



Welcome to the world of self service!

**Change your personal information
directly from your computer!**

It's as easy as 1-2-3!

See the back of this brochure for more information.



KCTCS Self Service Is Now Available

Now you can change your personal information directly from your computer!

Update your:

- o name
- o address
- o phone number
- o emergency contact
- o ethnicity
- o email address and
- o marital status

With this new service, you are also able to:

- o View an improved PDF pay check.
- o Review your Benefits and Compensation information.
- o Submit a new W-4 or K-4 with updated tax information.
- o Print your current year W-2.
- o Request a reissue of a prior year (2009 or before) W-2 form.
- o Edit your direct deposit information electronically.

See for yourself, making a change is easy!

1. Log onto PeopleSoft (employees.kctcs.edu/).
2. Click "Self Service" under the menu in the left hand corner.
3. Choose either Personal Information or Payroll and Compensation.

For additional information, please contact your local Human Resources Representative.