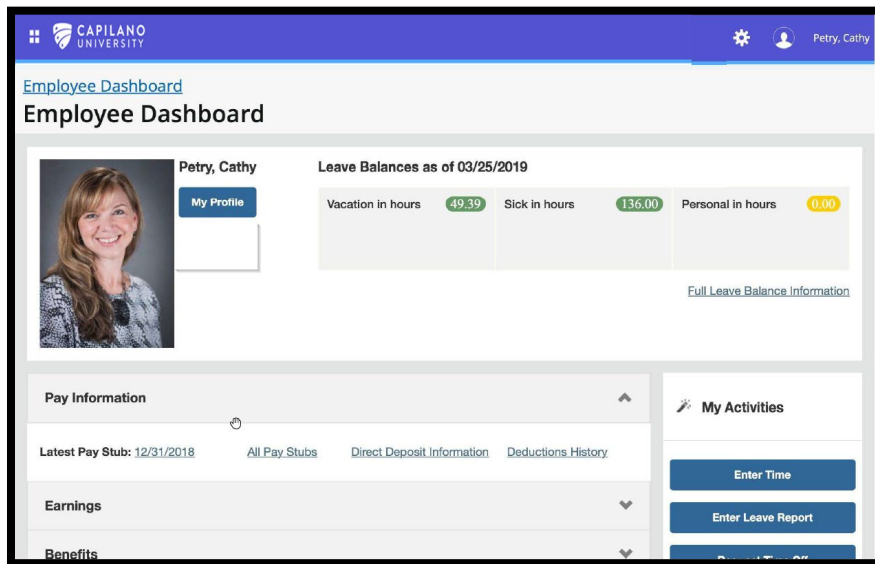


Employee Self-Service 9:

Log In

To access the Employee Dashboard login to Employee Self-Service using your own credentials.

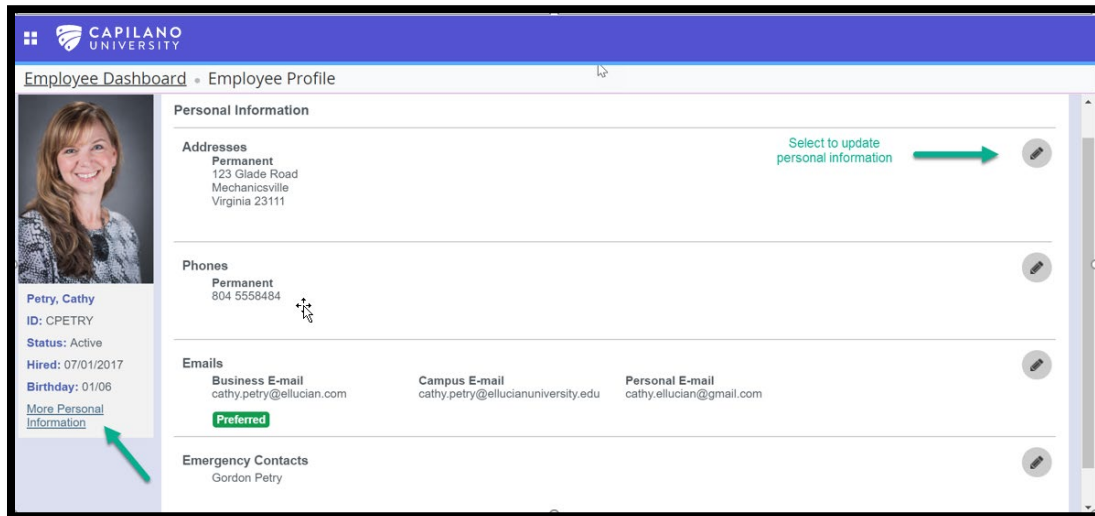


My Profile

An employee may need to update contact information including a address, phone number and emergency contacts. Additionally, if an employee prefers to be addressed by a nickname or middle name rather than his or her legal first name, he or she can update "Preferred Name" within My Profile.

Reviewing and updating personal information

1. Select My Profile
2. Identify your Hired date
3. View fields that can be updated or edited by selecting "More Personal Information" or the edit icon to the far right (pictured below).



4. Select Edit to update/select Personal Details including:

- Preferred name – enter text
- Personal Pronoun – select from dropdown
- Gender Identification – select from dropdown

5. To keep changes/updates select Save

The following information can be updated in My Profile:

- Email addresses
- Phone Numbers
- Addresses
- Emergency Contacts

6. In the Emergency Contacts, select Add New

7. Select the priority level, it will default to the next number based on the existing entries. If you select a priority level that currently exists, it will move that contact to the next priority. Example: If John Smith exists as priority contact 1 and Ann Johnson is newly added and identified as priority contact 1, John Smith will be moved to priority contact 2.

8. Enter Name, phone number information

9. Save

10. Edits or removals may be made to existing information by using the icons:

11. Select Previous to return to the Employee Dashboard.

Benefits: Through self-service, employees can indicate preferred name, personal pronoun and gender identification in addition to providing directory information and emergency contact details. This minimizes the calls to your central department to have this information updated. Additionally, having the employee enter this information directly into self-service, reduces the duplication of efforts and minimizes errors.

Leave Balances

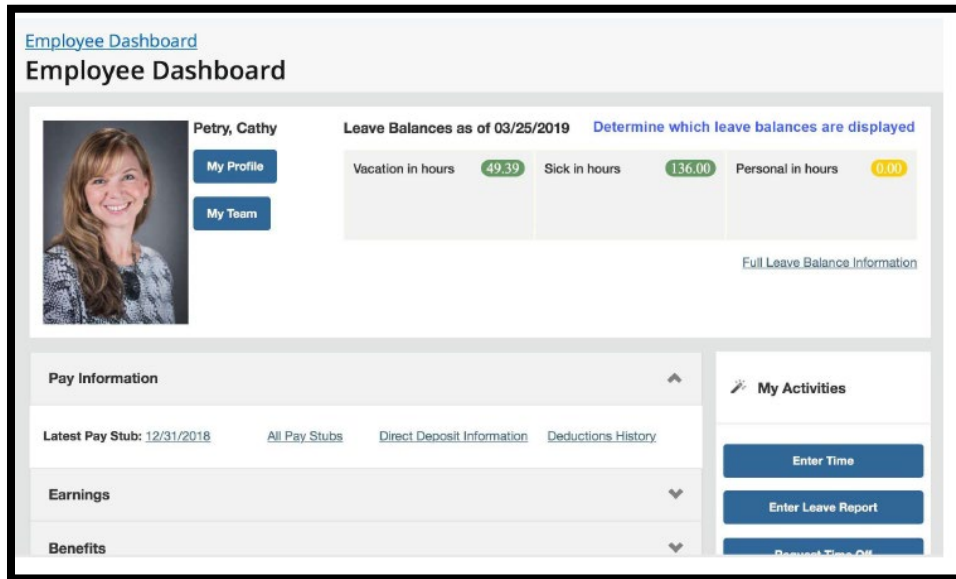
The Employee Dashboard provides a leave balance summary for the employee. Color coding provides an easy at-a-glance reference of balances: **green – good**; **orange – zero**; **red – insufficient**.

Reviewing leave balances, usage and accruals

1. Determine where you can find leave balances.
2. Identify the leave types and balances that you have available to use.
3. Review Full Leave Balance Information

4. Select a leave type and review Leave Details to determine when leave was earned and/or used.
5. Review prior leave years.
6. Return to the Employee Dashboard.

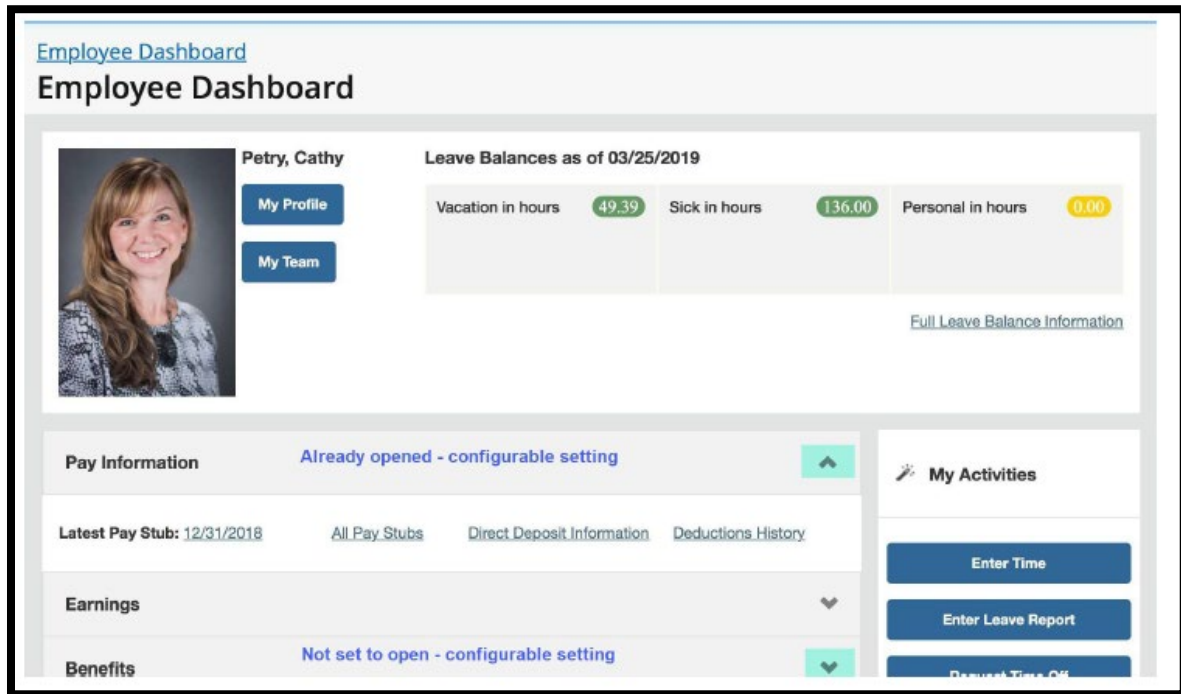
Benefits: As an employee, you can access your leave balance information quickly. More detail including accruals and usage for the current leave year and prior years can also be accessed without having to contact HR. This provides the employee answers to questions related to leave balances quickly and allows Human Resources to spend time on strategic initiatives. The order of Leave Balances on the Employee Dashboard can be configured. All eligible leave balances can be seen by selecting “Full Leave Balance Information.”



Pay Information

Employee Self-Service provides the ability for employees to review and print the most recent paystub and prior paystubs. This functionality allows the employee to have a central location to access information related to their gross and net pay received.

Additionally, in cases where the employee may need to provide a hard copy of his or her paystub, it can be accessed and printed without requesting it through Payroll.



Accessing your pay stub

1. Select Latest Pay Stub
2. Select Printer Friendly to view hard copy format. This will open an additional browser window titled "Pay Stub" for Chrome. Pay Stub Detail will be displayed for Firefox.
3. Close Pay Stub browser window or Return to Employee Dashboard browser window (Chrome)
Return to Employee Dashboard (Firefox)
4. Select All Paystubs to review prior paystubs by year
5. Return to Employee Dashboard

Benefits: Employees can access current and prior paystub information. This provides the employee timely answers to questions related to pay dates, deductions withheld and net pay. Additionally, the employee can access prior paystubs and print copies if necessary.

Reviewing Direct Deposit

1. Select Direct Deposit Information
This provides the employee with the current Direct Deposit Allocation based on the last payday.
If the direct deposit pay distribution is not reflected for the most recent pay, the employee was issued a check. You may return to the paystub to verify.

[Previous](#) • Direct Deposit Allocation

Pay Distribution as of 12/31/2018

First National Bank				
Routing: xxxxx8944	Account: xxx3697	Account Type: Savings		\$750.00
First National Bank				
Routing: xxxxx8944	Account: xxx3697	Account Type: Checking		\$3,783.94
Total Net Pay				\$4,533.94

Proposed Pay Distribution

<input type="checkbox"/> First National Bank				EDIT
Routing: xxxxx8944	Account: xxx3697	Account Type: Savings		
Amount: \$750.00	Priority: 1	\$750.00		<input type="button" value="Active"/>

Proposed Pay Distribution can still be updated for the next pay date.

2. Scroll down to the Proposed Pay Distribution. Proposed Pay Distribution allows you to update the distribution of your next pay check. Pay distribution can be done by a percentage or dollar amount.
3. Update the existing Proposed Pay Distribution.
4. Select the Acknowledgement and Save Changes.
5. Select Previous to return to the Employee Dashboard.

Benefits: Employees can review how pay was distributed for the most recent paycheck and make updates to that distribution in self-service. This eliminates the duplication of effort that may have occur for processing these changes currently. In cases where the employee has pay distributed to multiple accounts, a percentage or flat dollar amount can be indicated, and the net pay distribution amount will be updated.

Edit Payroll Allocation ✕

Bank Routing Number ⓘ <input style="width: 90%;" type="text" value="xxxxx894#irst National..."/>	Account Number ⓘ <input style="width: 90%;" type="text" value="xxx3697"/>	Account Type <input style="border: 1px solid #ccc;" type="text" value="Savings"/>
Amount <input type="radio"/> Use Remaining Amount <input checked="" type="radio"/> Use Specific Amount <input style="width: 80%; margin-top: 5px;" type="text" value="750"/>		Priority <input style="width: 80%; margin-top: 5px;" type="text" value="1"/>
<input type="radio"/> Use Percentage <input type="checkbox"/> By checking this box, I authorize the institution to initiate direct credits or debits on my behalf		
CANCEL		SAVE CHANGES

Option to indicate a specific amount or use a percentage

Note that if you indicate that 95% of your net pay should be distributed to Checking and you want the remaining amount to be deposited in Savings, you should identify Savings as priority 2 with remaining amount. If you were to select 5% it would deposit 5% of your remaining net amount in Savings and issue the rest as a check.

Confirming Employment Information

Employees can confirm employment dates and job changes within the Employee Dashboard. This scenario will pose questions like those that an employee may have related to the employee type, service date or when a salary change may have been effective.

Confirming first day worked:

1. Find the Employee Summary section on the Employee Dashboard
2. Find the first day worked field for the employee

Confirming a salary change effective date:

1. Find the Job Summary section on the Employee Dashboard
2. Determine how many jobs the employee has held at Capilano University
3. Review the job changes for the current job
4. Determine the effective date that the employee last received an increase.
5. Return to Employee Dashboard

Benefits: Employees can review information related to current and previous job history as well as confirm employment dates in a central location. This can minimize or reduce calls to central offices.