

Employee Self Service (ESS) is available through PeopleSoft HCM. ESS is available to all UT Health employees to:

- Review and update personal information
- View paycheck details

Update Personal Information

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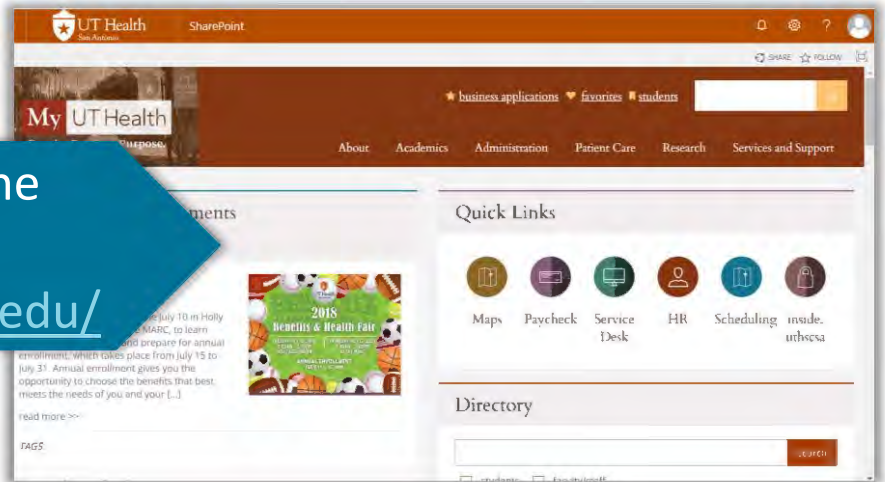
Review your Paycheck

Page 5 & 6

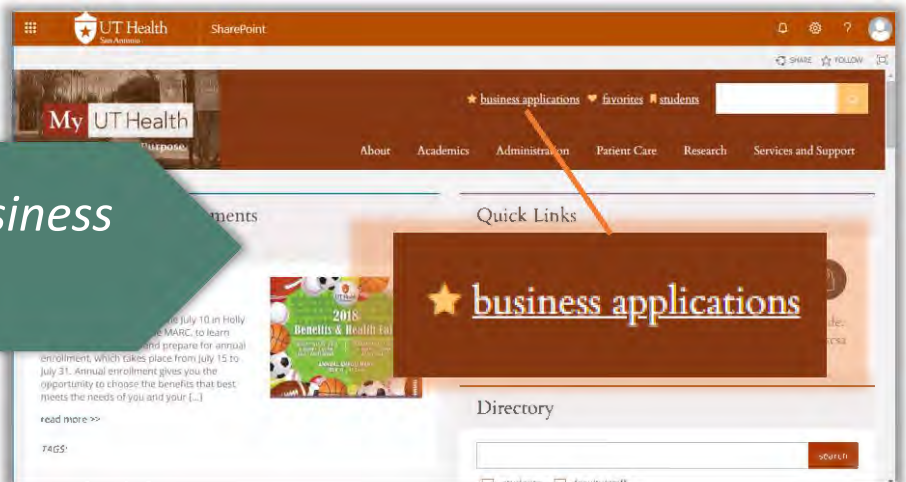
Employee Self-Service Instructions

Update Personal Information

Step 1: Log on to the employee portal, <http://inside.uthscsa.edu/>



Step 2: Access **★ Business Applications**,



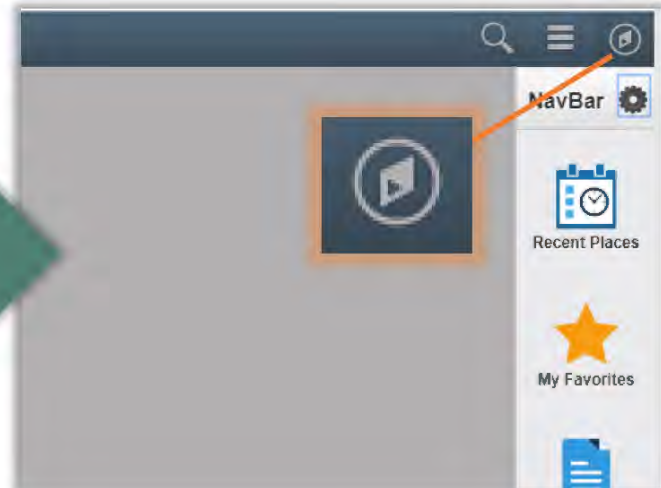
Step 3: Click on **HCM (PeopleSoft)**,

FSCM (PeopleSoft)	Financial Supply Chain Management - Finance System	Business Support
GPS App	Goal & Performance System	gps@uth
HCM (PeopleSoft)	Human Capital Management - HR System	Business Support
Hyperion App	Hyperion Planning and Budgeting	Business Support
iDisclose	iDisclose	coi@uth (Zuniga)
IMS Service	TD Knowledge Base	IMS Serv

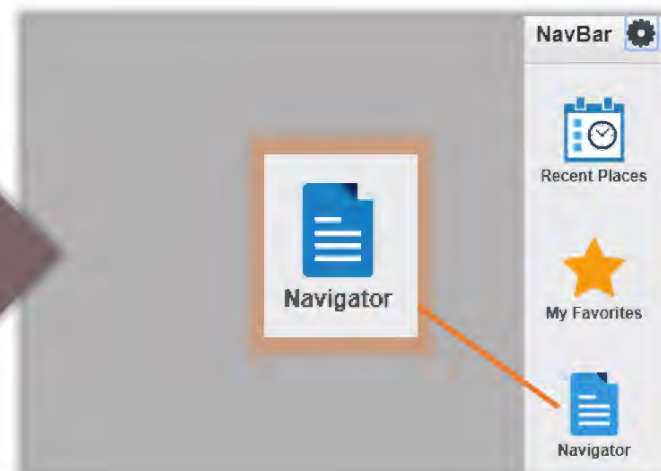
Step 4: Sign in using your UT Health SA Single Sign on,



Step 5: Access the *NavBar* icon on the top right-hand corner,



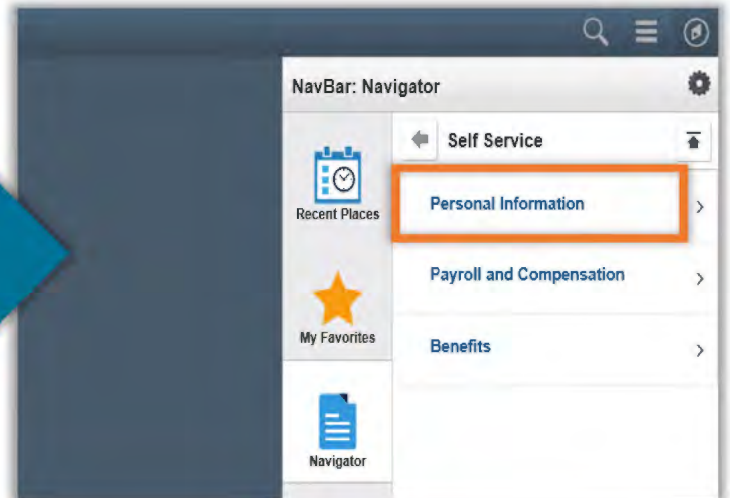
Step 6: Click on the *Navigator* icon,



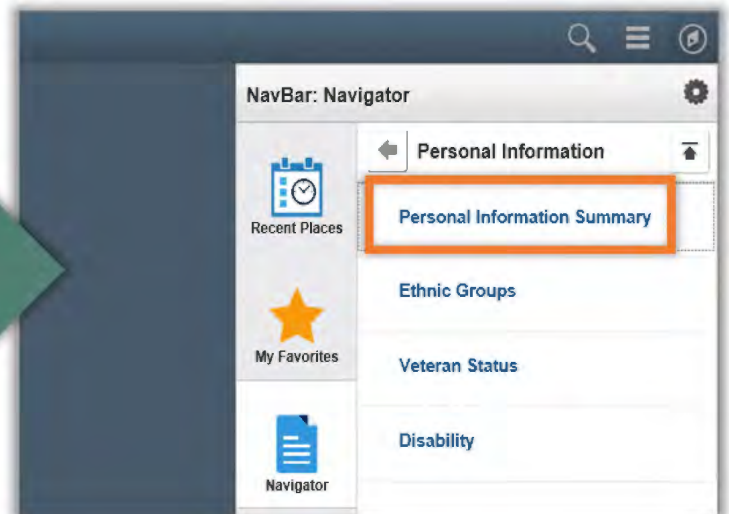
Employee Self-Service Instructions

Update Personal Information

Step 7: Click *Personal Information*,



Step 8: Then click on *Personal Information Summary*,



Step 9: and lastly update all your personal information.

▼ Name

▼ Home/Mailing Addresses

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	09/01/2020	USA	7703 Floyd Curl Dr San Antonio, TX 78229

Change Home/Mailing Addresses

▼ Phone Numbers

Phone Numbers

Phone Type	Phone Number	Preferred
Mobile	210-867-5309	
Main	210-567-2600	<input checked="" type="checkbox"/>

Change Phone Numbers

► Emergency Contacts

► Email Addresses

Marital Status: Unknown As of: 01/17/2020

Change Marital Status

► Ethnic Groups

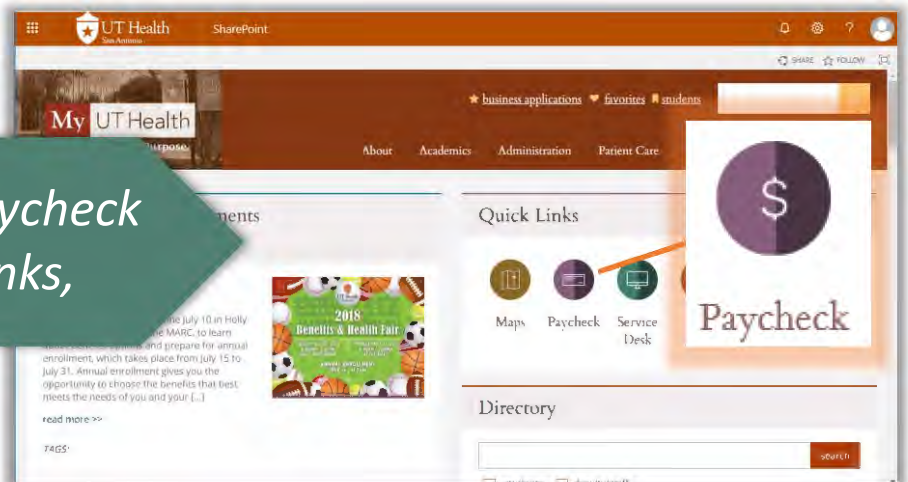
► Employee Information

Contact the Human Resources department if any of your Employee Information is incorrect.

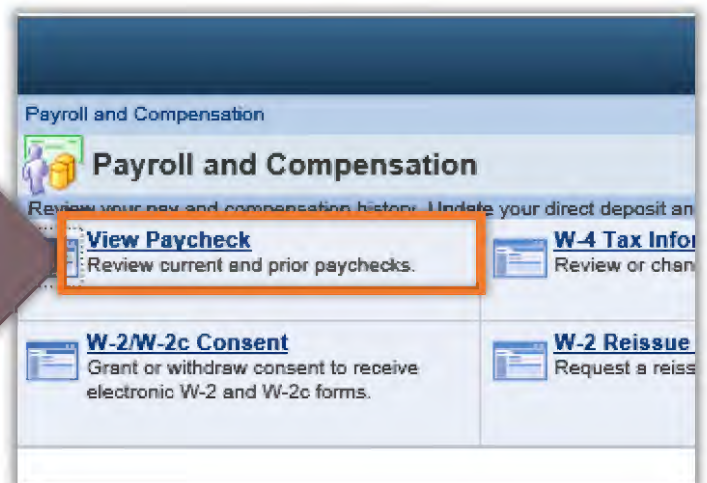
Step 1: Log on to the employee portal, <http://inside.uthscsa.edu/>



Step 2: Access the *Paycheck* icon from *Quick Links*,



Step 3: Click on *View Paycheck*,



Employee Self-Service Instructions

Review your Paycheck

Step 4: Access the applicable paycheck by clicking on *View Paycheck*.

View Paycheck

Review your available paychecks. Select the check date of the pay

Select Paycheck

Check Date	View Paycheck	Company
10/01/2019	View Paycheck	UT Health Science Center
09/03/2019	View Paycheck	UT Health Science Center