

Human Capital Management Version 9.1 Sign In

User ID:

Password:

Sign In

***** WARNING *****

This is a private system. Unauthorized access to or use of this system is strictly prohibited. By continuing, you acknowledge your awareness of and concurrence with the Acceptable Use Policy of Case Western Reserve University. Unauthorized users may be subject to criminal prosecution under the law and are subject to disciplinary action under University policies.

CWRU HCM Challenge Question Guide

August 2014

Overview

- The purpose of the HCM Challenge Questions are to provide enhanced security for direct deposit entry and viewing W2/W-2c forms in HCM while still providing convenient access
- Instructions on how to access direct deposit & viewing W2/W-2c form functions are provided within
- CWRU will **NEVER** ask you via e-mail for your Social Security number (SSN), bank account information, passwords or to validate any personal information

Direct Deposit

Setting up Your Direct Deposit for the 1st time

Navigate to the Direct Deposit entry screen within HCM Self Service:

Challenge Question

After entering response to the secret question, hit 'Submit' button.

For Additional Security

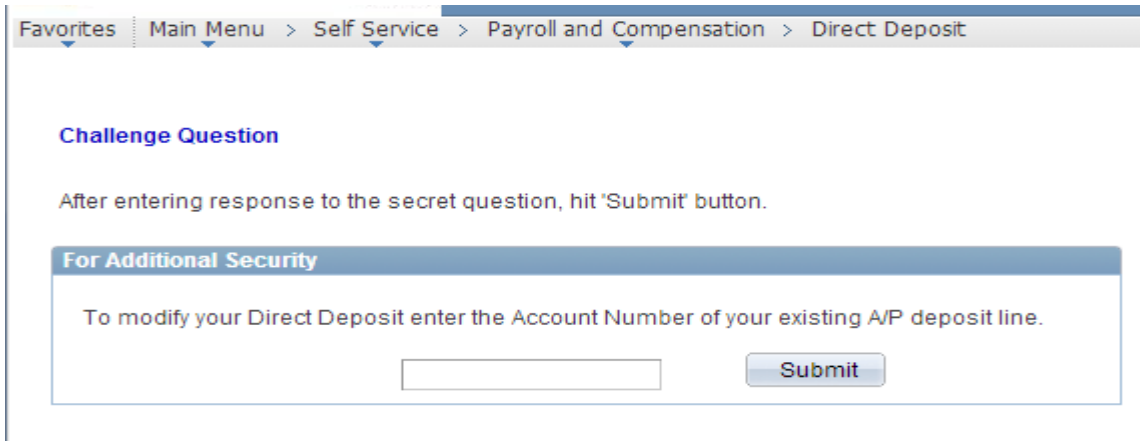
To setup your Direct Deposit enter the last 4 digits of your Social Security Number.

- Enter the last 4 digits of your SSN to gain access
- 3 invalid attempts will lock you out of the system and require you to contact the CWRU Payroll Office at 216-368-4290 or payroll@case.edu

Direct Deposit

Modifying Your Existing Direct Deposit

Navigate to the Direct Deposit entry Screen as before within HCM Self Service:



The screenshot shows a web interface for modifying a direct deposit. At the top, there is a breadcrumb trail: Favorites | Main Menu > Self Service > Payroll and Compensation > Direct Deposit. Below this, there is a section titled "Challenge Question" with the instruction: "After entering response to the secret question, hit 'Submit' button." Below the challenge question is a box titled "For Additional Security" containing the instruction: "To modify your Direct Deposit enter the Account Number of your existing A/P deposit line." Below this instruction is a text input field and a "Submit" button.

- Enter your existing Bank Account number to gain access (Do not include the routing number)
- If you have more than one account set up, use the account that has the A/P option selected (Account where Travel & Expense reimbursements are deposited)
- 3 invalid attempts will lock you out of the system and require you to contact the CWRU Payroll Office at 216-368-4290 or payroll@case.edu

W2/W-2c

Viewing your W2/W-2c

Navigate to the W2/W-2c Forms page within HCM Self Service:

Favorites Main Menu > Self Service > Payroll and Compensation > View W-2/W-2c Forms

Challenge Question

After entering response to the secret question, hit 'Submit' button.

For Additional Security

To view your W2 enter the last 4 digits of your Social Security Number.

- Enter the last 4 digits of your SSN to gain access
- 3 invalid attempts will lock you out of the system and require you to contact the CWRU Payroll Office at 216-368-4290 or payroll@case.edu

Questions/Contacts



CWRU Payroll Office

BioEnterprise 357

216-368-4290

payroll@case.edu

<http://www.case.edu/finadmin/controller/payroll.html>