FIU | Herbert Wertheim College of Medicine

HWCOM Human Resources

PantherSoft HR System – Quick Reference Guide (Employee)

HOW TO LOGIN IN PANTHERSOFT

- **PantherSoft HR Login https://my.fiu.edu**
- **Click on Login to MyFIU at the top right-hand corner**
- **Panther ID** – (your Panther ID)
- **Password** – (the password you use to login to your computer)

HOW TO ACCESS PANTHERSOFT HR PORTAL

- **Use the NavBar*→ Click on "Human Resources Self Service" → Employee Self Service**
  *The NavBar is in the upper-right hand corner of the PantherSoft Financials screen.

QUICK REFERENCE GUIDE FOR EMPLOYEES

Transactions	PantherSoft Path to Execute Transactions
View Paychecks	Human Resources Self Service → Employee Self Service → Payroll and Compensation → Pay
Change Direct Deposit	Human Resources Self Service → Employee Self Service → Payroll and Compensation → Direct Deposit
Edit Personal Information (home address, e-mail, phone, emergency contact, etc.)	Human Resources Self Service → Employee Self Service → Personal Information
Employment Verification	Human Resources Self Service → Employee Self Service →Employee Resources → Employee Forms →Employee Records Forms → Employment Verification Form
Change W-4 Tax Information	Human Resources Self Service → Employee Self Service → Payroll and Compensation → W-4 Tax Information
View your W-2	Human Resources Self Service → Employee Self Service → Payroll and Compensation → View W-2/W-2c Forms
View your Benefits Summary	Human Resources Self Service → Employee Self Service → Benefits → Benefits Summary