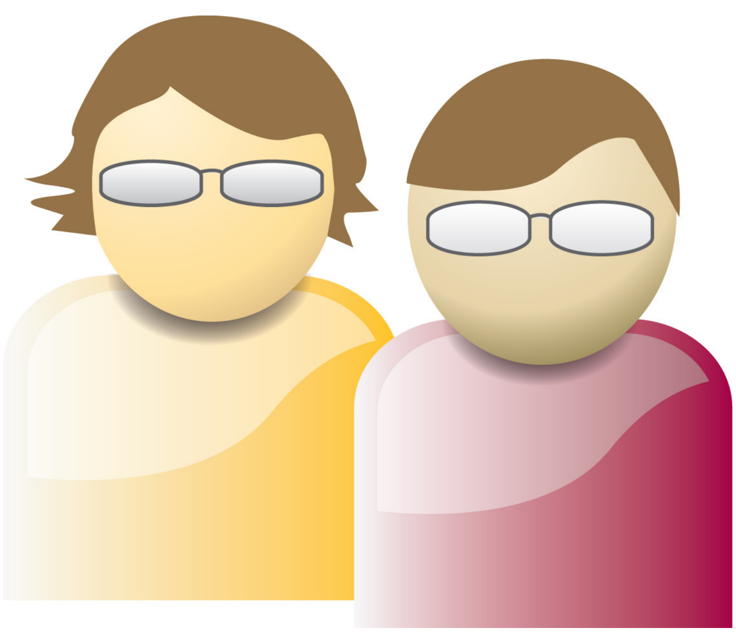
# Employee Self Service
# Reference Guide
## Human Capital Management

## Contents





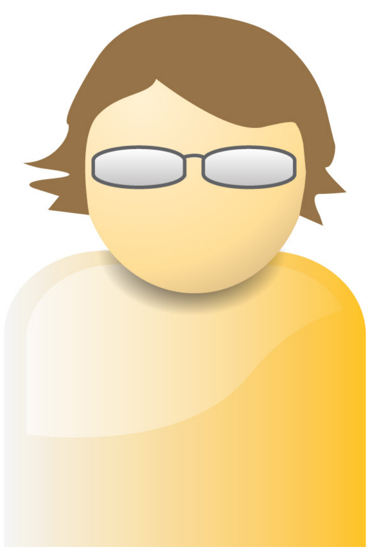
oasis Online Administrative & Student Information System

# 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.

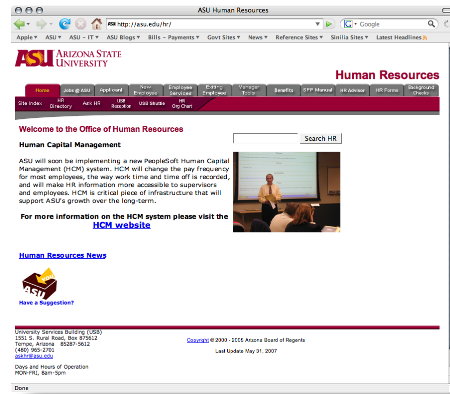
# Accessing the HCM System

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:

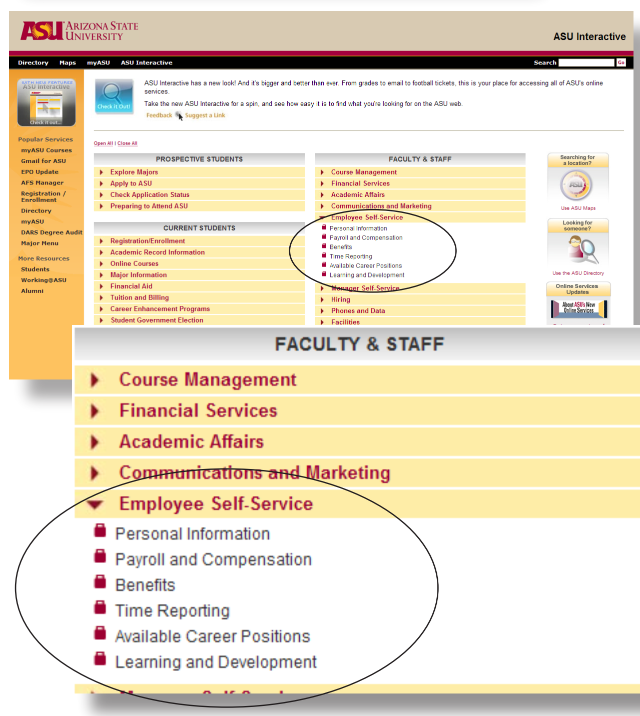
- Frequently Asked Questions (FAQs) about the new system
- Electronic copies of this document and many others
- Simulations and demonstrations of the new system
- Access to the Employee Self Service Portal itself


## 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.

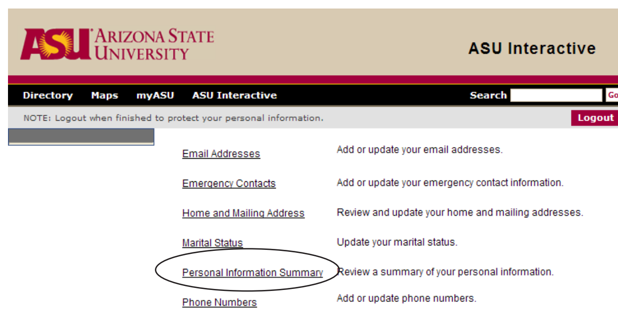
# Viewing Your Personal Information

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.**

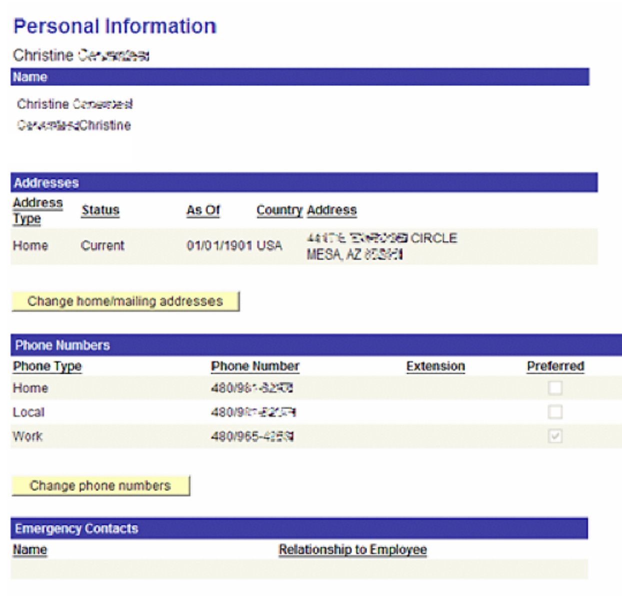


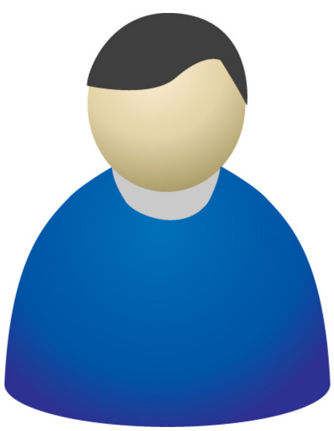

### Step 2

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

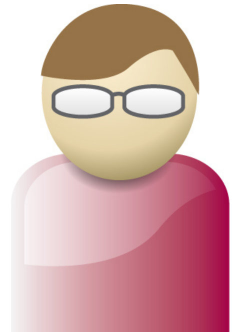
### Step 3

Click on **Personal Information Summary**.



# 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.

## Personal Information That Can Be Changed

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

## 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.

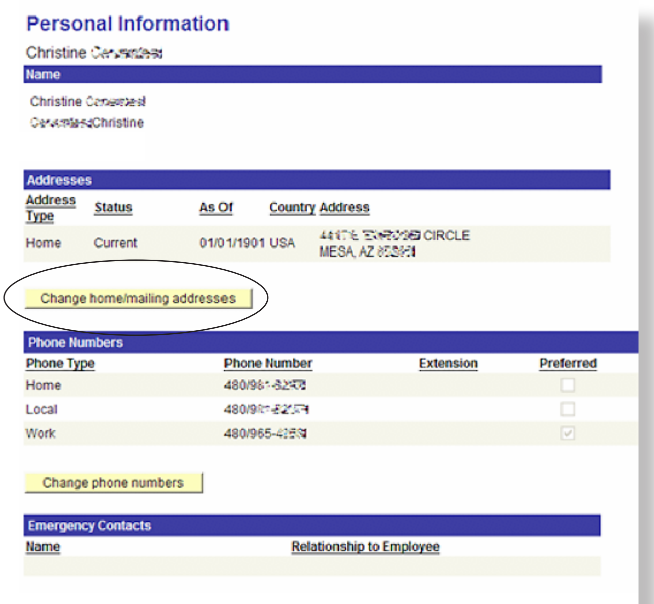
### Step 2

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

Christine

Name

Addresses

| Address Type | Status | As Of | Country | Address |
|---|---|---|---|---|
| Home | Current | 01/01/1901 | USA | CIRCLE MESA, AZ |

Change home/mailing addresses

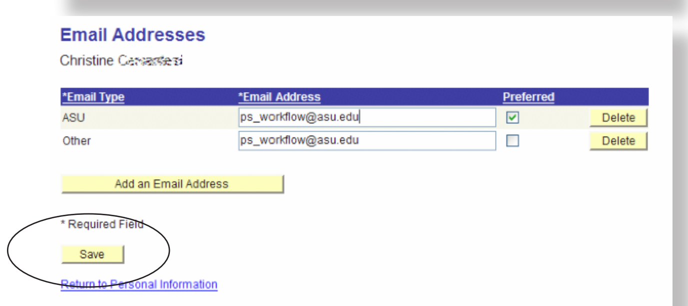
Phone Numbers

| Phone Type | Phone Number | Extension | Preferred |
|---|---|---|---|
| Home | 480/ | | |
| Local | 480/ | | |
| Work | 480/965- | | |

Change phone numbers

Emergency Contacts

| Name | Relationship to Employee |
|---|---|



Email Addresses

Christine

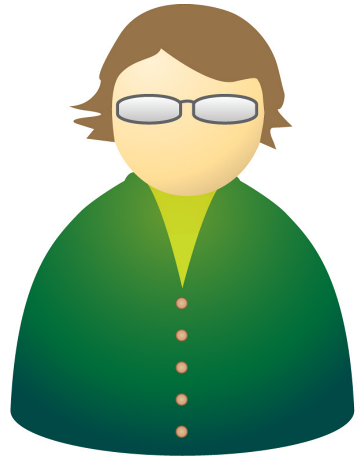
| *Email Type | *Email Address | Preferred | |
|---|---|---|---|
| ASU | ps_workflow@asu.edu | | Delete |
| Other | ps_workflow@asu.edu | | Delete |

Add an Email Address

* Required Field

Save

Return to Personal 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

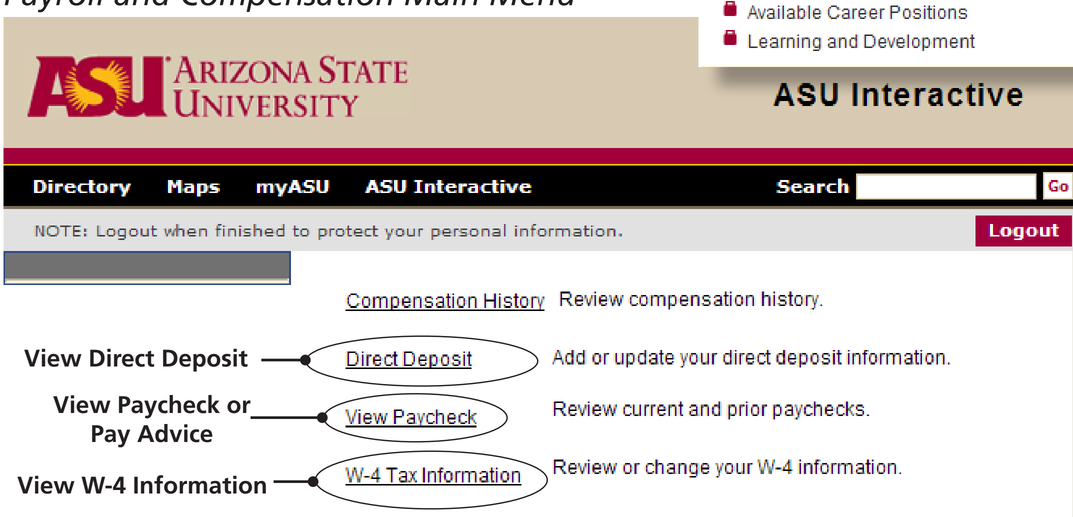
Click on **Payroll and Compensation** from the *Employee Self-Service Menu (you will be prompted to login with ASURITE UserID)*.

### Payroll FAQs

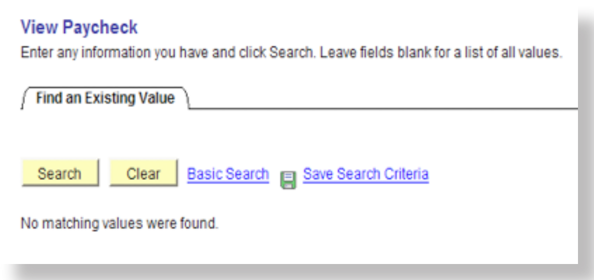
***Where can I get my pay advice?***
Effective July 16, 2007 ASU will no longer deliver printed pay advice stubs. You may view and print your pay advice in PeopleSoft under the Self Service menu.

***Where do I get my check?***
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.

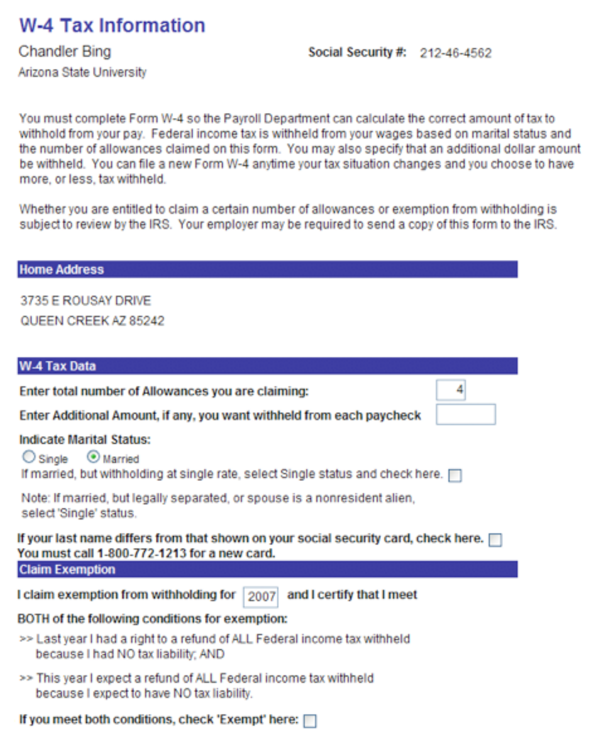

*Payroll and Compensation Main Menu*



**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.***



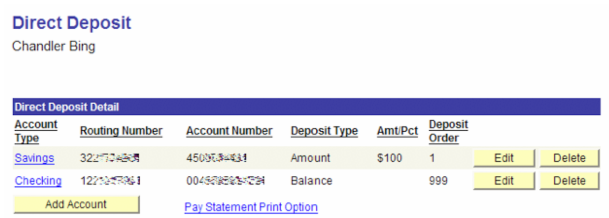

**Change Your W4**
Starting in July, you can request changes to your W4 online. **NOTE** that updates to the A4 document (Arizona's witholding document) will continue to be available via a paper form at the USB.




**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.

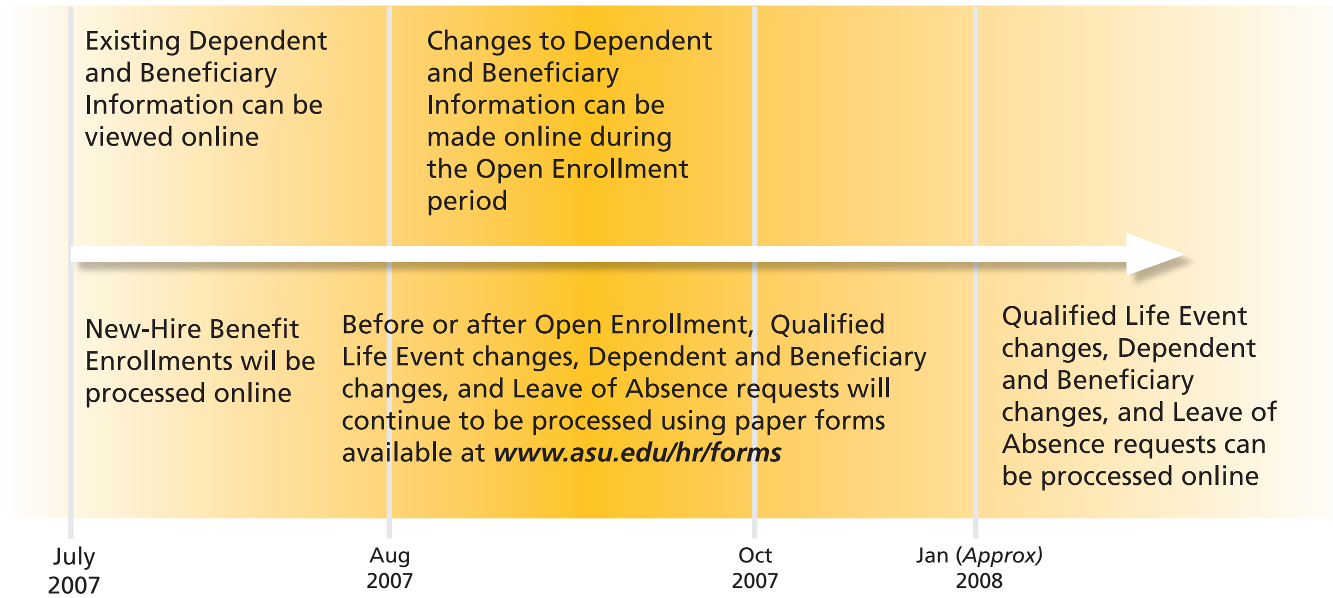
Please note that if you want to make changes to your direct deposit settings, the system will **NOT** ensure that your routing number and account number are correct! **This is your responsibility.** You can find your routing number and account number on your check.

routing number    account number



# Accessing Your Benefits Information

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




## 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)*

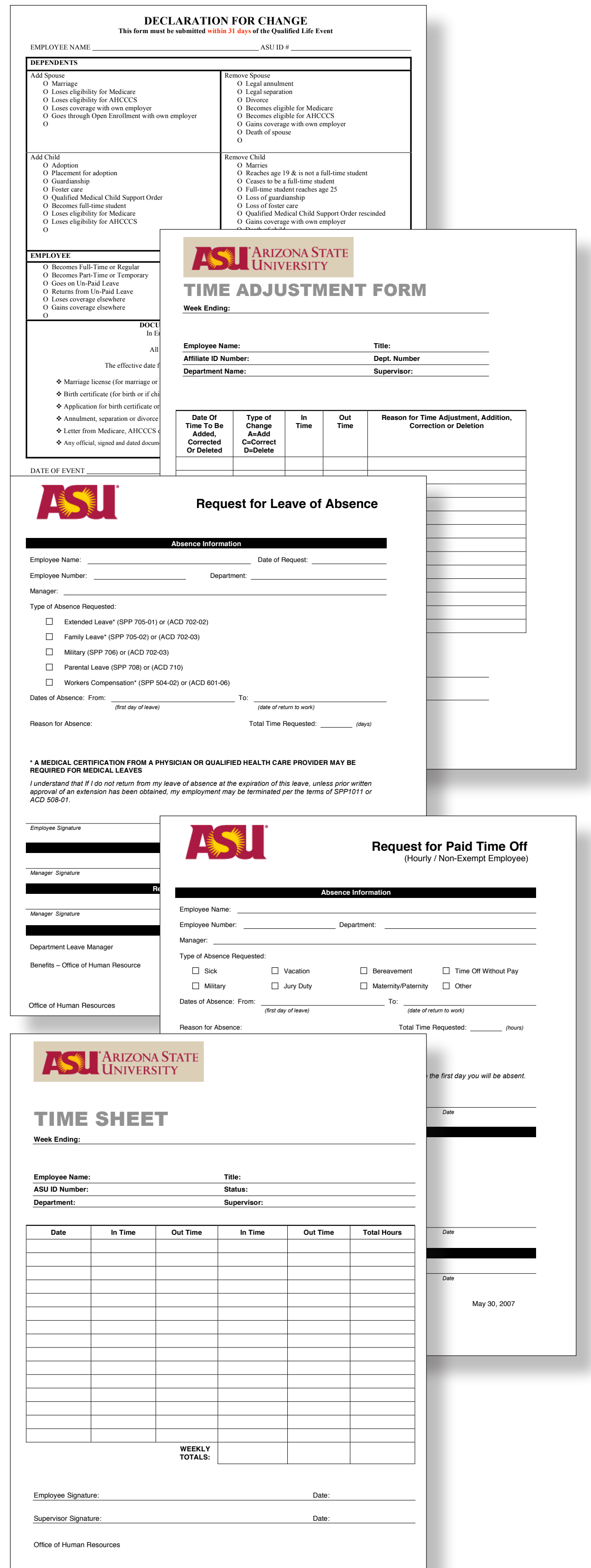
### Step 1
From the *Benefits Summary Menu* click on **Life and ADandD**.

### 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.

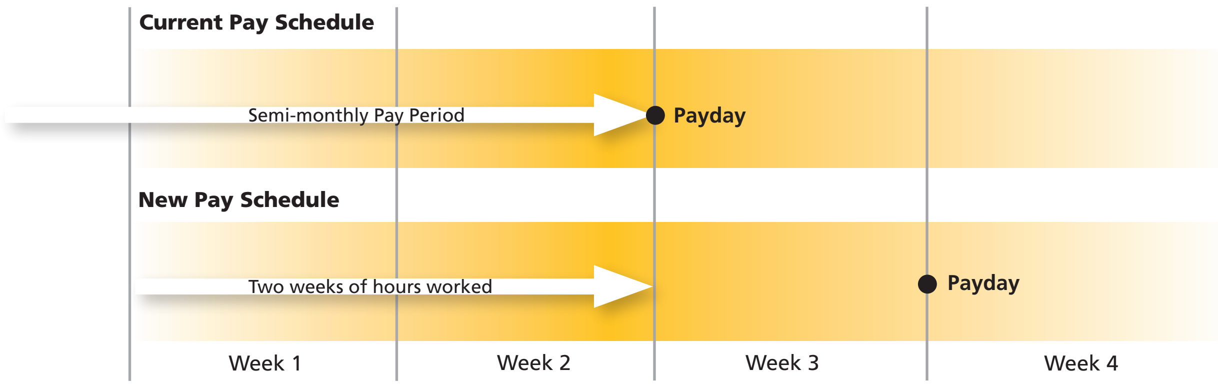
## Time Sheet

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

# 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 transition.

| 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 |

## 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 bi-weekly 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.

**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 10-month 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<br>Family EPO | $17.65<br>$88.24 | $11.54<br>$57.69 | $17.83<br>$89.16 |
| Total Cost | Single EPO<br>Family EPO | $300.05<br>$1500.08 | | $299.99<br>$1499.97 |
| Cost Per Payperiod | Single PPO<br>Family PPO | $98.82<br>$275.29 | $64.62<br>$180.00 | $99.86<br>$278.18 |
| Total Cost | Single PPO<br>Family PPO | $1679.94<br>$4679.93 | | $1680.04<br>$4679.98 |

# Request Paid Time Off

## Exempt *(Salaried)* Employees

### Step 1

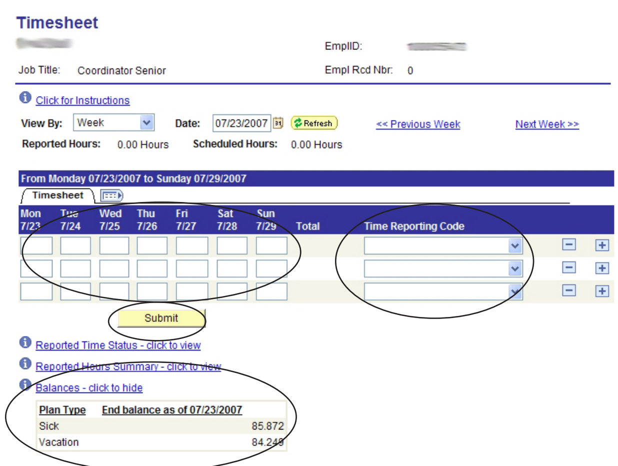
Go the *ASU Interactive,* click on **Employee Self-Service,** then click on **Time Reporting** *(you will be prompted to login with ASURITE UserID)*.


### 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

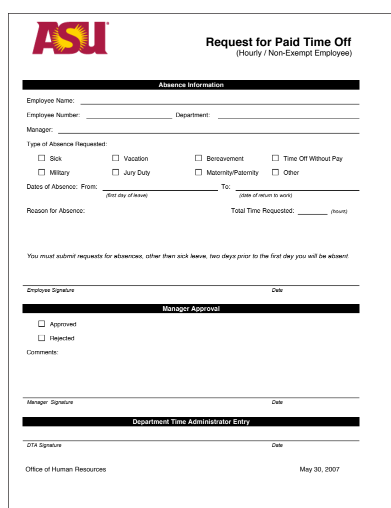
When you have finished your request, click on **Submit**.

**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).



**Request for Paid Time Off**
(Hourly / Non-Exempt Employee)

**Absence Information**

Employee Name: ______________________

Employee Number: ____________ Department: ____________

Manager: ______________________

Type of Absence Requested:

☐ Sick ☐ Vacation ☐ Bereavement ☐ Time Off Without Pay
☐ Military ☐ Jury Duty ☐ Maternity/Paternity ☐ Other

Dates of Absence: From: ____________ *(first day of leave)* To: ____________ *(date of return to work)*

Reason for Absence: Total Time Requested: ______ *(hours)*

*You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.*

*Employee Signature* *Date*

**Manager Approval**

☐ Approved
☐ Rejected

Comments:

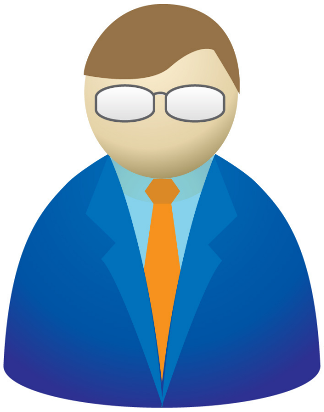
*Manager Signature* *Date*

**Department Time Administrator Entry**

*DTA Signature* *Date*

Office of Human Resources May 30, 2007

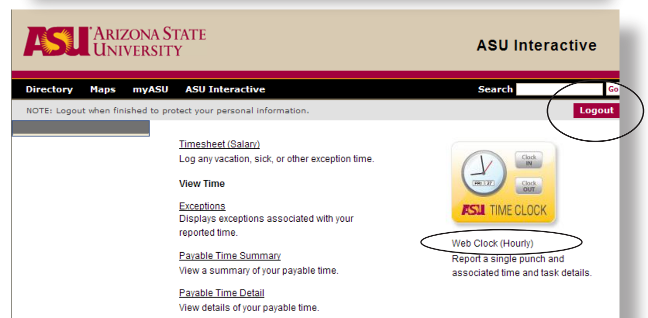
**Note:** Balances for vacation/sick time can be viewed from employee pay stubs online.



# Recording Hours Worked For Non-Exempt *(Hourly)* Only

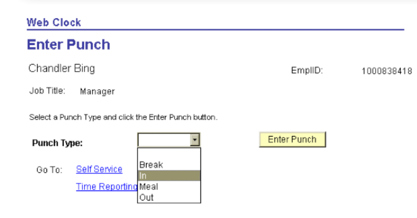

### Step 1
Go to *ASU Interactive,* and click on **Employee Self-Service.**

### 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.**

# 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.

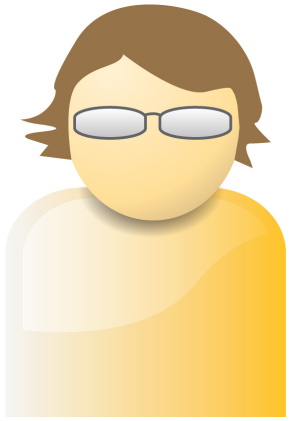
***What happens if I forget to punch in or out?***
A Time Adjustment Form is available online at ***www.asu.edu/hr/forms***. Complete the form and submit it to your supervisor for approval. The Department Time Administrator will then enter the information into PeopleSoft.

***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
5. 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 transition 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 six-month 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

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HUMAN CAPITAL MANAGEMENT
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