BUSS is the online payroll system for Brandeis employees that are paid by payroll.

The login site is buss.brandeis.edu and a Brandeis UNet ID and password is required to log in.

Connecting to BUSS

<table>
<thead>
<tr>
<th>On-Campus</th>
<th>Go to buss.brandeis.edu</th>
</tr>
</thead>
</table>

| Off-Campus | 1. Log in to Wormhole   |
|           | 2. Under the "Web Bookmarks" heading, click on the link for "BUSS" |
|           | 3. On the page that opens, log in to BUSS with your user ID and password |

Common Problems & Troubleshooting Steps

### Unable to see or access W-2

- Most browsers include pop-up blockers that will block the pop-ups that contain the .pdf of their checks. There is usually an option to allow pop-ups in most browsers.
- Try logging out of BUSS, enable cookies and clear cookies/cache on your browser, and log in to BUSS again.
- Try using a different browser, and make sure that you are on-campus or using wormhole/Junos Pulse.

### Unable to see anything in BUSS

- Only ACTIVE employees paid by payroll will see anything in BUSS.
- People paid by Accounts Payable will not see anything in BUSS.
- Union employees will not see anything in BUSS.
- Temporary Employees will not see anything in BUSS.
- If you are supposed to have access but do not see anything, please try using Firefox, since it is known to work better with BUSS.

NOTE: Users off-campus must first sign into wormhole.brandeis.edu or use Pulse Secure to use BUSS.
Unable to Login

- Access is granted no more than two (2) days after start date (assuming paperwork has been processed).
  - You should have received instruction on setting up Direct Deposit if you have been granted access.

- Sponsored accounts cannot access BUSS. You will need a regular account to access BUSS. There is no alternative.

- Any employees who are not being paid at the time are not considered active employees and therefore will not see anything (eg. students who work without pay during the academic year).

Related Articles

- BUSS