

Human Resources FAQ's

Questions	Answers
<i>Can I still submit personal data changes to the appropriate office?</i>	Yes, staff or management employees can submit changes to Human Resources, and faculty members can submit changes to Faculty Affairs.
<i>Can I change my name online?</i>	No, as additional documentation is required. Please contact the appropriate office to make name changes.
<i>Can someone else make changes to my personal data?</i>	No, only you can make changes to your personal data through HR self-service, and authorized personnel in Human Resources, Faculty Affairs and Payroll will continue to have this ability.
<i>Why can't I update my email address?</i>	Email addresses are created and maintained by the Office of Information Technology (OIT).
<i>How will the State Controller's Office (SCO) and CalPERS know I've changed my address? What about my medical and dental insurance providers?</i>	Payroll will run reports to capture all self-service address changes so that they can enter them into the State Controller's Office system. The State Controller notifies CalPERS and your health providers automatically.
<i>Why don't I see dependents under Vision in my benefits summary?</i>	Currently, the enrollment is automatic, and Human Resources and Faculty Affairs don't enter this information. Please be assured that your dependents are covered.
<i>I have purchased additional life insurance/long-term disability insurance and the premium is deducted from my paycheck, but I don't see that information here?</i>	You have set those up through the companies who provide them. Human Resources and Faculty Affairs are not notified of these employee-paid voluntary benefits, so we have no way to track them in the system.
<i>Why don't I see my beneficiaries for life insurance and long-term disability?</i>	You send the beneficiary designation information directly to the companies who provide these benefits. Human Resources and Faculty Affairs are not given this information, so it is not tracked in the system.
<i>What is the emergency contact information used for?</i>	This information will only be used in case of an employee emergency situation on campus. For example, employee does not feel well and a designated emergency contact person needs to be notified.

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<p>When will I be able to</p> <ul style="list-style-type: none">• <i>View my paycheck</i>• <i>See my vacation and sick leave balances</i>• <i>Change my benefits online</i>	<p>These options will be available in future self-service phases as we implement new modules in the PeopleSoft system.</p>
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