

HR Self Service

Below is a guide to HR Self Service page where you can view and update your personal information. You can access HR Self Service through Quick Links found on [Human Resources](#) web page. You will need your netID and password to log in.

For smaller laptop screens, you may need to adjust the text size to 100% for optimal viewing experience.

The screenshot shows the HR Self Service dashboard with the following callout boxes:

- HR Self Service** (top left): This box identifies the landing page you are on.
- Recently Visited** (top left): Recently Visited icon that takes you to pages you recently visited.
- Favorites** (top left): Favorites icon that allows you to navigate directly to your favorite pages.
- Home** (top right): Home icon brings you back to your initial landing page.
- Navigation** (top right): This is the Navigation icon that shows you the PeopleSoft menu options based on your security role.
- Actions List** (top right): Actions List displays more options on the landing page to change your system Preferences, Add To Favorite, and open a New Window.
- Refresh** (top right): This icon gives you the option to Refresh the screen.
- Note** (bottom left): Note: If you have additional roles, you will have access to multiple landing pages. To change the landing page, click on the arrow to select between them.
- Tiles** (bottom right): Clicking any of these tiles will take you directly to a PeopleSoft area, external pages, or another University system. The tiles you see on your landing page reflect your individual security roles.

The dashboard tiles include: Personal Details, Employee News, Delegations, Employee Resource Groups, Time and Absence, Payroll, and Benefit Details.



Each tile on the HR Self Service landing page takes you to the corresponding area within the system. Here is a brief description for each:



Read about important information for HR and Payroll processing.



Update your personal details, including home and mailing addresses, personal telephone numbers, emergency contact information, personal email addresses, and veteran and disability statuses.



Review your current benefits elections, enroll in benefits if you are a new employee, update your benefits when you have a qualifying life event, change your 403b election, and modify your benefits during the Annual Open Enrollment Period.



Update payroll information, including your W-4, direct deposit and paperless elections; and view and print your pay statements and elect to receive your W-2 forms electronically.



Effective June 1, 2022, ODoF appointees are able to view their appointment and salary increase letters in HR Self Service under the DOF Appointment/Salary Letters tile. They are notified by email when a letter is available. Once generated, ODoF appointees can print the letter, which will be archived within Self Service for future viewing.



Request leave.



Add/Update Employee Resource Groups(ERG) selection.



Add/Update absence delegations.



Enter time and absence to track vacation, sick and personal leave.



View your Merit/ Increase Statement.

