



TEXAS SOUTHERN UNIVERSITY

## My Employee Portal User Guide

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



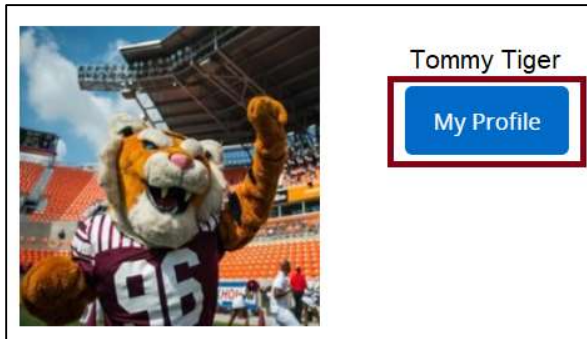
2. Choose **"Employee Self Service"**



**"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

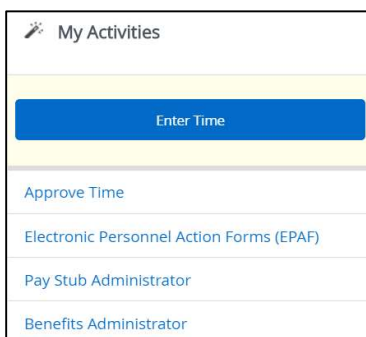
Employees can click, **“Full leave balances information summary”** link to view detail information by pay period.

## 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)*

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.”

