

Employee Self Service

Quick Reference Guide for PeopleSoft @Your Service & UTRAIN

Access HCC Email

Once the HR department enters your personal data into PeopleSoft, your HCC email account will be automatically generated.

For most users the HCC email Username will be Yourfirstname dot Yourlastname. You can access HCC Email using Outlook or Webmail.

Go to: www.hccs.edu > HCC Email (to the right of "Admissions & Registration Center" under "Connect")

Enter: **Username** – Yourfirstname.Yourlastname
Password – birthdate with slashes (MM/DD/YYYY)
Example: **11/25/1978**

Change your password to something more secure after signing in! You will have 300mb of storage space in your account.



Find Your Employee ID Number

Official documents may require your Employee ID, which you will find on your pay advice. Log into PeopleSoft. From the Employee Home Page, click *Payroll and Compensation Home* > *View Paycheck*



Keep Personal Information Current

Update your home address, telephone numbers, emergency contact information and non-HCC email address. Log into PeopleSoft. From the Employee Home Page, click *Personal Information Home*.



View & Print Your Pay Advice

View your pay advice after each pay period. Log into PeopleSoft. From the Employee Home Page, click *Payroll and Compensation Home* > *View Paycheck*



Printing Your Pay Advice:

In the **Page Setup** menu, change the **Margin Settings** to:
Left & Right: 0.5, Top: 0.75, Bottom: 1.25

Enroll in Training, Cancel Training, Review Your Education and/or Training Summary

Register for PeopleSoft and/or College Office Professional Program (COPP) employee training. Log into PeopleSoft. From the Employee Home Page, click *Training and Development Home*. Click the appropriate link to:

- Review your Training Summary
- Request Training Enrollment
- Cancel a Course Enrollment
- Review your Education Record



Log Into my HCC

From www.hccs.edu > *Faculty and Staff* > *Access myHCC*. Enter your HCC Email username and Password. Your *myHCC* page will include your name. The HCC Intranet is available via your *myHCC* page.



Log Into PeopleSoft @Your Service

Open an Internet Browser and go to www.hccs.edu > *Faculty and Staff* > *@ Your Service* > *@Your Service Login*

First Time Users:

User ID – Yourfirstname.Yourlastname

Password - Your birthday in MMDDYYYY format ending with the last four digits of your Social Security Number.

Example: November 25, 1978, SSN last four 1234:
112519781234

After successfully logging in, you will be prompted to change your password.

UTRAIN Desktop Training

UTRAIN Desktop Training is required to gain access to PeopleSoft @ Your Service and (HR) Time & Labor.

UTRAIN delivers self-running, interactive stimulations that outline specific job-related tasks. UTRAIN Desktop Training offers PeopleSoft Human Resources, Student Administration and Finance modules.

- Open Internet Explorer (the required browser)
- From the HCC Home Page, type <http://UTRAIN> in the address bar
- Click *Connect to UTRAIN*
- Enter your HCC Email User ID & Password

After logging in, click the + sign on your preferred training category:

- Human Resources v9
- Student Admin v9
- Finance v9

Click on each module in the training category to complete training.



**NEED ASSISTANCE? Call the
HCC Help Desk: 713.718.8800**

You as a Team Member

HCC ID Badge



Houston Community College operates six colleges with multiple locations throughout the Houston metropolitan area, has a student enrollment of over 75,000 and employs over 5,000 faculty and staff. With such a large population, it is important to be able to identify legitimate HCC community members.

All Houston Community College employees and students must obtain an HCC photo identification (ID) card. Employees and students may be asked to show their ID card to college officials to verify HCC affiliation.

Obtain your HCC Identification badge at the HCC campus where you work. Ask your supervisor about how your campus handles this.

Parking Permits



HCC students, faculty and staff are required to have a parking permit displayed on their car. Parking permits are a safety necessity so that HCC Police can recognize vehicles belonging to HCC students or employees.

To print your parking permit, log into PeopleSoft @ *Your Service* > *Employee Home* > *Personal Information Home* > *Parking Permit*. Complete the registration form, including your vehicle license plate, make, model and year, and your driver's license number before printing.

Parking permits expire each academic year. Print and display your parking permit on your dashboard.

Appropriate Dress



HCC expects employees to arrive for work in appropriate, professional attire. Appropriate dress includes the need for the individual and the clothing to be neat and clean.

Certain employees must adhere to special dress standards or uniforms that have been established in their department.

Employees who do not meet the appropriate, professional standard may be sent home to change and will not be paid for time off.

An employee who is unsure of the department's dress standard should check with the supervisor.



Getting Connected

HCC uses **Connect ED** to communicate urgent information to students, faculty and staff via:

Connect ED

- Voice messages to home, work and cell phones
- Text messages to cell phones, PDAs and other text-based devices
- Written messages to email accounts
- Messages to TTY/TDD receiving devices for the hearing impaired

The HCC Police Department relies on the information stored in **PeopleSoft @Your Service** for employee contact information. It is important that you keep your personal and parking permit information current.

HCC Email

HCC uses Microsoft Exchange (Outlook) for Electronic mail (Email), which is accessible from the Internet. HCC will assign you an email account when you report to work. You should reserve your HCC email account for HCC business use.

The Internet & World Wide Web

HCC supports connection to the Internet and World Wide Web to support the HCC mission. Internet connections should support HCC teaching, research, and outreach. Personal use should be limited. HCC encourages faculty, staff, and students to use the Internet for learning, communication, and scholarship.

Interoffice, Campus Mail & Mail Codes

HCC has an internal campus mail system that uses four-digit Mail Codes. Place interoffice mail in your department designated pick-up area. Campus mail is the property of the HCC, and you should assume no guarantee of confidentiality. The HCC Mail Center processes domestic mail. Find your Mail Code at *myHCC > Business Services > Mail Codes*. You may not have personal mail delivered to your work address.

Telephone & Voicemail

Your supervisor or a department staff member will assist you with telephone and voicemail accommodations. The HCC telephone directory is online, accessed from the HCC home page "Contact Us" link. The HCC phone system runs on the Cisco VOIP platform. The Cisco IP Phone is a full-feature telephone that provides voice communication over the same data network your computer uses. You can receive, listen to and delete your voicemail via your HCC email or via the message system on the telephone. Long distance telephone calls require an authorization code.

