

www.usc.edu/etrac



*An online service for the Faculty,
Staff, and Student Workers of USC*

eTrac Online Help

eTrac Information:

<http://www.usc.edu/payroll/etrac>

Web Browser Help:

<http://www.usc.edu/etrac/helpdoc/main/browser>

PIN Setup Help:

<http://www.usc.edu/etrac/helpdoc/main/setpin>

eTrac e-mail support: eTrac@usc.edu

www.usc.edu/etrac

University of Southern California
Administrative Information Services
Los Angeles, CA
90089

1/22/2009

University of Southern California

Administrative Information Services

USC



USC Employee Online Services

eTrac

Employee Online Services

A service for the Faculty, Staff, and Student Workers of USC

www.usc.edu/eTrac

NEW Benefits Enrollments on eTrac:

- **Basic (USC Matched) Retirement Enrollment**
Start or change your Basic Retirement contribution and vendor selections.
- **Basic, Dependent, & Suppl. Term Life Insurances**
- **Accidental Death & Dismemberment Insurance**
- **Legal Services Plan**

eTrac e-mail support:

eTrac@usc.edu



What is eTrac?

eTrac is a secure and confidential Web system for all employees of the University of Southern California. It gives you access to your payroll, benefits and personnel information, providing you with much of your current & historical employment-related information via a secure and confidential web-based system.

What do I need?

All you need is a computer with Internet access.

You can use any modern browser that has the following enabled:

- Java
- Javascript
- Popup windows

For detailed instructions and help on setting up your browser, see:

<http://www.usc.edu/etrac/helpdoc/main/browser>

How do I sign up?

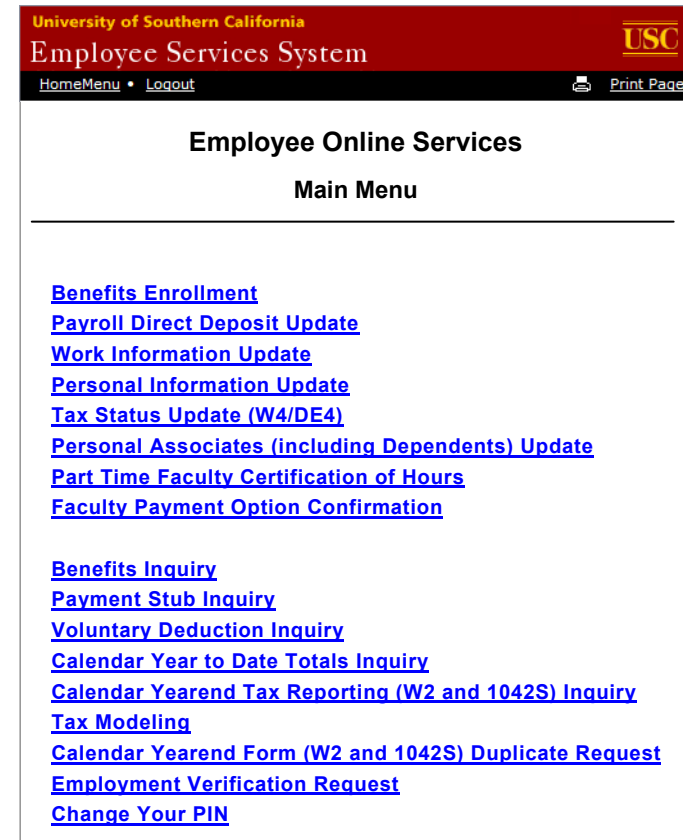
All USC employees have access to eTrac. All you have to do is create a PIN and then log into the system.

- ① Go to www.usc.edu/etrac on the Web.
The eTrac home page also has links to all the eTrac help pages.
- ② Click on the “[Set up a new PIN](#)” link.
You first need to authenticate your identity to set up a secure PIN. If the system is not matching your data, check with your Home Department Coordinator to verify your information. Then create a PIN which you will use as your password into eTrac. Step-by-step instructions taking you through the process of setting up a PIN is available online. Once you’ve set up a PIN successfully, you have immediate access to eTrac.
- ③ Return to the eTrac home page and click on “[Log into eTrac.](#)”
The eTrac login screen will pop up in a new browser. Then just enter your login information.

If you forget your PIN, just set up a new one again in the same way.

What can I do with eTrac?

From the eTrac main menu, you have direct access to your personnel, payroll and benefits information.



Among the many things eTrac allows you to do:

- Look up your pay information, download and print out pay stubs.
- Update your personal information, work information and tax status.
- Enroll in USC benefits plans, and add dependent information to include them in your benefits.
- Sign up for Direct Deposit, view your voluntary deductions, calculate different withholding & deduction scenarios, and much more!