INSTRUCTIONS FOR ACCESSING MVS ON CAMPUS

University Information Management Systems (UIMS) Help Desk:  298-2104
Administrative Services (Jan Carlson)     298-1800

To get to the WIUP system, follow the instructions below:

1. Click on the WIU-MVS Secure icon on your desktop.
   -- or --
   You can access through the Internet. (See “Accessing MVS Through The Internet” page 13)

2. You should have the Western Illinois University MVS/ESA screen.

At the bottom of the screen it says “Choose option and press enter:” You want to go into the CL-Supersession application; Administrative Systems; so type in CL and press ENTER.
Next, the “Entry Validation” Screen will appear.

<table>
<thead>
<tr>
<th>User ID</th>
<th>Password</th>
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</table>

- Enter your USERID on line one,
- TAB to the second line and enter your password on line two, and press ENTER.
- You should have the “CL/SUPERSESSION MAIN MENU” Screen. (see page 3)
Select the “CICSWIUP      CICS PROD-WIUP 1” by pressing TAB or using your arrow keys to place the cursor to the left of this item and then press ENTER. It will take a few seconds for the next screen to come up.

<table>
<thead>
<tr>
<th>Session ID</th>
<th>Description</th>
<th>Type</th>
<th>Status</th>
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<tbody>
<tr>
<td>CICSWIU5</td>
<td>CICS PROD-STARS</td>
<td>Multi</td>
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</tr>
<tr>
<td>CICSWU8</td>
<td>CICS TEST SYSTEM</td>
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<tr>
<td>CICSIST1</td>
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<td>Multi</td>
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<tr>
<td>CICSIST2</td>
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<tr>
<td>CICSWIUP</td>
<td>CICS PROD-WIUP 1</td>
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<td>CICSWIUH</td>
<td>CICS TEST-WIUT</td>
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<tr>
<td>CICSWIU2</td>
<td>CICS PROD-WIUP 2</td>
<td>Multi</td>
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<td>TSO</td>
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Next, you will see the “WESTERN ILLINOIS UNIVERSITY NEWS” Screen.

Press ENTER to continue reading NEWS

-- or --

Press the F3 key to view a list of applications you may select from.
You should have the WIUP Main Menu. Type in the number of the option you want and press ENTER. Each employee has different options on this menu according to their position requirements.

Some of the options you have will include:

**EMPI**
This option takes you to two sub-menus that contain your personnel and payroll information (*see below*).

**EMID**
This is the Employee Campus Directory. You can type in an employee’s name and it will bring up their office location and phone number.

**PIDU**
This option brings up the Personal Identification Screen you filled out in step#5. You can make changes to it or print it out using the printer icon at the top of your screen.

**ACAL**
This option brings up the Academic Calendar with information such as dates for withdrawing from classes and semester test finals dates.
To get to your personnel and payroll information, type in the number of the EMPI option and press ENTER. Another menu will pop-up with the 5 different options described below. To view the information, type in the number of the option that you want, and press ENTER.

1. **Personnel Information:** General information such as your legal address, social security number, and WIU id number, are among the items shown.

2. **Current Contractual Information:** This screen contains all of the information regarding your current position. In addition, it contains historical contractual information from the past five years.

3. **Payroll Information:** This takes you to a sub-menu, which contains payroll related information. *(see next page).*

4. **Sick and Vacation Benefit Information:** Information relating to your sick and vacation time is located on this screen.

5. **Degree or Educational Level Information:** For faculty and administrators, degree(s) and the year(s) they were received can be seen.
1. **Legal Address and Tax/FICA/SURS Status**: Your legal address and information completed for tax withholding is shown in addition to the FICA percent withheld, the percentage of SURS (State University Retirement System) withheld, and years of service under SURS as of stated date.

2. **Check Distribution and Non-Cash Gross Adjustments**: The name of the bank and the bank account number to which your paycheck is being direct deposited.

3. **List of Current Deductions**: Authorized deductions from your paycheck (except taxes, FICA, SURS, and percentage deductions) and the dollar amount deducted from each pay period.

4. **W2 Year-To-Date Balances**: WIU year-to-date earnings and taxes paid.

5. **Paycheck Information**: Your most current pay-stub, or depending upon how close you are to pay day, your next pay-stub. There is a second page, reached by using the F6 (more detail) key, which displays how your paycheck was calculated with regard to regular time worked, sick, and vacation time. Historical information is maintained which can be reached using the F7 and F8 (forward and backward) keys.

6. **Insurance Benefits**: Detailed information on the insurance you have selected.

7. **Tax Sheltered Annuity Information**: If you are contributing to an optional TSA, this provides additional information.

8. **Savings Bond Information**: If savings bonds are withheld from your pay, detailed information is shown.
To sign-off the system, press F12=SIGNOFF and the following screen will appear.
Press F3=EXIT and you’ll get:

Enter a “1” or “X”, and then press enter.

Passwords must be changed every 90 days. You will receive a warning message and this allows you to change your password prior to the 90-day limit. If the 90 days is exceeded, you will need to call the HELP Desk at 298-2104 to have your password reset.

If you do not login to this system at least once every 45 days, your password will be inactivated. If this occurs, call the HELP Desk at 298-2104 to have your password reset.

The active Function keys for each screen are shown at the bottom of the screen to help you navigate through the system.

When you are in the personnel and payroll sub-menus, it is easiest to move around by using the F4 key. It will take you one step back, whereas the F3 key will take you back to your main menu.

If at any time you are unsure of where you are on the system, the F3 key will take you back through the menus until you find one you recognize.