

Method 1 - Accessing *Web for Employees* using your O-Key account information

Type in your O-Key username or e-mail address and password. If you have forgotten your OKey account password, you can go to <https://app.it.okstate.edu/okey/index.php/module/Forgot/action/Index> to reset your password.

Using your O-Key account information is the preferred access method.

Method 2 – Accessing *Web for Employees* using your employee ID

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

If you access *Web for Employees* using your O-Key account information, you do not need to know your Employee ID or PIN number.

Default PIN

All employees are initially given a randomized default PIN. A randomized PIN is initially assigned to ensure confidentiality of an employee's initial access to *Web for Employees*.

Can the PIN be changed?

An employee may change his/her PIN to any six-digit number.

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.

What are the system requirements?

Any PC or Macintosh with Internet access and current version of Internet Explorer (IE) or Firefox can access *Web for Employees*.

How safe is it to use *Web for Employees*?

Web for Employees uses the latest Internet standard security software packaged into it. All information between your browser and 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 sign-in information (O-Key or CWID and PIN) and can access your personal information. You should treat your sign-in information 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.



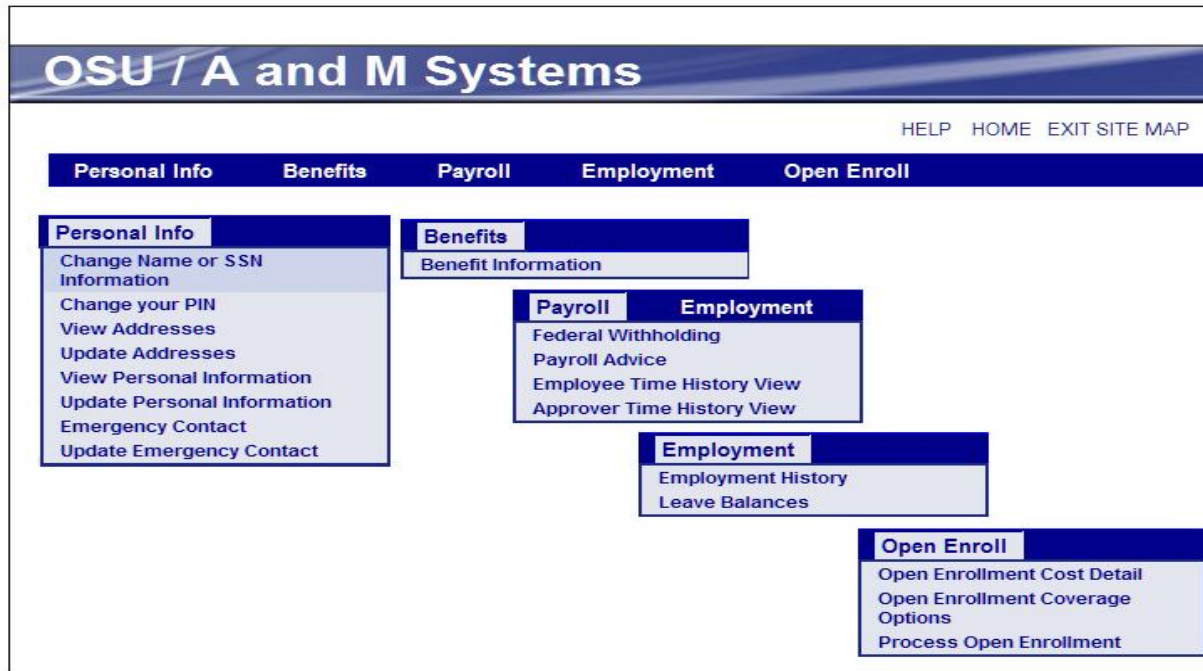
Human Resources

Web for Employees

106 Whitehurst • Stillwater, OK 74078

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://webemp.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 7:30 A.M. to 10:00 P.M., and on weekends from 9:00 A.M. to 6:00 P.M. 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 Human Resources Home Page, <http://hr.okstate.edu/>.
- In the left navigation links column, click on “Web for Employees”.
- Or, go to <http://webemp.okstate.edu>.
- Select *Click Here to Enter Employee Self Service*; then log in using one of two methods:
 - **Method 1** – type in your O-Key username or e-mail address and password; **or**
 - **Method 2** – type in your Employee ID (CWID) and PIN.