

# Self Service for Employees

## Quick Reference Guide for the Basics

### Log Into PeopleSoft @Your Service

- Open a browser window
- Go to the **HCC Homepage** ([www.hccs.edu](http://www.hccs.edu))
- Click on **Faculty and Staff> I am A...> Staff Member> @Your Service> @Your Service Login**

Enter your Active Directory User ID & Password

In PeopleSoft at the **Main Menu** dropdown, click

**Self Service**, and navigate to

- o Time Reporting
- o Benefits
- o Personal Information
- o Learning and Development
- o Payroll and Compensation
- o Performance Management

Problems? Call 82212 or Email [hcc.timelabor@hccs.edu](mailto:hcc.timelabor@hccs.edu)

### Find Your HCC Employee ID Number

HCC documents may require your HCC Employee ID.

**Self Service > Employee Job Data**

### View and Update Personal Information:

Update your home address, telephone numbers, emergency contact information and non-HCC email addresses. Click **Self Service > Personal Information**, then

- **Personal Information Summary** (verify accuracy)
- **Email Addresses** (add as appropriate)
- **Home and Mailing Address** (change as appropriate)
- **Emergency Contacts** (add & change as appropriate)
- **Phone Numbers** (add & change as appropriate)

### Print Parking Permit (REQUIRED)

Complete the registration form, including your vehicle license plate number, make, model and year, and driver's license number, and print your Parking Permit annually and as needed:

**Self Service > Personal Information > Parking Permit**

### View Paycheck, W-2, Direct Deposit, W-4

View current and prior paychecks, W-2, W-2c, W-4 forms. Request W-2 reissue, change W-4 information, add, or update direct deposit accounts. **Self Service > Payroll and Compensation > View Paycheck**

- **View W-2/W-2c forms**
- **Direct Deposit (from an HCC computer only)**
- **W-2/W-2c Consent**
- **W-4 Tax Information**
- **W-2 Reissue Request**

### Access Performance Documents

Review current and historical performance documents:

**Performance Management > My Performance Documents**

### UTRAIN

UTRAIN delivers interactive simulations that outline job related operational tasks. Managers and employees complete UTRAIN modules and gain access to PeopleSoft *Student Administration*, *Financials*, or *Human Resources* systems.

1. Open an internet browser window.
2. From [WWW.HCCS.EDU](http://WWW.HCCS.EDU) type UTRAIN in the address bar, hit ENTER.
3. Click on **Connect to UTRAIN**.
4. Enter your HCC email User ID and Password.
5. Click on the **+** bar to review lessons for **Student Admin v9**, **Human Resources v9**, or **Finance v9.2**

### Employee Online Learning

1. From WWW.HCCS.EDU, click **I am A..., Staff Member OR Faculty Member**
2. Scroll down the middle of the page, and click **Employee Online Learning**
3. First time users log in with User ID **FirstName.LastName** and Password **Welcome**. Click **Login to Skillport**. You will receive a prompt to change your password.
4. Use the **Search** feature in the upper right corner, or click **Browse the Library** to review courses.

**For PeopleSoft, UTRAIN, or HCC Email PASSWORD RESET ASSISTANCE, call the [HCC Help Desk](tel:713.718.8800) at 713.718.8800**



**For problems accessing information in PeopleSoft @ Your Service call 82212 or Email [hcc.timelabor@hccs.edu](mailto:hcc.timelabor@hccs.edu)**



**For problems logging into or accessing information in Employee Online Learning, call 88617 or Email [hcc.TLD@hccs.edu](mailto:hcc.TLD@hccs.edu)**



# Self Service for Employees

## Quick Reference Guide for Time & Labor

### ➤ Web Clock: Punching In/Out

Non-exempt employees use the Web Clock to report time: **AT WORK > Out-to-Lunch > AT WORK > OFF WORK**

**Self Service > Time Reporting > Report Time > Web clock**

### ➤ Exceptions (Viewing Errors)

**Self Service > Time Reporting > View Time > Exceptions**

An 'X' on a date means there is an exception or error and your manager must correct the problem before you will be paid for that time.

### ➤ Timesheet: Reporting Time Off

Exempt and Non-exempt employees enter vacation, sick, personal business, jury duty, etc. in the Timesheet.

**Self Service > Time Reporting > Report Time > Timesheet**



### ➤ View Holiday Time

Holiday hours are not entered in Time & Labor. They are created by the Time and Labor rules during the nightly Time Administration process. View holiday hours to be paid in Payable Time Detail and Summary.

### ➤ View Regular Time

Exempt – Regular hours worked are not entered into Time and Labor. They are generated by the Time & Labor Rules during the nightly Time Administration Process. View regular hours in Payable Time Detail or Payable Time Summary.

Non-Exempt – Regular hours worked are recorded into Time and Labor via the web clock. View regular hours in Payable Time Detail or Payable Time Summary.

**Self Service > Time Reporting > View Time > Payable Time Summary**

### ➤ View Payable Time

**Payable Time Detail: Self Service > Time Reporting > View Time > Payable Time Detail**

**Payable Time Summary: Self Service > Time Reporting > View Time > Payable Time Summary**

#### Payable Time Statuses

**NA** – Needs Approval (waiting on supervisor approval)

**AP** – Approved (approved by supervisor)

**CL** – Closed (loaded and paid by payroll)

## Web Clock Rounding Rules in Time & Labor

Time You See  
(Punch Time)

Time Used to Compute  
Payable Time  
(Server Rounded Time)

8:00:00 - 8:07:29	8:00 Rounded
8:07:30 - 8:15:29	8:15 Rounded
8:15:30 - 8:22:29	8:15 Rounded
8:22:30 - 8:30:29	8:30 Rounded
8:30:30 - 8:37:29	8:30 Rounded
8:37:30 - 8:45:29	8:45 Rounded
8:45:30 - 8:52:29	8:45 Rounded
8:52:30 - 9:07:29	9:00 Rounded

### ➤ View Leave Bank Balances

View your vacation and sick time:

**Self Service > Time Reporting > Report Time > Timesheet**

Expand the **Leave/Compensatory Time** tab to view a summary of your available leave hours in 'Real Time'

At the bottom right corner of the Elapsed Timesheet is a link to your **Leave Balances Bank**. The balances will be current as of the last pay period for time taken and current as of the last Accrual Process Date for time accrued and posted to the bank. Accruals are usually run right after payroll is confirmed.



**IF YOU NEED ASSISTANCE, CALL OR EMAIL US!**



**TIME & LABOR HOTLINE: 713.718.2212**

**TIME & LABOR EMAIL: [HCC.TIMELABOR@HCCS.EDU](mailto:HCC.TIMELABOR@HCCS.EDU)**

**PAYROLL EMAIL: [HCC.PAYROLL@HCCS.EDU](mailto:HCC.PAYROLL@HCCS.EDU)**