

# Common Management System

## Human Resources Employee Self Service



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Lead, Training Specialist

February 16, 2006

# Employee Self Service

- **What can you see?**
  - Your Personal Information
  - Your Job Information
  - Your Benefit Information
  - Your Leave Balance  
Vacation, Sick, and CTO (if eligible)

# Employee Self Service

- **What actions can you perform in Self Service?**
  - Modify your personal address
  - Modify your emergency contact information
  - Modify your phone number(s)

**WARNING: Protect your confidential information! Be sure to logout and exit the browser when leaving your computer.**



## CMS HR Web Portal

> > >

[Log In](#)

[Campus Resources](#)

[Training Resources](#)

[CMS HR](#)

- [Human Resources](#)
- [Faculty Affairs & Records](#)
- [Career Center](#)
- [Financial Aid](#)

- [Training Resources](#)

> > > [Who Can I Contact?](#)

For technical support, navigation, training, or general assistance, please contact Help Desk at ex: 7777 or [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu)

[Comments and Suggestions](#)

To provide comments and suggestions on how we can improve the application please click [here](#).

# Employee Self Service

**My Personal  
Profile**



[My Personal Profile](#)

**My Job  
Information**



[My Job Information](#)

**My Benefits  
Information**



[My Benefits Information](#)

**My Leave  
Information**



[My Leave Information](#)

# My Personal Profile



[My Personal Profile](#)



## View Personal Information

Review and edit your address, phone numbers, and emergency contact information on one page.

[View Personal Information](#)



## Phone Numbers

Review and edit your home, business, cellular or other phone numbers.

[Phone Numbers](#)



## Emergency Contacts

Review and edit your emergency contacts.

[Emergency Contacts](#)



## Contact Information

Review and edit your home addresses.

[Home Addresses](#)

Go To: [CSUF Human Resources Website](#)



### Contact Information

Review and edit your home addresses.

[Home Addresses](#)

# My Personal Profile (cont)

## Home Address

Tiffany Titan

### Current Home Address

**Country:** United States

**Address 1:** 800 N State College Blvd

**Address 2:**

**Address 3:**

**City:** Fullerton

**County:** **Postal:** 92834

**State:** CA California



[Update or correct your current address](#)

**Go to:** [My Personal Information Home](#)



### Contact Information

Review and edit your home addresses.

[Home Addresses](#)

# My Personal Profile (cont)

## Home and Mailing Address

### Change Home Address

Tiffany Titan

#### Home Address

**Country:** United States [Change Country](#)

**Address 1:**

**Address 2:**

**Address 3:**

**City:**

**County:**  **Postal:**

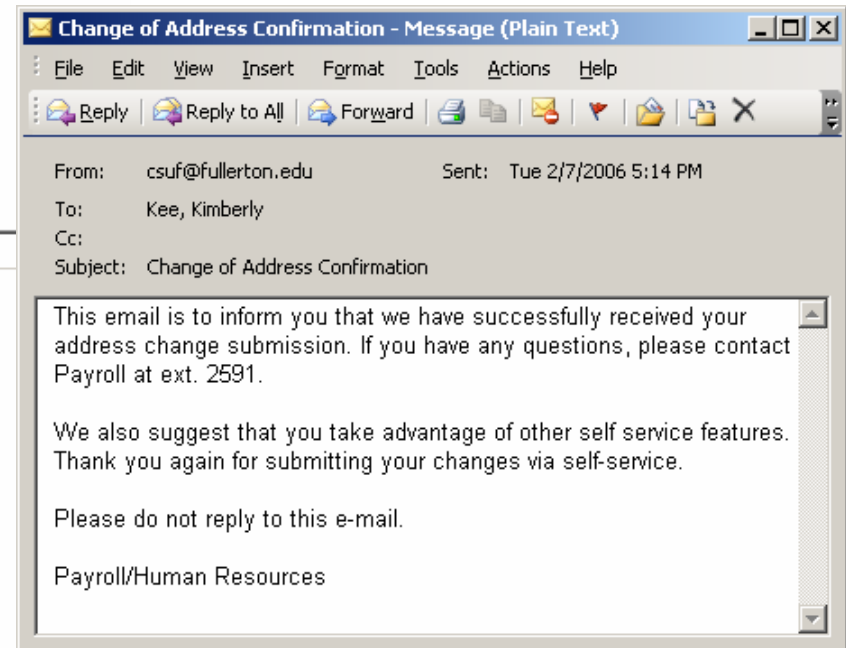
**State:**

#### When does this address change become effective?

Immediately (Today)

On this date:

[Return to the Home Address home page](#)





### Phone Numbers

Review and edit your home, business, cellular or other phone numbers.

[Phone Numbers](#)

# My Personal Profile (cont)

## Phone Numbers

Tiffany Titan

Enter your phone numbers below and indicate your primary contact phone number by checking the Primary Phone checkbox.

*Phone Type	Telephone	Primary Phone	
Home	714/996-2000	<input checked="" type="checkbox"/>	Delete
On-Campus	714/278-7777	<input type="checkbox"/>	Delete

Add a Phone Number

Save

\* Required Field

Go to: [My Personal Information Home](#)



# My Personal Profile (cont)

## Emergency Contacts

Tiffany Titan

Contact Name	Relationship
<a href="#">Timothy Titan</a>	Emergency C

Add an Emergency Contact

**Primary Contact:** Timothy Titan

**Go to:** [My Personal Information Home](#)

**Change of Emergency Contact Confirmation - Message (Plain Text)**

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward Print Mail Stop Mailbox X

From: csuf@fullerton.edu Sent: Tue 2/7/2006 5:15 PM

To: Kee, Kimberly

Cc:

Subject: Change of Emergency Contact Confirmation

[This email is to inform you that we have successfully received your emergency contact change submission. If you have any questions, please contact Payroll at ext. 2521.

We also suggest that you take advantage of other self service features. Thank you again for submitting your changes via self-service.

Please do not respond to this email.



[My Job Information](#)

# My Job Information

## Compensation History

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### Select Job Title

Tiffany Titan

#### Job Information

Job Titles	Department
<a href="#">Lecturer AY</a>	Desktop Computing
<a href="#">Student Assistant</a>	Pollak Library Admin
<a href="#">Stdnt Trnee, On-Cmps Wrk Stdy</a>	Pollak Library Admin
<a href="#">Student Assistant</a>	University Communica & Marketi
<a href="#">Student Assistant</a>	Sample Department
<a href="#">Brdg Student Assistant</a>	Sample Department
<a href="#">Brdg Student Assistant</a>	Administration - IT



[My Job Information](#)

# My Job Information (cont)

## Compensation History

Tiffany Titan

[View Another Date Range](#)

## Employee Job Information

**EmpID:** 800527384  
**Department:** University Communica & Marketi  
**Job Title:** Student Assistant  
**Employee Status:** Active

## Salary History

Date Of Change	Action	Reason	Compensation
01/03/2006	Hire	Concurrent Job	\$7.00 USD Hourly

# My Benefits Information



[My Benefits Information](#)

## Benefits



### [Health Plans Summary](#)

Review medical, dental, and vision plan information.



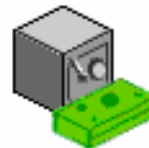
### [Dependents Information](#)

Review personal information and benefits coverage for your dependents.



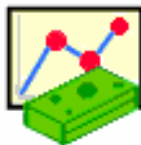
### [Life and LTD Plans](#)

Review employer paid life insurance and LTD disability plan information.



### [Flexible Spending Accounts - HCRA & DCRA](#)

Review dependent care and health care spending account plan information.



### [Tax Shelter Annuity \(403B\) Program](#)

Review savings for additional retirement plan information.



### [Health Plans Summary](#)

Review medical, dental, and vision plan information.

# My Benefits Information (cont)

## Health Plans Summary

Once enrolled in a health or dental plan, you will remain in the same plan for the year. Changes are permitted during Open Enrollment during the month of September with an effective date of January 1st. To make changes please complete a Benefits Enrollment worksheet. The worksheet is available in HR or on the HR website at:

<http://hr.fullerton.edu/forms/HRforms.htm>

If you have questions, please contact Chris Schloffer at [cschloffer@fullerton.edu](mailto:cschloffer@fullerton.edu) or leave a voice mail for Benefits at extension 2426.

Tiffany Titan

To view your benefits as of another date, enter the date and click Go:



Type of Benefit	Plan Description	Coverage or Participation
<a href="#">Medical</a>	Kaiser Foundation	Empl+Deps
<a href="#">Dental</a>	Delta Enhanced II	Empl+Deps
<a href="#">Vision</a>	CPIC Life/Medical Eye Services	Empl Only

Although your vision coverage indicates coverage for employee only, the vision premium paid is for family coverage. Therefore, all eligible family members are covered under vision insurance.

[Health Care Dependent Summary](#)

[Benefits Home](#)



[Health Plans Summary](#)

Review medical, dental, and vision plan information.

# My Benefits Information (cont)

## Medical

Tiffany Titan

To view your benefits as of another date, enter the date and click Go:



### Medical

**Plan Name:** Kaiser Foundation

**Plan Provider:** Kaiser foundation Health Plans

**Coverage:** Employee + Dependents

**Group Number:**

**Customer Service:**

**Ext:**

#### Covered Dependents

Name	Relationship
<a href="#">Timothy W Titan</a>	Spouse
<a href="#">Kyle A Titan</a>	Son

[Benefits Summary](#)

[Return](#)



# My Benefits Information (cont)

## Dependent/Beneficiary Coverage Summary

Addition or deletion of dependents must coincide with a family status change that would permit the change or during Open Enrollment. If changes are made outside of Open Enrollment, they must be requested within 60 days of family status change. To make changes, please complete a Benefits enrollment worksheet. The benefits enrollment worksheet is available in Human Resources or on the HR website at <http://hr.fullerton.edu/forms/HRforms.htm>

Tiffany Titan

To view your benefits as of another date, enter the date and click Go:





Dependent/Beneficiary Name	Relationship	Type of Benefit	Description
<a href="#">Timothy W Titan</a>	Spouse	Medical Dental	Kaiser Foundation Delta Enhanced II
<a href="#">Kyle A Titan</a>	Son	Medical Dental	Kaiser Foundation Delta Enhanced II

[Dependent/Beneficiary Summary](#)

[Benefits Home](#)



[Life and LTD Plans](#)

Review employer paid life insurance and LTD disability plan information.

# My Benefits Information (cont)

## Employer Paid Life and LTD Insurances Summary

Tiffany Titan

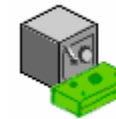
To view your benefits as of another date, enter the date and click Go:





Type of Benefit	Plan Description	Coverage or Participation
<a href="#">Life and AD/D</a>	Standard (10K / CSEA)	\$10,000

[Benefits Home](#)



### [Flexible Spending Accounts - HCRA & DCRA](#)

Review dependent care and health care spending account plan information.

# My Benefits Information (cont)

## Flexible Spending Accounts - HCRA & DCRA

Tiffany Titan

Your Flexible Spending Account(s) in 2006



### Select Plan Year

Enrollment in the Health Care Reimbursement and Dependent Care may occur only as a new employee or during open enrollment or in the event of a family status change. You must re-enroll during Open Enrollment for continued participation the following year. To make changes please complete a Benefits enrollment worksheet. The Benefits enrollment worksheet is available in Human Resources or on the HR website at <http://hr.fullerton.edu/forms/HRforms.htm>.

Click [here](#) for HCRA Brochure.

Click [here](#) for DCRA Brochure.

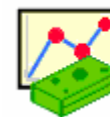
To review past benefits information, enter the year and click the Go button.

Calendar Year:  (YYYY)

### Select Account

**You are not enrolled in any Spending Accounts in 2006.**

[Benefits Home](#)



# My Benefits Information (cont)

## Tax Shelter Annuity (403B) Summary

Enrollment in a Tax Shelter Annuity 403B is voluntary and requires that the employee first open an account with an authorized company and then submit a Salary Reduction Agreement (SRA form) to HR. A list of authorized companies can be found on the HR Website:

<http://hr.fullerton.edu/benefits/tax.htm>.

To establish or make changes to your TSA (403B) plan, please complete a Salary Reduction Agreement and submit to Human Resources. The Salary reduction is available in HR or on the HR website at <http://hr.fullerton.edu/forms/HRforms.htm>. Proof of establishment of a new account must be provided for new accounts. Additional savings are available with the Department of Personnel Administration under the Savings Plus Program. For information please call the Savings Plus Program at 866-566-4777 or go to the website at <http://www.sppforu.com>

Tiffany Titan

To view your benefits as of another date, enter the date and click Go:





No benefit enrollments were found as of the date entered above.



# My Leave Information

## My Leave Accounting Information



### [View Earned Leave Balances](#)

Review your balances for sick, vacation, personal holiday, and state service.



### [View Comp Time Balances](#)

Review your compensatory time off, additional days off, and excess hours worked balances.



### [View Last 12 Months of History](#)

Review your last 12 months of activity.

Note: history is available from 11/01/2005. For prior months, please contact your timekeeper.

Go To: [HR Employee Self Service Home](#)

### **Disclaimer:**

All leave balances are subject to reconciliation. Please speak to your department timekeeper if you have any questions regarding your leave activity or balances.



[View Earned Leave Balances](#)

Review your balances for sick, vacation, personal holiday, and state service.

# My Leave Information (cont)

## Employee Leave Balances

History is available from 11/01/2005. For prior months, please contact your timekeeper. Please speak to your department timekeeper if you have any questions regarding your leave activity or balances.

**Titan, Tiffany A**

Leave Balances						
Accrual Date	Sick Balance	History	Vacation Balance	History	Personal Holiday	Job Information
01/01/2006	173.000	<a href="#">History</a>	151.966	<a href="#">History</a>	Available	<a href="#">Job Information</a>



[View Earned Leave Balances](#)

Review your balances for sick, vacation, personal holiday, and state service.

# My Leave Information (cont)

## Department/Jobcode Details

**EmplID:** 800527384      **Empl Rcd#:** 0      Titan, Tiffany A

**Department:** 10084      Desktop Computing

**Job Code:** 2358      Lecturer AY



[View Last 12 Months of History](#)

Review your last 12 months of activity.

Note: history is available from 11/01/2005. For prior months, please contact your timekeeper.

# My Leave Information (cont)

## Employee Attendance History - Last 12 Months

Titan, Tiffany A

Personal Holiday: Available

State Service (in Months): 74

Last Posted: 01/01/2006

Attendance History							
View All				First		Last	
1 of 6							
<b>Department:</b> Desktop Computing				<b>Job:</b> Lecturer AY			
Sick Leave History							
Last Processed Date	Hrs Carried Over	Hrs Earned	Hrs Taken	Cat Hrs Donated	Cat Hrs Received	Hrs Adjusted	Sick Balance
01/01/2006	173.000	0.000	0.000	0.000	0.000	0.000	173.000
11/01/2005	173.000	0.000	0.000	0.000	0.000	0.000	173.000
10/01/2005	165.000	8.000	0.000	0.000	0.000	0.000	173.000
09/01/2005	157.000	8.000	0.000	0.000	0.000	0.000	165.000
08/02/2005	0.000	0.000	0.000	0.000	0.000	0.000	157.000
Vacation Leave History							
Last Processed Date	Hrs Carried Over	Hrs Earned	Hrs Taken	Cat Hrs Donated	Hrs Adjusted	Vacation Balance	
01/01/2006	151.966	0.000	0.000		0.000	151.966	
11/01/2005	151.966	0.000	0.000		0.000	151.966	
10/01/2005	140.633	11.333	0.000		0.000	151.966	
09/01/2005	129.300	11.333	0.000		0.000	140.633	
08/02/2005	0.000	0.000	0.000		0.000	129.300	



[View Comp Time Balances](#)

Review your compensatory time off, additional days off, and excess hours worked balances.

# My Leave Information (cont)

## Employee Comp Time Balances

History is available from 11/01/2005. For prior months, please contact your timekeeper. Please speak to your department timekeeper if you have any questions regarding your leave activity or balances.

**Titan, Tiffany A**

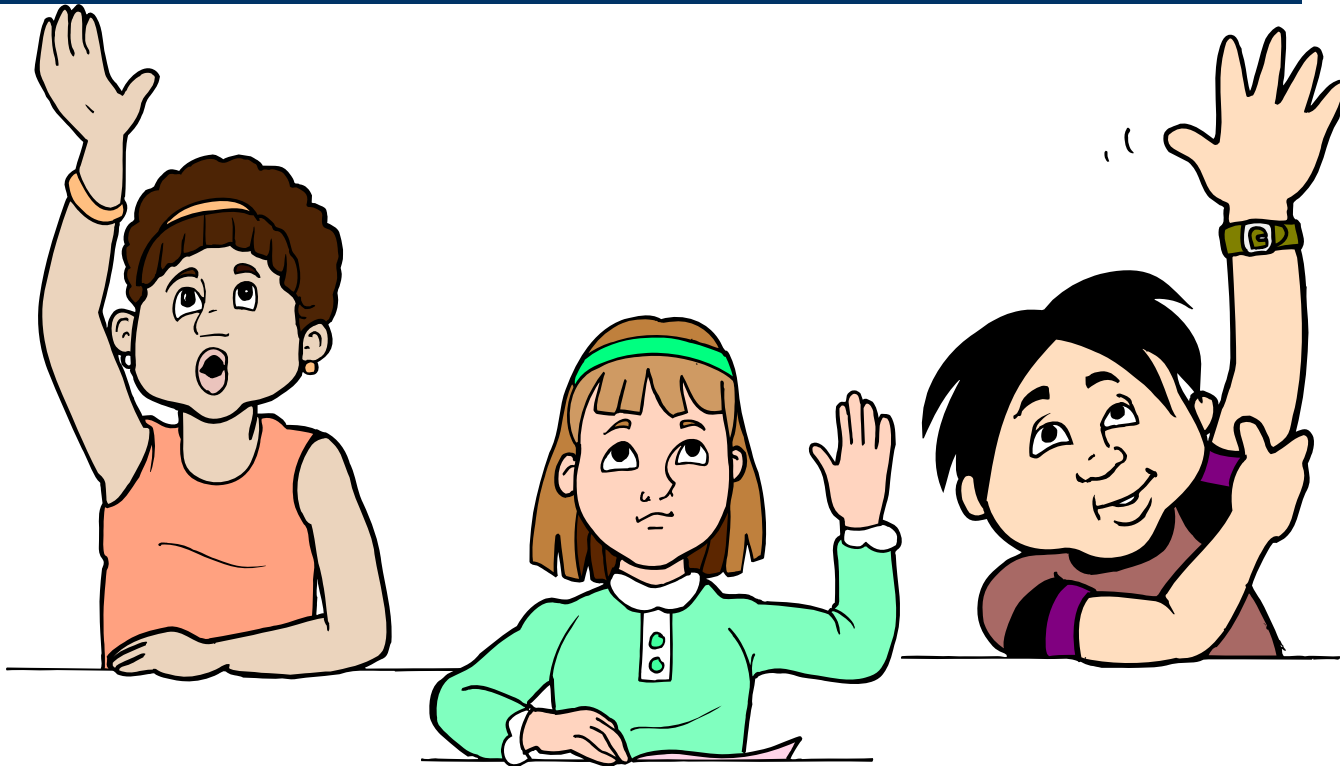
Comp Time Balances							
Today's Date	CTO Balance	History	EXCESS Balance	History	ADO Balance	History	Job Information
02/07/2006	0.000	<a href="#">History</a>	0.000	<a href="#">History</a>	0.000	<a href="#">History</a>	<a href="#">Job Information</a>

# Training and Support

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<http://www.fullerton.edu/cms/training/index.htm>

# Questions?



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Thank you