HR Self Service

This information below describes the HR Self Service page to view and update your personal information. For smaller laptop screens, you may need to adjust the text size to 100% for optimal viewing experience.

This box identifies the landing page you are on.
If you have access to more than one landing page, click the arrow to select them.

On the Application Toolbar, the following icons aid navigation:

- **Home** button brings you back to your initial landing page.
- **Actions List** displays more options on the landing page. When you click into a tile, the icon offers “Add To Favorites.”
- **Navigator** to display/hide the NavBar on the right side.
  - **Recent Places** icon on the NavBar takes you to pages you recently visited.
  - **My Favorites** icon on the NavBar allows you to navigate directly to your favorite pages.
  - **Navigator** icon on the NavBar replaces Main Menu and helps you navigate to other pages.

Clicking a tile 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.

From within a tile, click the orange button at top left to navigate back to the previous window.
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:

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

**Employee News**
Read about important information for HR and Payroll processing.

**Payroll**
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.

**Absence Management**
Enter and track vacation, sick and personal leave.

**Benefit Details**
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.

**Compensation**
View your Merit Increase Statement.

**Faculty Leaves**
Request leave.