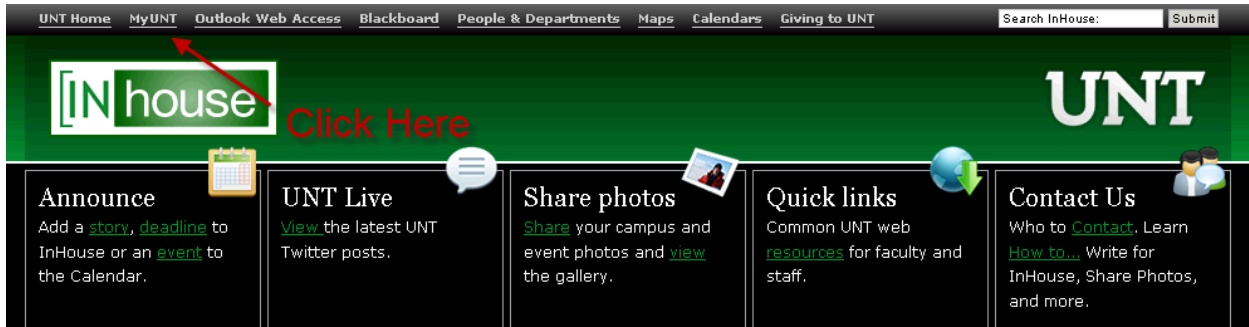


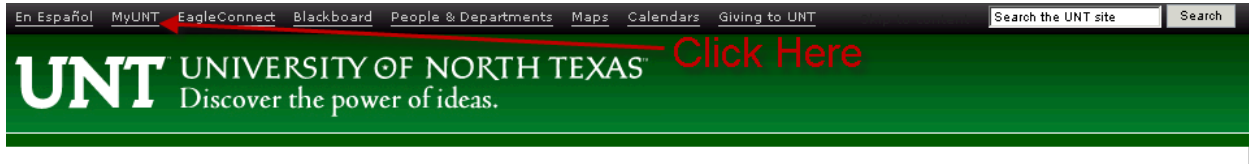
Getting to Self Service

UNT: <https://my.unt.edu>

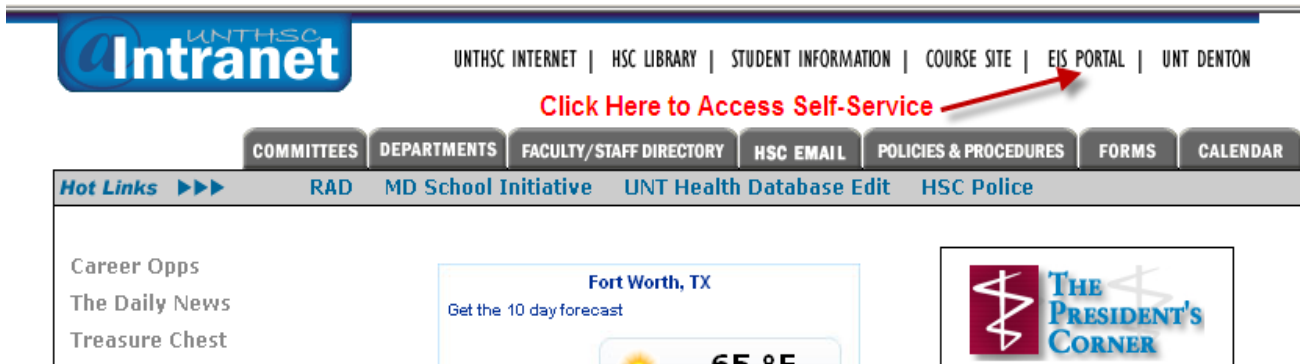
From INhouse:



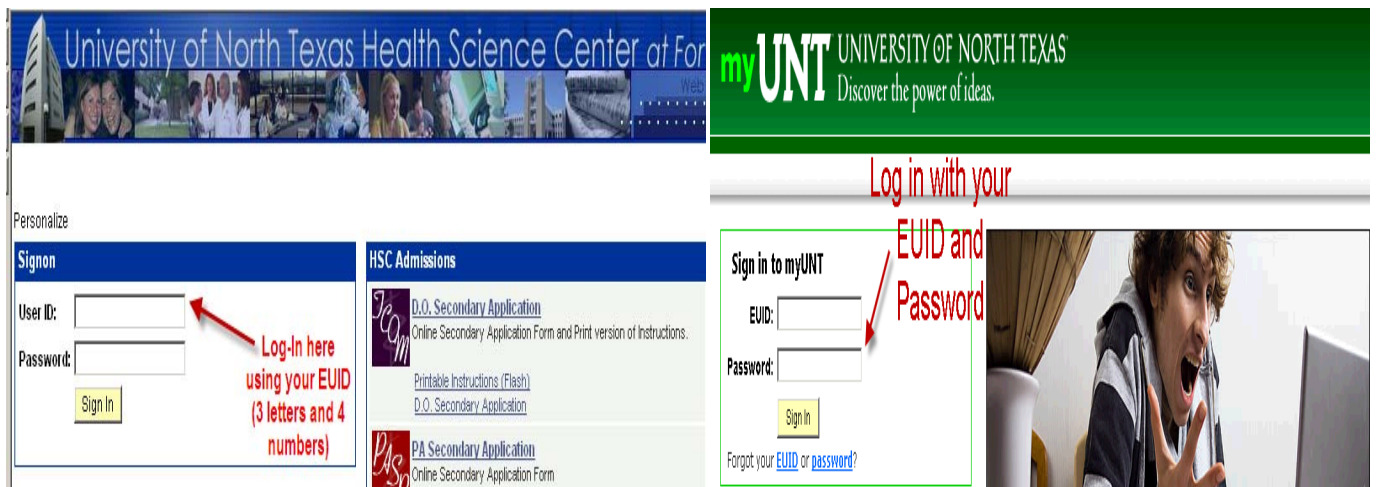
From UNT.edu:



UNT HSC



Log in:



Employee Self Service

Employee Self Service Function	Employee Self Service Functionality (Existing or New)	How Do I get there?	For "EXISTING" functionality you are able to ...	For "NEW" functionality you are now able to ...
Personal Information				
Personal Information Summary- Changes	Both	myUNT/myHSC-> Human Resources Tab -> Personal Information Summary	<p>... view and change your personal information. ... review and make instant online changes to certain personal information, including:</p> <ul style="list-style-type: none"> -- Home and mailing addresses -- E-mail addresses -- Telephone numbers -- Emergency contacts -- Ethnic group designation 	... change the following: -- Marital status
Name- Changes	Both	myUNT/myHSC-> Human Resources Tab ->Name	... Make changes to non-primary names existing (non-primary names refer to your "preferred name" at work and possibly in e-mail)	<p>... Make 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.</p> <p>**** This must be done in person with social security card. (Only for the "primary name" that appears on paycheck)</p>

Employee Self Service

Employee Self Service Function	Employee Self Service Functionality (Existing or New)	How Do I get there?	For "EXISTING" functionality you are able to ...	For "NEW" functionality you are now able to ...
Payroll & Compensation				
View Paycheck	Existing	myUNT/myHSC-> Human Resources Tab -> View Paycheck		
Deductions	NEW	myUNT/myHSC-> Human Resources Tab -> Voluntary Deductions		<p>... view any voluntary deductions you have chosen (donations, parking fees, etc.).</p> <p>... managing your personal budget by being able to see all voluntary deductions at once. ...verify that the correct deductions are being made from your paycheck.</p>
Compensation History	Existing	myUNT/myHSC-> Human Resources Tab -> Compensation History	... view your compensation history directly without having to contact your manager or Human Resources.	
Benefits Summary	Existing	myUNT/myHSC-> Human Resources Tab -> Voluntary Deductions	...access your benefits summary without having to contact Human Resources.	

Employee Self Service

Employee Self Service Function	Employee Self Service Functionality (Existing or New)	How Do I get there?	For "EXISTING" functionality you are able to ...	For "NEW" functionality you are now able to ...
Direct Deposit	New	myUNT/myHSC-> Human Resources Tab -> Direct Deposit		<p>... manage and make changes to your direct deposit information.</p> <p>... verify that your paycheck is deposited into the correct bank account and make changes to the bank account without having to contact Payroll.</p>
W-4 Tax Information	New	myUNT/myHSC-> Human Resources Tab -> W-4 Tax Information		<p>... manage your W-4 tax information.</p> <p>... confirm your tax elections and to change them online.</p>
View W-2	New	myUNT/myHSC-> Human Resources Tab -> View W-2 Forms		<p>... view your W-2 tax form online and print as needed if you consent to view it online.</p> <p>... 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.</p>

Employee Self Service

Employee Self Service Function	Employee Self Service Functionality (Existing or New)	How Do I get there?	For "EXISTING" functionality you are able to ...	For "NEW" functionality you are now able to ...
Consent to Electronic W-2	New	myUNT/myHSC-> Human Resources Tab -> Consent to Electronic W-2		... receive your W-2 electronically by completing the online W-2 Consent form. *** This is for all FUTURE W-2s.
Training & Development				
Training Summary- View	New	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	New	myUNT/myHSC-> Human Resources Tab->Request Training Enrollment		... enroll in and/or cancel enrollment in campus specific training classes; see the status of training requests. ...see whether a request to attend training has been approved.
Cancel Training Enrollment	New	myUNT/myHSC-> Human Resources Tab->Request Training Enrollment		... enroll in and/or cancel enrollment in campus specific training classes; see the status of training requests. ...see whether a request to attend training has been approved.

Employee Self Service

Employee Self Service Function	Employee Self Service Functionality (Existing or New)	How Do I get there?	For " EXISTING " functionality you are able to ...	For " NEW " functionality you are now able to ...
Professional (External) Training & Development	New	myUNT/myHSC-> Human Resources Tab-> Professional Training & Development		<p style="text-align: center;">... add external (non-campus) professional development training to your information. ... view your complete training history (internal and external training). This allows you to more easily track your training.</p>
Manager --- Enroll Direct Reports into Training and Professional Development Sessions	New	myUNT/myHSC-> Human Resources Tab ->Manager Self Service -> Request Training for Employees		<p style="text-align: center;">... be enrolled by your manager into training and development classes. <i>Note:</i> As mentioned above, employees will maintain the ability to enroll themselves in training classes through EIS.</p>

Manager Self Service Function

Manager Self Service Function	Manager Self Service Functionality (Existing or New)	How Do I get there?	For "EXISTING" functionality you are able to ...	For "NEW" functionality you are now able to ...
Personal Information				
Direct Report Personal Information	New	myUNT/myHSC-> Human Resources Tab ->Manager Self Service -> View Employee Data		<p>... you can view your direct reports online, including:</p> <ul style="list-style-type: none"> --Compensation history --Training history, internal and external --Licenses and certificates --Memberships --Emergency contacts --Home and mailing addresses --E-mail addresses --Phone numbers --Birthday <p>... quickly access online a vast array of your employees' data without having to contact Human Resources or consult a paper file. Also allows you to view this information for your employees' direct reports.</p> <p>**** Information found in the Manager Self Service program is private and cannot be disclosed to others.</p>
Payroll & Compensation				
Direct Report Compensation History	New	myUNT/myHSC-> Human Resources Tab ->Manager Self Service -> Compensation History		<p>... view your direct reports' compensation history.</p> <p>... quickly access information without having to contact Human Resources or consult a paper file.</p>

Manager Self Service Function

Manager Self Service Function	Manager Self Service Functionality (Existing or New)	How Do I get there?	For "EXISTING" functionality you are able to ...	For "NEW" functionality you are now able to ...
Training & Development				
Enroll Direct Reports into Training and Professional Development Sessions	New	myUNT/myHSC-> Human Resources Tab ->Manager Self Service -> Request Training for Employees		... enroll your direct reports into UNT training and development courses. ... enroll your direct reports in [HSC] Organizational Development [UNT] all training opportunities available through EIS without having to contact the department hosting the training or instruct the employee to do so.
View Direct Reports Training and Professional Development History	New	myUNT/myHSC-> Human Resources Tab ->Manager Self Service -> View Training Summary		... view your direct reports' training history -- both internal and external professional development (CEUs, etc.). ... view your staffs' professional training history, as well as any future courses the individuals have enrolled in through EIS but not yet completed. Faculty and staff members are able to enter their external professional development themselves.