Employee Self Service
# Table of Contents

Overview ........................................................................................................................................ 1  

Time Reporting ........................................................................................................................................ 2  
  Report Time ...................................................................................................................................... 2  
  View Time ....................................................................................................................................... 3  
    Time and Labor Launch Pad ................................................................. 3  
    Monthly Schedule ................................................................................. 4  
    Compensatory Time ............................................................................ 4  
    Payable Time Summary ......................................................................... 5  
    Payable Time Detail .............................................................................. 5  
    Absence Request ................................................................................... 6  
    View Absence Balances ......................................................................... 6  

Personal Information .............................................................................................................................. 7  
  Personal Information Summary ............................................................... 8  
  Home and Mailing Address ...................................................................... 8  
  Phone Numbers .......................................................................................... 9  
  Email Addresses ........................................................................................ 9  
  Emergency Contacts .................................................................................. 10  

Payroll and Compensation ....................................................................................................................... 10  
  View Paycheck ............................................................................................ 11  
  Direct Deposit .............................................................................................. 12  
  W-4 Tax Information .................................................................................. 13  
  View W-2/W-2c Forms ............................................................................ 14  
  W-2/W-2c Consent .................................................................................... 14
Overview
The Employee Self Service section of UTShare allows an employee to update and maintain their personal information, such as Address, Phone, Email, Emergency Contacts. It also allows an employee to review Paycheck data, update W4 information, and review Absence and Compensatory Time balances.

These areas can be accessed via the Employee Self Service pagelet navigation:

Or via the Main Menu navigation:
Time Reporting

This section contains timesheet data, absence balances, compensatory time balances, and payable time detail. An employee cannot enter time on their own timesheet but can review the information entered.

The sections available are

1. Report Time
2. View Time

Report Time

In this section, there is the Timesheet and the Web Clock. The Web Clock is not currently in use at UTA. The Timesheet menu item will take an employee to their timesheet to view entries made. Employees cannot edit any information on their own timesheet.
**View Time**

This section allows an employee to view the following areas:

1. Time and Labor Launch Pad
2. Monthly Schedule
3. Compensatory Time
4. Payable Time Summary
5. Payable Time Detail
6. Absence Request History
7. Absence Balances

**Time and Labor Launch Pad**

This section gives a monthly calendar view of reported hours.

For Exempt employees it will only show the exceptions, for Non-exempt employees it will show all payable hours.

Click on the date to drill down to an individual day.
Monthly Schedule
This section displays the monthly scheduled hours.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OFF</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Compensatory Time
This section shows the Compensatory Time plans the employee has ever been eligible for. Balances can be obtained by clicking on the link under Job Title.
Payable Time Summary
This section lists the recorded payable time per week. Dates can be changed by either entering a new date or using the calendar icon to select a new date and then hitting the refresh icon.

Payable Time Detail
This section shows the breakdown of the payable time for the selected time period. It shows the number of hours, the Time Reporting Code (TRC), and the estimated gross pay.
Absence Request
This section shows the absence requests for a specified time range.

View Absence Balances
This section allows an employee to look at their current absence balances

<table>
<thead>
<tr>
<th>Entitlement Name</th>
<th>Balance as of 03/15/2019</th>
<th>From</th>
<th>To</th>
<th>Accrual Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>37.50 Hours</td>
<td>09/01/2018</td>
<td>08/31/2019</td>
<td>Year to Date</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>58.50 Hours</td>
<td>09/01/2018</td>
<td>08/31/2019</td>
<td>Year to Date</td>
</tr>
</tbody>
</table>
**Personal Information**

The personal information sections allow an employee to update the following areas:

1. Personal Information Summary
2. Home and Mailing Address
3. Phone Numbers
4. Email Addresses
5. Emergency Contacts
6. Complete and Submit I-9 Form
Personal Information Summary
This section contains all the personal data modules in one area. An employee can use this area to navigate to all the other sections in the module.

Home and Mailing Address
Use this section to update or add an address to the system. The two types are “Home” and “Mail.” To update. Click the pencil icon in the Edit column.

To Add click the Add button.
**Phone Numbers**
Use this section to update, add, or delete phone numbers. This section feeds to O365 and if updated here will update your Outlook profile.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Telephone</th>
<th>Extension</th>
<th>Preferred</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>817/272-1234</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td>817-555-1234</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Email Addresses**
Use this section to update, add, or delete email addresses. Unlike other sections, the “Preferred” is determined automatically as the business email on file.

**Email Addresses**
Sam Maverick

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td><a href="mailto:sam.maverick@uta.edu">sam.maverick@uta.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td><a href="mailto:genericemail@email.com">genericemail@email.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Emergency Contacts
Use this section to update, add, or delete emergency contacts.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Relationship to Employee</th>
<th>Primary Contact</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denise Maverick</td>
<td>Spouse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cody Maverick</td>
<td>Parent</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Emergency Contact
Save

Payroll and Compensation
This section contains the modules that allow you to view and update the following information:

1. View Paycheck
2. Direct Deposit
3. W-4 Tax Information
4. View W-2/W-2C Forms
5. W-2/W-2c Consent
6. W-2 Reissue Request USA
View Paycheck

This section allows an employee to view all previous paychecks. The view shows the Check Date, Company, Pay Begin and End Dates, Net Pay, and Paycheck Number. Click the “View Paycheck” link of the desired check date.

The Paycheck displays the following information:

Employee name and mailing address on record at UTA, Employee Empl ID, Department, Job Title and Pay Rate.

- The Pay Group (e.g. Monthly, Hourly) and Pay Period.
- The employee’s Business Unit (e.g. UTA04) is displayed in this section. This code identifies the employee’s reporting area.
- The Tax Data section displays the employee’s federal withholding status, withholding allowances and any additional amounts withheld from the employee’s paycheck.

The Hours and Earnings section displays:

- The Regular and Longevity Pay earned by the employee.
- The leave type and the number of hours taken for the month.
- Any unpaid amounts.
- Federal Tax withholdings, including Social Security and Medicare.
The Deductions section displays the deductions withheld:

- The Before - Tax Deductions are amounts you contribute to pay for certain benefits (e.g. health, retirement, etc.) before your payroll taxes are calculated. Before-tax deductions reduce your gross taxable base.
- The After - Tax Deductions are amounts deducted after your payroll taxes are calculated (e.g. garnishments, charitable contributions, etc.).
- The Employer Paid Benefits are the fringe benefits paid by the University (e.g. Insurance premium sharing, Teacher Retirement System (TRS) matching, Optional Retirement Program (ORP) matching).

<table>
<thead>
<tr>
<th>BEFORE-TAX DEDUCTIONS</th>
<th>AFTER-TAX DEDUCTIONS</th>
<th>EMPLOYER PAID BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Current</td>
<td>YTD</td>
</tr>
<tr>
<td>Medical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AD&amp;D Ins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependent AD&amp;D Ins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flex - Medical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Retirement Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>1,348.40</td>
<td>4,043.67</td>
</tr>
</tbody>
</table>

The Total Gross, Fed Taxable Gross, Total Taxes, Total Deductions, Net Pay displays your current and year-to-date total earnings (gross), taxes, before and after-tax deductions, and net pay.

<table>
<thead>
<tr>
<th></th>
<th>TOTAL GROSS</th>
<th>FED TAXABLE GROSS</th>
<th>TOTAL TAXES</th>
<th>TOTAL DEDUCTIONS</th>
<th>NET PAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>6,786.67</td>
<td>5,438.27</td>
<td>920.10</td>
<td>1,361.85</td>
<td>4,504.72</td>
</tr>
<tr>
<td>YTD</td>
<td>20,340.01</td>
<td>16,206.54</td>
<td>2,756.52</td>
<td>4,084.02</td>
<td>13,499.47</td>
</tr>
</tbody>
</table>

**Direct Deposit**

This section displays allows an employee review, add, or update their direct deposit information.
W-4 Tax Information
This section allows an employ to review and update withholding elections for federal income tax.
**View W-2/W-2c Forms**
This section allows an employee to view and download W-2/W-2c forms for tax purposes. Only active employees can access their forms online. Only the most recent tax Year is displayed, but a link to view other years is available. Click the “Year End Form” link to open the form in a new browser window (Note: must have pop-up blockers turned off/does not currently function in Internet Explorer or Microsoft Edge).

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>W-2 Reporting Company</th>
<th>Tax Form ID</th>
<th>Issue Date</th>
<th>Year End Form</th>
<th>Filing Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>ARL</td>
<td>W-2</td>
<td>01/24/2019</td>
<td>Year End Form</td>
<td>Filing Instructions</td>
</tr>
</tbody>
</table>

**W-2/W-2c Consent**
This section allows an employee to submit or withdraw consent to receive these forms electronically.