



## UST EMPLOYEE SELF SERVICE



The new system upgrade is easy to follow. Follow these steps to access what you need:

Profile: You can view your personal information such your name, address, contact information and emergency contacts.

myStThom/UST Employees Self Service/Profile – click on personal details, contact details, addresses and emergency contacts to see your current information. Contact Human Resources if you wish to make any changes.

Web Clock: These features are used by non-exempt employees who have to enter their web clock punches each work day.

To access the web clock: myStThom/UST Employee Self Service/Web Clock. Simply indicate whether you're entering an "in" or "out" punch and click on Submit.

My Time: Utilize these functions to request an absence day such as vacation or sick time. These features are used by both non-exempt and exempt staff and faculty that accrue vacation time.

To submit a vacation or sick day request: myStThom/UST Employee Self Service/My Time/Absence Request. Enter your request and then click on "Eligibility". "Eligibility" replaces the calculate and forecast steps in the current process. Follow the prompts.

You will also be able to cancel an absence request: myStThom/UST Employee Self Service/My Time/Cancel Absence Request.

At this site, you will be able to view your vacation and sick day balances (click on My Absence Balances) and non-exempt employees will be able to view your timesheet (click on View Timesheet).

My Pay & Benefits: A wealth of information is available with the click of a button.

myStThom/UST Employee Self Service/My Pay & Benefits

Here you will be able to view pay advices, view your compensation history, review your direct deposit information, view a summary of your current employee benefit elections, and see your current beneficiary and dependent information. This is also where you'll go to enter employee benefit information later this year during open enrollment. Simple!

My Tax Documents:

myStThom/UST Employee Self Service/My Tax Documents

Here you will be able to view your current W-4 Tax information and actually view last year's W2 form. You'll be able to change you W4 Tax Data online.

UST Resources:

Click on this tile and you will find forms and documents by area such as human resources, facilities, business office, and student affairs, to name a few, that are more easily accessible. Now, with the upgrade, you'll have quicker access rather than navigating a number of steps.

The categories available are:

- Employee forms and documents,
- Student forms and documents,
- Shared governance, and
- Internal reports.

All of this is a couple of clicks away.

**FOR MANAGERS:**

**Manage Employees:** Click on myStThom/UST Employee Self Service/Manage Employees in order to view and approve timesheets, to view and act on absence requests, to review absence balances, and to temporarily delegate approval authority to someone while you are gone. Click on the appropriate button and the steps to follow are self-explanatory. Easy to access and process.

**Manage Employment Changes:** Click on myStThom/UST Employee Self Service/Manage Employment Changes to view and submit an IT action form when a current employee terminates or a new employee is hired. This system upgrade provides for easier access to the form.

Please contact Human Resources if you have questions.