Welcome to Butler! As a new hire, Human Resources would like to introduce you to various Self Service features available on My.Butler.

**PERSONAL INFORMATION**

Once you have an email account you can enter your personal and demographic information by going to [https://my.butler.edu](https://my.butler.edu) and logging in with your *User ID* (without @butler.edu) and *Password* (first eight digits of the Butler ID).

Questions? Please contact the Help Desk at 940-HELP (4357) or itrequest.butler.edu
From there you will click on the Employee Tools link.

Once you reach the Self Service portal, please update all of your Personal information. Periodically revisiting this site will allow you to keep your information up to date.
**DAWG ALERT**

We encourage you to sign up for safety and emergency alerts via *DawgAlert*. Access DawgAlert registration from the My.Buter Homepage. You will find the DawgAlert Link by scrolling down the page under the Employee Tools column.
**Direct Deposit**
If you would like to receive your pay via **Direct Deposit**, please complete and submit the Direct Deposit Authorization Form to the Butler Business Office in Jordan Hall #54. The Direct Deposit form can be accessed at the following link: [https://www.butler.edu/hr/new-hire-information](https://www.butler.edu/hr/new-hire-information)

Up to four direct deposit accounts may be used. These accounts may be at different banks. The first account must receive the balance of your paycheck. The other three accounts are optional and can be either a percent or a specific dollar amount of your paycheck. Any new or changed direct deposit account information may take up to two pay periods to become effective. A paycheck for your full pay will be issued in the interim. When deleting direct deposit account information, **PLEASE NOTE** account information must be entered at least three (3) days prior to payday to become effective for that payday.

**Self Service**
Finally, please familiarize yourself with the available **Self Service** tools that are available for requesting vacation & sick time, viewing time off balances, viewing pay statements and tax information, and reviewing benefits, dependents and beneficiary information.

*Human Resources is very excited that you have chosen to be a part of the Butler University Community! If we can do anything to assist you through the new hire process or provide general guidance regarding your employment, please contact Human Resources by calling 317-940-9355 or visiting us at Jordan Hall Room #37 & #52.*