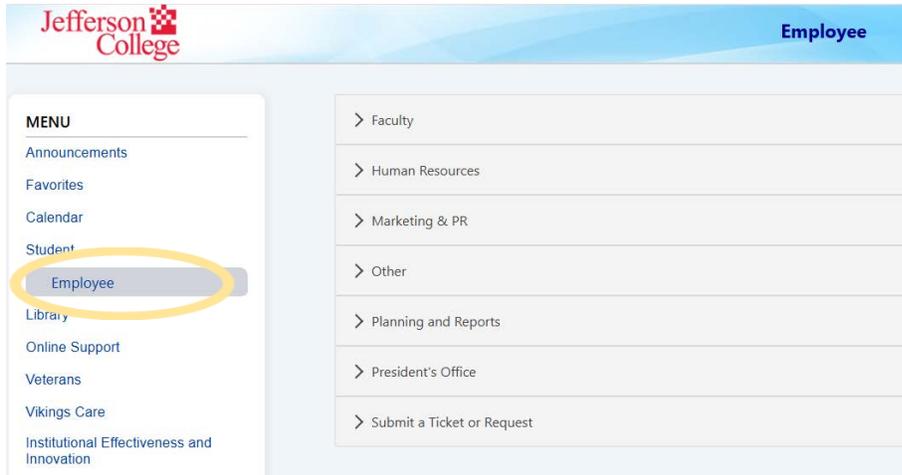


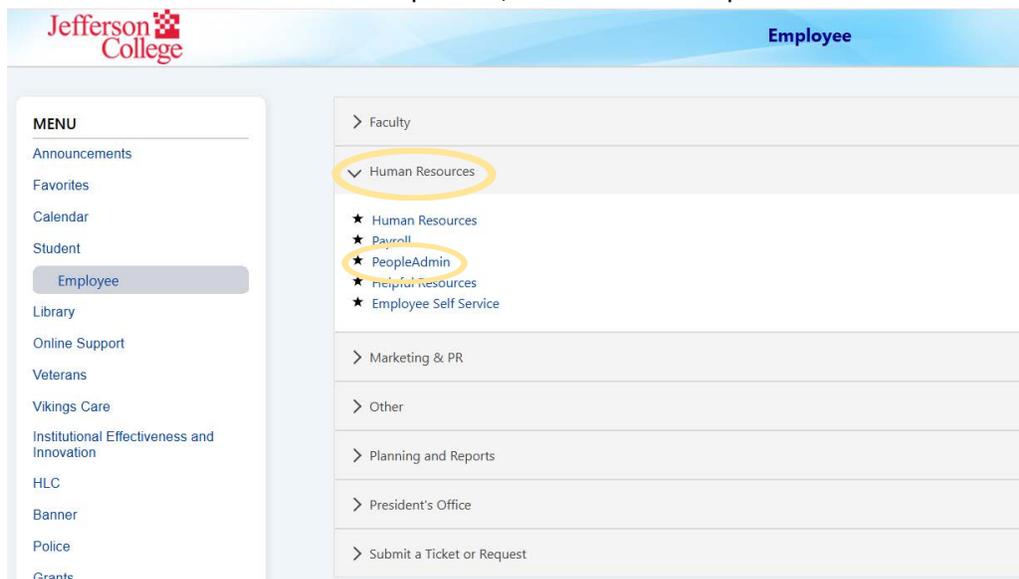
Change/Update Forms in Employee Records:

How to find electronic forms for Personal Information Update, Direct Deposit, W-4, HSA Change, TIAA 403(b) & TIAA 457(b) Change.

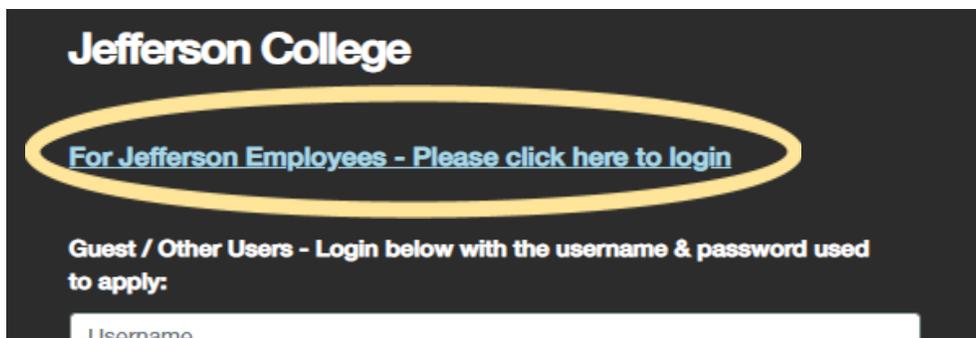
1. Open MyJeffco
2. Click on your "Employee Tab"



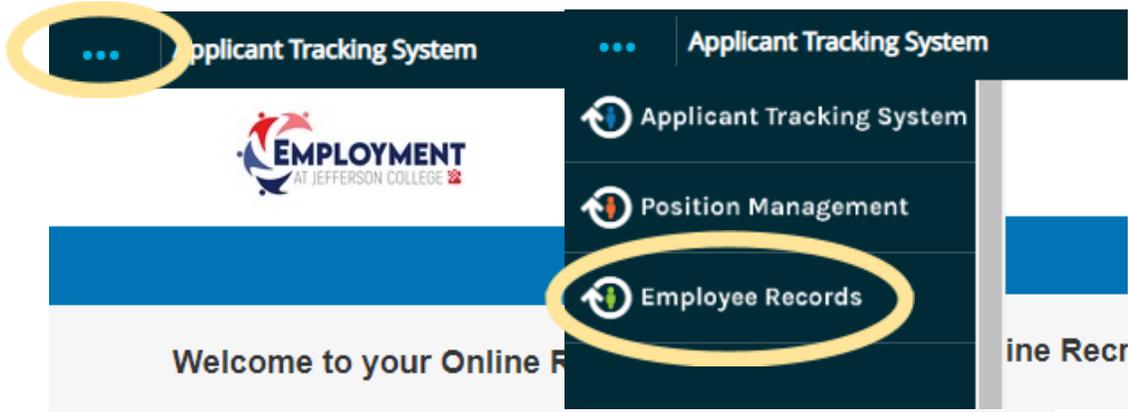
3. Click on the Human Resources drop-down, then click the PeopleAdmin link



4. Click on the blue link "For Jefferson Employees – Click here"



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



6. 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.

