



## Web Information System for Employees

Log-in TODAY to see what WISE has to offer!

<https://wise.unh.edu>

The University System of New Hampshire would like to introduce you to WISE, the *Web Information System for Employees*, USNH's self-service system for employees to access their information. USNH employees, faculty, staff and students may view their personal, payroll, and employment data within USNH's Human Resources system. Employees are able to update their contact and direct deposit banking information, Federal Form W-4 data and much more.

Using WISE, you can view and/or change Payroll, HR, and Benefits information such as Employee data or Personal Information

### Personal Information tab:

- Change PIN
- Change Security Question
- View/Update Address(es) and Phone(s)
  - Update available for personal address) ONLY
- View/Update E-mail Address(es)
  - Update available for alternative E-Mail address ONLY
- View/Update Emergency Contacts
- Display your USNH ID

### Employee tab:

- Time Sheet - select service providing Web Time Entry employees/approvers/proxies access to Time Sheet(s); to enter hours, or to approve time
- Leave Reporting – select service allowing access to record leave usage or apply approval to Leave Report
- Benefits and Deductions
  - Core Benefits ([MyUSNHbenefits.net](http://MyUSNHbenefits.net))
  - Retirement Plans ([MyUSNHbenefits.net](http://MyUSNHbenefits.net))
  - Flexible Spending Accounts ([MyUSNHbenefits.net](http://MyUSNHbenefits.net))
  - Voluntary Benefits ([MyUSNHbenefits.net](http://MyUSNHbenefits.net))
  - Payroll Deductions (View)
- Pay Information
  - Direct Deposit Allocation (Set-up or Change)
  - Earnings and Deductions History (View)
  - Pay Check Stub Information (View)
  - Earnings by Positions (View)
- Tax Forms
  - View/Update W-4 Tax Exemptions or Allowances
  - Electronic W-2 Consent (Update consent)
  - W-2 Wage & Tax Statement – (View)
- Job Summary – (View Job Detail information)
- Leave Balances (View)
- Tuition Benefit Form (Access based on eligibility)

### Direct Deposit for Payroll:

Direct Deposit for payroll payment is USNH's preferred method to deliver your wages to you. Direct Deposit is quick, efficient and your money is waiting for you!

Notification of direct deposit payments is communicated via email which contains a link to WISE where you can access your pay stub details. If you prefer not to receive email notification of direct deposits, you may opt out on the Direct Deposit Allocation page in WISE.

To set-up Direct Deposit via WISE; Log into WISE, select Employee tab - Pay Information - Direct Deposit Allocation. Follow directions carefully when setting up direct deposit to multiple accounts.

### Form W-4, Employee's Withholding Allowance Certificate:

When your initial employment record is created in the USNH HR system, Federal tax withholding is established per the IRS default with a filing status of Single and zero ('0') Withholding Allowances. You may change the initial setting by logging into WISE and updating your Federal W-4 information.

To update your Federal Form W-4; Log into WISE, select Employee tab - Tax Forms - W-4 Tax Exemptions or Allowances, choose Update at the bottom of the page. For help or instructions in filling out this form refer to the U.S. Government Form W-4 link within the WISE W-4 Update instructions.

**USNH/Campus Payroll offices are not able to provide personal tax advice. Employees with personal taxation questions are encouraged to seek advice from a tax professional.**

If you have not previously activated your WISE account, or if you've forgotten your password, you can activate your account by contacting the IT Service Desk at 862-4242.