ALABAMA STATE UNIVERSITY

HUMAN RESOURCES

EMPLOYEE SELF SERVICE

USER GUIDE

Alabama State University
Employee Self Service User Guide

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Welcome to Employee Self Service

Welcome to the Employee Self Service User Guide. This guide is designed to provide you with the information you need to successfully use the HR Employee Self Service features and includes instructions on the following topics:

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Who Do I Call For Help?
The numbers are provided below for your reference.

Human Resources
(334) 229-4667

The Office of Human Resources can assist with changes to personal information or questions regarding benefits.

Payroll
(334) 229-4611

The Payroll Office can assist with questions and/or concerns regarding paychecks, pay stubs, tax information or direct deposit inquiries.

MIS Department
(334) 229-4560

The MIS Department can answer questions and/or concerns regarding login or access to the Employee Self Service pages or browser functionality.

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How do I access Employee Self Service?

Go to www.alasu.edu and select the Hornet's Web link at the top to access the login screen pictured above. Login using your ASU/PeopleSoft User ID and Password.

User ID/Password instructions:

- User ID = The Number 0 (zero) followed by your Employee ID (not Social Security #)
- Password = First 2 letters of your first name (CAPS), followed by the first two letters of your last name (CAPS) and the last 4 numbers in your Employee ID (not Social Security #)

> Example = Sally Smith's employee ID # is 1234567
> Her PeopleSoft User ID would be: 01234567
> Her Password would be: SASM4567

NOTE: If your do not know your Employee ID# contact Human Resources or MIS.
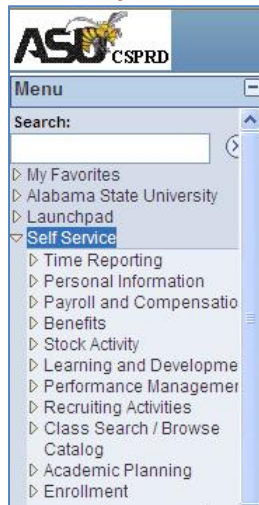
Once you have logged on to ASU/PeopleSoft, select "Access ASU Campus Solutions" to access the above menu and then he Self Service link on the left hand side of the main page. You can view your personal data such as Name, Address, Phone Number, Emergency Contact, etc. under the **Personal Information** section. You can view your paycheck data and leave balances under the **Payroll and Compensation** section. You can view your enrollments under the **Benefits** section if you are currently benefits eligible and are enrolled in one of the following: Medical, Dental, Vision, Life and AD and D, and Long-Term Disability.

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Personal Information

The **Personal Information Summary** section can be used to view your Personal Information that is tracked in the PeopleSoft HR system. This information was provided during your hire. If you have updated any of your information since your hire, you will see the most current information when viewing this section.

You can access your Personal Information by clicking on the **Personal Information Summary** link under Personal Information on the ASU/PeopleSoft menu.

You can **view** the following information:

- ❖ Name
- ❖ Address
- ❖ Email Addresses
- ❖ Marital Status
- ❖ Ethnic Groups
- ❖ Employee Information

You can **update** the following information:

- ❖ Phone Numbers
- ❖ Emergency Contacts

Changes in address can only be completed in the Office of Human Resources at this time. It is critical that this information is correct. Please notify Human Resources if any of this information is incorrect.

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Personal Information

View Your Name

You can view your **Name** by clicking the Personal Information Summary link under Personal Information on the ASU/PeopleSoft menu. This page is currently read only. To update your name, contact the Human Resources department. You may be required to show documentation to support this change.

View Your Addresses

You can view your **Addresses** by clicking the Personal Information Summary link under Personal Information on the ASU/PeopleSoft menu. This page is currently read only. To update your addresses, contact the Human Resources department.

Update Your Phone Number

You can update your **Phone Numbers** information by clicking the **Change phone numbers** button.

Click the "Change phone numbers" button to add an additional phone number.

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Enter the Phone Type for your Telephone number. You may add more than one phone number. Once you select the Phone Type, enter your 10-digit phone number <u>without any</u> <u>formatting</u>.

The system will automatically format the field once you tab out. If you are entering more than one phone number, select which number you would like to store as the preferred phone. To update the existing phone number, simply enter the new number over the old data. Click on the "Save" button to submit the data. This will automatically update the PeopleSoft HR Database.

Once you save the phone number(s), you will be directed to the Save Confirmation page. Click the "OK" button to return to the Personal Information Summary page.

Update Your Emergency Contact

You can update your emergency contact by clicking the on the Personal Information Summary link under Personal Information on the ASU/PeopleSoft menu. Click on the "**Change emergency contacts**" button to make changes to the current contact information. If you do not have an existing emergency contact, click on the "Change emergency contacts" button.

Click on the "Edit" button to make changes to the current contact information. Click the "Add an Emergency Contact" button to add one.

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Emergency Contacts
Emergency Contact Detail
Ima Test

^Contact Name: [   ]
^Relationship to Employee: [Other   ▾]

Address and Telephone
☐ Contact has the same address as the employee
☐ Contact has the same telephone number as the employee

Address
Country: United States   Change Country
Address: Edit Address

Phone
Telephone: [   ]

Other Telephone Numbers
*Phone Type	Phone Number	

[Add a Phone Number]

* Required Field
[Save]

Return to Emergency Contacts

Enter contact name, relationship, address and phone information. If the contact's address and phone information is the same as yours, click the two check boxes to default the data from your personal information. Click the "Save" button to submit the data. This will automatically update the PeopleSoft HR database.

Emergency Contacts
Save Confirmation

✔   The Save was successful

[OK]

Once you save the emergency contact(s), you will be directed to the Save Confirmation page. Click the "OK" button to return to the Information Summary page.

View Your Email Addresses

Email Addresses		
Email Type	Email Address	Preferred
Business	anyone@alasu.edu	☑

You can view your **Email Addresses** by clicking the Personal Information Summary link under Personal Information on the ASU/PeopleSoft menu. This page is currently read only. Work-related emails, including Events and Employee Self Service confirmations are sent to the employees Preferred email address. To update your email addresses, contact the Human Resources department.

View Your Marital Status

Marital Status		
Marital Status:	Married	As of: 01/01/2009

Ethnic Groups
Description
Black or African American

You can view your **Marital Status** by clicking the Personal Information Summary link under Personal Information on the ASU/PeopleSoft menu. This page is currently read only. If your marital status has changed, then it's a good time to reconsider your health coverage, tax withholdings and other important information. For tax purposes, please update your W-4 information through Employee Self Service.

View Your Employee Information

Employee Information	
Gender:	Female
Date of Birth:	01/01/1950
Birth Country:	United States
Birth State:	Alabama
Social Security Number:	555-11-2222
Smoker:	
Date Entitled to Medicare:	
Military Status:	Active Reserve
Original Start Date:	01/01/2009
Highest Education Level:	J-Doctorate (Academic)

Contact the Human Resources department if any of your Employee Information is incorrect

You can view your **Employee Information** by clicking the Personal Information Summary link under Personal Information on the ASU/PeopleSoft menu. This page is currently read only. The Employee Information section contains information regarding gender, date of birth, birth country, birth state, social security number, smoker, etc. Please contact the Human Resources department if any of your Employee Information is incorrect.

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Payroll and Compensation

The Payroll and Compensation section can be used to view your paycheck, leave balances, voluntary deductions, and compensation history that is tracked in the PeopleSoft HR system. It can also be used to update your direct deposit and W-4 tax information.

View Your Paycheck

You can view your current earnings, taxes, deductions, net pay and leave balances by clicking on the View Paycheck link under Payroll and Compensation on the ASU/PeopleSoft menu. Click on the date under the "Check Date" link to access the pay statement.

Pay Statement for pay period ending January 31, 2009

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View Your Compensation History

You can view your compensation history by clicking on the Compensation History link under Payroll and Compensation on the AS/PeopleSoft menu. Click on the "View Another Date Range" button to choose another timeframe.

Update Your W-4 Tax Information

You can update your federal tax information by clicking the W-4 Tax Information link under Payroll and Compensation on ASU/PeopleSoft menu. Enter the total number of allowances you

would like to claim, any additional amount you would like withheld from each paycheck (if needed), and marital status. Click on the "Submit" button to continue.

Enter your ASU/PeopleSoft password to verify you identity and click on the "Continue" push button to save the data. This will automatically update the PeopleSoft HR database.

Once you submit the tax information, you will be directed to the Confirmation Page. Click the "OK" push button to return to the W-4 Tax Information page.

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After saving, you should receive an email confirming your tax changes. The email will be sent to the "Primary" email address indicated on your **Personal Information Summary** page.

Update Your Direct Deposit

You can update your direct deposit distribution by clicking on the Direct Deposit link under Payroll and Compensation on the ASU/PeopleSoft menu.

IMPORTANT! Please ensure that the Routing Number and Account Number represent only a Checking and/or Savings Account. Money Markets, bank loan numbers, or any other type of account may cause your direct deposit to be returned and may delay your payment. Also ensure that Amt/Pct columns add up to 100%. If you select more than one account, choose Balance as one of the Deposit Type options so the total will add up to 100% of your paycheck.

To update your current account type(s), click on the "Edit" button. To add an additional account, click on the "Add Account" button.

Direct Deposit
Change Direct Deposit

Ima Test

*Account Type: Checking

*Deposit Type: Amount

Amount or Percent: 5000.00

Routing Number: 053201607   View check example

Account Number: 0005129339837

Deposit Order: 1   (example. 1 = first account. processed)

* Required Field

Save

Return to Direct Deposit

Make the appropriate changes and click on the "Save" button to submit the data. This will automatically update the PeopleSoft HR database. You may click the "View check example" to make sure you entered the correct routing and account number from your check.

Check Example

9999

⑈999999999 ⑆993 999 999⑆ 9999

1 - Routing Number
2 - Account Number

OK   Cancel

Click the "OK" button to return to the Direct Deposit page.

Direct Deposit
Save Confirmation

✔ The Save was successful.

   However, due to timing, your change may not be reflected on the next paycheck.

OK

Once you have saved the direct deposit distribution, you will be directed to the Save Confirmation page. Click the "OK" button to return to the Direct Deposit page.

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Benefits

The Benefits section can be used to view your current benefits information that is tracked in the PeopleSoft HR system. This includes such plans as medical, dental, flexible spending accounts, vision, life, disability, retirement and leave. This section will not include "deductions" such as AFLAC or parking. These will be listed under Payroll and Compensation on your paycheck stub.

View Your Benefits Summary

You can view your **Benefits Summary** by clicking the Benefits link under Self Service on the ASU/PeopleSoft menu. This page is currently read only.

Note: Beneficiaries will not be listed in the ASU/PeopleSoft system. These are maintained in the Office of Human Resources.

Employee Data Verification Form

Login to Self Service and verify that your information is correct as listed under: Personal Information, Paryroll and Compensation, and Benefits.

If your information is incorrect, print (See Page 18 for Steps to Print) the screen showing the incorrect data, highlight or circle that data and write the correction as it should be listed. Attach this form to your print-out(s) and forward these documents to the Office of Human Resources, Room #235 in Councill Hall.

Print-Out Example

Is your information accurate: Yes ☐   No ☐

_____   _____
Please Print Your Name   Date

_____   _____
Please Sign Your Name   Date

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Frequently Asked Questions

Question: When will I have access to the new Employee Online Self-Service system?
Answer: All functionality will be available Wednesday, January 12, 2011. However, you will not be able to view your online check stubs until January 21, 2011.

Question: How do I access the new Human Resources Online Self-Service system?
Answer: Go to: www.alasu.edu/hr and select the "Employee Self-Service User Guide" and follow the directions provided. You will need your employee ID and password as well.

Question: What if I tried to do this at my desk, but I cannot complete the process?
Answer: An open lab is available on January 12th & 13th from 7:00 a.m. – 4:00 p.m. in the Abernathy Annex, Room #311. PeopleSoft experts will be available to assist you with the process.

Question: How do I get my employee ID?
Answer: Because your employee ID is personal and confidential information, you must provide picture identification to payroll or human resources personnel to obtain this. To protect your information, we will not provide these over the phone.
For those attending the open lab, we will have employee ID numbers available to give you at the lab. Please bring your picture ID.

Question: How do I get my password?
Answer: Instructions for setting up your password are located on page 4 of the Employee Self-Service Guide. Your password is unique for each employee and should be maintained in a secure location. You can customize your password after the initial set-up.

Question: How do I print the verification if I choose to complete this process at my desk?
Answer: Page 19 in the Employee Self-Service User Guide will provide you with the directions necessary to print this.

Question: Once I print the form, what do I do with it?
Answer: Submiit the form and attachements to the Office of Human Resources, Councill Hall Room #235.

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Question: Can I have direct deposits to multiple accounts?
Answer: Yes. You can make deposits to multiple accounts. See **Payroll and Compensation – Direct Deposit**

Question: Will I still get a pay stub if I am currently on direct deposit?
Answer: Yes. However, employees with direct deposit will receive pay stubs from payroll upon request. Otherwise employees may preview and download this information online thru the Employee Self-Service system. You will have access to your pay stub 24 hours a day.

Question: Do we need to re-enroll for Benefits or Direct Deposit?
Answer: No. It is not necessary to re-enroll to use these features

Question: Can I setup Direct Deposit online?
Answer: Yes. See **Payroll and Compensation – Direct Deposit.** You will need a valid routing and account number from your banking institution.

Question: Is Direct Deposit mandatory?
Answer: No. You may continue to receive a paper check if you desire.

Question: Can I request a print out of my information for my records?
Answer: Yes. You would simply login and print the information you need.

Question: How do I make changes to my information?
Answer: Some of the areas will allow you to make changes yourself and some are currently "read only", which will require you to contact Human Resources to make changes. The Employee Self-Service User Guide clearly indicates which areas you can update and which ones Human Resources must update.

Question: Can I access this information remotely?
Answer: Yes. You can log onto the ASU website to access your information.

Steps for Printing

Step 1: Navigate to the page you want to print

Step 2: Select "File" & click "Print Preview"

Step 3: Select the "Landscape" page orientation option

Step 4: Select "100%" from the "Shrink to fit" drop down list box

Step 5: Click the "Print" icon