

Travel & Expense Information

Your **Travel and Expense Home** is where you can access your Travel and Expense information and create, modify, print, view, or delete an Expense Report, a Travel Authorization, or a Cash Advance.

The [Travel and Expense Home](#) link to access your Travel and Expense information will **not** be available until you first set up your Expense Reimbursement Options to enable the T&E Home pagelet.

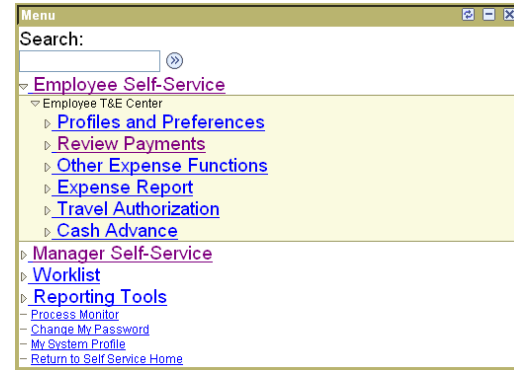
Setting Up Your Expense Reimbursement Options

Click on the [Setup Expense Reimbursement Options](#) link to verify your Address and Direct Deposit Balance Account information.

Once you verify that information, click the **Save** button. After saving, you must log out, and then log back into Self Service. The [Travel and Expense Home](#) link will then be available on your Employee Home page as shown.

Travel and Expense Home

Click on the [Travel and Expense Home](#) link, and then choose the type of information you want to review or change.



My System Profile

The Travel & Expense information uses both HRMS and Financials, so a separate My System Profile was added to Financials as well. Your passwords will be in sync between the two systems. The email address you add in HRMS Self Service will sync to Financials. However, if you add a different email address in Financials, it will **not** sync back to HRMS.

Entering, Submitting, and Reviewing Your Travel and Expenses

Click on the [Employee Self-Service](#) link to access the Employee Self-Service page.



From the Employee Self-Service page, you can:

- View personal, organizational, and financial details for your travel and expense reporting.
- Review the history of your expense payments.
- Create, modify, print, view, or delete an Expense Report, a Travel Authorization, or a Cash Advance.

Employee Self Service Quick Reference Guide



Welcome to Self Service!

Employee Self Service is your personal guide to your personal information. Self Service allows you to manage your personal information without the need for emails and phone calls to Human Resources or Payroll.

Accessing Self Service

Go to http://www.westga.edu/hrpay/index_2413.php to access Employee Self Service.

Registering for Self Service

If you are new to Employee Self Service, you need to create an account using the [Register For My Account](#) link. You will need your Date of Birth, the last 4 digits of your SSN, and your Zip Code to complete self-registration.

- **NOTE:** If you have multiple employee ID numbers, such as a rehired retiree, you **must** register an account **for each employee ID**.

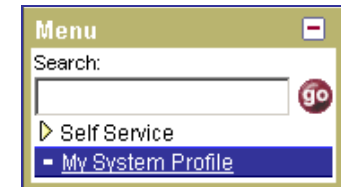
Logging into Self Service

Use the **User ID** and **Password** you created when you registered. You have four cumulative grace tries to log into Employee Self Service. After five tries, you will be locked out of the system and you will have to reset your access to the system using the [Forgot My Username or Password](#) link.

- **NOTE:** Your Password will automatically expire after 180 days. You must then reset your Password to a new one not used before.

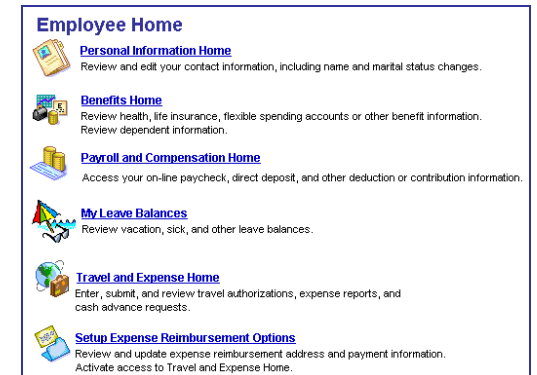
My System Profile

Your System Profile is where you can set up your personal preferences, such as passwords, email, and language. Any Employee Self Service email confirmations will be sent to the [Business Email Address](#) you set up here.



Use the [My System Profile](#) link to review and change your general profile information.


Employee Home Page





Personal Information


To review or make changes to your personal information, click on the [Personal Information Home](#) link, and then choose the type of information to review or change.

Personal Information Home

 **Personal Information Summary**
Review and edit your name, address, phone numbers, and emergency contact information on one page.
[Personal Information Summary](#)
[Marital Status Change](#)
[Name Change](#)

 **Emergency Contacts**
Review and edit your emergency contacts.
[Emergency Contacts](#)

 **Contact Information**
Review and edit your home and mailing addresses.
[Home/Mailing Addresses](#)

 **Phone Numbers**
Review and edit your home, business, mobile or other phone numbers.
[Phone Numbers](#)

Changing Your Name or Marital Status

After you submit your name or marital status change in Employee Self Service, you also need to provide the following to your Human Resources office before the change can be approved:

- **Name Change:** a copy of your new Social Security card with your new name.
- **Marital Status:** a copy of the supporting marriage certificate, divorce decree, or death certificate within 31 days of the effective date of the change.


Need Help?


1. **Online Help** is available from 7 am to 11 pm 7 days a week.
2. Contact your End User Support Contact if you experience technical problems during business hours.


Benefits Information

To review your benefits information, click on the [Benefits Home](#) link, and then choose the type of information to review.

Benefits Home

 **Benefits Information**
Review your current and historical benefits information, including Health, Life Insurance, and Flexible Spending Accounts.
[Benefits Summary](#)

 **Flexible Spending Accounts**
Review dependent care and health care spending account plan information.
[Flexible Spending Accounts](#)

 **Dependent Information**
Review personal information and benefits coverage for your dependents.
[Dependent Personal Information](#)
[Dependent Coverage Summary](#)

Reviewing Your Benefits Summary

The Benefits Summary page provides a listing of your benefits as of today's date.

Click on the individual links, ([Medical](#), etc.) to display a separate page containing more detailed information for each enrolled Benefit.

Reviewing Your Flexible Spending Accounts

The Flexible Spending Account page shows information for the current calendar year. Your annual pledge amount(s) and the year-to-date amount(s) contributed are shown here.

Reviewing Your Dependent Information

The Dependent Coverage Summary page provides a list of your current dependents, their benefit coverage, and their contact information as of today's date.

Payroll and Compensation Information

To review or make changes to your payroll or compensation information, click on the [Payroll and Compensation Home](#) link, and then choose the type of information to review or change.

Payroll and Compensation Home

Payroll

 **View Paycheck**
View your current and prior earnings statements on-line.
*Note: Your pay advice may post for viewing in advance of your actual pay date. However, funds will not post to your account until the check date noted on your pay advice.

 **Direct Deposit**
Review and edit your direct deposit accounts.

 **Voluntary Deductions**
Review and edit your voluntary deductions.


Taxes

 **W-4 Tax Information**
Review and edit your federal tax withholding exemption and amount.

 **W-2 Reissue Request**
Request a reissue of your W-2 statement.

Reviewing and Printing Your Paycheck

Your Payroll office will no longer print and send your paycheck advice to you. You may review your advice using Employee Self Service. If you need a hard copy, you can use the [Print-Friendly Paycheck](#) button and print a copy

using the  button on your browser's tool bar.

Reviewing and Changing Your Direct Deposit

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	AmntPct	Deposit Order	
Checking	061000227	0123456789	Percent	100%	200	Edit Delete
Checking	061000227	0123456789	Balance		999	Edit Delete

[Add Account](#)

You MUST have an account row with a "Deposit Type" of Balance in order to make any changes to your Direct Deposit information. If a balance row does not exist, please add one now. The Balance row cannot be deleted!

The Balance row identifies where any remaining funds from a paycheck should be deposited after funds are disbursed to all other Direct Deposit

accounts. It can be edited to reflect new account information, but does not automatically update when a change is made. It operates independently of all other rows and cannot be deleted.

- **NOTE:** The link to your Travel & Expense information will not be available until you verify your Direct Deposit Balance Account information.

Direct Deposit

Change Direct Deposit

Bill Test

*Account Type:

*Deposit Type: [Direct Deposit Help](#)

Amount/Percent:

Routing Number: [View check example](#)

Account Number:

Deposit Order: (example: 100 = first account processed)

* Required Field

Use the [Direct Deposit Help](#) link for more detailed information on each of the fields on this page

Leave Balance Information

My Leave Balances

Sample Employee

Plan Type	Beginning Balance	YTD Hours Earned	YTD Hours Taken	YTD Hours Adjusted	Current Balance
Sick	173.59	24.00			197.59
Vacation	156.65	42.00	16.00		182.65

To review your Leave Balance information, click on the [My Leave Balances](#) link. You can view a 12-month history of all the Leave Plans in which you are enrolled.