

# Milwaukee County - Ceridian Self-Service

<http://www.county.milwaukee.gov/>

Click on Milwaukee County Employees box in the bottom left corner of the page

## How to Log In to Ceridian Self-Service

1. Go to <http://www.county.milwaukee.gov/>. Click on Milwaukee County Employees box, then click **Self-Service**, click ok. The Ceridian Self-Service login page appears.
2. Enter your clock number (employee number). Note: contact your payroll clerk if you do not know this number.
3. Enter last four digits of your Social Security number as your password.
4. Click go.
5. You will be required to change your password at first use.



Any changes made in Self-Service will take effect when Ceridian goes live.

## Ceridian Self-Service home page

Click the links to access these main features:

**Earnings Statements**  
Review your previous earnings statements and print them

**Change of Address**  
Change address and telephone information

**Emergency Contacts**  
Provide or update your Emergency Contact Information

**Federal Tax Form (W-4)**  
Update your W-4 information (federal withholdings)

**Direct Deposit**  
Manage up to eight accounts for Direct Deposit of your Payroll check

**To Do**

- You have 0 Pending Documents
- You have 1 Requests in Process
- You have 0 Documents Saved but Not Submitted

**Information**

- My Employee Profile
- Change of Address
- Emergency Contacts
- Change of Marital Status
- My Credentials
- Password
- Email Address
- Employee Reports
- Contact for HR Questions

**Payroll & Tax Information**

- Link to Time and Attendance
- Earnings Statements
- Direct Deposits
- Check Calculations
- Federal Tax Form (W-4)
- Link to Wisconsin State Tax Form
- Retirement Contributions
- Contact for Payroll Questions

**Company Information**

- Link to Open Job Opportunities
- Employee Directory Search
- Company Document Search
- Link to Milwaukee County Intranet

**Benefits**

- Link to Benefits Site
- Contact for Benefits Questions