital Status
- Updating Disability Info
- Updating Veteran Status
- Updating Personal Email Address
- Adding a new Contact Relationship

# Changing Photo






Good afternoon, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

-  Personal Details
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Activity Center
-  My Public Info

## APPS

-  Directory
-  Connections
-  Journeys
-  Pay
-  Time and Absences
-  Career and Performance
-  Personal Information
-  My Activity Center
-  Celebrate
-  Touchpoints
-  Benefits
-  Current Jobs
-  Wellness
-  Volunteering
-  Safety Incidents

# Select Personal Information



Good morning, Jamal Murray

Me Procurement Tools Others

### QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info
- Change Photo

### APPS

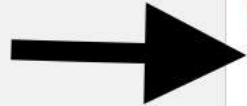
Directory	Connections	Journeys	Pay	Time and Absences
Career and Performance	Personal Information	My Activity Center	Celebrate	Touchpoints
Benefits	Current Jobs	Wellness	Volunteering	Safety Incidents











# Select Personal Details



Jamal Murray



-  **Personal Details**  
Details about yourself, such as name, date of birth, marital status, and national identifier.
-  **Identification Info**  
View and edit your passport, driver license, visa, and citizenship info.
-  **Contact Info**  
Add or update ways you can be reached, such as phone, email, and address.
-  **Family and Emergency Contacts**  
Add family and friends to contact in case of emergency.
-  **Document Records**  
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
-  **Employment Info**  
Details about your assignment, such as legal employer, business unit, department, and location.
-  **Additional Assignment Info**  
View more details about your assignment.
-  **My Compensation**  
View your compensation details, such as salary and personal contributions.

# In the Photo Section, Click the Pencil

## < JM Personal Details Jamal Murray

### Name

Start Date  
4/29/2025

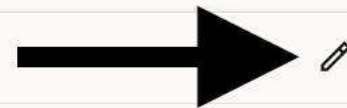
Last Name  
Murray

First Name  
Jamal



[📍 Name Change](#)

### Photo



Add a photo to be displayed next to your name.

# Drag and Drop a Photo

## < JM Personal Details Jamal Murray

### Name

Start Date  
4/29/2025

Last Name  
Murray

First Name  
Jamal



[Name Change](#)

### Photo

**Drag and Drop**

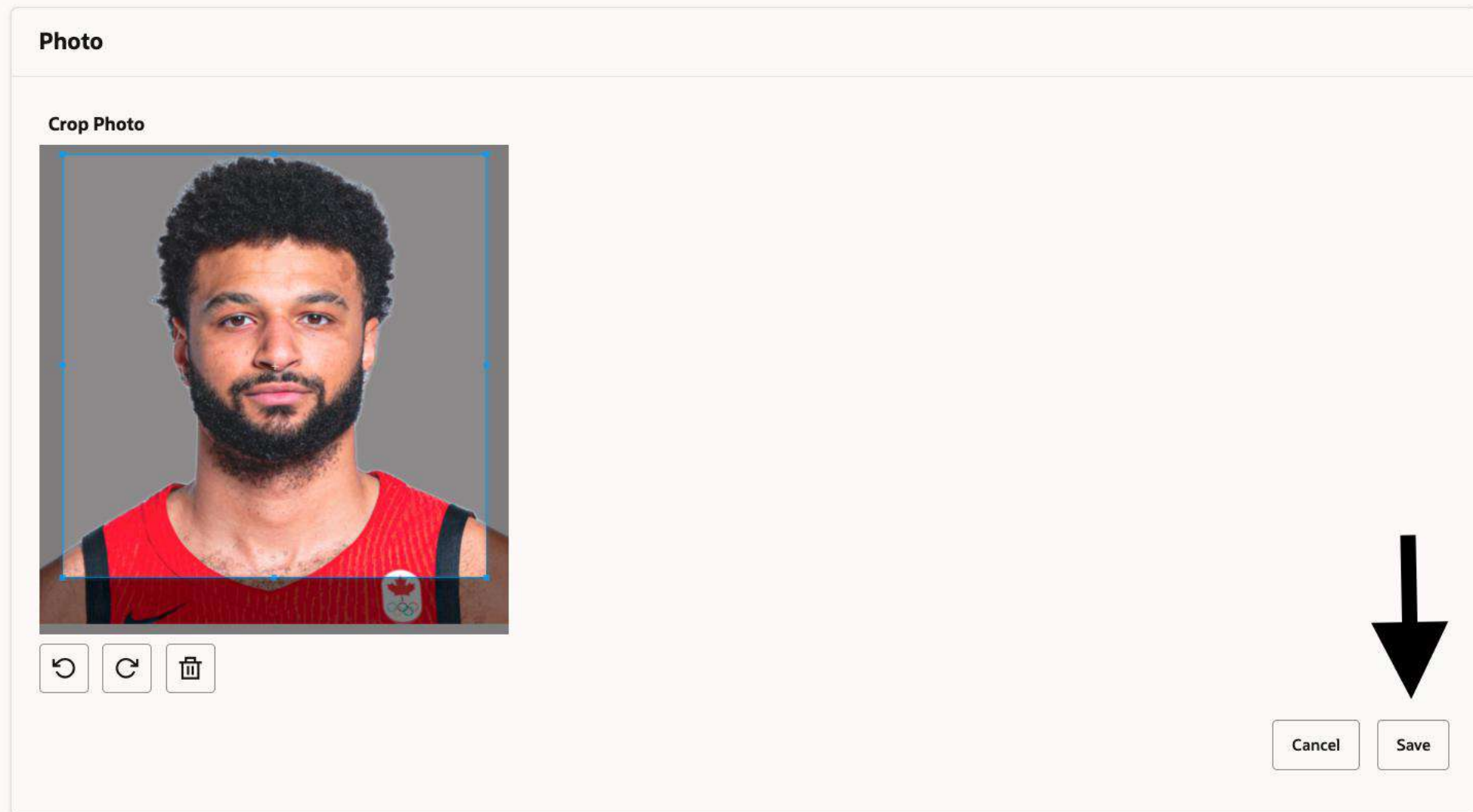
Select a file or drop one here

Cancel

Save



# Crop Your Photo and Select Save



# Your Photo is Now Uploaded!

## < JM Personal Details Jamal Murray

### Name

Start Date  
4/29/2025

Last Name  
Murray

First Name  
Jamal



[@ Name Change](#)

### Photo




# Updating Address



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

-  Personal Details
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Activity Center
-  My Public Info

## APPS



Directory



Connections



Journeys



Pay



Time and Absences



Career and Performance



Personal Information



My Activity Center



Celebrate



Touchpoints



Benefits



Current Jobs



Wellness



Volunteering



Safety Incidents

# Click Personal Information



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info
- Change Photo

## APPS

- Directory
- Connections
- Journeys
- Pay
- Time and Absences
- Career and Performance
- Personal Information
- My Activity Center
- Celebrate
- Touchpoints
- Benefits
- Current Jobs
- Wellness
- Volunteering
- Safety Incidents



# Click Contact Info



Jamal Murray



- Personal Details**  
Details about yourself, such as name, date of birth, marital status, and national identifier.
- Identification Info**  
View and edit your passport, driver license, visa, and citizenship info.
- Contact Info**  
Add or update ways you can be reached, such as phone, email, and address.
- Family and Emergency Contacts**  
Add family and friends to contact in case of emergency.
- Document Records**  
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
- Employment Info**  
Details about your assignment, such as legal employer, business unit, department, and location.
- Additional Assignment Info**  
View more details about your assignment.
- My Compensation**  
View your compensation details, such as salary and personal contributions.

Click the Plus Sign to Add a New Address, Click the Pencil to Update Your Address



## Contact Info

Jamal Murray

### Other communication accounts +

Add communication methods other than a phone, email, or address to be used for work-related communication purposes.

### Address +

Type  
Home Address

Address  
601 College St.  
Clarksville, TN 37040  
Montgomery  
United States

Start Date  
7/3/2025

Primary



### Order of preference +

Add the order in which the available communication methods must be used

# Click Save



## Contact Info

Jamal Murray

### Address



Country  
United States

Type  
Home Address

When does this address change start?   
Required

Address Line 1  
601 College St.

Address Line 2

ZIP Code  
37040

City  
Clarksville

State  
TN

County  
Montgomery



Cancel

Delete

Save

# It Will Now Display Your New Address

<  **Contact Info**  
Jamal Murray

Primary

### Email details



Type  
Home Email

Email  
jamalmurray@yopmail.com



Primary

Type  
Home Email

Email  
murrayj97@yopmail.com



### Other communication accounts



Add communication methods other than a phone, email, or address to be used for work-related communication purposes.

### Address



Type  
Home Address

Address  
792 N 2nd St  
Clarksville, TN 37040  
Montgomery  
United States

Start Date  
7/3/2025



Primary

# Updating Phone Information



Good afternoon, Jamal Murray

Me Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info

APPS

Directory	Connections	Journeys	Pay	Time and Absences
Career and Performance	Personal Information	My Activity Center	Celebrate	Touchpoints
Benefits	Current Jobs	Wellness	Volunteering	Safety Incidents

# Click Personal Information



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info
- Change Photo

## APPS

- Directory
- Connections
- Journeys
- Pay
- Time and Absences
- Career and Performance
- Personal Information
- My Activity Center
- Celebrate
- Touchpoints
- Benefits
- Current Jobs
- Wellness
- Volunteering
- Safety Incidents



# Click Contact Info



Jamal Murray



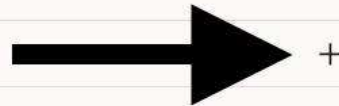
- Personal Details**  
Details about yourself, such as name, date of birth, marital status, and national identifier.
- Identification Info**  
View and edit your passport, driver license, visa, and citizenship info.
- Contact Info**  
Add or update ways you can be reached, such as phone, email, and address.
- Family and Emergency Contacts**  
Add family and friends to contact in case of emergency.
- Document Records**  
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
- Employment Info**  
Details about your assignment, such as legal employer, business unit, department, and location.
- Additional Assignment Info**  
View more details about your assignment.
- My Compensation**  
View your compensation details, such as salary and personal contributions.

# Click the Plus Symbol

## Contact Info

Jamal Murray

### Phone details



Add a phone number for work-related communication purposes.

### Email details

Type  
Home Email

Email  
[jammurray@yopmail.com](mailto:jammurray@yopmail.com)

Primary

Type  
Home Email

Email  
[murray97@yopmail.com](mailto:murray97@yopmail.com)

# Enter Your Phone Details, Then Click Save

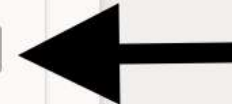
## Contact Info

Jamal Murray

### Phone details

Country United States 1	Type Home Mobile Phone	Area Code 931
Number 2217177	Extension	From Date 7/3/2025
To Date		

Cancel Save



### Email details

Type  
Home Email  
Email  
jamalmurray@yopmail.com  
Primary

Type  
Home Email  
Email  
murrayj97@yopmail.com

# It Will Now Display Your New Phone Number

<  **Contact Info**  
Jamal Murray

**Phone details** +

Type  
Home Mobile Phone

Number  
1-931-221-7177

Primary



**Email details** +

Type  
Home Email

Email  
jamalmurray@yopmail.com

Primary



Type  
Home Email

Email  
murrayj97@yopmail.com



# Updating Marital Status



Good afternoon, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

-  Personal Details
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Activity Center
-  My Public Info

## APPS



Directory



Connections



Journeys



Pay



Time and Absences



Career and Performance



Personal Information



My Activity Center



Celebrate



Touchpoints



Benefits



Current Jobs



Wellness



Volunteering



Safety Incidents

# Click Personal Information



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info
- Change Photo

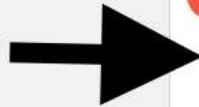
## APPS

Directory	Connections	Journeys	Pay	Time and Absences
Career and Performance	Personal Information	My Activity Center	Celebrate	Touchpoints
Benefits	Current Jobs	Wellness	Volunteering	Safety Incidents

# Click Personal Details



Jamal Murray



- Personal Details**  
Details about yourself, such as name, date of birth, marital status, and national identifier.
- Identification Info**  
View and edit your passport, driver license, visa, and citizenship info.
- Contact Info**  
Add or update ways you can be reached, such as phone, email, and address.
- Family and Emergency Contacts**  
Add family and friends to contact in case of emergency.
- Document Records**  
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
- Employment Info**  
Details about your assignment, such as legal employer, business unit, department, and location.
- Additional Assignment Info**  
View more details about your assignment.
- My Compensation**  
View your compensation details, such as salary and personal contributions.

# Click The Pencil Icon

## Photo



## Demographic info

Country for Demographic Reporting  
**United States**

Start Date  
**7/3/2025**

Veteran Self-Identification Status  
**Declines to Self-Identify**

Armed Forces Service Medal Veteran

Marital Status  
**Married**

Gender  
**Male**

Disabled Veteran

Recently Separated Veteran

Marital Status Change Date  
**7/1/2025**

Highest Education Level

Active Duty Wartime or Campaign Badge Veterans

Newly Separated Veteran Discharge Date



Ethnicity

I am Hispanic or Latino.

Select the races you identify with.

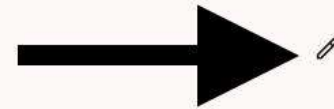
American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White



[Marital Status](#)

# In The Marital Status Box, Select A Status

## Personal Details



Jamal Murray



### Demographic info

Country for Demographic Reporting  
United States

Highest Education Level

Active Duty Wartime or Campaign Badge Veterans

Newly Separated Veteran Discharge Date



Ethnicity

I am Hispanic or Latino.

Select the races you identify with.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Marital Status  
Married

Civil union

Common-Law

Divorced

Legally separated

Married

Registered domestic partner

Single

Unknown

Gender  
Male

Disabled Veteran

Recently Separated Veteran

Click Save

### Demographic info

Country for Demographic Reporting  
United States

Marital Status  
Married

Gender  
Male

Highest Education Level

Veteran Self-Identification Status  
Declines to Self-Identify

Disabled Veteran

Active Duty Wartime or Campaign Badge Veterans

Armed Forces Service Medal Veteran

Recently Separated Veteran

Newly Separated Veteran Discharge Date



Ethnicity

I am Hispanic or Latino.

Select the races you identify with.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Comments

#### Drag and Drop

Select or drop files here.

URL

Add URL



# After Saving, You Should See A Message That Says Pending Approval

## Pending Approval

We are submitting your changes for approval.

Country for Demographic Reporting  
United States

Start Date  
7/3/2025

Veteran Self-Identification Status  
Declines to Self-Identify

Armed Forces Service Medal Veteran

Marital Status  
Married

Gender  
Male

Disabled Veteran

Recently Separated Veteran

Marital Status Change Date  
7/1/2025

Highest Education Level

Active Duty Wartime or Campaign Badge Veterans

Newly Separated Veteran Discharge Date



Ethnicity

I am Hispanic or Latino.

Select the races you identify with.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

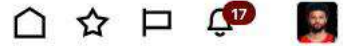
White

 Marital Status

## National identifiers

Add official national identifier information provided by legislative organizations.

# Updating Disability Info



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

-  Personal Details
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Activity Center
-  My Public Info

## APPS



Directory



Connections



Journeys



Pay



Time and Absences



Career and Performance



Personal Information



My Activity Center



Celebrate



Touchpoints



Benefits



Current Jobs



Wellness



Volunteering



Safety Incidents

# Click Personal Information



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info
- Change Photo

## APPS

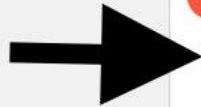
- Directory
- Connections
- Journeys
- Pay
- Time and Absences
- Career and Performance
- Personal Information
- My Activity Center
- Celebrate
- Touchpoints
- Benefits
- Current Jobs
- Wellness
- Volunteering
- Safety Incidents



# Click Personal Details



Jamal Murray



- Personal Details**  
Details about yourself, such as name, date of birth, marital status, and national identifier.
- Identification Info**  
View and edit your passport, driver license, visa, and citizenship info.
- Contact Info**  
Add or update ways you can be reached, such as phone, email, and address.
- Family and Emergency Contacts**  
Add family and friends to contact in case of emergency.
- Document Records**  
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
- Employment Info**  
Details about your assignment, such as legal employer, business unit, department, and location.
- Additional Assignment Info**  
View more details about your assignment.
- My Compensation**  
View your compensation details, such as salary and personal contributions.

# Scroll down to Disability Info and Click the Plus Symbol

Add official national identifier information provided by legislative organizations.

## Biographical info

Date of Birth  
3/3/1996

Age  
29 Years 4 Months 4 Days

## Disability info



### Pending Approval

We are submitting your changes for approval.

# After Saving, You Should See A Message That Says Pending Approval

Disability info

Country  
United States

**Voluntary Self-Identification of Disability**

Form CC-305  
Page 1 of 1

OMB Control Number 1250-0005  
Expires 04/30/2026

Name: Jamal Murray  
Employee ID: 952976  
(if applicable)

Date: 07/07/2025

**Why are you being asked to complete this form?**

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**How do you know if you have a disability?**

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

**Please check one of the boxes below:**

Yes, I have a disability, or have had one in the past

No, I do not have a disability and have not had one in the past

I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

**For Employer Use Only**

Employers may modify this section of the form as needed for recordkeeping purposes.  
For example:  
Job Title: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Disability Attachments

**Drag and Drop**  
Select or drop files here.



Click Save

**How do you know if you have a disability?**

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine divaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

**Please check one of the boxes below:**

- Yes, I have a disability, or have had one in the past
- No, I do not have a disability and have not had one in the past
- I do not want to answer

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

**For Employer Use Only**

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For example:

Job Title: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Disability Attachments

**Drag and Drop**

Select or drop files here.

URL

Add URL

Comments

Comments text area

**Drag and Drop**

Select or drop files here.

URL

Add URL





Cancel

Save

# Your changes will save and be submitted for approval

### Disability info +

**⚠ Pending Approval**  
We are submitting your changes for approval.

<b>United States</b>			
Disability Code 300000025345998	Do you have a disability? .....	<input type="radio"/>	Reasonable Accommodation Request
Valid 7/7/2025			
<b>United States</b>			
Disability Code 300000025344351	Do you have a disability? .....	<input type="radio"/>	Reasonable Accommodation Request 
Valid 7/3/2025 - 7/7/2025			
<b>United States</b>			
Disability Code 300000012390985	Do you have a disability? .....	<input type="radio"/>	Reasonable Accommodation Request 
Valid 4/30/2025			

# Updating Veteran Status














Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

-  Personal Details
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Activity Center
-  My Public Info

## APPS

 Directory	 Connections	 Journeys	 Pay	 Time and Absences
 Career and Performance	 Personal Information	 My Activity Center	 Celebrate	 Touchpoints
				

# Click Personal Information



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info
- Change Photo

## APPS

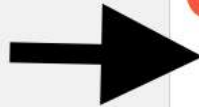
Directory	Connections	Journeys	Pay	Time and Absences
Career and Performance	Personal Information	My Activity Center	Celebrate	Touchpoints
Benefits	Current Jobs	Wellness	Volunteering	Safety Incidents



# Click Personal Details



Jamal Murray



- Personal Details**  
Details about yourself, such as name, date of birth, marital status, and national identifier.
- Identification Info**  
View and edit your passport, driver license, visa, and citizenship info.
- Contact Info**  
Add or update ways you can be reached, such as phone, email, and address.
- Family and Emergency Contacts**  
Add family and friends to contact in case of emergency.
- Document Records**  
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
- Employment Info**  
Details about your assignment, such as legal employer, business unit, department, and location.
- Additional Assignment Info**  
View more details about your assignment.
- My Compensation**  
View your compensation details, such as salary and personal contributions.

# Click The Pencil Icon

## Photo



## Demographic info

Country for Demographic Reporting  
**United States**

Start Date  
**7/3/2025**

Veteran Self-Identification Status  
**Declines to Self-Identify**

Armed Forces Service Medal Veteran

Marital Status  
**Married**

Gender  
**Male**

Disabled Veteran

Recently Separated Veteran

Marital Status Change Date  
**7/1/2025**

Highest Education Level

Active Duty Wartime or Campaign Badge Veterans

Newly Separated Veteran Discharge Date



Ethnicity

I am Hispanic or Latino.

Select the races you identify with.

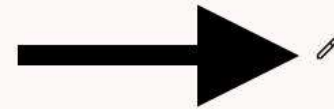
American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White



© Marital Status

# Select Veteran Status From The Dropdown


## Demographic info

Country for Demographic Reporting United States	Marital Status Married	Gender Male
Highest Education Level	Veteran Self-Identification Status Declines to Self-Identify	Disabled Veteran <input type="checkbox"/>
Active Duty Wartime or Campaign Badge Veterans <input type="checkbox"/>	Declines to Self-Identify	Recently Separated Veteran <input type="checkbox"/>
Newly Separated Veteran Discharge Date	Not a Protected Veteran	
	Protected Veteran Declines to Self-Identify	

Ethnicity

Select the races you identify with.

- I am Hispanic or Latino.
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander



Click Save

### Demographic info

Country for Demographic Reporting United States	Marital Status Married	Gender Male
Highest Education Level	Veteran Self-Identification Status Declines to Self-Identify	Disabled Veteran <input type="checkbox"/>
Active Duty Wartime or Campaign Badge Veterans <input type="checkbox"/>	Armed Forces Service Medal Veteran <input type="checkbox"/>	Recently Separated Veteran <input type="checkbox"/>
Newly Separated Veteran Discharge Date		
Ethnicity		
<input type="checkbox"/> I am Hispanic or Latino. Select the races you identify with.		
<input type="checkbox"/> American Indian or Alaska Native		
<input type="checkbox"/> Asian		
<input checked="" type="checkbox"/> Black or African American		
<input type="checkbox"/> Native Hawaiian or other Pacific Islander		
<input checked="" type="checkbox"/> White		
Comments		
<div style="border: 1px solid #ccc; height: 80px;"></div>		
<b>Drag and Drop</b> Select or drop files here.		
URL	Add URL	



Cancel Save

Your changes will now show as pending approval

### Photo



### Demographic info

#### ▲ Pending Approval

We are submitting your changes for approval.

Country for Demographic Reporting  
United States

Start Date  
7/7/2025

Veteran Self-Identification Status  
Declines to Self-Identify

Armed Forces Service Medal Veteran

Marital Status  
Married

Gender  
Male

Disabled Veteran

Recently Separated Veteran

Marital Status Change Date  
7/1/2025

Highest Education Level

Active Duty Wartime or Campaign Badge Veterans

Newly Separated Veteran Discharge Date



#### Ethnicity

I am Hispanic or Latino.

Select the races you identify with.

American Indian or Alaska Native

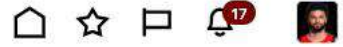
Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

# Updating Personal Email Address



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info

## APPS

- Directory
- Connections
- Journeys
- Pay
- Time and Absences
- Career and Performance
- Personal Information
- My Activity Center
- Celebrate
- Touchpoints
- Benefits
- Current Jobs
- Wellness
- Volunteering
- Safety Incidents

# Click Personal Information



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info
- Change Photo

## APPS

Directory	Connections	Journeys	Pay	Time and Absences
Career and Performance	Personal Information	My Activity Center	Celebrate	Touchpoints
Benefits	Current Jobs	Wellness	Volunteering	Safety Incidents












# Click Contact Info

< Personal Info



Jamal Murray

 <b>Personal Details</b> Details about yourself, such as name, date of birth, marital status, and national identifier.	 <b>Identification Info</b> View and edit your passport, driver license, visa, and citizenship info.	 <b>Contact Info</b>  Add or update ways you can be reached, such as phone, email, and address.	 <b>Family and Emergency Contacts</b> Add family and friends to contact in case of emergency.
 <b>Document Records</b> Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.	 <b>Employment Info</b> Details about your assignment, such as legal employer, business unit, department, and location.	 <b>Additional Assignment Info</b> View more details about your assignment.	 <b>My Compensation</b> View your compensation details, such as salary and personal contributions.

# Click the Plus Symbol

**Contact Info**  
Jamal Murray

**Phone details** +

Type	Number	
Home Mobile Phone	1-931-221-7177	
Primary		

**Email details** → +


Type	Home Email	
Email	jamalmurray@yopmail.com	
Primary		
Type	Home Email	
Email	murrayj97@yopmail.com	

Other communication accounts

Summer 2025

# Click Email Type Drop Down

**Email details** +

Type  
Home Email 

Home Email


Work Email

Email  Required Primary

Cancel Save

---


Type  
Home Email

Email  
jamalmurray@yopmail.com 

Primary

---

Type  
Home Email

Email  
murrayj97@yopmail.com 

# Click save

## Email details +

Type  
Home Email

Email  
jamalm@yopmail.com  
Enter 240 or fewer characters.

Primary

Cancel Save

---

Type  
Home Email

Email  
jamalmurray@yopmail.com

Primary

---

Type  
Home Email

Email  
murrayj97@yopmail.com

# You will now see your new email saved

## Email details



Type  
Home Email

Email  
[jamalmurray@yopmail.com](mailto:jamalmurray@yopmail.com)

Primary



Type  
Home Email

Email  
[jamalm@yopmail.com](mailto:jamalm@yopmail.com)

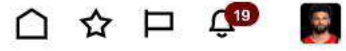


Type  
Home Email

Email  
[murrayj97@yopmail.com](mailto:murrayj97@yopmail.com)



# Adding a New Contact Relationship



Good morning, Jamal Murray

Me Procurement Tools Others

### QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info

### APPS

- |                        |                      |                    |              |                   |
|------------------------|----------------------|--------------------|--------------|-------------------|
| Directory              | Connections          | Journeys           | Pay          | Time and Absences |
| Career and Performance | Personal Information | My Activity Center | Celebrate    | Touchpoints       |
| Benefits               | Current Jobs         | Wellness           | Volunteering | Safety Incidents  |

# Click Personal Information



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info
- Change Photo

## APPS

Directory	Connections	Journeys	Pay	Time and Absences
Career and Performance	Personal Information	My Activity Center	Celebrate	Touchpoints
Benefits	Current Jobs	Wellness	Volunteering	Safety Incidents











# Click Family and Emergency Contacts

< Personal Info



Jamal Murray

-  **Personal Details**  
Details about yourself, such as name, date of birth, marital status, and national identifier.
-  **Identification Info**  
View and edit your passport, driver license, visa, and citizenship info.
-  **Contact Info**  
Add or update ways you can be reached, such as phone, email, and address.
-  **Family and Emergency Contacts**  
Add family and friends to contact in case of emergency.
-  **Document Records**  
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
-  **Employment Info**  
Details about your assignment, such as legal employer, business unit, department, and location.
-  **Additional Assignment Info**  
View more details about your assignment.
-  **My Compensation**  
View your compensation details, such as salary and personal contributions.

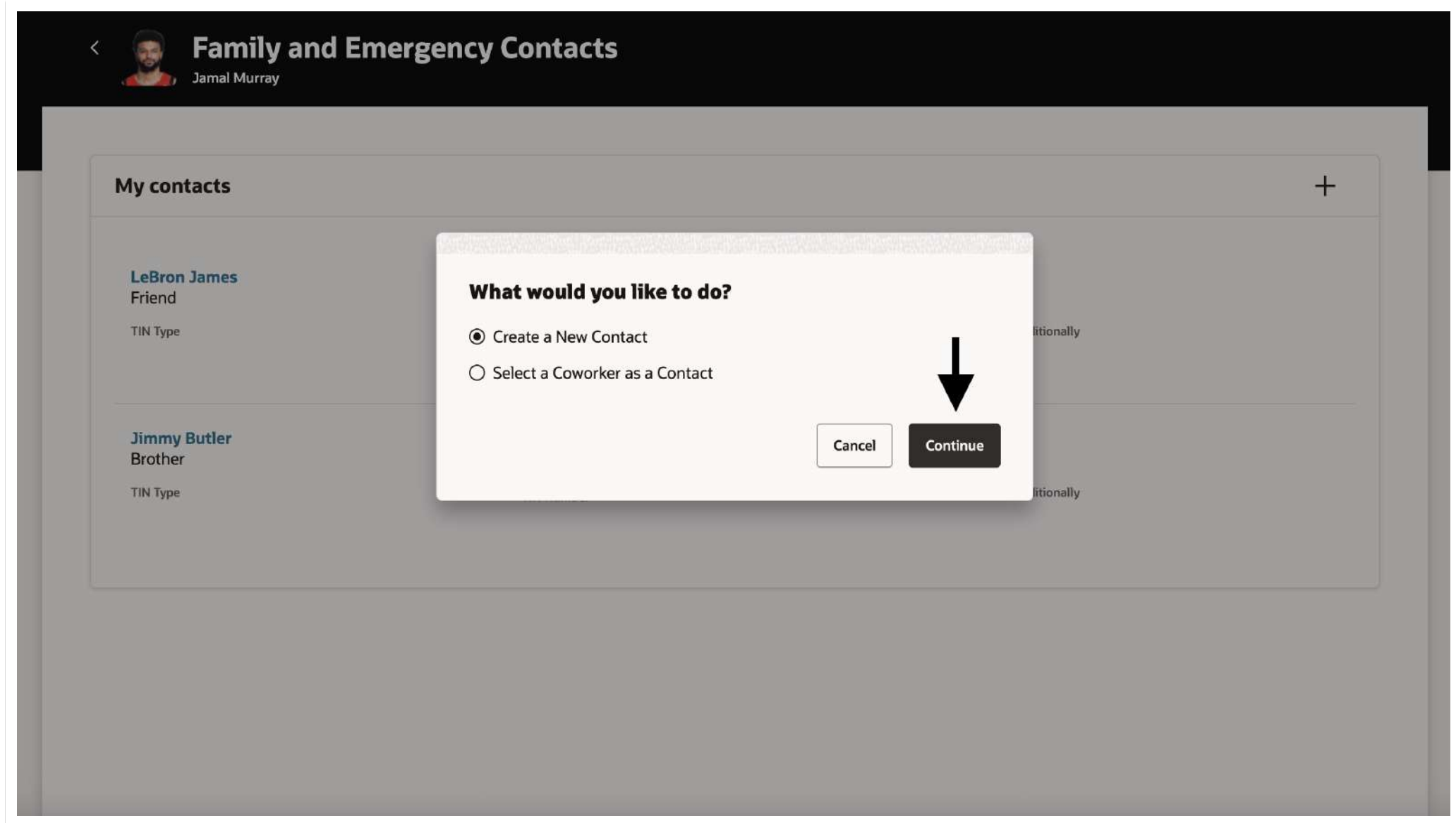


# Click the Plus Symbol

The screenshot shows a mobile application interface for managing family and emergency contacts. At the top, there is a navigation bar with a back arrow, a profile picture of Jamal Murray, and the title 'Family and Emergency Contacts'. Below this is a section titled 'My contacts' with a plus sign and an arrow pointing to it, indicating where to click to add a new contact. The contact list contains two entries: 'LeBron James' (Friend) and 'Jimmy Butler' (Brother). Each entry has a table with columns for 'TIN Type', 'TIN Number', and 'Benefits Offered Conditionally'.

My contacts		
<b>LeBron James</b> Friend		
TIN Type	TIN Number	Benefits Offered Conditionally
<b>Jimmy Butler</b> Brother		
TIN Type	TIN Number	Benefits Offered Conditionally

## Click the Continue Button



# Enter In Contact Details and Click Submit

## New Contact

Cancel Submit

**Basic info**

Global Name

Last Name: Lillard

First Name: Damian

Suffix:

Middle Name:

Relationship: Friend

What's the start date of this relationship?: 7/7/2025

Gender: Male

Date of Birth:

This person is an emergency contact:

Contact Information Category:

**Phone details**

Country: United States 1

Type: Home Mobile Phone


Area Code: 931

Number: 2217177

Extension:

From Date: 7/7/2025

To Date:



# You will now see your new contact saved

**Family and Emergency Contacts**  
Jamal Murray

**My contacts** +

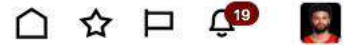
<b>Damian Lillard</b> Friend			
TIN Type	TIN Number	Benefits Offered Conditionally	
<b>LeBron James</b> Friend			
TIN Type	TIN Number	Benefits Offered Conditionally	
<b>Jimmy Butler</b> Brother			
TIN Type	TIN Number	Benefits Offered Conditionally	

# VIEWING EMPLOYMENT INFO

---

How to view information about your position.

# Viewing Employment Info



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info

## APPS

- Directory
- Connections
- Journeys
- Pay
- Time and Absences
- Career and Performance
- Personal Information
- My Activity Center
- Celebrate
- Touchpoints
- Benefits
- Current Jobs
- Wellness
- Volunteering
- Safety Incidents

# Click Personal Information



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info
- Change Photo

## APPS

Directory	Connections	Journeys	Pay	Time and Absences
Career and Performance	Personal Information	My Activity Center	Celebrate	Touchpoints
Benefits	Current Jobs	Wellness	Volunteering	Safety Incidents



# Select Employment Info



Jamal Murray



## Personal Details

Details about yourself, such as name, date of birth, marital status, and national identifier.



## Identification Info

View and edit your passport, driver license, visa, and citizenship info.



## Contact Info

Add or update ways you can be reached, such as phone, email, and address.



## Family and Emergency Contacts

Add family and friends to contact in case of emergency.



## Document Records

Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.



## Employment Info

Details about your assignment, such as legal employer, business unit, department, and location.



## Additional Assignment Info

View more details about your assignment.





## My Compensation

View your compensation details, such as salary and personal contributions.



You will now see  
employment info

  **Employment Info** ... [Additional Assignment Info](#)

Jamal Murray, Advisor


### Select assignment

Business Title  
Advisor

### Assignment

Business Unit University	Position Advisor	Job Advisor
Department 402001-Degree Completion	Grade 00	Assignment Number E952976
Assignment Category Administrative / Professional	Location Main Campus	FTE 1
Full Time or Part Time Full time	Regular or Temporary Regular	Headcount 1
Assignment Status Active - Payroll Eligible	Business Title Advisor	Factor 12
Pays 12		

### Managers

 Victoria Rayburn  
E495213  
Director  
Line manager

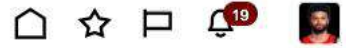
### Historical changes

# VIEWING YOUR ACTIVITY CENTER

---

How to view My Activity Center

# My Activity Center









Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

-  Personal Details
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Activity Center
-  My Public Info

## APPS

 Directory	 Connections	 Journeys	 Pay	 Time and Absences
 Career and Performance	 Personal Information	 My Activity Center	 Celebrate	 Touchpoints
 Benefits	 Current Jobs	 Wellness	 Volunteering	 Safety Incidents

# Click My Activity Center



















Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

-  Personal Details
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Activity Center
-  My Public Info
-  Change Photo
-  Share Data Access
-  Document Records

## APPS

- |   |   |   |  |  |
|---|---|---|--|--|
| <br>Directory              | <br>Connections          | <br>Journeys           | <br>Pay           | <br>Time and Absences |
| <br>Career and Performance | <br>Personal Information | <br>My Activity Center | <br>Celebrate     | <br>Touchpoints       |
| <br>Benefits              | <br>Current Jobs        | <br>Wellness          | <br>Volunteering | <br>Safety Incidents |
| <br>Web Clock            | <br>Expenses           |                      |  |  |

Show More

This is your one-stop shop for your personal/employee info

The screenshot shows a user profile for Jamal Murray, an Advisor. The profile includes a photo, name, title, and person number (952976). A sidebar menu lists various sections: Journeys, Celebrate, Touchpoints, Benefits, and Current Jobs. A 'View Connections' button is also present. The main content area features a 'Pre On-boarding Journey' section with a 'Start' button. Above this, there are three informational cards: Salary (90,000.00 USD Annually, 2 months ago), Holiday - Labor Day 2025 (Coming up in 57 days, 9/1/2025), and Core skills (Attained 0, Developing 0). Below the 'Pre On-boarding Journey' section are six menu items: Personal Details, Identification Info, Contact Info, Family and Emergency Contacts, Share Data Access, and Document Records. A 'View More' link is located at the bottom left of the main content area. A navigation menu icon is visible in the bottom right corner.

**Jamal Murray**  
Advisor

Person Number  
952976

[View Connections](#)

[Journeys](#)  
[Celebrate](#)  
[Touchpoints](#)  
[Benefits](#)  
[Current Jobs](#)

Salary  
**90,000.00 USD Annually**  
2 months ago

Holiday - Labor Day 2025  
**Coming up in 57 days**  
9/1/2025

Core skills  
**Attained 0**  
Developing 0

**Pre On-boarding Journey**

[Start](#)

**Personal Details**

**Identification Info**

**Contact Info**

**Family and Emergency Contacts**

**Share Data Access**

**Document Records**

[View More](#)



# VIEWING YOUR COMPENSATION

---

How to view compensation details

# Viewing Compensation



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info

## APPS

- Directory
- Connections
- Journeys
- Pay
- Time and Absences
- Career and Performance
- Personal Information
- My Activity Center
- Celebrate
- Touchpoints
- Benefits
- Current Jobs
- Wellness
- Volunteering
- Safety Incidents



# Click Personal Information



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info
- Change Photo

## APPS

Directory	Connections	Journeys	Pay	Time and Absences
Career and Performance	Personal Information	My Activity Center	Celebrate	Touchpoints
Benefits	Current Jobs	Wellness	Volunteering	Safety Incidents



# Click My Compensation



Jamal Murray



## Personal Details

Details about yourself, such as name, date of birth, marital status, and national identifier.



## Identification Info

View and edit your passport, driver license, visa, and citizenship info.



## Contact Info

Add or update ways you can be reached, such as phone, email, and address.



## Family and Emergency Contacts

Add family and friends to contact in case of emergency.



## Document Records

Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.



## Employment Info

Details about your assignment, such as legal employer, business unit, department, and location.



## Additional Assignment Info

View more details about your assignment.





## My Compensation

View your compensation details, such as salary and personal contributions.



# You Will Now See Compensation Info

  **My Compensation** Manage Personal Contributions

Jamal Murray

### Select assignment

Business title  
Advisor

### Current salary

Salary	Salary Basis	Annual Salary
<b>90,000.00 USD Annually</b>	Annual	90,000.00 USD (FTE 1)
Effective Period	Action	Next Salary Review Date
5/1/2025 - Ongoing	Hire	7/1/2026
Annualized Full-Time Salary	Action Reason	Grade
90,000.00 USD	Hire to fill vacant position	00
Legal Employer		
Austin Peay State University		

### Additional compensation

# VIEWING YOUR REPRESENTATIVES

---

How to view your representatives in  
areas such as HR.

# Viewing Representatives



Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

-  Personal Details
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Activity Center
-  My Public Info

## APPS



Directory



Connections



Journeys



Pay



Time and Absences



Career and Performance



Personal Information



My Activity Center



Celebrate



Touchpoints



Benefits



Current Jobs



Wellness



Volunteering



Safety Incidents

# Click on Connections

The image shows a user interface with two main sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section is on the left and contains several items with icons and text labels. The 'APPS' section is on the right and contains a grid of circular icons, each with a label below it. A black arrow points to the 'Connections' app icon in the top row of the 'APPS' section.

QUICK ACTIONS	APPS				
Personal Details	Directory	Connections	Journeys	Pay	Time and Absences
Identification Info					
Contact Info					
Family and Emergency Contacts	Career and Performance	Personal Information	My Activity Center	Celebrate	Touchpoints
My Organization Chart					
My Activity Center					
My Public Info	Benefits	Current Jobs	Wellness	Volunteering	Safety Incidents
Change Photo					
Share Data Access					

Search for your own  
name

The screenshot shows a dark teal header with the word "Connections" in white. Below the header, the question "Who can I help you search for?" is displayed in white. A search bar contains the text "jamal" and has a clear button (x) and a search button (magnifying glass). To the right of the search bar is a filter icon (funnel). Below the search bar, a search result is shown: a person icon, the name "Jamal Murray", and the role "Advisor".

You will now see all of your representatives

The image shows a mobile application interface. On the left is a user profile for Jamal Murray, an Advisor, with contact information and a timestamp. On the right is an 'Organization' page showing a manager (Victoria Rayburn) and a list of representatives including Myra Soward, Kimberly Hammon, Angela Barker, Nicole King, Fonda Fields, JaCenda Robinson, and Carl Gerhold.

**Jamal Murray**  
Advisor  
601 College Street  
Clarksville, TN 37044  
Clarksville, TN 37044  
Montgomery  
United States  
7/7/2025 11:03 AM

**Organization**

Managers

**Victoria Rayburn**  
Director

Org Chart

Job  
Advisor

Department  
402001-Degree Completion

Business Unit  
University

Representatives

- NK Nicole King**  
Benefits representative
- FF Fonda Fields**  
Human resources representative
- JR JaCenda Robinson**  
Human resources representative
- NK Nicole King**  
Human resources representative
- CG Carl Gerhold**  
Environment, Health and Safety representative

MS **Myra Soward**  
Payroll representative

KH **Kimberly Hammon**  
Payroll representative

AB **Angela Barker**  
Payroll representative

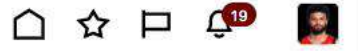


# VIEWING YOUR PAYSリップ

---

How to view your payslip in Govs Suite

# Viewing Payslip



Good morning, Jamal Murray

Me Procurement Tools Others

### QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info

### APPS

Directory	Connections	Journeys	Pay	Time and Absences
Career and Performance	Personal Information	My Activity Center	Celebrate	Touchpoints
Benefits	Current Jobs	Wellness	Volunteering	Safety Incidents

# Click Pay

Good morning, Jamal Murray

Me

Procurement

Tools

Others

## QUICK ACTIONS

 Personal Details

 Identification Info

 Contact Info

 Family and Emergency Contacts

 My Organization Chart

 My Activity Center

 My Public Info

## APPS



# Click My Payslips



Jamal Murray



## Document Delivery Preferences

Set up preferences for delivering documents.



## My Payslips

View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.



## Payment Methods

Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.



## Year-End Documents

View, print, download and search year-end documents for current or prior tax years.



## Tax Withholding

Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation...





# UPDATING YOUR DIRECT DEPOSIT

---

How to update your direct deposit in Govs Suite

# Updating Direct Deposit





Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

-  Personal Details
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Activity Center
-  My Public Info

## APPS

-  Directory
-  Connections
-  Journeys
-  Pay
-  Time and Absences
-  Career and Performance
-  Personal Information
-  My Activity Center
-  Celebrate
-  Touchpoints
-  Benefits
-  Current Jobs
-  Wellness
-  Volunteering
-  Safety Incidents

# Click Pay

Good morning, Jamal Murray

Me

Procurement

Tools

Others


## QUICK ACTIONS

 Personal Details

 Identification Info

 Contact Info

 Family and Emergency Contacts

 My Organization Chart

 My Activity Center

 My Public Info

## APPS

  
Directory


  
Connections

  
Journeys

  
Pay

  
Time and Absences

  
Career and Performance

  
Personal Information

  
My Activity Center

  
Celebrate

  
Touchpoints

  
Benefits

  
Current Jobs

  
Wellness

  
Volunteering

  
Safety Incidents



# Select Payment Methods



Jamal Murray



## Document Delivery Preferences

Set up preferences for delivering documents.



## My Payslips

View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.



## Payment Methods

Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.



## Year-End Documents

View, print, download and search year-end documents for current or prior tax years.



## Tax Withholding

Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation...



# Click on Add

<  **Payment Methods**  
Jamal Murray

Payroll Relationship  
Worker

+ Add



There's nothing here so far.

You don't have any payment methods. You must add one to be paid.

# Enter Bank Details then Click Create

The image shows a user interface for managing payment methods. On the left, a sidebar displays the user's profile (Jamal Murray) and a list of payment methods. The main area shows a message: "There's nothing here so far. You don't have any payment methods. You must add one to be paid." A modal titled "New Payment Method" is open on the right, containing the following fields:

- Details:**
  - Text input: "What do you want to call this payment..." (Required)
  - Dropdown: "Payment Type" (Selected: Direct Deposit)
- Bank Details:**
  - Radio buttons: "New Account" (Selected) and "Existing Account"
  - Text input: "Account Number" (Required)
  - Dropdown: "Account Type" (Required)
  - Dropdown: "Bank" (Required)
  - Dropdown: "Bank Branch"
  - Text input: "Routing Number"
- Buttons:** "Cancel" and "Create" (indicated by a downward arrow).

# UPDATING YOUR TAX FORM

---

How to update your tax withholding status

# Updating tax forms









Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

-  Personal Details
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Activity Center
-  My Public Info

## APPS

-  Directory
-  Connections
-  Journeys
-  Pay
-  Time and Absences
-  Career and Performance
-  Personal Information
-  My Activity Center
-  Celebrate
-  Touchpoints
-  Benefits
-  Current Jobs
-  Wellness
-  Volunteering
-  Safety Incidents

# Click Pay
















Good morning, Jamal Murray

Me Procurement Tools Others

## QUICK ACTIONS

-  Personal Details
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Activity Center
-  My Public Info

## APPS

- |   |   |   |   |   |
|---|---|---|---|---|
| <br>Directory                | <br>Connections            | <br>Journeys             | <br>Pay            | <br>Time and Absences  |
| <br>Career and Performance | <br>Personal Information | <br>My Activity Center | <br>Celebrate    | <br>Touchpoints      |
| <br>Benefits               | <br>Current Jobs         | <br>Wellness           | <br>Volunteering | <br>Safety Incidents |



# Click Tax Withholding



Jamal Murray



## Document Delivery Preferences

Set up preferences for delivering documents.



## My Payslips

View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.



## Payment Methods

Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.



## Year-End Documents

View, print, download and search year-end documents for current or prior tax years.



## Tax Withholding

Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation...



# Click The Pencil Icon

**Tax Withholding**  
Jamal Murray

Calculation Cards  
Austin Peay State University

**Federal**   Regional

**Federal Taxes**  
7/3/2025 - Ongoing

Calculation Component Federal Taxes	Component Sequence 1	Forms Federal
Filing Status Single or Married filing separately	Multiple Jobs	Qualifying Dependents Amount \$0.00
Other Dependents Amount \$0.00	Total Dependents Amount \$0.00	Other Income Amount \$0.00
Deductions Amount \$0.00	Extra Withholding \$0.00	Exempt from Federal Income Tax Withholding
Nonresident Alien No		

[Show Prior Records](#)

Click the Filing Status drop down to make changes

## Federal Taxes

Tax Withholding

Cancel Submit

When does this change start?  
7/7/2025

Calculation Component  
Federal Taxes

Component Sequence  
1

Forms  
Federal

### Withholding Status

#### Step 1: Enter Personal Information

**Note:** Select **Head of household** only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.

Filing Status  
Single or Married filing separately

Head of household

Married filing jointly or Qualifying surviving spouse

Single or Married filing separately

determine the most accurate withholding for the rest of the year if: you're work only part of the year; or have changes during the year in your marital filing jointly, dependent, other income, not from jobs, deductions, or credits. Have the estimator. At the beginning of next year, use the estimator again to check

**skip to Step 5.**

See form page 2 for more information in each step, who can claim exemption from withholding, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

#### Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for the most accurate withholding for this step, and Steps 3 to 4. If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result on Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on the Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

Multiple Jobs

No  Yes

Scroll to the bottom  
and check "I agree"  
then click Submit

## Federal Taxes

Tax Withholding

Cancel Submit

Total Dependents Amount  
\$0.00

**Step 4 (optional): Other Adjustments**

**4 (a) Other income (not from jobs).**  
If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here.  
This may include interest, dividends, and retirement income.

Other Income Amount  
\$0.00

**4 (b) Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on form page 3 and enter the result here.

Deductions Amount  
\$0.00

**4 (c) Extra withholding.** Enter any additional tax you want withheld each pay period.

Extra Withholding  
\$0.00

You may claim exemption from withholding if both of the following apply.

1. You had no federal income tax liability in the prior year.
2. You expect to have no federal income tax liability in the current year.

If you claim exempt, you will have no income tax withheld from your pay.

Exempt from Federal Income Tax Withholding

No  Yes

Nonresident Alien

No  Yes

**Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.**

I agree

Select a value.

Desktop Pe

# VIEWING YOUR BENEFITS

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How to see your enrollment details

# For your awareness...

For your Benefits, Oracle will fulfill the same role as OneStop – but with an enhanced experience!

All APSU Benefits Enrollments and Updates will occur via the Edison self-service portal.

- Open Enrollment will require online enrollment in the Edison Portal.
- Mid-year changes will use the physical forms provided by the state (i.e., Enrollment Change Application, FSA/HSA).
  - Please continue to connect with Nicole King for any Qualifying Life Events you experience!

You will be able to view current and future benefits once they have been received from Edison.

The site is still under construction, so some of the options you see in our example might change or go away after go-live.

# Viewing Your Benefits



Good morning, Jamal Murray

Me Procurement Tools Others

### QUICK ACTIONS

- Personal Details
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Activity Center
- My Public Info
- Change Photo
- Share Data Access
- Document Records

### APPS

Directory	Connections	Journeys	Pay	Time and Absences
Career and Performance	Personal Information	My Activity Center	Celebrate	Touchpoints
Benefits	Current Jobs	Wellness	Volunteering	Safety Incidents
Web Clock	Expenses			

Show More



# Click Benefits

Good morning, Jamal Murray

Me Procurement Tools Others

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QUICK ACTIONS APPS

Personal Details	Directory	Connections	Journeys	Pay	Time and Absences
Identification Info					
Contact Info					
Family and Emergency Contacts	Career and Performance	Personal Information	My Activity Center	Celebrate	Touchpoints
My Organization Chart					
My Activity Center	Benefits	Current Jobs	Wellness	Volunteering	Safety Incidents
My Public Info					
Change Photo					
Share Data Access					
Document Records	Web Clock	Expenses			

+

Show More

# You will now see your current benefits enrollment

**Benefits**  
Jamal Murray

Welcome, Jamal Murray  
**Your Benefits**  
We've found enrollment opportunities for you.

[Enroll Now](#)

**Enrollment Summary**

Show Benefits  
Current enrollment

Program or Plan Not in Program  
APSU Benefits Program

[View all enrollments](#)

BCBST Network P Standard PPO - Medical <b>\$182.00</b> Employee Only Jamal Murray(Self)	Delta Dental DPPO - Dental <b>\$10.16</b> Employee Only Jamal Murray(Self)	Basic Vision - Vision <b>\$3.18</b> Employee Only Jamal Murray(Self)
Basic Employee Term Life - Basic Employee Life and AD&D <b>\$14.58</b> 1X Base Annual Compensation Jamal Murray(Self)	Basic Employee ADD Life - Basic Employee Life and AD&D <b>\$1.71</b> 1X Base Annual Compensation Jamal Murray(Self)	<b>Opted out</b> Voluntary Employee Term Life Plan - Voluntary Employee T... <b>Decline Coverage</b>

**Quick actions**

- [Before You Enroll](#)
- [Dependent Care FSA Calculator](#)
- [Document Records](#)
- [Health Care FSA Calculator](#)
- [HSA Calculator](#)
- [My Pensions](#)
- [Report a Life Event](#)
- [Review Employee Resources](#)
- [Change Beneficiaries](#)
- [Beneficiary Organizations](#)
- [Person Info](#)

**Need Help? Contact Us**

Benefits representative  
**Nicole King**  
[xxkingn@apsu.edu](mailto:xxkingn@apsu.edu)



# QUESTIONS?

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Thank you for your time, please let us know any questions you have about the new system!