Change/Update Forms in Employee Records:

How to find electronic forms for Personal Information Update, Direct Deposit, W-4, HSA Change, and Workers' Compensation Report.

- 1. Open MyJeffco
- 2. Click on your "Employee Tab"



3. Click on PeopleAdmin (should be third on the top row)

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4. Under the large PeopleAdmin banner, click the link in the text "PeopleAdmin system users, click here to log in"



6. Click on the three blue dots in the top left corner of the webpage and select Employee Records from the drop down.

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EMPLOYMENT	Applicant Tracking System
AT JEFFERSON COLLEGE 🕿	Position Management
Welcome to your Online F	ine Recr

7. Click on "Available Forms" and choose which form you would like to change. These are automatically added to your personnel file, please follow all directions in the form.

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