



TEXAS SOUTHERN UNIVERSITY

My Employee Portal User Guide

General Overview

1. Navigate to MyTSU portal landing page click, ‘**Human Resource**’



2. Choose “**Employee Self Service**”

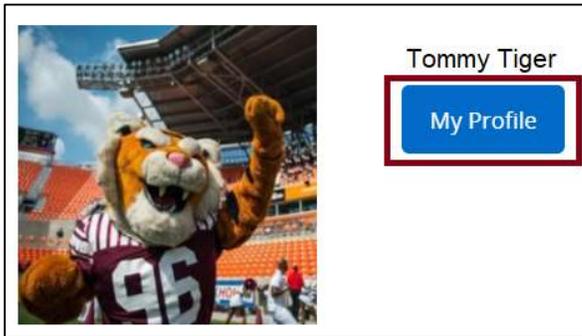


“**Employee**” dashboard will launch.

- Access to:
 - My Profile
 - Leave Balance Information
 - Pay Information
 - Pay Stubs
 - Earnings
 - Benefits
 - Taxes
 - Job Summary
 - Employee Summary

- My Activities
 - Enter Time
 - Approve Time
 - Electronic Personnel Action Forms (EPAF)

3. Choose **“My Profile”** button



- Displays **‘Personal Information’**
 - Name
 - T-Number
 - Employment Status
 - Hired Date
 - Birthday: MM/DD
 - Addresses
 - Phones
 - Emails
 - Emergency Contacts

4. View **“Leave Balances as of MM/DD/YYYY”** section

Leave Balances as of 11/15/20XX		
Earned Vacation With Pay in hours	376.00	Sick Leave With Pay in hours
		512.00
		Sick Bank in hours
		132.00

- Displays **‘Leave Balances’**
 - Earned vacation with pay in hours
 - Sick leave with pay in hours
 - Sick bank in hours

Employees can click, “**Full leave balances information summary**” link to view detail information by pay period.

5. View “**Pay Information**” section



- *Pay Information*
 - Latest pay stub
 - All pay stubs
 - Direct deposit information
 - Deductions history

- *Earning*
 - Year to date earning
 - Earnings by date range
 - Earnings by position

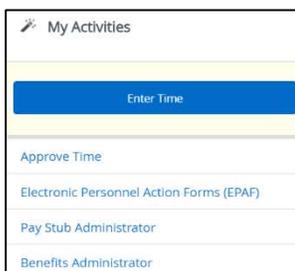
- *Benefits*
 - Current summary

- *Taxes*
 - Withholding allowance certificate
 - Wages and tax statements
 - Electronic consents
 - Employer provided Health Insurance Offer and Coverage statement

- *Job Summary*
 - Job information

- *Employee Summary*

6. View “**My Activities**” section



- Enter time
 - Navigate to web timesheet
- Approve time
(if you are designated timesheet approver)
- Electronic Personnel Action Forms (EPAF)
(if you are an EPAF originator or approver)
 - Approver summary
 - New EPAF
 - Proxy records
 - Originator summary
 - Act as a proxy
- Pay Stub Administrator
(according to university role)
- Benefits Administrator
(according to university role)

Contact a representative in the Office of Human Resources for more information.

Phone: (713) 313-7521
 Fax: (713) 313-4347
 Email: hrinfo@tsu.edu

Technical support is available 24/7 by emailing IT Service Center:
itservicecenter@tsu.edu or submitting a case: **<http://itservicecenter.tsu.edu>**

As always, we appreciate your support as we continue to improve the tools that ensure
 “Excellence in Achievement.”

