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)
Employee Self Service

- My Personal Profile
- My Job Information
- My Benefits Information
- My Leave Information
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
My Personal Profile (cont)

**Home Address**

Tiffany Titan

**Current Home Address**

<table>
<thead>
<tr>
<th>Country:</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 1:</td>
<td>800 N State College Blvd</td>
</tr>
<tr>
<td>Address 2:</td>
<td></td>
</tr>
<tr>
<td>Address 3:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Fullerton</td>
</tr>
<tr>
<td>County:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td>CA</td>
</tr>
<tr>
<td>Postal:</td>
<td>92834</td>
</tr>
<tr>
<td></td>
<td>California</td>
</tr>
</tbody>
</table>

Update or correct your current address

Go to: My Personal Information Home
My Personal Profile (cont)

Home and Mailing Address

Change Home Address

Tiffany Titan

Home Address

Country: United States  Change Country
Address 1: 800 N State College Blvd
Address 2: 
Address 3: 
City: Fullerton
County: 
State: CA  California
Postal: 92834

When does this address change become effective?

○ Immediately (Today)
○ On this date: 

Save

Return to the Home Address home page
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.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Telephone</th>
<th>Primary Phone</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>714/996-2000</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>On-Campus</td>
<td>714/278-7777</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add a Phone Number

Save

* Required Field

Go to: My Personal Information Home
My Personal Profile (cont)

Emergency Contacts

Tiffany Titan

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timothy Titan</td>
<td>Emergency Contact</td>
</tr>
</tbody>
</table>

Add an Emergency Contact

Primary Contact: Timothy Titan

Go to: My Personal Information Home

Email:

From: csuf@fullerton.edu  
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

### Compensation History

### Select Job Title

Tiffany Titan

<table>
<thead>
<tr>
<th>Job Titles</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer AY</td>
<td>Desktop Computing</td>
</tr>
<tr>
<td>Student Assistant</td>
<td>Pollak Library Admin</td>
</tr>
<tr>
<td>Stnt Trnee On-Crms Wkr Stdy</td>
<td>Pollak Library Admin</td>
</tr>
<tr>
<td>Student Assistant</td>
<td>University Communica &amp; Marketi</td>
</tr>
<tr>
<td>Student Assistant</td>
<td>Sample Department</td>
</tr>
<tr>
<td>Brdg Student Assistant</td>
<td>Sample Department</td>
</tr>
<tr>
<td>Brdg Student Assistant</td>
<td>Administration - IT</td>
</tr>
</tbody>
</table>
# My Job Information (cont)

## Compensation History

Tiffany Titan

## Employee Job Information

<table>
<thead>
<tr>
<th>EmplID:</th>
<th>800527384</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>University Communica &amp; Marketi</td>
</tr>
<tr>
<td>Job Title:</td>
<td>Student Assistant</td>
</tr>
<tr>
<td>Employee Status:</td>
<td>Active</td>
</tr>
</tbody>
</table>

## Salary History

<table>
<thead>
<tr>
<th>Date Of Change</th>
<th>Action</th>
<th>Reason</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/03/2006</td>
<td>Hire</td>
<td>Concurrent Job</td>
<td>$7.00 USD Hourly</td>
</tr>
</tbody>
</table>
My Benefits Information

Benefits

Health Plans Summary
Review medical, dental, and vision plan information.

Life and LTD Plans
Review employer paid life insurance and LTD disability plan information.

Dependents Information
Review personal information and benefits coverage for your dependents.

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.
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 or leave a voice mail for Benefits at extension 2423.

Tiffany Titan

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

02/07/2006  [GO]

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Plan Description</th>
<th>Coverage or Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Kaiser Foundation</td>
<td>Empl+Deps</td>
</tr>
<tr>
<td>Dental</td>
<td>Delta Enhanced II</td>
<td>Empl+Deps</td>
</tr>
<tr>
<td>Vision</td>
<td>CPIC Life/Medical Eye Services</td>
<td>Empl Only</td>
</tr>
</tbody>
</table>

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
My Benefits Information (cont)

Medical

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

02/07/2006  Go

Medical

Plan Name:   Kaiser Foundation
Plan Provider:  Kaiser foundation Health Plans
Coverage:      Employee + Dependents

Group Number:

Customer Service:

Covered Dependents

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timothy W Titan</td>
<td>Spouse</td>
</tr>
<tr>
<td>Kyle A Titan</td>
<td>Son</td>
</tr>
</tbody>
</table>

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:

02/07/2006  Go

<table>
<thead>
<tr>
<th>Dependent/Beneficiary Name</th>
<th>Relationship</th>
<th>Type of Benefit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timothy W. Titan</td>
<td>Spouse</td>
<td>Medical</td>
<td>Kaiser Foundation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dental</td>
<td>Delta Enhanced II</td>
</tr>
<tr>
<td>Kyle A. Titan</td>
<td>Son</td>
<td>Medical</td>
<td>Kaiser Foundation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dental</td>
<td>Delta Enhanced II</td>
</tr>
</tbody>
</table>

[Dependent/Beneficiary Summary](#)
[Benefits Home](#)
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:

02/07/2006  Go

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Plan Description</th>
<th>Coverage or Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life and AD/D</td>
<td>Standard (10K / CSEA)</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

Benefits Home
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: 2006 (YYYY) Go

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:

02/07/2006  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.
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

<table>
<thead>
<tr>
<th>Accrual Date</th>
<th>Sick Balance</th>
<th>History</th>
<th>Vacation Balance</th>
<th>History</th>
<th>Personal Holiday</th>
<th>Job Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2006</td>
<td>173.000</td>
<td>History</td>
<td>151.966</td>
<td>History</td>
<td>Available</td>
<td>Job Information</td>
</tr>
</tbody>
</table>
My Leave Information (cont)

<table>
<thead>
<tr>
<th>Department/Jobcode Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmplID: 800527384</td>
</tr>
<tr>
<td>Department: 10084</td>
</tr>
<tr>
<td>Job Code: 2358</td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Hrs Carried Over</th>
<th>Hrs Earned</th>
<th>Hrs Taken</th>
<th>Cat Hrs Donated</th>
<th>Cat Hrs Received</th>
<th>Hrs Adjusted</th>
<th>Sick Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2006</td>
<td>173.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>173.00</td>
</tr>
<tr>
<td>11/01/2006</td>
<td>173.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>173.00</td>
</tr>
<tr>
<td>10/01/2005</td>
<td>165.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>173.00</td>
</tr>
<tr>
<td>09/01/2005</td>
<td>157.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>173.00</td>
</tr>
<tr>
<td>08/02/2005</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>157.00</td>
</tr>
</tbody>
</table>

#### Sick Leave History

**Vacation Leave History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Hrs Carried Over</th>
<th>Hrs Earned</th>
<th>Hrs Taken</th>
<th>Cat Hrs Donated</th>
<th>Hrs Adjusted</th>
<th>Vacation Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2006</td>
<td>151.968</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>151.968</td>
</tr>
<tr>
<td>11/01/2006</td>
<td>151.968</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>151.968</td>
</tr>
<tr>
<td>10/01/2005</td>
<td>140.633</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>151.966</td>
</tr>
<tr>
<td>09/01/2005</td>
<td>129.300</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>140.633</td>
</tr>
<tr>
<td>08/02/2005</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>129.300</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Comp Time Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today's Date</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>02/07/2006</td>
</tr>
</tbody>
</table>
Training and Support

http://www.fullerton.edu/cms/training/index.htm
Questions?
Thank you