Employee Self Service
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</tbody>
</table>
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 tiles on the Employee Service Homepage.
Time and Attendance Tile
On the Employee Self Service Homepage, the Time and Attendance tile will take you to the different sections within the time and attendance area.

Navigation Collections:
These are called Navigation Collections. For Time and Attendance, the Navigation Collection consists of (the default view is of the timesheet):

- Timesheet
- My Time Summary
- Compensatory Time
- Payable Time Detail
- View Requests
- Absence Balances
- Extended Absence History
- Leave Transfer Requests
- Monthly Schedule
**Timesheet**

This section allows an employee to view time sheet entries. Employees cannot make changes to their own timesheet, but this area allows them to view all time and absence entered on their behalf.

**My Time Summary**

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.
Compensatory Time
This section compensatory time plan data. It should show what comp plans an employee is enrolled in and also contains links back to the Self Service page and the Time Reporting module.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Comp Time Plan</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANAGER</td>
<td>OVERTIME</td>
<td>Overtime Comp Plan</td>
</tr>
<tr>
<td>MANAGER</td>
<td>STRAIGHT</td>
<td>Holiday/Straight Time OT Comp</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Reason Code</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>TRC Type</th>
<th>Estimated Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/04/2019</td>
<td>Taken by Payroll</td>
<td>REG</td>
<td>8.00 Hours</td>
<td>$307.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/05/2019</td>
<td>Taken by Payroll</td>
<td>REG</td>
<td>8.00 Hours</td>
<td>$307.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/06/2019</td>
<td>Taken by Payroll</td>
<td>REG</td>
<td>8.00 Hours</td>
<td>$307.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/07/2019</td>
<td>Taken by Payroll</td>
<td>REG</td>
<td>8.00 Hours</td>
<td>$307.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/08/2019</td>
<td>Taken by Payroll</td>
<td>REG</td>
<td>8.00 Hours</td>
<td>$307.99</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
View Requests

In this section, an employee can see a list of all the requested absences that have been entered into the system. There is a filter button that will allow the search parameters to be changed.

It displays the absences in order from newest to oldest. If an employee clicks on an entry, it will give the full request details. As well as provide current balance information for that type of leave.

Request Details

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Reason</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>11/22/2019</td>
<td>2 Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td>11/15/2019</td>
<td>8 Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td>09/18/2019</td>
<td>4 Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td>09/04/2019</td>
<td>8 Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>07/29/2019</td>
<td>16 Hours</td>
<td>07/30/2019</td>
<td></td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>07/23/2019</td>
<td>40 Hours</td>
<td>07/23/2019</td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td>07/19/2019</td>
<td>8 Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>06/18/2019</td>
<td>2 Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td>06/12/2019</td>
<td>3 Hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Balance Information

As Of 12/19/2019  47.00 Hours
Absence Balances
This section displays the current sick and vacation balances (as of the last processed calendar date):

Absence Balances

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>As Of Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>12/15/2019</td>
<td>47.00</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>12/15/2019</td>
<td>73.50</td>
</tr>
</tbody>
</table>

**Disclaimer: The current balance does not reflect absences that have not been processed.**

Extended Absence History
Not currently in use but made for FMLA requests

Leave Transfer Requests
Not currently in use but made for gifting sick leave to eligible employees.

Monthly Schedule
This section displays the monthly scheduled hours.
**Personal Details Tile**

The personal details section allows an employee to make updates to the personal information in the system.

**Navigation Collections:**

- Addresses
- Contact Details
- Marital Status (View Only)
- Name (View Only)
- Ethnic Groups
- Emergency Groups
- Additional Information
- Disability
**Addresses**

This section displays the listed addresses and allows for an employee to update the home and mailing address on file.

---

**Contact Details**

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

**Contact Details**

**Phone**

<table>
<thead>
<tr>
<th>Number</th>
<th>Extension</th>
<th>Type</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>817/272-1234</td>
<td></td>
<td>Business</td>
<td>✓</td>
</tr>
<tr>
<td>512/619-1899</td>
<td></td>
<td>Home</td>
<td></td>
</tr>
</tbody>
</table>

**Email**

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Type</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:...@uta.edu">...@uta.edu</a></td>
<td>Business</td>
<td>✓</td>
</tr>
<tr>
<td><a href="mailto:...@gmail.com">...@gmail.com</a></td>
<td>Home</td>
<td></td>
</tr>
</tbody>
</table>
**Marital Status**

Use this section to submit a marital status change that will then go to Human Resources for further processing.

![Marital Status](image1)

**Name**

This section allows an employee to view their current name as displayed in the system. It also allows them to submit a name change that will then go to Human Resources for further processing.

![Name](image2)
Ethnic Groups
Use this section to identify your ethnic group.

Ethnic Groups
1) Are you Hispanic or Latino?
   - Yes
   - No

2) What is your race? Select one or more.
   - American Indian or Alaska Native
   - Asian
   - Black or African American
   - Native Hawaiian or Pacific Islander
   - White

Voluntary Self-Identification
The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employee to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refused to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Save

Emergency Contacts
Use this section to update who you want contacted in case of an emergency.

Emergency Contacts

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Relationship</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spouse</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Parent</td>
<td></td>
</tr>
</tbody>
</table>

Additional Information
This section is a view only review of other personal information and contains an Employee’s Birthdate, Social Security number, and other information. Employees are directed to contact Human Resources if any information is not correct.

Additional Information

Employee Information
Contact the Human Resources department if any of your Employee Information is incorrect.
## Disability

This section is used to voluntarily self-identify for any disabilities.

### Voluntary Self-Identification of Disability

**Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

**Please select one of the options below:**

- [ ] YES, I HAVE A DISABILITY (or previously had a disability)
- [ ] NO, I DON'T HAVE A DISABILITY
- [ ] I DON'T WISH TO ANSWER

Your Name: ____________________________

Today’s Date: ____________________________

### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit
Payroll and Compensation
This section contains the modules that allows employees to view and update information directly related to tax withholding and direct deposit of payroll.

Navigation Collections
- Pay
- Direct Deposit
- W-4 Tax Information
- View W-2/W-2C Forms
- W-2/W-2c Consent
Pay
This section allows an employee to view previous paychecks. The default view is the last four months, but it provides a filter to change the search parameters to view more checks. The view shows the Check Date, Company, Pay Begin and End Dates, Net Pay, and Paycheck Number. Click on the desired check line to view more detailed information about that paycheck.

<table>
<thead>
<tr>
<th>Check Date</th>
<th>Company</th>
<th>Pay Begin Date / Pay End Date</th>
<th>Net Pay</th>
<th>Paycheck Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/02/2019</td>
<td>University of Texas, Arlington</td>
<td>11/01/2019 - 11/30/2019</td>
<td>$5,123.45</td>
<td>123456/12345</td>
</tr>
<tr>
<td>11/01/2019</td>
<td>University of Texas, Arlington</td>
<td>10/01/2019 - 10/31/2019</td>
<td>$5,123.45</td>
<td>123456/12345</td>
</tr>
<tr>
<td>10/01/2019</td>
<td>University of Texas, Arlington</td>
<td>09/01/2019 - 09/30/2019</td>
<td>$5,123.45</td>
<td>123456/12345</td>
</tr>
<tr>
<td>09/01/2019</td>
<td>University of Texas, Arlington</td>
<td>08/01/2019 - 08/31/2019</td>
<td>$5,123.45</td>
<td>123456/12345</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Current Hours</th>
<th>Earnings</th>
<th>Hundy</th>
<th>YTD</th>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay - (58)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fed Withholding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Pay - (58)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fed MED-EE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Leave Sal Taken - (18)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fed OASIDEE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday Salaries - (18)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retro Regular Pay - (18)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacation Salaries Taken - (18)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>TOTAL:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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).

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.
Direct Deposit
This section displays allows an employee review, add, or update their direct deposit information.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amount or Percent</th>
<th>Deposit Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>000111333</td>
<td>1234567890</td>
<td>Balance of Net Pay</td>
<td>999</td>
<td></td>
</tr>
</tbody>
</table>

Add Account

Change Direct Deposit
To make changes to direct deposit information, click Edit (pencil). On the form, update the banking information, or the amount/percentage, or the deposit order.

Changes can only be made once per day. An employee must have a bank be designated as the 999 in the deposit order. This is the default direct deposit account and cannot be changed.

Before the system will allow changes, the Acknowledge the terms of using Direct Deposit button must be clicked before the Submit button will become active.

Issues will need to be directed to Payroll@uta.edu.
W-4 Tax Information
This section allows an employee 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).

![View W-2/W-2c Forms](image)

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

![W-2/W-2c Consent](image)

![W-2/W-2c Consent](image)
Benefits Summary Tile
This section allows an employee to look at current benefit information.

Navigation Collection
- Dependent/beneficiary Info
- My UT Benefits
- Teachers Retirement System
- UT OEB
- UT Retirement Manager
- Benefits
Dependent/Beneficiary Info
This section lists the current dependent/beneficiaries and the relationship to the employee.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Employee</th>
<th>Date of Birth</th>
<th>Marital Status</th>
<th>Marital Status Date</th>
<th>Student</th>
<th>Disabled</th>
<th>Dependent</th>
<th>Beneficiary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Child</td>
<td>04/19/1995</td>
<td>Unknown</td>
<td>09/01/2013</td>
<td>No</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Spouse</td>
<td>07/19/1970</td>
<td>Married</td>
<td>12/01/2016</td>
<td>No</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Stepchild</td>
<td>08/19/2005</td>
<td>Single</td>
<td>12/01/2016</td>
<td>No</td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Dependent/Beneficiary Coverage Summary

MY UT Benefits
This section takes you to the log in screen for the UT Benefits module.
Teachers Retirement System
This section launches a new webpage that takes the employee to the Teacher Retirement System of Texas site.

UT OEB
This section launches a new web page that takes the employee to the University of Texas System Office of Employee Benefits site.
UT Retirement Manager
This section launches a new web page that takes an employee to the UTRM site to review and/or change voluntary retirement contributions.

Benefits
This section provides a snapshot of the benefits an employee is enrolled in.