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Employee Self Service allows users to view and change personal information such as home address, telephone numbers, and emergency contact information in addition to viewing their job information, benefits and leave balances.

All address changes are updated in the state payroll system and with all benefit providers. Employees are not able to update their name (first or last) or their social security number using Self Service. They must contact Human Resources Department.

Navigate to HR Self Service

**Step 1:**
Launch Internet Explorer (or your browser preference) from your desktop.

**Step 2:**
Your home page opens. If your home page is not the CSU Fullerton website, in the address bar type www.fullerton.edu and click or select 'enter' on your keyboard.

**Step 3:**
Enter your campus assigned username and password. Click Login.
Step 4:
Click New Titan Online.

Step 5:
Self Service is located at the top of the New Titan Online page.
### My Personal Profile – Personal Information

**Step 1:**

**Click Personal Information.**

Your Personal Information is displayed.

*For step by step instructions on how to change your personal information refer to guides located at: [http://www.fullerton.edu/cms/Training/docs/hr.html](http://www.fullerton.edu/cms/Training/docs/hr.html) under the “Self Service” section.*

You may correct your address on this screen, or navigate directly to the address page.

You may add, correct or delete your phone number or navigate directly to the phone numbers page.

You may add, correct or delete emergency contact information on this screen, or navigate directly to the emergency contact page.

You may add additional email “addresses”. To change your on campus email address contact: cmshr@fullerton.edu.

⚠️ To change information under “Other Personal Information” you must contact the Human Resources Department!!
My Personal Information – Home Address

**Step 1:**
On the **New Titan Online** page, click **Home Address**.

**Step 2:**
If your address is not correct, click **Edit**.

---

### Changing Your Home Address

**Step 1:**
Edit the information.

**Step 2:**
Enter Change Effective Date

**Step 3:**
Click **Save**

You will receive "The Save was successful" message. Click **OK**.

---

### Home and Mailing Address

**Save Confirmation**

- The Save was successful.

- **OK**
Note: All address changes made by you will be followed up with a confirmation email.
My Personal Profile - Phone Numbers

On the Employee Self Service page, click Phone Numbers.

Add a Phone Number

Step 1:
Click Add a Phone Number.

Step 2:
Select the Phone Type. There can only be one of each phone type used.

Step 3:
In the Telephone field, enter your phone number.

Step 4:
If this number is to be your primary phone number, place a √ in the Primary Phone box.
Step 5:
Click **Save** when all changes have been completed.

### Phone Numbers

**Tuffy Titan**

Enter your phone numbers below.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Telephone</th>
<th>Extension</th>
<th>Preferred</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>714/278-7777</td>
<td></td>
<td>✓</td>
<td>Delete</td>
</tr>
<tr>
<td>Cellular</td>
<td>949/714-7899</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>Home</td>
<td>949-345-6666</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-Campus</td>
<td>714/270-7850</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add a Phone Number**

* Required Field

**Save**

Step 6:
You will receive “The Save was successful” message. Click **OK**.

If you are changing a phone number, you can either highlight the former number and enter the new number next to the appropriate phone type or delete that number and add your new number.

### Phone Numbers

**Save Confirmation**

✔ The Save was successful.

**OK**

Delete a Phone Number

**Step 1:**
Click **Delete**.

### Phone Numbers

**Tuffy Titan**

Enter your phone numbers below.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Telephone</th>
<th>Extension</th>
<th>Preferred</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>714/278-7777</td>
<td></td>
<td>✓</td>
<td>Delete</td>
</tr>
<tr>
<td>Cellular</td>
<td>949/714-7899</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>Home</td>
<td>949-345-6666</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-Campus</td>
<td>714/270-7850</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add a Phone Number**

* Required Field

**Save**
Step 2:
Confirm you want to delete the phone number. Click Yes - Delete or No - Do Not Delete.

To continue with the deletion, click Yes - Delete.

Phone Numbers
Delete Confirmation

Are you sure you want to delete Phone Number (Home)?

Yes - Delete  No - Do Not Delete

Step 3:
If you select Yes – Delete, you will return to the Phone Numbers page with the selected row already deleted. Click Save.

Phone Numbers
Tuffy Titan
Enter your phone numbers below.

<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>714/275-7777</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cellular</td>
<td>949/715-7599</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-Campus</td>
<td>714/278-7650</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add a Phone Number

* Required Field

Step 4:
You will receive “The Save was successful” message. Click OK.

Phone Numbers
Save Confirmation

The Save was successful.

OK
Correct a Phone Number or Phone Type

**Step 1:**
To change a phone number, highlight the phone number then enter the correct phone number and click **Save**.

**Phone Numbers**

**Tuffy Titan**
Enter your phone numbers below.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>*Telephone</th>
<th>Extension</th>
<th>Preferred</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>714-278-7050</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>Cellular</td>
<td>714-616-1369</td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>On-Campus</td>
<td>714-278-7050</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add a Phone Number

* Required Field

**Step 2:**
If you have no preferred phone number selected, you will receive the message to the right.

Click OK, then check one of your phone numbers as "Preferred". It is required to designate at least one phone entry as the preferred phone.

**Step 3:**
You will receive "The Save was successful" message. Click OK.

**Save Confirmation**

The Save was successful.
My Personal Profile – Email Addresses

Step 1:
On the New Titan Online page, click Email Addresses.

Add an Email Address

Your preferred e-mail address defaults to your On-Campus email. If you would like to add another email address, follow the steps below.

Step 1:
Click Add an Email Address

Step 2:
From the pull-down menu, select an Email Type.
Step 3:
Enter the e-mail address.

You may also change the preferred email address by checking the box next to the new email address.

Step 4:
Click **Save**

**Delete an Email Address**

Step 1:
Click **Delete** next to the email address you would like to delete.

**Note:** If you are trying to delete an email address checked as “Preferred”, you will see this error message. Click “OK” and check the “Preferred” box next to an alternate email address.

Step 2:
Once you click “Delete”, confirm you want to delete the email address. Click **Yes - Delete**
### Step 3:
Click **Save** to update your changes.

You will receive “The Save was successful” message. Click **OK**.

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus</td>
<td><a href="mailto:cmstraining@fullerton.edu">cmstraining@fullerton.edu</a></td>
<td>P</td>
</tr>
</tbody>
</table>

**Email Addresses**

**Save Confirmation**

- The Save was successful.

  **OK**
### My Personal Profile – Emergency Contacts

<table>
<thead>
<tr>
<th>Step 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>On the <strong>New Titan Online</strong> page, click <strong>Emergency Contacts</strong>.</td>
</tr>
</tbody>
</table>

If you have emergency contacts listed they will display on this page.

You can add, edit or delete emergency contacts any time.

### Add an Emergency Contact

<table>
<thead>
<tr>
<th>Step 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click <strong>Add an Emergency Contact</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the name of your contact (First Name then Last Name).</td>
</tr>
</tbody>
</table>
Step 3:
If the emergency contact has the same address as you, place a √ in the Address box. Your address information will populate in the appropriate fields. You may not change it.

Step 4:
If the contact address is different than yours, click Edit Address.

Step 5:
Complete the following fields:
• Country
• Address 1
• City
• State
• Postal
Click OK
### Step 6:
To add a primary phone number, enter it in the Telephone field.

You can add additional phone numbers for each emergency contact as needed. Click **Add a Phone Number**.

### Step 7:
When you have finished adding an emergency contact information, click **Save**.

You will receive “The Save was successful” message. Click **OK**.
### Change a Primary Contact

**Step 1:**
Click [Change the primary contact](#).

**Step 2:**
From the drop down box, select your Primary Contact.

**Step 3:**
Click [Save](#).

You will receive “The Save was successful” message. Click [OK](#).

### Edit Contact Information

**Step 1:**
Click [Edit](#) next to the emergency contact person you wish to change information.
Step 2:
Edit the information as needed.

Step 3:
Click **Save**

---

### Emergency Contacts

#### Emergency Contact Detail

Courtney Cox

<table>
<thead>
<tr>
<th>Address and Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Name:</strong></td>
</tr>
<tr>
<td><strong>Contact has the same address as the employee</strong></td>
</tr>
<tr>
<td><strong>Contact has the same telephone number as the employee</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country:</strong> United States</td>
</tr>
<tr>
<td><strong>Address:</strong> 111 Hollywood Blvd Hollywood, CA 99999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Telephone:</strong> 714/222-3333</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone Type</strong></td>
</tr>
<tr>
<td>Cellular</td>
</tr>
</tbody>
</table>

You will receive “The Save was successful” message. Click **OK**.

---

### Save Confirmation

- The Save was successful.

- **OK**
Delete Contact Information

Step 1:
Select **Delete** next to the contact person you wish to delete as an emergency contact.

Note: If you are deleting your primary contact you must select a new primary contact first then delete your contact.

Step 2:
Confirm you want to delete the emergency contact.

Click **Yes - Delete** or **No - Do Not Delete**. You will be taken back to the Emergency Contact page.

Note: All emergency contact changes made by you will be followed up with a confirmation email.

---

**Emergency Contacts**
Courtney Cox

<table>
<thead>
<tr>
<th>Contact Name</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>David Arquette</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Jennifer Aniston</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

**Primary Contact:** David Arquette

[Image of Microsoft Internet Explorer window showing error message: You cannot delete the primary contact. You must designate a new primary contact before deleting this contact.]

**Delete Confirmation**

Are you sure you want to delete Emergency Contact (Jennifer Aniston)?

- **Yes - Delete**
- **No - Do Not Delete**

From: csuf@fullerton.edu  Sent: Thu 2/9/2006 1:35 PM
To: Titan, Tiffany
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 Benefits Information

From the New Titan Online page, click My Benefits Information.

Health Plans Summary

Step 1:
Select the type of benefit you wish to view.

Your benefits plan summary is displayed.

Step 2:
Click Return to Health Plans Summary to go back to your

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

03/06/2007 Go

Plan Name: Blue Shield HMO
Plan Provider: Blue Shield HMO
Coverage: Employee Only
Group Number:
Customer Service: Ext:

Covered Dependents

No dependent beneficiary enrollments were found.

Additional Information

Return to Health Plans Summary
Dependents Coverage Summary

Step 1:
Click Dependents Coverage Summary.

Benefits coverage for your dependents will display.

Step 2:
Click Dependent Summary to view information for all of your dependents.

Dependent Personal Information for all of your dependents will display.

Step 3:
Click on the name of the dependent to view individual personal information.
Individual dependent information will display.

### Dependent Personal Information

**Penne Saver**

Dependent/Beneficiary's personal information as of Mar 9, 2007. Click Edit at the bottom of this page to update this information.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>Patrick</td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td>Saver</td>
</tr>
<tr>
<td>Name Prefix:</td>
<td></td>
</tr>
<tr>
<td>Name Suffix:</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td>Male</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>01/01/1950</td>
</tr>
</tbody>
</table>

**Relationship to Employee:** Spouse

### Status Information

<table>
<thead>
<tr>
<th>Marital Status:</th>
<th>Married</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student:</td>
<td>No</td>
</tr>
<tr>
<td>Disabled:</td>
<td>No</td>
</tr>
<tr>
<td>Smoker:</td>
<td>No</td>
</tr>
</tbody>
</table>

### Address and Telephone

- **Same Address as Employee**
  - **Country:** United States
  - **Address:**
    - 800 N State College Blvd
    - Fullerton, CA 92834

- **Same Phone as Employee**
  - **Phone:** 714/278-7777
Life and LTD Plans

Step 1: From the Newe Titan Online page, Click Life and LTD Plans.

The Employer Paid Life and LTD Insurances Summary page displays.

Step 2: Click the type of benefit plan you are enrolled in to view more information.

Benefit plan information is displayed on the Summary page.

Flexible Spending Accounts – HCRA & DCRA

Step 1: Click HCRA & DCRA – (FSA)
The **HCRA & DCRA – (FSA)** summary page displays.

The total annual pledge is listed.

To review past benefits information from a previous year, enter the Year and click **Go**.
Tax Shelter Annuity (403B) Program

Step 1:
From the New Titan Online page, click Tax Shelter Annuity (403B) Program

The Tax Shelter Annuity (403B) Summary page displays.

To view your benefits as of another date, enter the date and click Go.
My Payroll and Compensation

Compensation History is available to all state paid employees using CMS HR Employee Self Service.

**Step 1:**
From the New Titan Online page, click My Payroll and Compensation.

**Step 2:**
Click Compensation History

**Note:** If you have more than one job on campus you will need to select the job you would like to view.
The Compensation History page displays the following information:

**Employee Job Information**
- **Empl ID:** Campus Wide ID
- **Department:** the department you work for
- **Job Title:** your job classification. MPP will have working titles listed.
- **Payroll Status:** Active or Terminated

**Salary History**
- **Date of Change:** the effective date of change
- **Action:** what was the last action
- **Reason:** what was the reason for the last action
- **Compensation:** your actual monthly salary rate

### Compensation History

<table>
<thead>
<tr>
<th>Employee Job Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmplID: 000100046</td>
</tr>
<tr>
<td>Department: CMS Project</td>
</tr>
<tr>
<td>Job Title: Admin Analyst/Specialist 12 Mo</td>
</tr>
<tr>
<td>Payroll Status: Active</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Change</th>
<th>Action</th>
<th>Reason</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/01/2005</td>
<td>Pay Rl Chg</td>
<td>Salary Salary Increase</td>
<td>$2,600.00 USD Monthly</td>
</tr>
<tr>
<td>07/01/2005</td>
<td>Pay Rl Chg</td>
<td>General Salary Increase</td>
<td>$2,600.00 USD Monthly</td>
</tr>
<tr>
<td>02/26/2001</td>
<td>Hire</td>
<td>Conversion</td>
<td>$2,600.00 USD Monthly</td>
</tr>
</tbody>
</table>

Please contact Payroll Services at ext. 2521 if you have any questions about your compensation information.
Step 2: Enter new “From Date” and “To Date” and then click Continue.

Select Date Range

Courtney Cox
Admin Analyst/Specialist 12 Mo

Select From and To dates for your Compensation History inquiry, leave blank to default to all history.

From Date: 12/01/2005
To Date: 02/27/2007
(Example: 12/31/2000)

Continue

Return to Compensation History

Compensation History will be displayed with the new range of dates.

Compensation History

Courtney Cox

Employee Information

EmpID: 8301000646
Department: CMS Project
Job Title: Admin Analyst/Specialist 12 Mo
Payroll Status: Active

Salary History

Date of Change | Action | Reason | Compensation
---|---|---|---
12/01/2005 | Pay Raise | Service Salary Increase | $2,800.00 USD Monthly

Please contact Payroll Services at ext. 2521 if you have any questions about your compensation information.
My Leave Information

Leave information is available to all state paid employees using CMS HR Employee Self Service.

Step 1:
From New Titan Online page, click My Leave Information.

Step 2:
Click the link you wish to view information.

- View Earned Leave Balances
- View Comp Time Balances

Earned Leave Balances
Displays employee’s current balance for accrued leave through the accrual date.

Accrual date is the day the stated balances are available for employee’s use.

Step 1A:
To view History for either Sick or Vacation leave, click History next to the appropriate leave type.
By selecting **History** you “drill down” the specific leave type selected and are able to view history for the previous 12 months.

Click **Return** to go back to **Employee Earned Leave Balances** page.

**Step 2A:**
To view **Job Information**, click **Job Information**.

The Compensation History page provides Job Information for the employee:

- **Emp Rcd#:** Employee Record Number
- **Emp ID:** Campus Wide ID
- **Department:** Department ID and description
- **Job Code:** Classification and description
Comp Time Balances

From the My Leave Information page, click View Comp Time Balances.

Displays current balances for compensatory time off (comp time), Excess and ADO (Additional Day Off).

- To view History and Job Information, refer to Steps 1A and 2A above for details.

The following table lists CMS field names and their definitions used for the Leave Information.

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Processed Date</td>
<td>The first day of the pay period for the accrual that was earned.</td>
</tr>
<tr>
<td>Hours Carried Over</td>
<td>Ending balance from previous pay period.</td>
</tr>
<tr>
<td>Hrs Earned</td>
<td>Number of hours earned as of the accrual date.</td>
</tr>
<tr>
<td>Hrs Taken</td>
<td>Hours used in the pay period.</td>
</tr>
<tr>
<td>Cat Hrs Donated</td>
<td>Catastrophic Leave hours donated.</td>
</tr>
<tr>
<td>Cat Hrs Received</td>
<td>Catastrophic Leave hours received for this type of leave.</td>
</tr>
<tr>
<td>Hrs Adjusted</td>
<td>Hours adjusted (+ or -). May be due to late receipt of attendance documentation, or adjustments due to disabilities and/or leaves of absence.</td>
</tr>
<tr>
<td>Sick/Vacation Balance</td>
<td>Total number of hours available after adjustments were been made within specified processed date.</td>
</tr>
<tr>
<td>ADO (Additional Day Off) Balance</td>
<td>Total number of hours available for employee to use within ninety (90) days from the date the holiday was observed or it will be forfeited.</td>
</tr>
<tr>
<td>EXCESS Balance</td>
<td>Excess balance is the number of hours worked in excess of standard hours within a given pay period.</td>
</tr>
<tr>
<td>CTO Balance</td>
<td>Total hours available to be used as compensatory time office.</td>
</tr>
<tr>
<td>EmplID</td>
<td>Campus Wide ID number for the employee.</td>
</tr>
<tr>
<td>Department</td>
<td>Displays the department number that the person was appointed into.</td>
</tr>
<tr>
<td>Job Code</td>
<td>Identifies the job classification that the employee was appointed into.</td>
</tr>
<tr>
<td>Empl Rcd#</td>
<td>Employment Record Numbers uniquely identify job records in the event an employee holds two or more jobs concurrently. Each additional job held concurrently with the initial job is assigned the next sequential employment record number.</td>
</tr>
<tr>
<td>Personal Holiday</td>
<td>The availability of the personal holiday is listed as either available or taken.</td>
</tr>
</tbody>
</table>