Self Service in PeopleSoft - Staff

Table of Contents

Viewing Emergency Contacts ........................................................................................................ 2
Adding and Editing an Emergency Contact ...................................................................................... 4
Changing the Primary Contact ....................................................................................................... 7
Deleting an Emergency Contact..................................................................................................... 9
Navigating to Compensation History ............................................................................................ 11
Viewing Compensation History .................................................................................................... 12
Viewing Emergency Contacts

1. Log into the myHumboldt portal at http://humboldt.edu/myhumboldt

2. Choose the PeopleSoft HCM link

3. Navigate to Emergency Contacts by choosing Main Menu → Self Service → Personal Information → Emergency Contacts.

4. You will be taken to the Emergency Contacts screen.
5. Select the name of the emergency contact to view the details for that contact.

6. The Emergency Contact Detail screen will appear.

7. Use the Return to Emergency Contacts link at the bottom of the screen to get back to the list of contacts.
Adding and Editing an Emergency Contact

1. Navigate to the Emergency Contacts screen using the instructions above.

2. Select the Add an Emergency Contact button if you do not have an emergency contact or if you would like to add an additional contact.

3. Choose the Edit button if you have an existing contact for whom you would like to change the details.

4. On the Emergency Contact Detail screen enter a Contact Name

5. Choose the appropriate Relationship to Employee.

6. If your emergency contact shares your address and/or telephone number, choose the appropriate checkbox under Address and Telephone. If one of these boxes is checked, your address and/or telephone number will be automatically added.
7. If your emergency contact does not share your address, you can enter that information.

8. Choose the Change Country link if necessary.

9. Change Search by to Description.
10. In the begins with textbox, type the name of the country.
11. Select the Look Up button.

12. Select the name of the country.

13. Choose the Edit Address link to add an address for the emergency contact.

14. Enter your emergency contact's address information and select the OK button.

15. Scroll down the page. Enter a telephone number for the emergency contact.
16. To add an additional number for this contact, select the Add a Phone Number button.

17. Choose a Phone Type and add the Phone Number. To add additional phone numbers select Add a Phone Number.

18. Choose Save to store the information that you have entered.

19. If all the required information has been entered properly, you will receive a confirmation screen. Select the OK button.

20. The new emergency contact should be displayed in the list.
Changing the Primary Contact

1. Navigate to the Emergency Contacts screen using the instructions above.

2. Determine which contact is assigned as primary.

3. On the Emergency Contacts screen, select the Change the primary contact button.

4. Choose an alternate contact in the Primary Contact combo-box
5. Select Save to confirm the change.

6. A confirmation screen will appear. Choose OK.

7. Confirm that the primary contact has changed.
Deleting an Emergency Contact

1. Navigate to the Emergency Contacts screen using the instructions above.

   ![Emergency Contacts Screen]

   **Note:** The primary contact cannot be deleted. To delete a contact marked as the primary contact, one must first designate a new primary contact. If you attempt to delete the primary contact, you will receive an error message.

   ![Message]
   You cannot delete the primary contact. (18032,77)
   You must designate a new primary contact before deleting this contact.

2. Select the Delete button for the associated contact.

   ![Emergency Contacts]
   **Primary Contact:** Jane Doe

3. Choose Yes – Delete to confirm the deletion.

   ![Delete Confirmation]
   Are you sure you want to delete Emergency Contact (John Doe)?
   
   ![Options]
   Yes - Delete  No - Do Not Delete
4. You will be returned to the Emergency Contacts screen.
Navigating to Compensation History

1. Log into the myHumboldt portal at http://humboldt.edu/myhumboldt

2. Choose the PeopleSoft HCM link

3. Navigate to Compensation History by selecting Main Menu → Self Service → Payroll and Compensation → Compensation History.

4. You will be presented with a list of all your HSU appointments since Fall 2003.

Note: If you have had only one position at HSU, you will be taken directly to the summary page.
Viewing Compensation History

1. Select a position.

2. You will be taken to a summary page listing all of the salary changes for the position you selected.

3. Select the Date of Change link for details regarding the salary change.

4. The Salary Change Details screen displays the beginning salary, the amount and percentage of the change, and the resulting new salary. Both annual and monthly salary amounts are shown.
Use the Return to Compensation History link at the bottom of the page to return to the main screen.