

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

Manager Self Service				
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>... As a manager 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>

Training & Development

<p>Enroll Direct Reports into Training and Professional Development Sessions</p>	<p align="center">New</p>	<p>myUNT/myHSC-> Human Resources Tab ->Manager Self Service -> Request Training for Employees</p>		<p>... 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.</p>
<p>View Direct Reports Training and Professional Development History</p>	<p align="center">New</p>	<p>myUNT/myHSC-> Human Resources Tab ->Manager Self Service -> View Training Summary</p>		<p>... 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.</p>