

**Helpdesk Phone Number for any problems --- 817-735-2192**

**Employee Self Service**

<b>Personal Information</b>				
Personal Information Summary- Changes	<b>Existing</b>	myUNT/myHSC-> Human Resources Tab -> Personal Information Summary	... view and change your personal information. ... review and make instant online changes to certain personal information, including: -- Home and mailing addresses -- E-mail addresses -- Telephone numbers -- Emergency contacts -- Ethnic group designation	... You can now change the following: Marital status
Name- Changes	<b>Both</b>	myUNT/myHSC-> Human Resources Tab ->Name	... Making changes to non-primary names were existing (non-primary names refer to your "preferred name" at work and possibly in e-mail)	... Making changes to your Primary name (name that appears on your paycheck ONLY). Through EIS you can submit a request to change your name without having to complete and submit a form. Human Resources will need to see documentation of the name change before approving the request. <b>**** This must be done in person with original documentation. (Only for the "primary name" (name that appears on paycheck) change)</b>
<b>Payroll &amp; Compensation</b>				
View Paycheck	<b>Existing</b>	myUNT/myHSC-> Human Resources Tab -> View Paycheck		
Deductions	<b>NEW</b>	myUNT/myHSC-> Human Resources Tab -> Voluntary Deductions		... view any voluntary deductions you have chosen (donations, parking fees, etc.). ... greater ease in managing your personal budget by being able to see all voluntary deductions at once. Ability to verify that the correct deductions are being made from your paycheck.
Compensation History	<b>NEW</b>	myUNT/myHSC-> Human Resources Tab -> Compensation History		... view your compensation history. ... view your compensation history directly without having to contact your manager or Human Resources.
Benefits Summary	<b>Existing</b>	myUNT/myHSC-> Human Resources Tab -> Voluntary Deductions	... view your benefits summary. ... easy access to your benefits summary without having to contact Human Resources.	

Direct Deposit	<b>New</b>	myUNT/myHSC-> Human Resources Tab -> Direct Deposit	... manage and make changes to your direct deposit information. ... verify that your paycheck is deposited into the correct bank account and make changes to the bank account without having to contact Payroll.
W-4 Tax information	<b>New</b>	myUNT/myHSC-> Human Resources Tab -> W-4 Tax Information	... manage your W-4 tax information. ... confirm your tax elections and to change them online.
View W-2	<b>New</b>	myUNT/myHSC-> Human Resources Tab -> View W-2 Forms	... view your W-2 tax form online and print as needed if you consent to view it online. ... view online and print your W-2 form, giving you quicker access to your W-2 form since you don't have to wait for it to be mailed. You also can view your W-2 information (both current and past forms) anytime you need to. This alleviates worries about losing your only copy of the paper W-2 form since it can be easily printed again, and it lessens the chance of identity theft by eliminating the need to mail the form. You must first "consent" to view your W-2 online, according to IRS regulations. Note: Those who sign up to view their W-2 tax forms online will not receive a paper form in the mail, which reduces the risk of identity theft and saves paper.
Consent to Electronic W-2	<b>New</b>	myUNT/myHSC-> Human Resources Tab -> Consent to Electronic W-2	... In order to receive your W-2 electronically you must complete the W-2 Consent form. <b>*** This is for all FUTURE W-2s.</b>

Training & Development				
Training Summary- View	<b>New</b>	myUNT/myHSC-> Human Resources Tab->Training		... view your training summary. ... see all of the EIS managed training classes you are registered for and have attended, and add professional development classes not included in the EIS Self-Service Training Catalog, which makes it easier to manage your training.
Request Training Enrollment	<b>New</b>	myUNT/myHSC-> Human Resources Tab->Request Training Enrollment		... enroll in and/or cancel enrollment in campus training classes; see the status of training requests. ... enroll in -- and cancel enrollment in -- training classes that are offered by the university [or HSC] through EIS. Also, if you have enrolled in a class via EIS that requires approval, you can see whether it has been approved.
Cancel Training Enrollment	<b>New</b>	myUNT/myHSC-> Human Resources Tab->Request Training Enrollment		... enroll in and/or cancel enrollment in campus training classes; see the status of training requests. ... enroll in -- and cancel enrollment in -- training classes that are offered by the university [or HSC] through EIS. Also, if you have enrolled in a class via EIS that requires approval, you can see whether it has been approved.
Professional (External) Training & Development	<b>New</b>	myUNT/myHSC-> Human Resources Tab-> Professional Training & Development		... add external (non-campus) professional development training to your information. ... You and your manager can view your complete training history (internal and external training), for example during performance reviews. This allows you to more easily track your training.
<b>Manager</b> --- Enroll Direct Reports into Training and Professional Development Sessions	<b>New</b>	myUNT/myHSC-> Human Resources Tab ->Manager Self Service -> Request Training for Employees		... be enrolled by your manager into training and development classes. ... your manager may directly enroll you in a training course without your having to do it. <i>Note:</i> As mentioned above, employees will maintain the ability to enroll themselves in training classes through EIS.