

Method 1 - Accessing Web for Employees using your employee ID

Enter your Employee ID (SSN) and six digit Personal Identification Number, (the default PIN information below will help you gain access the first time).

Default PIN

All employees are given a default PIN equal to their birthdate (mmddyy). Whenever an employee logs in to *Web for Employees* using his/her default Personal Identification Number (PIN), s/he will be required to change it to a new PIN.

Can the PIN be changed?

An employee may change his/her PIN to any six digit number. Employees are encouraged to periodically change their PIN to ensure confidentiality.

What if I forget or lose my PIN?

If you forget or lose your PIN, you may request your PIN be reset by calling Employee Services, (405) 744-5449, or by coming to 106 Whitehurst. Upon presentation of identification or verification of personal information on HRS, an Employee Services representative will reset the number for you.

Method 2 - Accessing Web for Employees using your O-Key account information

Type in your O-Key e-mail address and password. If you have forgotten your O-Key account password, you can go to <https://app.it.okstate.edu/okey/>

ForgotPassword.php to reset your password.

What are the system requirements?

Any PC or Macintosh with Internet access, and Internet Explorer or Netscape versions 4 and higher, can access *Web for Employees*.

How safe is it to use Web for Employees?

Web for Employees has the latest Internet standard security software packaged into it. All information between your browser and the database server is encrypted at the highest level. The security in *Web for Employees* protecting confidentiality is also strong. You are the only one that knows your PIN and can access your personal information. You should treat your PIN as confidential information.

How often is the information on Web for Employees updated?

The data displayed in *Web for Employees* is from the live, production HRS System. The data in HRS is updated the instant you change it.

Who can I contact if I have questions?

You may send an e-mail to osu-es@okstate.edu, or call OSU Human Resources, (405) 744-5449.



**Web
for
Employees**

Web for Employees

What is *Web for Employees*?

Web for Employees is a feature of the Human Resource System (HRS) that allows employees of the Oklahoma State University/A&M System to view certain information, such as benefits, deductions, leave balances, OSU employee job history, payroll and other personal information.



Visit us at
<http://prodhosu.okstate.edu>

Why use *Web for Employees*?

Saves Time - *Web for Employees* is available through your office and home computers.

Convenient - Employees can access the system weekdays and evenings, and even on weekends. The system is open on weekdays from 7:30am to 10:00pm, and on weekends from 9:00am to 6:00pm. This can be done from any PC with Internet access.

Easy Update - You can easily update certain information, such as your address and emergency contact.

Reliable - *Web for Employees* displays information from the Human Resource System database which contains your personal, benefits and payroll information.

How do I access *Web for Employees*?

To access *Web for Employees*:

- Go to the OSU Home Page, <http://osu.okstate.edu/>.
- Under *Quick Links*, select *Human Resources* then select *Web for Employees* at the top of the page.
- Or go to <http://prodhosu.okstate.edu>.
- Select *Click Here to Enter Employee Self Service*; then log in using one of two methods:
 - **Method 1** - type in your Employee ID (SSN) and PIN; **or**
 - **Method 2** - type in your O-Key e-mail address and password.