



Employee Self-Service Quick Reference Guide

Purpose: To have the ability to update personal information such as address, phone number, and emergency contacts. Additional information is provided as view only such as email address and benefits data. If you forget your password, it can be reset by contacting the OIT Help Desk at 667-3287.

Self Service > Personal Information > Personal Information Summary

Personal Information

Nancie Testing

Name

Nancie Testing

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	02/27/2008	USA	333 NorthWest Street Los Angeles, CA 90072
Mailing	Current	02/27/2008	USA	2134 Center Drive San Diego, CA 95823

Change home/mailling addresses

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Cellular	209/555-9778		<input type="checkbox"/>
Home/Permanent	213/123-2222		<input checked="" type="checkbox"/>
Office	209/667-5555		<input type="checkbox"/>

Change phone numbers

Emergency Contacts		
Name	Relationship to Employee	Primary Contact
Father Testing	Father	<input type="checkbox"/>
Franklin Testing Jr	Spouse	<input checked="" type="checkbox"/>

Change emergency contacts

Email Addresses		
Email Type	Email Address	Preferred
Business	NTesting@xxx.com	<input checked="" type="checkbox"/>

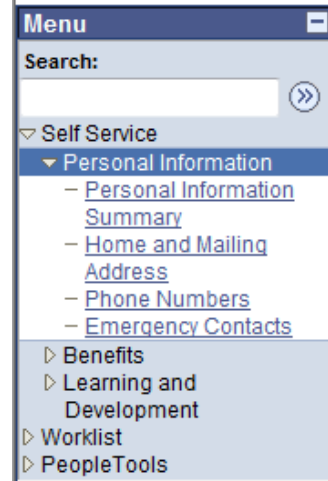
For Additional Information Please Contact
Human Resources (209) 667-3351 Staff & MPP
Faculty Affairs (209) 667-3392 Faculty

[HR Home Page](#)

[Return to Personal Information](#)

- 1) Review the information in all sections
- 2) To update information, click on one of the following buttons:
Change home/mailling addresses
Change phone numbers
Change emergency contacts
- 3) Email Addresses are maintained by the Office of Information Technology and will be in view-only mode.

You can go directly to the individual pages from the main menu rather than using the Summary page.





When the Change home/mailing address button is selected, the following will guide you through making changes.

Home and Mailing Address

Nancie Testing

Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	02/27/2008	USA	333 NorthWest Street Los Angeles, CA 90072	Edit
Mailing	Current	02/27/2008	USA	2134 Center Drive San Diego, CA 95823	Edit

[Return to Personal Information](#)

4) Click on the Edit button

Edit Home Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

County:

Date Change Will Take Effect:

On this date: (example: 01/31/2000)

Home and Mailing Address

Save Confirmation

The Save was successful.

- 5) Change the information as needed
- 6) Enter a date that the change will take effect
- 7) Click on the Save button
- 8) Click the OK button

Home and Mailing Address

Nancie Testing

Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	02/27/2008	USA	333 NorthWest Street Los Angeles, CA 90072	Edit
Mailing	Current	02/27/2008	USA	2134 Center Drive San Diego, CA 95823	Edit

[Return to Personal Information](#)

9) Click on the Return to Personal Information link



When the change phone numbers button is selected, the following will guide you through making changes.

<p>Phone Numbers</p> <p>Nancie Testing</p> <p>Enter your phone numbers below.</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Cellular</td> <td>209/555-9778</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home/Permanent</td> <td>213/123-2222</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Office</td> <td>209/667-5555</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p>* Required Field</p> <p>Save</p> <p>Return to Personal Information</p>					Phone Type	*Telephone	Extension	Preferred		Cellular	209/555-9778		<input type="checkbox"/>	Delete	Home/Permanent	213/123-2222		<input checked="" type="checkbox"/>	Delete	Office	209/667-5555		<input type="checkbox"/>	Delete	<p>10) Make changes to any number as needed</p> <p>11) To delete a number, click on the Delete button next to the appropriate number</p> <p>12) To change the Preferred number, select the box next the number that should be preferred.</p> <p>Only one Preferred number can be selected</p> <p>13) To add a number, click on the Add a Phone Number button</p> <p>Or Click the Save button if finished</p>
Phone Type	*Telephone	Extension	Preferred																						
Cellular	209/555-9778		<input type="checkbox"/>	Delete																					
Home/Permanent	213/123-2222		<input checked="" type="checkbox"/>	Delete																					
Office	209/667-5555		<input type="checkbox"/>	Delete																					

When the Delete button is selected:

<p>Phone Numbers</p> <hr/> <p>Delete Confirmation</p> <p>?</p> <p>Are you sure you want to delete Phone Number (Other)?</p> <p>Yes - Delete No - Do Not Delete</p>		<p>14) Click the appropriate button</p>
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When the Add a Phone Number button is selected:

<p>Phone Numbers</p> <p>Nancie Testing</p> <p>Enter your phone numbers below.</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Cellular</td> <td>209/555-9778</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home/Permanent</td> <td>213/123-2222</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Office</td> <td>209/667-5555</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p>* Required Field</p> <p>Save</p> <p>Return to Personal Information</p>					Phone Type	*Telephone	Extension	Preferred		Cellular	209/555-9778		<input type="checkbox"/>	Delete	Home/Permanent	213/123-2222		<input checked="" type="checkbox"/>	Delete	Office	209/667-5555		<input type="checkbox"/>	Delete				<input type="checkbox"/>	Delete	<p>15) Select the type of number from the drop down menu</p> <p>16) Enter the number as 10 digits with no spaces or dashes</p> <p>17) Click the Save button</p>
Phone Type	*Telephone	Extension	Preferred																											
Cellular	209/555-9778		<input type="checkbox"/>	Delete																										
Home/Permanent	213/123-2222		<input checked="" type="checkbox"/>	Delete																										
Office	209/667-5555		<input type="checkbox"/>	Delete																										
			<input type="checkbox"/>	Delete																										



<p>Phone Numbers</p> <p>Save Confirmation</p> <p>✓ The Save was successful.</p> <p>OK</p>	<p>18) Click the OK button to return to the main page</p>
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When the change emergency contacts button is selected, the following will guide you through making changes.

<p>Emergency Contacts</p> <p>Nancie Testing</p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Relationship to Employee</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Father Testing</td> <td>Father</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>Franklin Testing Jr</td> <td>Spouse</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p>Primary Contact: Franklin Testing Jr Change the primary contact</p> <p>Add an Emergency Contact</p> <p>Return to Personal Information</p>	Contact Name	Relationship to Employee			Father Testing	Father	Edit	Delete	Franklin Testing Jr	Spouse	Edit	Delete	<p>19) Click the Edit button next to the contact to be edited</p> <p>20) Click the Delete button next to a contact that needs to be deleted</p> <p>21) Click the Change the primary contact button to change the primary contact person</p> <p>22) Click the Add an Emergency Contact, to add another contact</p>
Contact Name	Relationship to Employee												
Father Testing	Father	Edit	Delete										
Franklin Testing Jr	Spouse	Edit	Delete										

When the delete button is selected:

<p>Emergency Contacts</p> <p>Delete Confirmation</p> <p>? Are you sure you want to delete Emergency Contact (Mother Testing)?</p> <p>Yes - Delete No - Do Not Delete</p>	<p>23) Choose the correct button</p>
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When the edit button is selected:

Emergency Contacts

Emergency Contact Detail

Nancie Testing

Address and Telephone

*Contact Name: Father Testing

*Relationship to Employee: Father

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address Type: Home

Phone Type: (Invalid Value)

Address

Country: United States

Address: 333 NorthWest Street
Los Angeles, CA 90072

Employee's Phone

Phone:

Other Telephone Numbers

*Phone Type	Phone Number

Add a Phone Number

* Required Field

Save

[Return to Emergency Contacts](#)

Emergency Contacts

Save Confirmation

The Save was successful.

OK

- 24) Change the information needed
- 25) Click the Save button when finished

NOTE: Names are to be entered as last name,first name with no space between the comma.

- 26) Click the OK button



When the change primary contacts button is selected:

Emergency Contacts
Change Primary Contact

Nancie Testing

Primary Contact:

[Return to Emergency Contacts](#)

Save Confirmation

The Save was successful.

- 27) Choose the appropriate primary contact from the drop down menu
- 28) Click the Save button
- 29) Click the OK button
- 30) Select the Return to Emergency Contacts link

When the add a primary contact button is selected:

Emergency Contacts
Emergency Contact Detail

Nancie Testing

Address and Telephone

*Contact Name:

*Relationship to Employee:

Contact has the same address as the employee
 Contact has the same telephone number as the employee

Address

Country:

Address: [Edit Address](#)

Phone

Telephone:

Other Telephone Numbers

*Phone Type	Phone Number	
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

* Required Field

[Return to Emergency Contacts](#)

- 31) Enter the appropriate information
- 32) Click the Add a Phone Number button



- 33) Select the Phone Type from the drop down menu
- 34) Enter the phone number as 10 digits with no spaces or dashes
- 35) Click the Save button

NOTE: Names are to be entered as last name, first name with no space between the comma.



Save Confirmation

The Save was successful.

36) Click the OK button to return to the main screen

Self Service > Benefits > Benefits Summary

Benefits Summary
Joseph Wiggett

Type of Benefit	Plan Description	Coverage or Participation
Medical	Blue Shield HMO	Employee + 1
Dental	Delta Enhanced II	Employee + 1
Vision	Vision Service Plan	Employee or Employee
Life and AD and D	Standard (50K / R03)	\$50,000
Long-Term Disability	Long Term Disability (R03)	66.67% of Salary

Additional Information:

For Additional Information or to make Updates, Please Contact:
Human Resources (209) 667-3351 Staff & MPP
Faculty Affairs (209) 667-3392 Faculty
[CSU Stanislaus Benefits Webpage](#)

[CalPERS](#)

Please note:

Any dependents you enroll are automatically covered for vision, therefore, no dependents will be listed under the Vision benefit link.

Savings Plus Programs (401(k)/457) contribution information is handled directly through that plan, and therefore are not reflected in this benefits summary.

37) Click on the different types of Benefits links

Each link will give a breakdown of the benefits that the employee is enrolled in.

38) Click on the CSU Stanislaus Benefits Webpage to open a new window to the HR Website.

NOTE: Any changes to benefits must be handled through Human Resources or Faculty Affairs.

Medical link

Medical
Joseph Wiggett

Medical

Plan Name: Blue Shield HMO

Plan Provider: [Blue Shield HMO](#)

Coverage: Employee + 1

Group Number: N/A

Customer Service: Ext:

Covered Dependents - Click on dependents name to view detail	
Name	Relationship
Michael A Smith	Domestic Partner Male (A)

Please contact the appropriate office for benefits changes

Additional Information

For Additional Information or to make Updates, Please Contact:
Human Resources (209) 667-3351 Staff & MPP
Faculty Affairs (209) 667-3392 Faculty
[CSU Stanislaus Benefits Webpage](#)
[Return to Employee Benefit Summary](#)

39) When done reviewing, click the Return to Employee Benefit Summary link

NOTE: Clicking on the Plan Provider link will take you to the Provider's website.



Dental link

Dental

Joseph Wiggett
Dental

Plan Name: Delta Enhanced II

Plan Provider: [Delta Dental](#)

Coverage: Employee + 1

Group Number: *

Customer Service: _____ **Ext:** _____

Covered Dependents - Click on dependents name to view detail	
Name	Relationship
Michael A Smith	Domestic Partner Male (A)

Please contact the appropriate office for benefits changes

Additional Information

For Additional Information or to make Updates, Please Contact:
Human Resources (209) 667-3351 Staff & MPP
Faculty Affairs (209) 667-3392 Faculty

[CSU Stanislaus Benefits Webpage](#)
[Return to Employee Benefit Summary](#)

40) When done reviewing, click the Return to Employee Benefit Summary link

NOTE: Clicking on the Plan Provider link will take you to the Provider's website.

Vision link

Vision

Joseph Wiggett
Vision

Plan Name: Vision Service Plan

Plan Provider: [Vision Service Plan](#)

Coverage: Employee or Employee & Deps

Group Number: 12292796

Customer Service: _____ **Ext:** _____

Covered Dependents

Any dependents you enroll are automatically covered for vision, therefore, no dependents will be listed under the Vision benefit link.

Additional Information

For Additional Information or to make Updates, Please Contact:
Human Resources (209) 667-3351 Staff & MPP
Faculty Affairs (209) 667-3392 Faculty

[CSU Stanislaus Benefits Webpage](#)
[Return to Employee Benefit Summary](#)

41) When done reviewing, click the Return to Employee Benefit Summary link

NOTE: Vision coverage for your dependants is automatic, so dependants will not be listed here.

NOTE: Clicking on the Plan Provider link will take you to the Provider's website.



Life and AD and D link

Life and AD and D

Joseph Wiggett

Life and AD and D

Plan Name: Standard (50K / R03)

Plan Provider: [Standard Insurance Co.](#)

Coverage Level: \$50,000

Group Number: 603267

Customer Service: Ext:

Standard Life maintains beneficiary designations.
Please contact them directly to review and/or update that information.

Information above reflects employer-paid benefits. Employee-paid voluntary benefit information is maintained by Standard Life and not reflected in this benefits summary.

[CSU Stanislaus Benefits Webpage](#)

[Return to Employee Benefit Summary](#)

42) When done reviewing, click the Return to Employee Benefit Summary link

NOTE: Information reflects employer-paid benefits only. Employee-paid voluntary benefit information is maintained by standard life and are not reflected here.

Self-Service > Learning and Development > Languages

Languages

Joseph Wiggett

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency

[Add a Language](#)

Go To: [Self Service](#)
[Learning and Development](#)

43) To add a Language spoken click the Add a Language button

Languages

Language Detail

Joseph Wiggett

*Language:

Speaking Proficiency:

Reading Proficiency:

Writing Proficiency:

Is this your native language?

Are you able to translate this language into your native language?

Are you able to teach in this language?

[Save](#)

* Required Field

[Return to Languages](#)

44) Select a language from the drop down menu

45) Select High, Low, or Moderate from the drop down menu for Speaking Proficiency

46) Select High, Low, or Moderate from the drop down menu for Reading Proficiency

47) Select High, Low, or Moderate from the drop down menu for Writing Proficiency

48) Answer Yes or No using the drop down menu to answer the questions

49) Click the Save button



Languages

Joseph Wiggett

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency		
English	High	High	High	Edit	Delete

[Add a Language](#)

Go To: [Self Service](#)
[Learning and Development](#)

50) Once a language is listed, you may Edit or Delete the language by clicking on the appropriate buttons.