

## Get the Facts on HR Direct: Introducing HR Direct Employee Self Service

### Enhancing the HR Application

The HR Direct Project is working on a major University initiative to advance the Human Resource Management System (HRMS) to the most current application release. The following plans are underway:

- Introduction of Commitment Accounting and Employee Self Service
- Upgrade of Core HR functionality, Base Benefits, Payroll, Talent Acquisition Management, and Time & Labor.
- Planned pilots of Manager Self Service and Time & Labor Employee and Manager Self Service

The upgrade will introduce some key features of Employee Self Service to all employees across the University.

### Direct Access to Your Job & Personal Information

Your Human Resource department has been hard at work developing HR Direct Employee Self Service. Employee Self Service provides a single, secure online location to:

- View Your Personal Information
- View and Edit Your Emergency Contacts
- View Your Pay Advice
- View Training History

You can access HR Direct right from your web browser via the internet at any time to review your information.

### A Glance at Your Personal Information

The Personal Information page offers you a read only view of your personal and biographical information, including:

- Your full legal name is displayed at the top of the page. This name is also what is printed on your paycheck.
- Your mailing address, work phone, and home phone
- Your employment information: gender, date of birth, and social security number.

### View and Update Your Emergency Contacts

The Personal Information page also displays your Emergency Contacts.

Emergency Contacts	
Name	Relationship to Employee
Change emergency contacts	

If you decide you need to update the emergency contact information displayed, you can click the "Change Emergency Contact" button.

Any updates to the Emergency Contacts will be submitted for change to the HR department as if you had filled out a form. However, it will be sent via the application to your HR department improving the efficiency and accuracy of the updating process.

### View and Print Your Pay Advice

Employee Self Service will provide you with access to a copy of your pay advice online. The pay advice will open as an Adobe PDF file. This means you will need Adobe Acrobat on any desktop you use to access your pay advice. The ability to open this document as a PDF allows you not only to view your print advice, but now you can print it.

Your online pay advice will have all the same information as the pay advice you receive every pay day. You will still receive the hard copy version. An online pay advice will provide you with many benefits. For example, if you need a copy of your advice, you can just log on and print it. It's that simple!

### Viewing Your Training History

The Training Summary page will provide you with a summary of training courses you are currently enrolled in or completed. Training Course information displayed includes the Course Name, Start Date, and End Date.



### Training: Online Tutorials and Job Aids

The HR Direct Training team has developed online tutorials and training documentation (e.g. manuals, job aids). Details regarding these training tools are forthcoming.

### For More Information

Please check the HR Direct website for more details on the project at <http://www.uml.edu/hr/hrdirect> or contact the campus project manager [Richard Conley](#).