

Self Service – Employee General Information

Human Resources & Payroll (HR/Pay) system address hr.ku.edu

Empowering a community of excellence.

Not every employee or affiliate will have access to every item listed below. Access is based on the type of relationship and appointment.

- 1) Personal Information [Self Service>Personal Information>](#)
 - a) [KU Directory>KU Directory Posn/JOB Info](#) – updates to work contact and location information. If you are an [affiliate](#) and an employee – you will have two tabs - Employee and Person of Interest ([affiliate status](#))
 - i) The [HR/Pay Building list is available on our departmental website](#). For those who work in locations we do not track by building, e.g. other states, use codes starting with OTH. If an additional state code is needed please email hrpay@ku.edu.
 - b) [Personal Information Summary](#) - lists and allows updates to Contact Information as well as ethnicity.
 - c) [Home and Mailing Address](#) - allows updates; used for non-work information (Home is used for W-2 mailings)
 - d) [Phone Numbers](#), [Email Addresses](#) - allows updates; used for non-work information
 - e) [Emergency Contacts](#), [Complete and Submit I-9 Form](#), [Ethnic Groups](#), [Veteran Status](#) and [Disability](#) –allows updates.
- 2) Payroll and Compensation [Self Service>Payroll and Compensation>](#)
 - a) [View Paycheck](#) – generally available to view 5 days before payment is made ([paycheck guide](#))
 - i) If pdf does not open or you receive a 404 message please contact [IT CSC](#) 4-8080 for desktop assistance.
 - b) [Direct Deposit](#) –link to document of instructions: [Self Service -Direct Deposit Guide](#)
 - c) [Compensation History](#) – displays Job Data rows coded/related to pay rate changes (some transactions are consolidated when entered).
 - d) [W-4 Tax Information](#) – this is only for Federal for State: please see Payroll’s website: Payroll.ku.edu>Resources
- 3) Benefits Summary [Self Service>Benefits>Benefits Summary](#) – Current benefits elections displayed.
- 4) My Historical Profile [Self Service>Learning and Development>My Historical Profile](#) – displays several service dates and KU and State of Kansas Service Recognition dates.
- 5) Absence Management [Self Service>Time Reporting>](#)
 - a) HRM website: [Time & Pay > Resource for additional information](#)
 - b) Hourly, non-exempt employees report leave time taken in .25-hour increments. Salaried, exempt employees generally report leave in ½ or full workday increments.
 - c) [Report Time> Absence Request](#)
 - d) [View Time>Absence Request History](#) (This is also where you will Edit an Absence returned by your Manager.)
 - e) [View Time>Absence Balances](#) – Current balances are displayed.
- 6) Time Reporting [Self Service>Time Reporting>Report Time or View Time](#)
 - a) HRM website: [Time & Pay > Resource for additional information](#)
 - b) Hourly, non-exempt employees’ time worked and [leave without pay](#) are stored in a timesheet. Regular hourly employees may earn compensatory time if work time and holiday credit exceeds 40 hours. There are two types of timesheets: [Elapsed](#) for regular non-premium pay and [Clock \(Punch\)](#) for temporary and premium pay (eligible for shift, standby and call back) employees.
 - c) Salaried, exempt employees generally do not track or report time worked unless it is required for the [Affordable Care Act \(ACA\)](#) and do not earn compensatory time. If time is required to be reported on the timesheet for ACA, the hours do not go through the approval process and are only viewable on the timesheet as it is not “paid time” just “reported time”.