

# Brandeis University Self-Service

## Who may use BUSS?

Regular Brandeis Staff,  
Faculty, and Post-Docs

## Questions or Problems?

If you can't log on to your computer with your UNet ID and password, or if you forget your password, please call the LTS Help Desk at ext. 6-7782

If you log on to your computer with your UNet ID and password, but can't log onto the BUSS system, do one of the following:

- Send an email with details to:  
[BUSS@lists.brandeis.edu](mailto:BUSS@lists.brandeis.edu)
- Call Human Resources' HRIS department at ext. 6-8411

Brandeis University  
Human Resources  
Stony Brook Office Park  
130 Turner St. Bld 2  
Waltham, MA 02453  
781-736-4474  
781-736-4466 (fax)

## What Can You Do Via BUSS?

If you are a regular Brandeis staff or faculty member, you have access to Brandeis University Self-Service (BUSS). BUSS allows you to access and/or update your personal information at any time online in a confidential manner. You no longer need to complete forms to make these changes.

Here are some benefits of using BUSS:

### Emergency Contacts

Add and/or change your emergency contact information.

### Phone Numbers

Add or update your home and cell-phone numbers.

### Personal Information Summary

Access and review your personal information on record at the University.

### Home and Mailing Address

Change your home and/or mailing address.

### On Campus

To log on to BUSS point your browser to <http://buss.brandeis.edu> and enter your UNet ID and password. Click "Sign In" and you are ready to go!

### Payroll and Compensation/ View Paychecks

Review your pay and compensation history.

### Applying for Internal Positions at Brandeis

Send your resume via BUSS to Human Resources for review.

### Direct Deposit

Change, add or delete direct deposit information.

### Name Changes

Submit a request for a name change. Name changes are reviewed, approved and finalized by the payroll office.

### Community Crisis Management

Add/and or change your contact information for University emergencies.

### W-4 Federal Tax Information

Review and update your federal tax withholding information.



## Logging On To BUSS

### Off Campus

To access BUSS from off campus, point your browser to <http://wormhole.brandeis.edu>, log in with your UNet username and password and click on the BUSS link at the top under Web Bookmarks.