

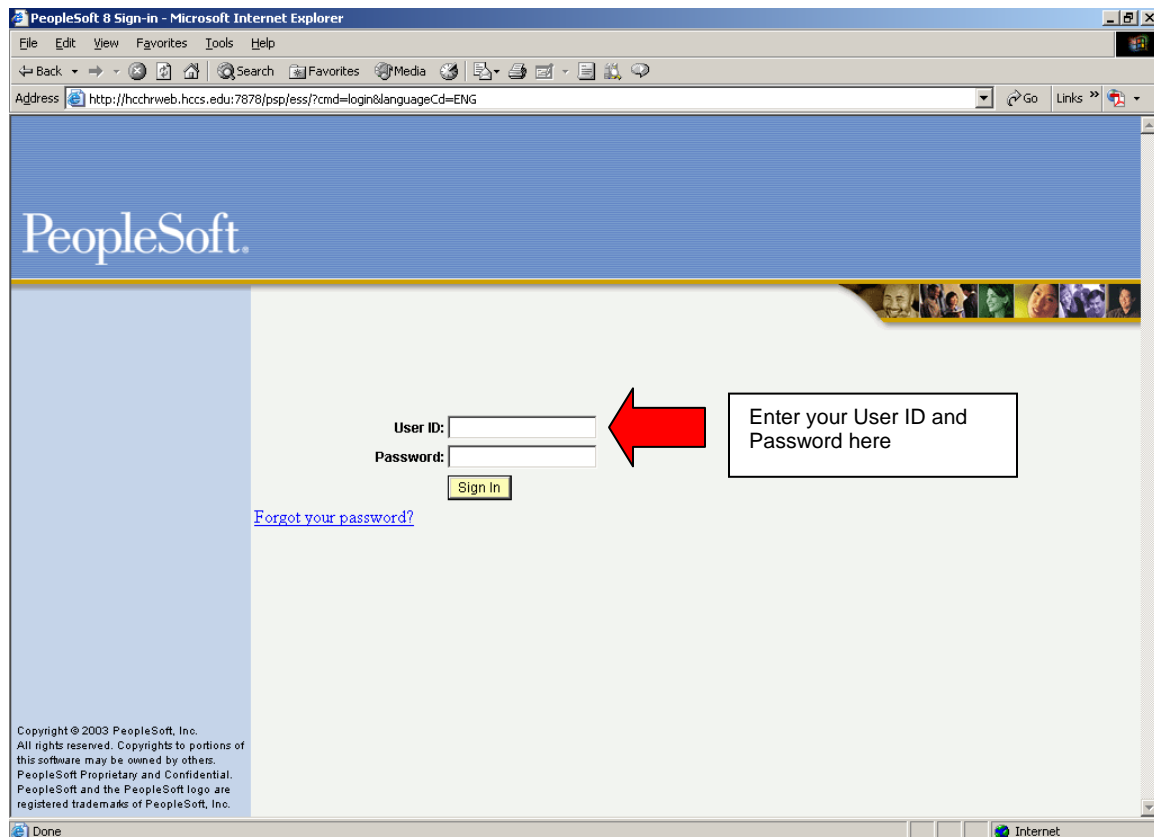
Using PeopleSoft Employee Self Service: a Tutorial

Getting Started: Logging In to @ Your Service

The address for @ Your Service (PeopleSoft HR) Employee Self-Service is: <https://hcchrweb.hccs.edu:8080/ess/signon.html>. Type this into the Address Box at the top of your Internet Browser, press “Go” and then save this link as a Favorite, by clicking “Favorites” on the gray menu bar at the top of the page and then clicking “Add to Favorites.”

Your @ Your Service User ID is derived from your HCC business email address. For example, if your HCC email address is “jane.doe@hccs.edu,” your @ Your Service User ID will be: “jane.doe”.

If you have never logged into @ Your Service or PeopleSoft PEP, your initial password will be your birthdate (MMDDYYYY) followed by the last four digits of your social security number. After logging into @ Your Service for the first time, you will be prompted to create a new password. Click “Change My Password” on the left menu bar. Enter your current password and your new password in the appropriate boxes. You must retype your new password to confirm it. Then click “Submit.”



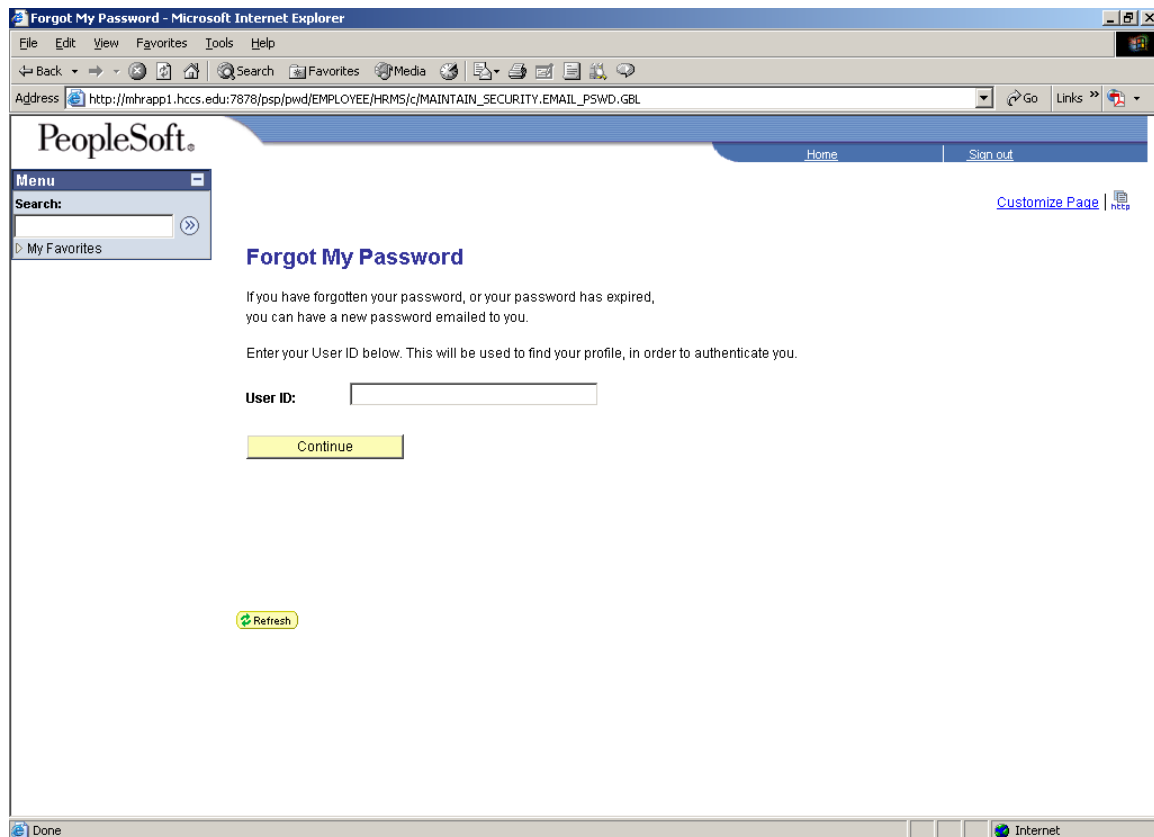
Protecting Your Personal Information

Several layers of reliable security protect the server containing your information. Your personal information is available to you only through a secure connection. The Secure Sockets Layer (SSL) is a commonly used protocol for managing the security of message transmission on the Internet. No one will be able to see your information except you. Only you can access your data using your password.

The password that you choose for Employee Self Service should be adequately complex, making it difficult to guess. A combination of letters and numbers, with a total length of at least eight (8) characters is recommended. It is *essential* that you do not share your password with anyone.

Additional information about the HCC Information Technology policy (B: 2.10) is available on the HCC Policies and Procedures link under “Faculty and Staff/Employee Support.”

Forgot Your Password?



The screenshot shows a Microsoft Internet Explorer browser window titled "Forgot My Password - Microsoft Internet Explorer". The address bar contains the URL: http://mhrapp1.hccs.edu:7878/psp/pwd/EMPLOYEE/HRMS/c/MAINTAIN_SECURITY.EMAIL_PSWD.GBL. The page header features the PeopleSoft logo and navigation links for "Home" and "Sign out". A "Menu" sidebar on the left includes a search bar and "My Favorites". The main content area is titled "Forgot My Password" and contains the following text: "If you have forgotten your password, or your password has expired, you can have a new password emailed to you." Below this, it says "Enter your User ID below. This will be used to find your profile, in order to authenticate you." There is an input field labeled "User ID:" followed by a yellow "Continue" button. At the bottom of the form area, there is a green "Refresh" button. The browser's status bar at the bottom shows "Done" and "Internet".

Employee Home Page

After successfully logging into @ *Your Service*, you will be directed to the Employee Home page that contains a menu of available services:

- Personal Information
 - Change your home address, personal telephone numbers, emergency contact information, non-HCC email addresses
- Payroll and Compensation
 - View and print your current pay advice
 - View prior earnings statements
 - View direct deposit instructions
 - View current federal tax withholding information (W-4)
- Training and Development
 - View your HCC/HR training history
 - View your formal education record
- Performance Management
 - Work with your PEP documents
 - Enter informal notes about your own performance

By clicking any of these links, you can view your information and edit *selected* information contained in @ *Your Service*.

Employee-facing registry content - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail News RSS

Address http://hrpia:7320/psp/HRPMTST/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_HR_EMPLOYEE_INTRO.GBL Go Links

PeopleSoft.


Home Add to Favorites Sign out


Menu


Search: []


- ▶ My Favorites
- ▶ Hc Menu
- ▶ Employee Self Service
- ▶ Manager Self Service
- ▶ Reporting Tools
- ▶ PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Employee Home

 [Personal Information Home](#)
Review and edit your personal and work contact information.

 [Payroll and Compensation Home](#)
Access your on-line paycheck, direct deposit, and other deduction or contribution information.

 [Training and Development Home](#)
View your HCC training history (courses taken through the HR/Employee Learning and Organizational Development Department only) and your education record.

 [Performance Management Home](#)
Access your performance documents, and keep personal notes regarding your goals and performance.

New Window | Help | Customize Page | nbsp

Local intranet