Employee Self Service Reference Guide

Human Capital Management

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Human Capital Management by PeopleSoft

Welcome to HCM!

HCM (or Human Capital Management) is the collection of new business processes and software that ASU is implementing to help move our university into the 21st century.

A major part of this effort is the Employee Self Service portal: a website where you can check information about your pay, your benefits and your personal information.

Human Capital Management (HCM) is the replacement of ASU's legacy Human Resources Management System (HRMS) and is the integration of several cohesive systems that will manage all aspects of human resources activities. These include such activities as:

- Capture and record all biographic data for individuals (e.g. names, addresses)
- Track tenure, academic titles, and service dates
- Manage positions
- Track healthcare enrollments, retirement, leave of absence, paid time off
- Process payroll
- Track people's tax records, deductions, direct deposit
- Digitize paper-based processes such as the personnel action form (PAF)
- Support a more robust reporting environment
- Track timekeeping electronically

Reasons for the Change

ASU is taking advantage of the PeopleSoft implementation to gather all of our data in a secure, easily accesible data system that allows us to make changes quickly and easily.

You will now be able to see your information and change it from any computer that is connected to the Internet 24 hours a day, 7 days a week. It's now easier than ever to keep your information correct and current.



Accessing the HCM System

There are several places you to get information about your HR transactions.

HR Web Site

www.asu.edu/hr

The HR website will continue to be your source for HR information. You can access this site from any web browser connected to the Internet.

HCM Web Site

hcm.asu.edu/

This site is your one stop for all information about HCM. You can get here from a link on the HR Web site.

Come here to see:

- Frequently Asked Questions (FAQs) about the new system
- Electronic copies of this document and many others
- Simulations and demonstrations of the new system
- Access to the Employee Self Service Portal itself

Employee Self Service Portal

(Accessed via ASU Interactive) www.asu.edu/interactive The Employee Self-Service Portal is available from the ASU Interactive Main Menu.

Phase One Starts July 2

In Phase One of the HCM implementation these three sections of the portal will be available:

- Personal Information
- Payroll and Compensation
- Benefits
- Time Reporting
- Available Career Positions
- Learning and Development

The Benefits section will be available in August of 2007 for Open Enrollment, and fully available in 2008.





Viewing Your Personal Information

From the *Personal Information Summary* page you can view all the details regarding your personal information stored in the HCM system.

How to Access Your Personal Information

Step 1

Go to *ASU Interactive*, and click on **Employee Self-Service**.

Step 2

Click on **Personal Information** from the *Employee Self-Service Menu* (you will be prompted to login with ASURITE UserID).

Step 3

Click on Personal Information Summary.







Perso	nal Inforr	nation			
Christine	e Cerumatera				
Name					
Christine	Consistent				
Cervite	StChristine				
Addresse	s				
Address Type	Status	As Of	Country Address		
Home	Current	01/01/19	01 USA 44101E E MESA, AZ	NECOS CIRCLE	
Phone Nu	imbers				
Phone Typ	pe	Phor	e Number	Extension	Preferred
Home		480/	981-62976		
Local		480/	981-2215-4		
Work		480/	965-425%		2
Change	e phone numbe	rs			
Change	e phone numbe	ers			
Change Emergene Name	e phone numbe cy Contacts	ers	Relationship t	o Employee	
Change Emergene Name	e phone numbe cy Contacts	ns	Relationship t	o Employee	



Changing Your Personal Information

You can view and update your information online, 24 hours per day 7 days a week, from any computer that can reach the Internet.

This replaces the paper forms that you printed out and hand-carried to USB.

When you make a change to your personal information, it is changed globally and in real time. All ASU systems that are connected to PeopleSoft are updated.

How to Change Your Personal Information

Step 1

From the *Personal Information Summary* menu, click on the **Change** button next to the information you would like to edit.

Step 2

When you click on the **Change** button, you can:

- Edit any of the data in the fields,
- Add more data by clicking on the Add button
- Delete data by clicking on the **Delete** button

Step 3

Click on **Save** when you are finished.

Personal Information That Can Be Changed

- Email Addresses
- Emergency Contacts
- Home and Mailing Address
- Marital Status
- Phone Numbers

Persona	I Informat	ion					
Christine Ca							
Name							
Christine Can CervstalasaCh	ente d ristine						
Addresses							
Address Type St	atus	As Of	Country	Address			
Home Cu	irrent	01/01/1901	USA	4410TE EXPECTS MESA, AZ 85390	CIRCLE		
Change hor	ne/mailing add	esses)				
Phone Number	ers						
Phone Type		Phone	Number		Extensio	<u>in</u>	Preferred
Home		480/98	-62/78				
Local		480/98:	12257				
Emergency Co	ontacts		Pols	tionchin to Empl			
name			Neiz	nuoriship to Empi	oyee		
		-			-	-	
Christine Car	dresses værsesi						
*Email Type		*Email Add	ress			Preferred	
ASU		ps_workflo	w@asu.e	du		v	Delete
Other		ps_workflo	w@asu.e	du			Delete
Add	an Email Address	:					
* Required Fiel	*						
Save)						
Return to Perso	onal Information						

Accessing Your Payroll and Compensation Information

Starting July 2, you can see pay information online. You will be able to:

- View your pay check information (*starts July 16, 2007*)
- View and print your direct deposit pay advice/ slip (starts July 16, 2007)
- View and edit your direct deposit settings
- Make changes to W-4 forms (non-resident aliens excluded)
- View your compensation history
- View your voluntary contributions

How to Access Your Payroll and Compensation Information

Step 1

Go to *ASU Interactive,* and click on **Employee Self-Service**.

Step 2

Click on **Payroll and Compensation** from the *Employee Self-Service Menu* (you will be prompted to login with ASURITE UserID).

Payroll and Compensation Main Menu



Payroll FAQs

Where can I get my pay advice?

Effective July 16, 2007 ASU will no longer deliver printed pay advice stubs. You may view and print your pay advice in PeopleSoft under the Self Service menu.

Where do I get my check?

ASU Interactive

Live checks will continue to be distributed to departments via campus mail. A copy of the check stub will also be available in PeopleSoft under the Self Service menu.

	FACULTY & STAFF
۲	Course Management
۲	Financial Services
۲	Academic Affairs
۲	Communications and Marketing
•	Employee Self-Service
	Personal Information
	Payroll and Compensation
	Benefits
	Time Reporting
	Available Career Positions
	Learning and Development

Directory Maps myASU ASU Interactive Search Gr NOTE: Logout when finished to protect your personal information. Logout Compensation History Review compensation history. View Direct Deposit Direct Deposit Add or update your direct deposit information. View Paycheck or View Paycheck Review current and prior paychecks.

W-4 Tax Information

Review or change your W-4 information.

View W-4 Information



View your Paycheck (or Pay Advice)

View your paycheck or pay advice online at any time. Your first paycheck information will be viewable on July 16. As paychecks are generated in the new HCM system, a rolling 12 months of information will be kept in the system for your retrieval. Pay information prior to July will continue to be available at myASU. *Remember that you will continue to receive your paper paycheck as you did before.*

Change Your W4

Starting in July, you can request changes to your W4 online. **NOTE** that updates to the A4 document (Arizona's witholding document) will continue to be available via a paper form at the USB.

View / Change Your Direct Deposit

You can view your direct deposit settings. Note that you are only allowed 4 different deposit transactions. Your current direct deposit settings will automatically roll over to the new system. **YOU DON'T HAVE TO DO ANYTHING** as the system changes. If you want to change your direct deposit setting, you can do that at this screen by using the **Edit**, **Add** and **Delete** button.

Please note that if you want to make changes to your direct deposit settings, the system will **NOT** ensure that your routing number and account number are correct! **This is your responsibility.** You can find your routing number and account number on your check.



View Paycheck

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value



No matching values were found.

W-4 Tax Information

Chandler Bing Arizona State University

Social Security #: 212-46-4562

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

3735 E ROUSAY DRIVE QUEEN CREEK AZ 85242

W-4 Tax Data

Enter total number of Allowances you are claiming:

Inter Additional Amount, if any, you want withheld from each paycheck
Indicate Marital Status:

Single Married
If married, but withholding at single rate, select Single status and check here.

Note: If married, but legally separated, or spouse is a nonresident alien,
select 'Single' status.

If your last name differs from that shown on your social security card, check here.

You must call 1.800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for 2007 and I certify that I meet BOTH of the following conditions for exemption:

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check 'Exempt' here:

Direct Deposit Chandler Bing Direct Deposit Detail Account Type Routing Number Account Number Deposit Type Amt/Pct Savings 322770488 450%(法运输) Amount \$100 1 Edit Delete Checking 1223057961 004668685859 Balance 999 Edit Delete Add Account Pay Statement Print Option

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Accessing Your Benefits Information

The Benefits section of HCM will be Implemented in phases, starting July 2:

	Existing Dependent and Beneficiary Information can be viewed online	Changes to Dependent and Beneficiary Information can be made online during the Open Enrollment period		
	New-Hire Benefit Enrollments wil be processed online	Before or after Open Enrollmen ife Event changes, Dependent a hanges, and Leave of Absence ontinue to be processed using p wailable at <i>www.asu.edu/hr/fo</i>	t, Qualified and Beneficiary requests will paper forms rms	Qualified Life Event changes, Dependent and Beneficiary changes, and Leave of Absence requests can be proccessed online
Ju 20	ıly 07	Aug 2007 2	Dct Jan (4 007 20	<i>рргох)</i> 008

How to Access Your Benefits Information

(Available in Aug for Open Enrollment)

Step 1

Go to *ASU Interactive,* and click on **Employee Self-Service**.

Step 2

Click on **Benefits** from the *Employee Self-Service Menu* (you will be prompted to login with ASURITE UserID).

Step 3

Click on **Benefits Summary** from the *Benefits Main Menu*.



How to Update Your Beneficiary Information

(Available in Aug for Open Enrollment)

Step 1

From the *Benefits Summary Menu* click on Life and ADandD.

Step 2

Click on **Edit** at the bottom of the *Life and ADandD screen*.

Step 3

Click on Add a New Beneficiary.



New HR Forms

There are newly revised forms for HR processing that will be available in July, as part of HCM implementation. Remember to always get a fresh form from *www.asu.edu/hr/forms* when you need one, so that you have the latest revision.

Declaration for Change

This form is used for declaring a change to your marital status (name change), dependents status, or disability benefit coverage.

Time Adjustment Form

This form is used to make adjustments to the time reported to HR for hours worked. This is the form that is used, for example, when an employee has forgotten to clock in, and needs to make an adjustment.

Request for Leave of Absence

This form is used to request for an extended leave of absence from work. Such leave requests include Extended Leave, Military Leave, Family Leave, Parental Leave, and Workers Compensation.

Request for Paid Time Off

This form is for Non-exempt (*hourly*) employees only, and is used to request paid time off, including vacation time, sick time, and other time.

Time Sheet

This form is for Non-exempt (*hourly*) employees only, and is used to submit hours worked.

	Dl This form m	ECLARATIO	N FOR CHA	NGE lified Life Eve	nt			
DEPENDENTS			7.30 10				i l	
Add Spouse O Marriage O Losse eligibility O Losse eligibility O Losse coverage v O Goes through Op O	for Medicare for AHCCCS with own employer pen Enrollment with	own employer	Remove Spouse O Legal annulm O Legal separat O Divorce O Becomes elig O Gains coverag O Death of spor O	ent ion ible for Medici ible for AHCC ge with own en ise	rre CS sployer			
Add Child O Adoption O Placement for ad O Guardianship O Foster care O Qualified Medic: O Beccomes full-tim O Loses eligibility O Loses eligibility O	loption al Child Support Ord te student for Medicare for AHCCCS	ker	Remove Child O Marries O Reaches age I O Ceases to be a O Full-time stud O Loss of guard O Loss of foster O Qualified Med O Gains coverag	19 & is not a fu a fall-time stud lent reaches ag ianship care dical Child Su ge with own en	II-time studen ent e 25 sport Order res sployer	t scinded		
EMPLOYEE O Becomes Full-Ti O Becomes Part-Ti O Goes on Un-Paid O Returns from Un O Loses coverage o O Gains coverage o O	ime or Regular ime or Temporary 1 Leave -Paid Leave elsewhere elsewhere			ona St ersity J STM	ENT	FOR	M	
	In 1 A	Employee Affiliate ID Departmen	Name: Number: tt Name:			Title: Dept. Numl Supervisor	ber	
Marrage to Application Annulment, ALEXENTER	ense (for marrage o cate (for birth or if el for birth certificate o separation or divore Medicare, AHCCCS	Date Of Time To B	e Type of Change	In Time	Out Time	Reason t	for Time Adjustment, Addition, Correction or Deletion	
♦ Any official, 1 DATE OF EVENT	signed and dated docu	n Corrected Or Delete	d C=Correct d D=Delete					
	ľ	Req	uest for Le	ave of	Absen	ce		
Employee Name:		Absence Infor	Date of F	lequest:				
Type of Absence Require Extended L Family Leav	ested: eave* (SPP 705-01 ve* (SPP 705-02) or) or (ACD 702-02) r (ACD 702-03)						
Military (SP Parental Le Workers Co Dates of Absence: F	P 706) or (ACD 709 ave (SPP 708) or (J impensation* (SPP m:	2-03) ACD 710) 504-02) ar (ACD 601-	-06) To:					
Reason for Absence:	(first day of leav	e)	(date of rel Total Time I	turn to work) Requested:	(de)	ra)		
* A MEDICAL CERTIFI REQUIRED FOR MEDI I understand that If I d approval of an extensi ACD 508-01.	ICATION FROM A ICAL LEAVES to not return from r ion has been obtai	PHYSICIAN OR QUA ny leave of absence ned, my employmen	LIFIED HEALTH CAP at the expiration of th t may be terminated p	RE PROVIDER	S MAY BE	en or	-	
Employee Signature						Reque	st for Paid Time Off	
Menager Signature	F	Employee Na	me:	A	bsence Info	rmation		
		Employee Nu	mber:		Departm	ent:		
Department Leave Man Benefits – Office of Hur	nager man Resource	Manager:	nce Requested:	Vacation Jury Duty		Bereavemen Maternity/Pa	t Dime Off Without Pay	
Office of Human Reso	urces	Dates of Abs	ence: From:	y of leave)		To:	date of return to work) al Time Requested: (hours)	
ASU	'Arizon/ Univers	A STATE SITY					the first day you will be absent.	
Week Ending:	SHEE	т					Data	
Employee Name: ASU ID Number: Department:			Title: Status: Supervisor:					
								.
Date	In Time	Out Time	In Time	Out Ti	ne 1	rotal Hours	Date	
							May 30, 2007	
Employee Pinnet		WEEKLY TOTALS:						
Supervisor Signature				Date			-	
Office of Human Res	ources						-	

Changes to the Pay Date Calendar

ASU will be joining the other Arizona Universities and state departments in processing all pay on a bi weekly lagging pay calendar. This means that everyone will get a paycheck every other Friday for the work performed in the weeks prior to the week that the paycheck arrives.

This graphic shows the relationship between your pay period (what you worked) and when you get paid. The first row shows the current system, where you get paid for the work that you did in the preceeding two weeks. This system requires that any adjustments to pay and hours happen after the paycheck is issued. This is a costly way to manage the system.



In the new system, you will get paid for the two weeks prior to the week that you receive your pay check. This allows ASU to make any adjustments to your pay before issuing your pay check, which is a standard, less costly system to maintain.

Information Regarding Change

- Direct (automatic) deposits will roll over automatically.
- If your pay is direct deposited into your bank account, you will no longer receive a printed pay advice. You can print your pay advice under *Payroll and Compensation*.
- Paper pay checks will continue to be mailed to your campus mailing address.
- You may need to adjust any auto withdrawals that are set to withdraw per paycheck.
- You will receive 26 pay checks instead of 24 in a year.
- Your annual pay doesn't change.
- Each pay check will be slightly smaller (there are two more paychecks in each year!).
- There is a paycheck estimator online at hcm.asu.edu/human_resources so that you can see the estimated difference in your pay check.

Why the Change?

Historically ASU processed 24 semi-monthly payrolls and 26 bi-weekly payrolls for a total of 50 payrolls each year.

By converting everyone to the same schedule, ASU can reduce the payrolls to 26. This simplifies the system and reduces cost and increases accuracy.

A bi-weekly lagged payroll allows for enhanced data integrity because events are recorded and paid when they occur rather than in a following pay period.



Transistioning to the **New Pay Date Calendar**

(Semi-monthly to Bi-weekly)

There will be three pay checks in July and August with varying amounts as we transition to the new calendar.

Rather than waiting three weeks for your first bi-weekly pay check in the new system, ASU will phase in the new pay date schedule as shown. This minimizes your financial impact during the transistion.

Pay Period Start Date	Pay Period End Date	Old Pay Date	New Pay Date	Impact from change
Jun 16	Jun 30	Friday, Jun 29	Same (no change)	Last pay check for old system
July 2	July 15	Friday, July 20	Monday, July 16	4 days early
July 16	July 29	Friday, Aug 3	Tuesday, July 31	3 days early
July 30	Aug 12	Friday, Aug 17	Wednesday, Aug 15	2 days early
Aug 13	Aug 26	Friday, Aug 31	Same	transistion complete

IMPORTANT INFORMATION for hourly employees currently on a bi-weekly pay cycle:

On June 22nd, 2007 hourly employees will receive one paycheck to include payment for pay period ending (PPE) 6/17/07 and payment in advance for scheduled hours for PPE from 6/18 - 6/30.

As of July 2nd, 2007, all employees will be on the same bi-weekly pay schedule. Thus, hourly employees will receive a paycheck for PPE 7/15/2007 to include adjustments for PPE 6/30/07 on July 16th, 2007.

Thereafter, paychecks will be distributed on July 31st, 2007, August 15th, 2007, August 31, 2007, and every other Friday after that unless the payday is earlier due to a holiday.

Benefit Premiums

Premiums will be withheld:

- 26 pay dates for employees being paid on a • 12-month schedule;
- Less pay dates for employees on 8-, 9-, or 10month pay schedules;
- Additional pre-collected benefits deductions to cover the summer months will be withheld beginning January of each year.

	Benefit Coverage Type	Current Premiums (17 pays from 9/1 to 5/15)	New Premiums (9 pays from 8/31 to 12/21)	New Premiums (11 pays from 1/4 to 5/23)
Cost Per Payperiod	Single EPO Family EPO	\$17.65 \$88.24	\$11.54 \$57.69	\$17.83 \$89.16
Total Cost	Single EPO Family EPO	\$300.05 \$1500.08		\$299.99 \$1499.97
Cost Per Payperiod	Single PPO Family PPO	\$98.82 \$275.29	\$64.62 \$180.00	\$99.86 \$278.18
Total Cost	Single PPO Family PPO	\$1679.94 \$4679.93		\$1680.04 \$4679.98

Pay Date Calendar FAQs

How will the bi-weekly pay periods affect any additional federal tax withholdings I have taken out of my paychecks?

If you currently have an additional amount withheld for federal tax purposes you may want to review the amount and revise based on 26 biweekly pay periods (versus 24 pay periods). Once PeopleSoft is live (July 2, 2007), you will be able to make this change in the PeopleSoft Self Service menu. To make any changes today, you can complete a form W-4 and submit to the Employee Service Center.

If I have secondary direct deposits, what will happen to them?

If your pay is distributed into multiple bank accounts via direct deposit, you should review the dollar amounts if the funds are intended for specific purposes and then redistribute funds based on 26 bi-weekly pay periods. Once PeopleSoft is live (July 2, 2007), you can change your direct deposit account information in the PeopleSoft Self Service menu. To make any changes today, please complete a Direct Deposit Form and submit to the Employee Service Center. Also, don't forget to work directly with your bank or other creditors to revise payment schedules if you have bills that are paid via automatic deductions from your bank account.



Request Paid Time Off

Exempt (Salaried) Employees

Step 1

Go the ASU Interactive, click on Employee Self-Service, then click on Time Reporting (you will be prompted to login with ASURITE UserID).

Step 2

Click on **Timesheet (Salary)** from the **Time Reporting Menu**.

Step 3

Set the date to the Monday of the week you want to take paid time off, and add the number of hours into each field that you plan to take off.

Step 4

Select your reason from the *Time Reporting Code* field. Use a separate row for each different Reporting Code. (Add a row by clicking the + symbol.)

Step 5

When you have finished your request, click on **Submit**.

Note: Balances for vacation/sick time can be viewed by clicking on **Balances** from the *Timesheet screen*.

Non-Exempt (Hourly) Employees

Step 1

Fill out a paper *Request for Paid Time Off* form, found online at *www.asu.edu/hr*, and turn in the completed form to your Department Time Adminstrator (DTA).

Note: Balances for vacation/sick time can be viewed from employee pay stubs online.

	FACULTY & STAFF
۲	Course Management
۲	Financial Services
۲	Academic Affairs
٠	Communications and Marketing
•	Employee Self-Service
	Personal Information
	Payroll and Compensation
	Benefits
	Time Reporting
	Available Career Positions
	Learning and Development
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Recording Hours Worked For Non-Exempt (Hourly) Only

Step 1

Go to *ASU Interactive,* and click on **Employee Self-Service**.

Step 2

Click on Time Reporting from the Employee Self-Service Menu (you will be prompted to login with ASURITE UserID), then click on Web Clock (Hourly).

Step 3

During the course of the workday, an employee will need to use the *Web Clock* to enter transactions to correctly report time for the day.

- A. The first time entry of an employee's workday should always be an **In** punch.
- B. When an employee is ready to take a meal break, he or she would select **Meal** from the *Punch Type* Options drop down list, then click on the **Enter Punch** button to submit the time entry.
- C. At completion of the meal time, the employee would navigate back to the *Enter Punch* screen and submit another **In** time entry to return to work.
- E. The last entry of the day will be an **Out** entry submitted as the employee leaves work.
- F. After every time entry during the day the employee should click on the **Sign Out** tab at the top of the *Enter Punch* screen to exit the system.

Corrections

If you miss a recorded time or need to correct a recorded time, fill out the *Time Adjustment Form* (found at *www.asu.edu/ hr/forms*) and turn it in to your Department Time Administrator (DTA).





Viewing Reported Time

In the *Employee Self-Service Portal*, you can view several different types of time data.

You will be able to view any exceptions you have to your normal schedule and your payable time by using the links under **View Time**.



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Recording Time FAQs

Why is the University requiring non-exempt employees to punch in and out?

University officials made a business decision to move to Time Recording. This method of time recording is a standard in other institutions and companies and will also ensure employees are paid fairly and accurately.

Will exempt employees have to report time?

Exempt employees do not have to report time on a daily basis. By definition, exempt employees receive a weekly wage based on their job versus time worked. However, exempt employees will need to report "time exceptions" via the online timesheet. This means that sick or vacation time is reported via the web-sheet function. This does not replace department processes and procedures for leave approval and a department may choose to have the Department Time Administrator (DTA) enter the time exceptions.

How do non-exempt employees clock in or clock out?

The required method to report time is via the Web Clock available in PeopleSoft in the Employee Self Service menu. See instructions on page 13.

What if we do not have access to a computer to clock in or clock out?

Each department is responsible for making workstations or kiosks available to employees for reporting time. A computer connected to the internet is all that is needed. Redundant or older computers should work very well for this purpose.

What happens if I forget to punch in or out?

A Time Adjustment Form is available online at *www.asu.edu/hr/forms*. Complete the form and submit it to your supervisor for approval. The Department Time Administrator will then enter the information into PeopleSoft.

What happens if I do not report my time via the web-clock or on an approved timesheet? If you do not use the approved time reporting tools you may not receive the correct amount of pay or you may not receive any pay at all. Each employee is responsible for his or her own pay. If you consistently punch in and out on the Web Clock or record your time on an approved timesheet, you will be paid on time and correctly for all hours worked. The Department Time Administrator's duties will include adding missing punches, adding exception time and approving time.

How can I see and / or review my time sheet?

Your time sheet is available for view in PeopleSoft under the Employee Self Service menu. Your supervisor or Department Time Administrator is authorized to add missing information or adjust your time sheet as needed.

If I clock in / out a few minutes early or late will PeopleSoft round up or down?

The web clock captures the actual punch time. Rounding rules are applied to calculate payable time.

How do I clock in / out when I work two different jobs that pay different rates?

The web-clock includes a drop down menu of all of your active jobs. You will select the job you are clocking in / out for.





Where to Go For Help

Things You Should Do

- 1. Use paycheck estimator (*hcm.asu.edu*)
- 2. Become familiar with new pay dates (hcm. asu.edu)
- 3. Adjust personal automatic deductions and withdrawals
- 4. Ensure mailing address is correct under the *Personal Information* section– check even if you believe it is accurate
- Familiarize yourself with new annual vacation forfeiture date (see www.asu.edu/hr/ documents/vacation_accrual_faq.pdf)
- 6. Stay informed by visiting *hcm.asu.edu* often

Short Term Loans for Employees

The Arizona State Credit Union has established a program to assist employees during the pay date transistion period.

- Employees will be eligible for up to one week's gross pay
- The applied rate will be 4.99% interest
- The loan may be repaid up to or over a sixmonth period

If you are in need of financial assistance, you may apply for the program at any of three campus branches. There are a number of resources to help you with your use of Employee Self Service.

HR Web Site

www.asu.edu/hr

The HR website will continue to be your source for HR information. You can access this site from any web browser connected to the Internet.

HCM Web Site

hcm.asu.edu This site is your one stop for all information about HCM. You can get here from a link on the HR Web site.

Email AskHR@asu.edu

Phone HCM Help Desk (480) 965-8700

Next Steps

Remember that the system will not be available until **July 2, 2007**.

When it becomes available look for the portal from ASU Interactive. (*www.asu.edu/interactive*)

Phase One Starts July 2

In Phase One of the HCM implementation these three sections of the portal will be available:

- Time Reporting
- Personal Information
- Payroll and Compensation
- Benefits for New Hires

The Benefits section will be available in August of 2007 for Open Enrollment, and fully available in 2008.

Notes

Employee Self Service Reference Guide

PEOPLESOFT HUMAN CAPITAL MANAGEMENT Release 8.9

2007.07