



PeopleSoft 9.0
Employee Self Service
User Guide



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Welcome to Employee Self Service

Welcome to the Employee Self Service User Guide. This guide is designed to provide you with the information you need to successfully use the HR Employee Self Service features and includes instructions on the following topics:

Personal Information

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Marital Status
- Name Change
- Preferred Name Change
- Ethnic Groups
- UCF Alert
- UCF ID Card #

Payroll and Compensation

- View Paycheck
- W-2/W-2c Consent
- View W-2/W-2c Forms
- Voluntary Deductions
- Direct Deposit
- Compensation History
- W-4 Tax Information
- W2 Reissue Request

Benefits

- Benefits Summary
- Voluntary 403(b) Changes

Learning and Development

- Training Summary
- Request Training Enrollment
- Professional Training

Who Do I Call For Help?

If you have a question regarding your data in the Employee Self Service pages, please contact the appropriate area within the Human Resources department. If you have a question regarding your login or access to the Employee Self Service pages or browser functionality, please contact the CS&T Help Desk. The numbers are provided below for your reference.

Human Resources

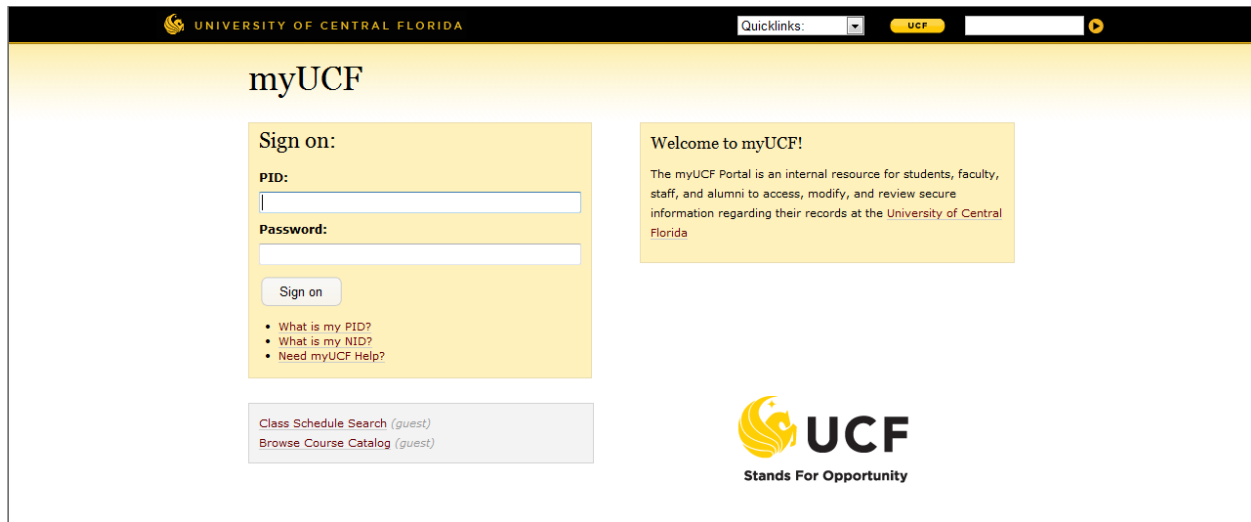
(407) 823-2771

CS&T Help Desk

(407) 823-5117

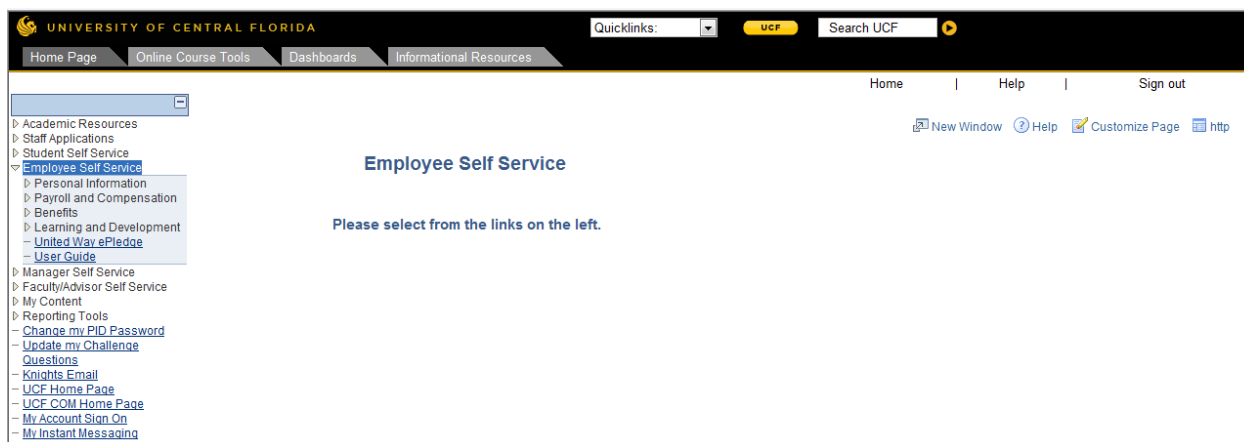
How do I access Employee Self Service?

Go to  located at <http://my.ucf.edu> and login using your PID and password.



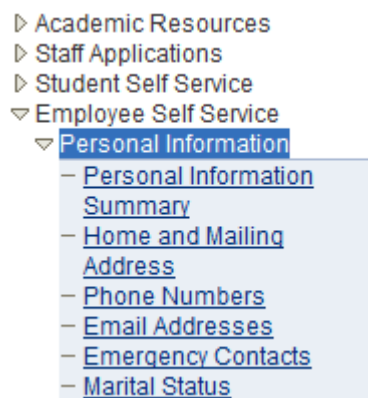
The screenshot shows the myUCF login page. At the top, there is a navigation bar with the University of Central Florida logo and name, a "Quicklinks" dropdown menu, and a "UCF" button. The main content area has a yellow background. On the left, there is a "Sign on:" section with fields for "PID:" and "Password:", a "Sign on" button, and a list of links: "What is my PID?", "What is my NID?", and "Need myUCF Help?". Below this, there are links for "Class Schedule Search (guest)" and "Browse Course Catalog (guest)". On the right, there is a "Welcome to myUCF!" message stating that the portal is an internal resource for students, faculty, staff, and alumni to access, modify, and review secure information regarding their records at the University of Central Florida. At the bottom right, there is the UCF logo with the tagline "Stands For Opportunity".

Once you have logged on to myUCF, you will notice the Employee Self Service links on the left hand side of the main page. You can view your personal data such as Name, Address, Phone Number, Emergency Contact, etc. under the **Personal Information** section. You can view your paycheck data under the **Payroll and Compensation** section. You can view your enrollments under the **Benefits** section if you are currently benefits eligible and are enrolled in one of the following: Medical, Dental, Tax Sheltered Annuities, Vision, Life AD and D, and Long-Term Disability. You can also view your training summary, education information and register for UCF training courses under the **Learning and Development** section. Refer to each individual section for detailed instructions.



Note: During the SA/HR PeopleSoft implementation in February, 2001, a default conversion date of 01/01/1900 was used for many effective dated fields in order to convert UCF employee data from the legacy system. Historical data is only available from February, 2001, forward.

Personal Information



The **Personal Information Summary** section can be used to view your Personal Information that is tracked in the PeopleSoft SA/HR system. This information, for the most part, was provided to UCF during your hire. If you have updated any of your information since your hire, you will see the most current information when viewing this section.

If you would like to speak with a representative from Records regarding this information, please call (407) 823-2771 or Email records@ucf.edu.

You can access your Personal Information by clicking on the **Personal Information Summary** link under Personal Information on the myUCF menu.

It is critical that this information is correct. Please notify Human Resources if any of this information is incorrect.

Personal Information

Golden Knight

Addresses				
Address Type	Status	As of	Country	Address
Home	Current	08/17/2011	USA	1234 Main St. Orlando, FL 32829 ORAN
Mailing	Current	04/13/2010	USA	1234 Main St. Orlando, FL 32829 ORAN

Change home/mailing addresses

Phone Numbers			
Phone Type	Phone Number	Extension	Primary
Main	407/523-2000		<input checked="" type="checkbox"/>

Change phone numbers

Emergency Contacts		
Name	Relationship to Employee	Primary Contact
Golden Knight	Self	<input checked="" type="checkbox"/>
UCF Knight	Self	<input type="checkbox"/>

Change emergency contacts

Email Addresses	
Email Type	Email Address
Business	Golden.Knight@ucf.edu

Change email addresses

Marital Status	
Marital Status:	Married
As of:	04/05/2010

Change marital status

Ethnic Groups	
Description	
White	<input checked="" type="checkbox"/>

You can update the following information:

- ❖ Home & Mailing Address
- ❖ Phone Numbers
- ❖ Emergency Contacts
- ❖ Email Addresses
- ❖ Marital Status (view only)
- ❖ Ethnic Group

Employee Information

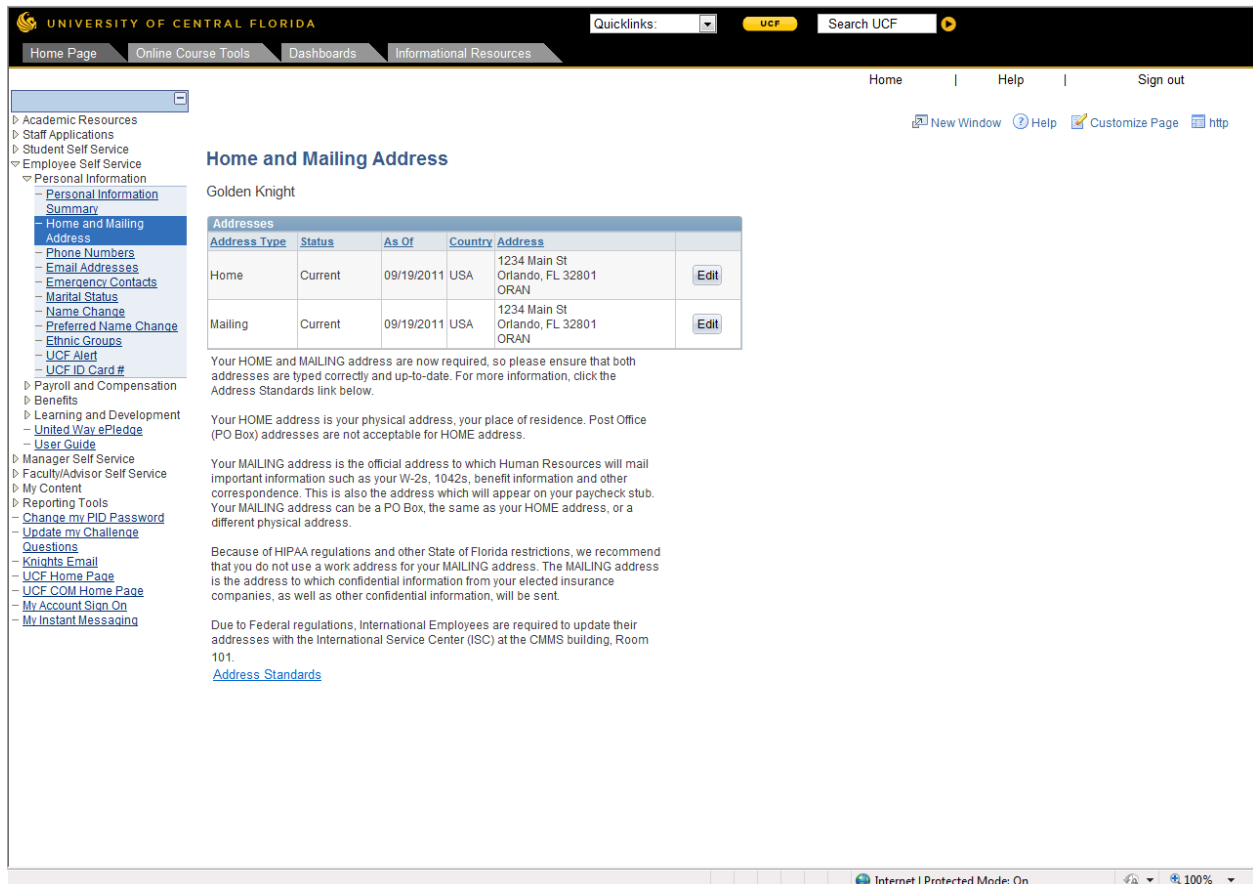
Gender: Female
Date of Birth: 10/01/1971
Birth Country:
Birth State:
Social Security Number: 999-99-9999
Smoker:
Date Entitled to Medicare:
Military Status: No Military Service
Original Start Date: 04/12/2010
Highest Education Level: Master's Degree

You can view the following information:

- ❖ Name
- ❖ Gender
- ❖ Date of Birth
- ❖ Birth Country and State
- ❖ Social Security Number
- ❖ Military Status
- ❖ Original Start Date
- ❖ Highest Education Level

Update Your Home & Mailing Address

You can update your address information by clicking on the **Home and Mailing Address** link under Personal Information on the myUCF menu.



Home and Mailing Address

Golden Knight

Address Type	Status	As Of	Country	Address	
Home	Current	09/19/2011	USA	1234 Main St Orlando, FL 32801 ORAN	Edit
Mailing	Current	09/19/2011	USA	1234 Main St Orlando, FL 32801 ORAN	Edit

Your HOME and MAILING address are now required, so please ensure that both addresses are typed correctly and up-to-date. For more information, click the [Address Standards](#) link below.

Your HOME address is your physical address, your place of residence. Post Office (PO Box) addresses are not acceptable for HOME address.

Your MAILING address is the official address to which Human Resources will mail important information such as your W-2s, 1042s, benefit information and other correspondence. This is also the address which will appear on your paycheck stub. Your MAILING address can be a PO Box, the same as your HOME address, or a different physical address.

Because of HIPAA regulations and other State of Florida restrictions, we recommend that you do not use a work address for your MAILING address. The MAILING address is the address to which confidential information from your elected insurance companies, as well as other confidential information, will be sent.




Due to Federal regulations, International Employees are required to update their addresses with the International Service Center (ISC) at the CMMS building, Room 101.

[Address Standards](#)

Note: Your HOME & MAILING addresses are now required, so please ensure that both your HOME and MAILING addresses are typed correctly and are up-to-date. A link to the **Address Standards** document, a guide to the correct way to enter your address, is provided at the bottom of the Home and Mailing Address page.

Click the Edit button for the Address Type HOME.

Edit Home Address

Country:	United States		Change Country
Address 1:	<input type="text" value="1234 Main St"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
City:	<input type="text" value="Orlando"/>	State: <input type="text" value="FL"/>  Florida	Postal: <input type="text" value="32829"/>
County:	<input type="text" value="ORAN"/> 	ORAN	
Date Change Will Take Effect:			
On this date:	<input type="text" value="08/30/2011"/> 	(example: 01/31/2000)	
<input type="button" value="Save"/>		<input type="button" value="Cancel"/> <input type="checkbox"/> Copy Address from Home	

Note: Your HOME address is your physical address, your place of residence. Post Office (PO Box) addresses are not acceptable for HOME address.

Enter your address on Address 1 and, if any, on Address 2, then enter your City, State, Postal (Zip Code), County, and the effective date. Click Save. The database will update immediately with your change.

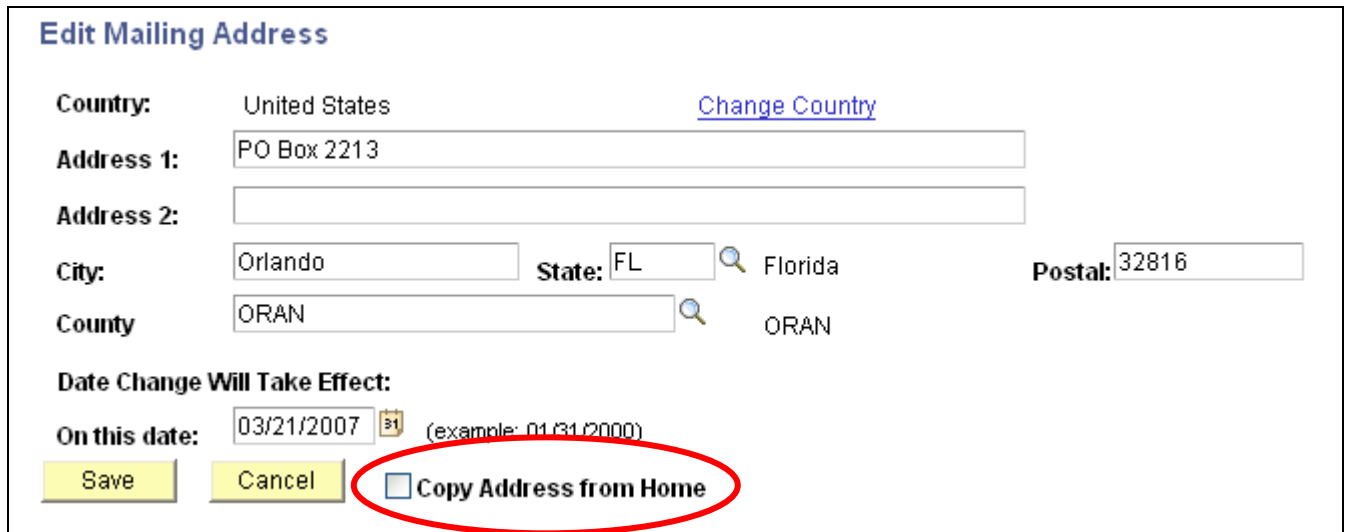
Once you click Save, you will be directed to the Save Confirmation page. Click OK to return to the Home and Mailing Address page.

Home and Mailing Address

Save Confirmation

 The Save was successful.

Click the Edit button for the Address Type MAILING.



Edit Mailing Address

Country: United States [Change Country](#)


Address 1: PO Box 2213

Address 2:

City: Orlando State: FL Florida Postal: 32816

County: ORAN ORAN

Date Change Will Take Effect:

On this date: 03/21/2007  (example: 01/31/2000)

☐ Copy Address from Home

Note: Your MAILING address is the official address to which Human Resources will mail important information such as your W-2s, 1042s, benefit information and other correspondence. Your MAILING address can be a PO Box, the same as your HOME address, or a different physical address.

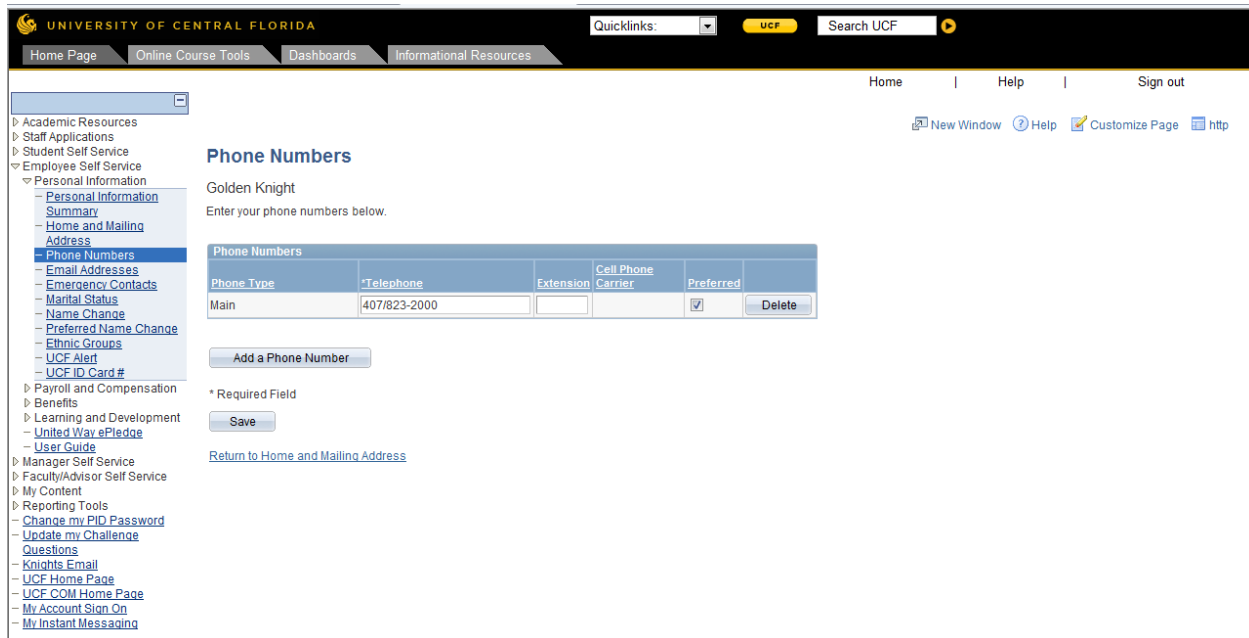
Due to HIPPA regulations and other State of Florida restrictions, we recommend that you do not use a work address for your MAILING address. The MAILING address is the address to which confidential information from your elected insurance companies, as well as other confidential information, will be sent.

When editing your MAILING address, you will see a Copy Address from Home check box. Checking this box allows you to update your MAILING address with your current HOME address. This eliminates the need for retyping the address if it's the same as your HOME.

Due to Federal regulations, International Employees are required to update their addresses with the International Service Center (ISC) at the CMMS building, Room 101.

Update Your Phone Number

You can update your phone information by clicking on the **Phone Numbers** link under Personal Information on the myUCF menu.



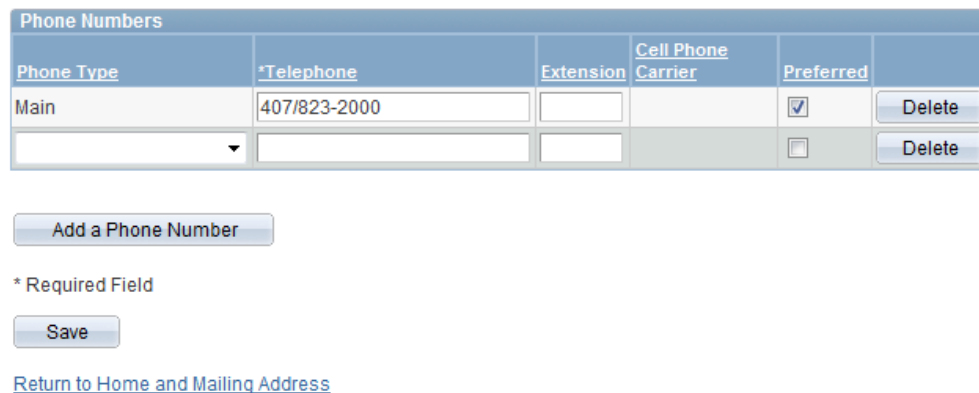
The screenshot shows the myUCF Employee Self Service interface. The top navigation bar includes the University of Central Florida logo, a Quicklinks dropdown, a UCF button, and a Search UCF field. Below the navigation bar, there are tabs for Home Page, Online Course Tools, Dashboards, and Informational Resources. The main content area is titled "Phone Numbers" and displays the user's name "Golden Knight" and the instruction "Enter your phone numbers below." A table lists the current phone numbers, with one entry for a "Main" telephone number "407/823-2000". Below the table is an "Add a Phone Number" button. The left sidebar contains a menu with various links, including "Personal Information", "Phone Numbers", "Email Addresses", "Emergency Contacts", "Marital Status", "Name Change", "Preferred Name Change", "Ethnic Groups", "UCF Alert", and "UCF ID Card #".

Click on the Add a Phone Number push button to add an additional phone number.

Phone Numbers

Golden Knight


Enter your phone numbers below.



This block shows a detailed view of the "Phone Numbers" form. It includes a table with columns for "Phone Type", "*Telephone", "Extension", "Cell Phone Carrier", "Preferred", and a "Delete" button. The first row shows a "Main" telephone number "407/823-2000" with the "Preferred" checkbox checked. Below the table is an "Add a Phone Number" button. Below the button is a note "* Required Field" and a "Save" button. At the bottom is a link "Return to Home and Mailing Address".

Enter the Phone Type for your Telephone number. You may add more than one phone number. Once you select the Phone Type, enter your 10-digit phone number without any formatting. The system will automatically format the field once you tab out. If you are entering more than one phone number, select which number you would like to store as the preferred phone. To update


the existing phone type, simply enter the new number over the old data. Click on the Save push button to submit the data. This will automatically update the PeopleSoft SA/HR database.



Phone Numbers

Save Confirmation

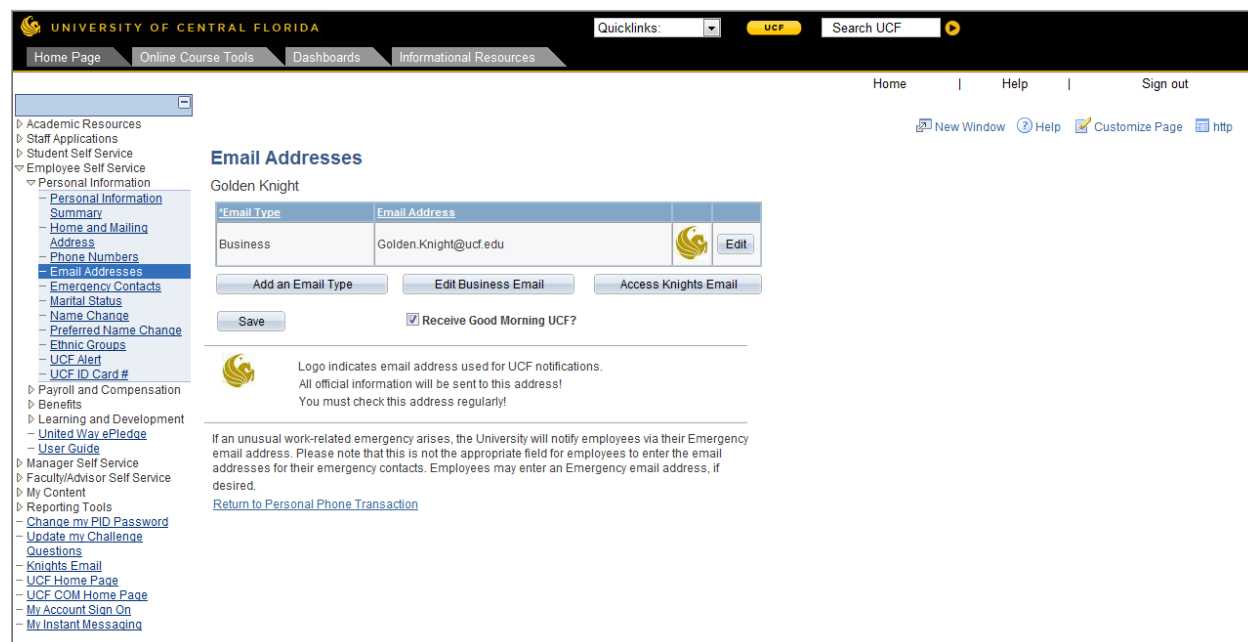
 The Save was successful.



Once you save the phone number(s), you will be directed to the Save Confirmation page. Click the OK push button to return to the Phone Numbers page.

Update Your Email Addresses

You can update your Email addresses by clicking on the **Email Addresses** link under Personal Information on the myUCF menu. Email options will vary based on your relationship with UCF as well as your use of the university's Enterprise Email.



The screenshot shows the myUCF interface. The top navigation bar includes 'Home Page', 'Online Course Tools', 'Dashboards', and 'Informational Resources'. The left sidebar lists various services, with 'Email Addresses' highlighted under 'Personal Information'. The main content area is titled 'Email Addresses' and shows a table with one entry: 'Business' with email address 'Golden.Knight@ucf.edu'. Below the table are buttons for 'Add an Email Type', 'Edit Business Email', and 'Access Knights Email'. A 'Save' button is also present. A checkbox labeled 'Receive Good Morning UCF?' is checked. A note at the bottom explains that the logo indicates the email address used for UCF notifications and that all official information will be sent to this address.

*Email Type	Email Address
Business	Golden.Knight@ucf.edu

Buttons: Add an Email Type, Edit Business Email, Access Knights Email, Save

☒ Receive Good Morning UCF?

Logo indicates email address used for UCF notifications.
All official information will be sent to this address!
You must check this address regularly!

If an unusual work-related emergency arises, the University will notify employees via their Emergency email address. Please note that this is not the appropriate field for employees to enter the email addresses for their emergency contacts. Employees may enter an Emergency email address, if desired.
[Return to Personal Phone Transaction](#)

Most employees will have a Business Email address and have the option of adding a Personal Email or an Emergency Email address. In cases where an employee is a current student, they can also have a Campus address associated with Knights Email.

Work-related Emails, including UCF Announcements and Events and Employee Self Service confirmations, are sent to employees' Business Email address.

If an unusual work-related emergency arises, the University will notify employees via their Emergency Email address. Please note that this is not the appropriate field for employees to enter the Email addresses for their emergency contacts. Employees may enter an Emergency Email address, if desired.

To add an Email type, click on the Add an Email Type push button and enter the Email address for that type. To update the existing Email address type, simply enter the new address over the old data. Click on the Save push button to submit the data. This will automatically update the PeopleSoft SA/HR database.

Note: To receive the Good Morning UCF daily Emails regarding campus announcements and events, please make sure the Receive Good Morning UCF? box is checked.

Email Addresses

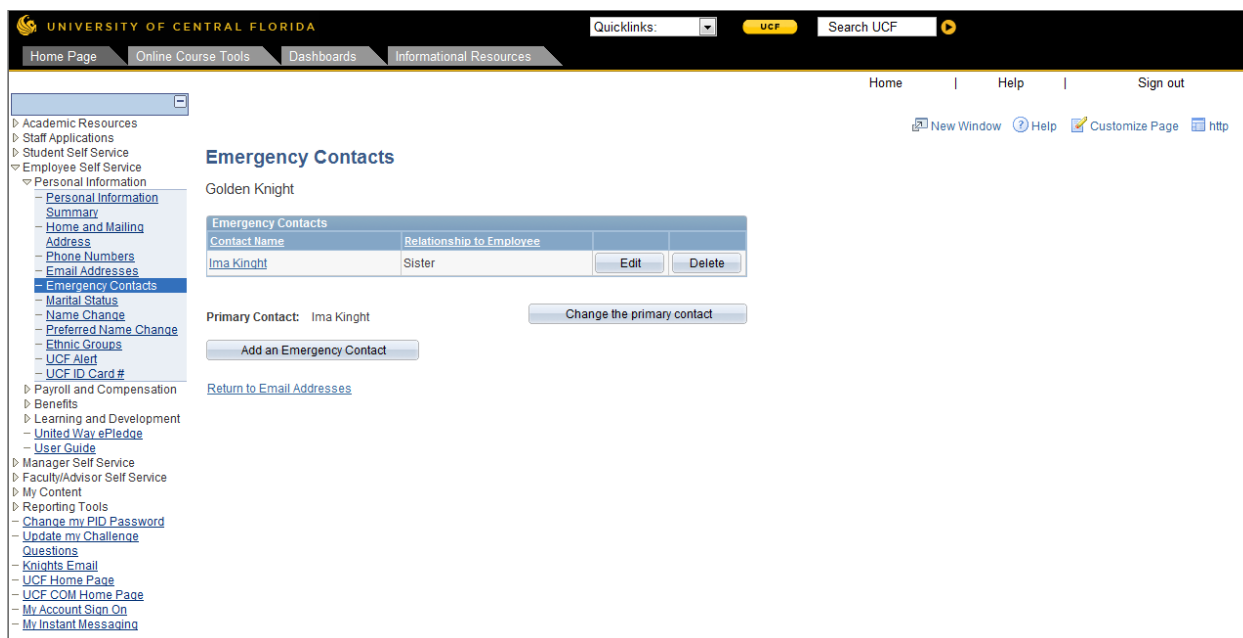
Save Confirmation

 The Save was successful.

Once you save the Email addresses, you will be directed to the Save Confirmation page. Click the OK push button to return to the Email Addresses page.

Update Your Emergency Contact

You can update your emergency contact by clicking on the **Emergency Contacts** link under Personal Information on the myUCF menu. Click on the Edit push button to make changes to the current contact information. If you do not have an existing emergency contact, click on the Add an Emergency Contact push button to add one.



UNIVERSITY OF CENTRAL FLORIDA

Quicklinks:

Home Page | Online Course Tools | Dashboards | Informational Resources

Home | Help | Sign out

New Window | Help | Customize Page | http

Academic Resources
Staff Applications
Student Self Service
Employee Self Service
Personal Information
Emergency Contacts
Marital Status
Name Change
Preferred Name Change
Ethnic Groups
UCF Alert
UCF ID Card #
Payroll and Compensation
Benefits
Learning and Development
United Way ePledge
User Guide
Manager Self Service
Faculty/Advisor Self Service
My Content
Reporting Tools
Change my PID Password
Update my Challenge Questions
Knights Email
UCF Home Page
UCF COM Home Page
My Account Sign On
My Instant Messaging

Emergency Contacts

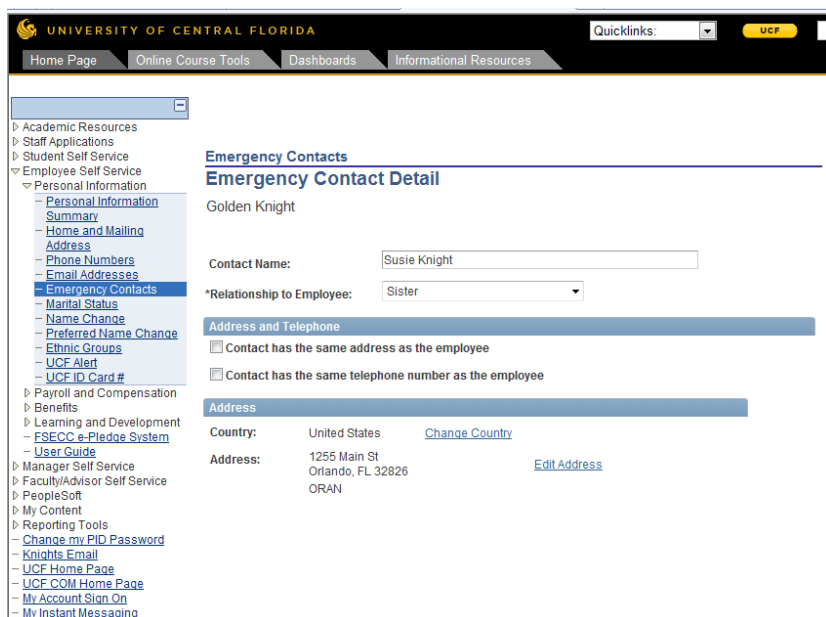
Golden Knight

Contact Name	Relationship to Employee	Edit	Delete
Ima Knight	Sister	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Primary Contact: Ima Knight

[Return to Email Addresses](#)

Enter contact name, relationship, address and phone information. If the contact's address and phone information is the same as yours, click the two check boxes to default the data from your personal information. Click on the Save push button to submit the data. This will automatically update the PeopleSoft SA/HR database.



UNIVERSITY OF CENTRAL FLORIDA

Quicklinks:

Home Page | Online Course Tools | Dashboards | Informational Resources

Academic Resources
Staff Applications
Student Self Service
Employee Self Service
Personal Information
Emergency Contacts
Marital Status
Name Change
Preferred Name Change
Ethnic Groups
UCF Alert
UCF ID Card #
Payroll and Compensation
Benefits
Learning and Development
FSECC e-Pledge System
User Guide
Manager Self Service
Faculty/Advisor Self Service
PeopleSoft
My Content
Reporting Tools
Change my PID Password
Knights Email
UCF Home Page
UCF COM Home Page
My Account Sign On
My Instant Messaging

Emergency Contact Detail

Golden Knight

Contact Name:

*Relationship to Employee:

☐ Contact has the same address as the employee

☐ Contact has the same telephone number as the employee

Address

Country: [Change Country](#)

Address:

 [Edit Address](#)

Manager Self Service
Faculty/Advisor Self Service
PeopleSoft
My Content
Reporting Tools
Change my PID Password
Knights Email
UCF Home Page
UCF COM Home Page
My Account Sign On
My Instant Messaging

Phone

Telephone:

Other Telephone Numbers

Phone Type	Phone Number	
Business	407/823-5555	Delete

Add a Phone Number

* Required Field

Save

Done

Once you save the emergency contact(s), you will be directed to the Save Confirmation page. Click the OK push button to return to the Emergency Contacts page.

Home Sign out
Saved

Emergency Contacts

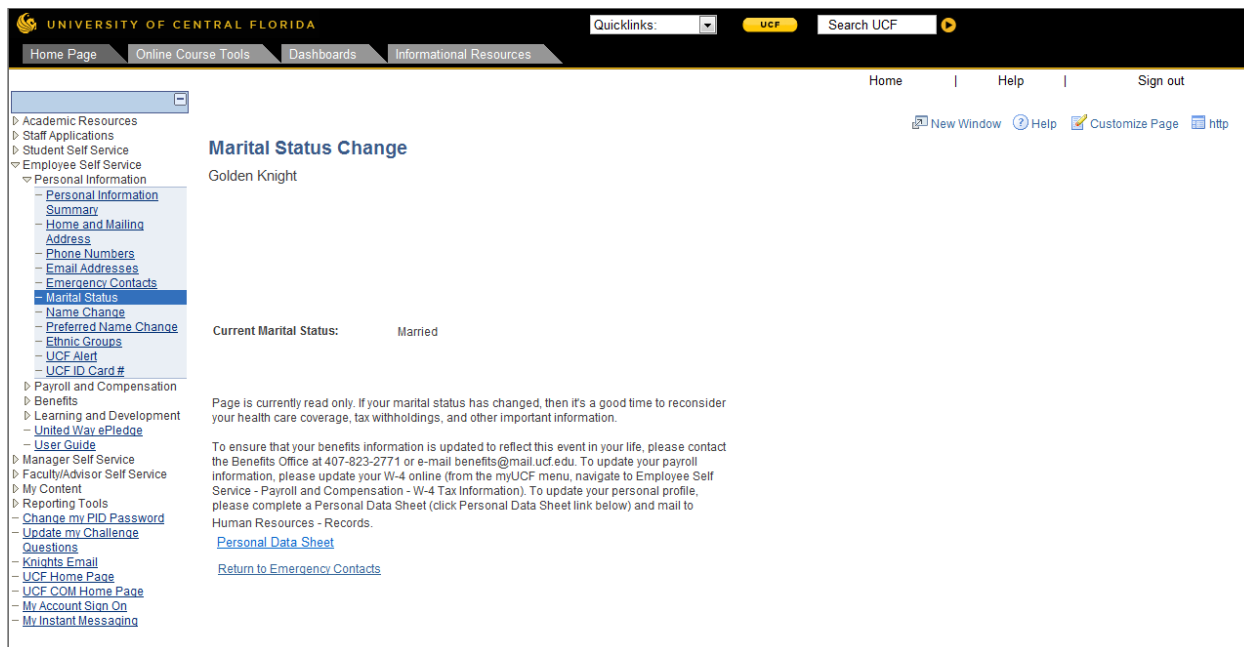
Save Confirmation

✓ The Save was successful.

OK

View Your Marital Status

You can view your marital status by clicking on the **Marital Status** link under Personal Information on the myUCF menu. This page is currently read only.

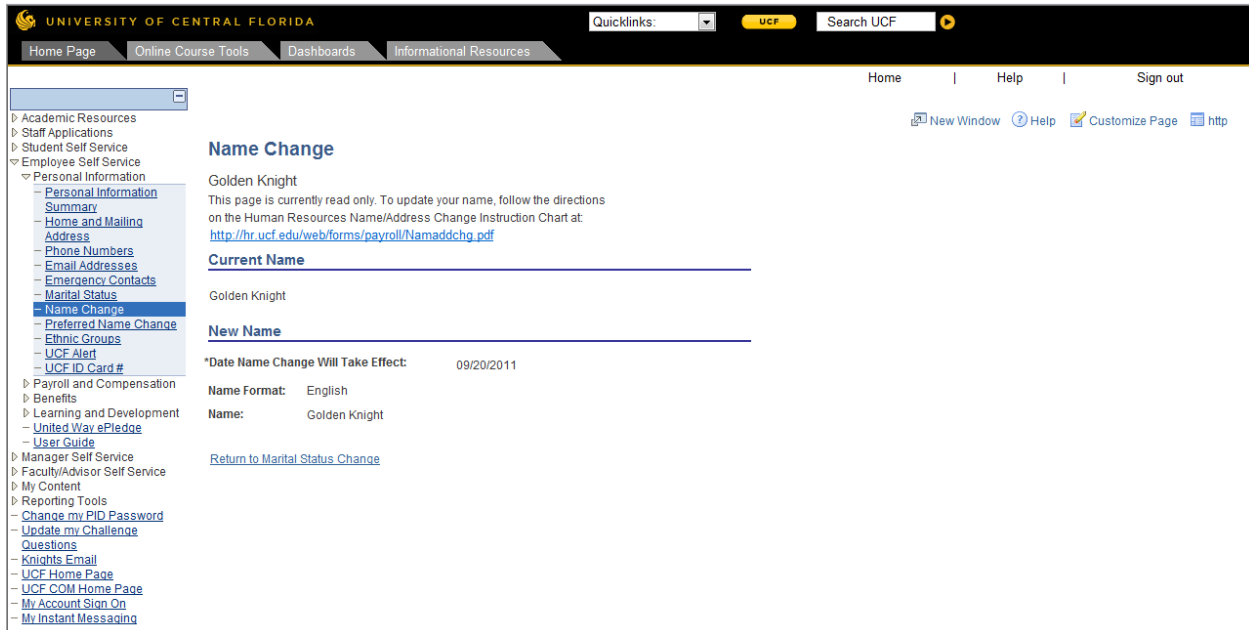


The screenshot shows the myUCF interface. At the top, there's a navigation bar with 'Home Page', 'Online Course Tools', 'Dashboards', and 'Informational Resources'. A search bar is on the right. Below the navigation bar, a left sidebar contains a tree view of menu items. The 'Marital Status' link under 'Personal Information' is highlighted. The main content area is titled 'Marital Status Change' and shows 'Golden Knight' as the user. Below this, it states 'Current Marital Status: Married'. A large block of text explains that the page is read-only and provides instructions for updating benefits and personal information, including contact details for the Benefits Office and a link to a Personal Data Sheet. At the bottom, there are links for 'Personal Data Sheet' and 'Return to Emergency Contacts'.

If your marital status has changed, then it's a good time to reconsider your health care coverage, tax withholdings, and other important information. To ensure that your benefits information is updated to reflect this event change in your life, please contact the Benefits Staff at 407-823-2771 or Email benefits@ucf.edu. For tax purposes, please update your W-4 information through Employee Self Service. To update your personal profile, please complete a Personal Data Sheet available at <http://www.hr.ucf.edu/web/forms/records/PersonalDataSheet.pdf> and mail to Human Resources – Records.

View Your Name

You can view your name by clicking on the **Name Change** link under Personal Information on the myUCF menu. This page is currently read only.



UNIVERSITY OF CENTRAL FLORIDA

Quicklinks UCF Search UCF

Home Page Online Course Tools Dashboards Informational Resources

Home | Help | Sign out

New Window Help Customize Page http

Name Change

Golden Knight

This page is currently read only. To update your name, follow the directions on the Human Resources Name/Address Change Instruction Chart at <http://hr.ucf.edu/web/forms/payroll/Namaddchg.pdf>

Current Name

Golden Knight

New Name

*Date Name Change Will Take Effect: 09/20/2011

Name Format: English

Name: Golden Knight

[Return to Marital Status Change](#)

Personal Information Summary
Home and Mailing Address
Phone Numbers
Email Addresses
Emergency Contacts
Marital Status
Name Change
Preferred Name Change
Ethnic Groups
UCF Alert
UCF ID Card #

Payroll and Compensation
Benefits
Learning and Development
United Way ePledge
User Guide

Manager Self Service
Faculty/Advisor Self Service
My Content
Reporting Tools
Change my PID Password
Update my Challenge
Questions
Knights Email
UCF Home Page
UCF COM Home Page
My Account Sign On
My Instant Messaging

To update your name, follow the directions on the Human Resources Name/Address Change Instruction Chart at <http://hr.ucf.edu/web/forms/payroll/Namaddchg.pdf>.

Preferred Name Change

You can change your first name by clicking on the [Preferred Name Change](#) link under Personal Information on the myUCF menu. This will change how your name is displayed in the UCF Directory.

Preferred Name Change

Current Primary Name Golden Knight

Current Preferred Name Golden Knight

New Preferred Name

Only your first name can be changed

Enter Preferred First Name:

Date change will take effect: 08/30/2011

NOTE. This change is immediate in the PeopleSoft system only. It may take up to 24 hours for this change to be applied in all systems.

Your name will display in the UCF Directory as: Golden Knight

Your Business Email Address is: Golden.Knight@ucf.edu


If you wish to add an email address for your preferred name, please click the link below.
Please note that you cannot replicate this email address or create an email address that already exists.

[Email Address](#)

If you wish to add an Email address for your preferred name, click the [Email Address](#) on the Preferred Name Change page. Select Add an Email Type and enter the Email address.

Email Addresses

Golden Knight

*Email Type	Email Address		
Business	Golden.Knight@ucf.edu		<input type="button" value="Edit"/>
Personal	<input type="text" value="GoKnights@ucf.edu"/>		

☒ **Receive Good Morning UCF?**

Once you save the Email address(s), you will be directed to the Save Confirmation page. Click the OK push button to return to the Email Addresses page.

Email Addresses

Save Confirmation

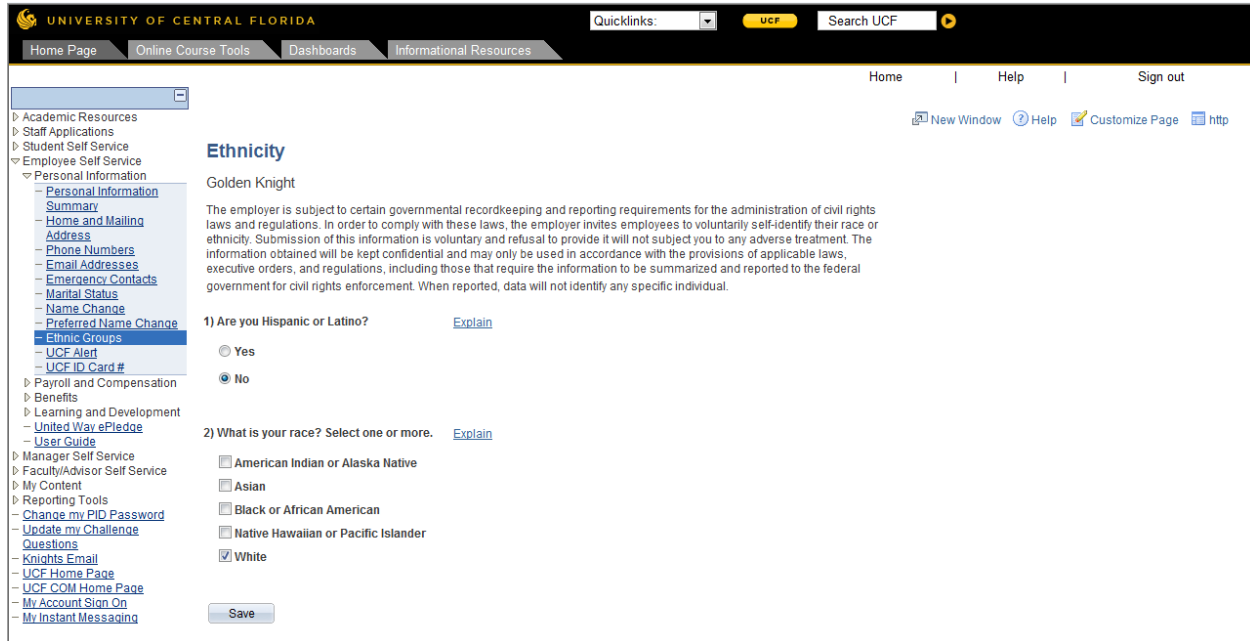


The Save was successful.

OK

View Your Ethnic Group

You can update your ethnic group by clicking on the **Ethnic Groups** link under Personal Information. Select the appropriate radio buttons on the page.



UNIVERSITY OF CENTRAL FLORIDA

Quicklinks: UCF Search UCF

Home Page | Online Course Tools | Dashboards | Informational Resources

Home | Help | Sign out

New Window | Help | Customize Page | http

Academic Resources
Staff Applications
Student Self Service
Employee Self Service
Personal Information
Summary
Home and Mailing Address
Phone Numbers
Email Addresses
Emergency Contacts
Marital Status
Name Change
Preferred Name Change
Ethnic Groups
UCF Alert
UCF ID Card #
Payroll and Compensation
Benefits
Learning and Development
United Way ePledge
User Guide
Manager Self Service
Faculty/Advisor Self Service
My Content
Reporting Tools
Change my PID Password
Update my Challenge Questions
Knights Email
UCF Home Page
UCF COM Home Page
My Account Sign On
My Instant Messaging

Ethnicity

Golden Knight

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

1) Are you Hispanic or Latino? [Explain](#)

☐ Yes
☒ No

2) What is your race? Select one or more. [Explain](#)

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Pacific Islander
☒ White

Save

Click on the Save push button to submit the data. This will automatically update the PeopleSoft SA/HR database.

Ethnic Groups

Save Confirmation



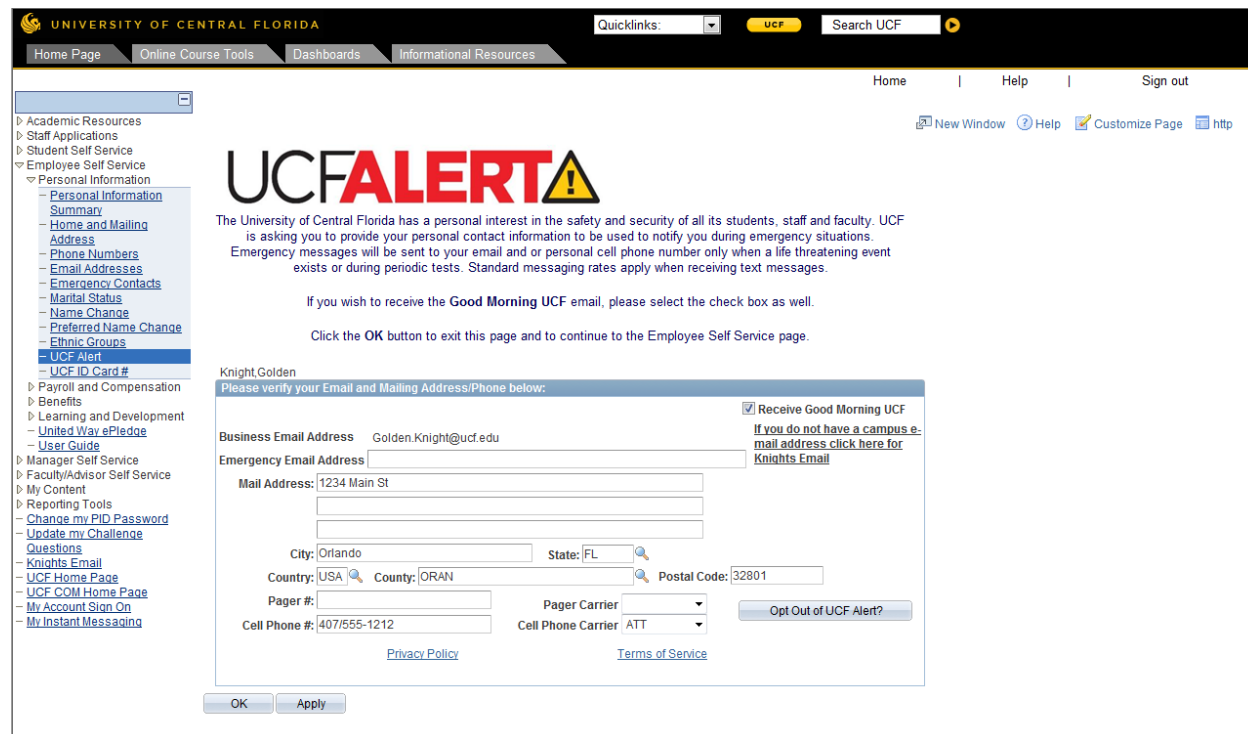
The Save was successful.

OK

Once you save your race or ethnicity, you will be directed to the Save Confirmation page. Click the OK push button to return to the Ethnicity page.

UCF Alert

UCFAlert is a service that will send text and Email notifications when life threatening events exist or during periodic tests.



The screenshot shows the UCF Alert setup page. The header includes the University of Central Florida logo and navigation links. The left sidebar contains a tree view with 'UCF Alert' selected under 'Personal Information'. The main content area features the 'UCF ALERT' logo and a warning icon. Below the logo, there is a text block explaining the service and a checkbox for 'Receive Good Morning UCF'. The form fields include: Business Email Address (Golden.Knight@ucf.edu), Emergency Email Address, Mail Address (1234 Main St), City (Orlando), State (FL), Country (USA), County (ORAN), Postal Code (32801), Pager #, Pager Carrier, Cell Phone # (407/555-1212), and Cell Phone Carrier (ATT). There are 'OK', 'Apply', and 'Opt Out of UCF Alert?' buttons. Links for 'Privacy Policy' and 'Terms of Service' are also present.

Enter emergency Email address, mailing address, pager #, cell phone #, pager carrier, cell phone carrier as applicable. Email address, pager and cell phone are not all required. Update PeopleSoft SA/HR with how you would like to receive UCF Alerts. Click on the Ok push button to submit the data. This will automatically update the PeopleSoft SA/HR database.

UCF ID Card

The UCF ID Card # page is read only to display your unique UCF ID Card #.



The screenshot displays the myUCF Employee Self Service interface. On the left is a navigation menu with the following items: Academic Resources, Staff Applications, Employee Self Service (expanded), Personal Information (expanded), Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Marital Status, Name Change, Preferred Name Change, Ethnic Groups, UCF Alert, UCF ID Card # (highlighted), Payroll and Compensation, Benefits, and Learning and Development. The main content area is titled "Golden Knight" and contains a box labeled "UCF ID Card #" with the value "11111111111111111111".

Payroll and Compensation

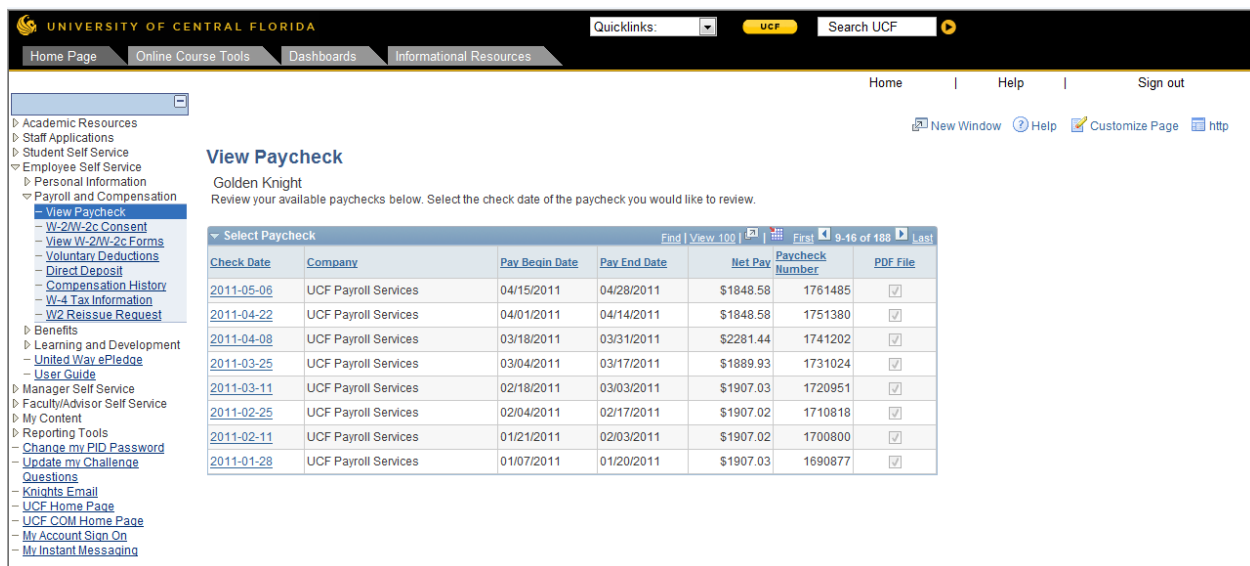
- ▼ Payroll and Compensation
 - View Paycheck
 - W-2/W-2c Consent
 - View W-2/W-2c Forms
 - Voluntary Deductions
 - Direct Deposit
 - Compensation History
 - W-4 Tax Information
 - W2 Reissue Request
- Benefits
- Learning and Development

The **Payroll and Compensation** section can be used to view your paychecks, W-2 forms, leave balances, voluntary deductions, and compensation history that are tracked in the PeopleSoft SA/HR system. It can also be used to update your direct deposit and W-4 tax information, W-2 electronic consent, and to request a duplicate W-2.

If you would like to speak with a representative from Payroll Services regarding this information, please call (407) 823-2771 or Email payroll@ucf.edu.

View Your Paycheck

You can view your current earnings, taxes, deductions, net pay and leave balances by clicking on the **View Paycheck** link under Payroll and Compensation on the myUCF menu.



View Paycheck

Golden Knight
Review your available paychecks below. Select the check date of the paycheck you would like to review.

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2011-05-06	UCF Payroll Services	04/15/2011	04/28/2011	\$1848.58	1761485	<input checked="" type="checkbox"/>
2011-04-22	UCF Payroll Services	04/01/2011	04/14/2011	\$1848.58	1751380	<input checked="" type="checkbox"/>
2011-04-08	UCF Payroll Services	03/18/2011	03/31/2011	\$2281.44	1741202	<input checked="" type="checkbox"/>
2011-03-25	UCF Payroll Services	03/04/2011	03/17/2011	\$1889.93	1731024	<input checked="" type="checkbox"/>
2011-03-11	UCF Payroll Services	02/18/2011	03/03/2011	\$1907.03	1720951	<input checked="" type="checkbox"/>
2011-02-25	UCF Payroll Services	02/04/2011	02/17/2011	\$1907.02	1710818	<input checked="" type="checkbox"/>
2011-02-11	UCF Payroll Services	01/21/2011	02/03/2011	\$1907.02	1700800	<input checked="" type="checkbox"/>
2011-01-28	UCF Payroll Services	01/07/2011	01/20/2011	\$1907.03	1690877	<input checked="" type="checkbox"/>

Select the paycheck you wish to view by clicking the appropriate check date. Checks are in PDF format and pop-ups must be enabled to view your paycheck.

HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Earnings	Hours	YTD Earnings	Description	Current	YTD
Regular			3,128.88	880.00	33,614.30	Fed Withholding	588.86	6,459.49
Wireless Service Plan			19.72		216.92	Fed MED/EE	44.19	484.50
Retroactive Payment			0.00		696.48	Fed OASD/EE	127.99	1,403.38
TOTAL:		0.00	3,148.60	880.00	34,527.70	TOTAL:	761.04	8,347.37

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Pretax Health Contribution	90.00	990.00	Optional Life Ins	4.58	49.19	Pretax Health Contribution	531.67	5,848.37
Pretax Vision Plan	2.93	32.23	Long Term Disability 30/90	31.99	343.65	State Life Pretax Contribution	2.27	24.97
VALIC TSA	75.00	825.00	VALIC Roth 403(b)	75.00	825.00	Pretax Assessment	7.75	85.25
Medical Reimbursement Acct	8.34	91.65	Gabor Life Insurance	37.50	412.50	Florida Retirement System	336.98	3,695.25
			Florida Pre-paid Tuition	53.65	590.15			
			UCF Athletics - Season Tickets	0.00	550.00			
			UCF Foundation	0.00	250.00			
TOTAL:	176.27	1,938.88	TOTAL:	202.72	3,020.49	*TAXABLE		

TOTAL GROSS		FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	3,148.60	2,972.33	761.04	378.99	2,008.57
YTD	34,527.70	32,588.82	8,347.37	4,959.37	21,220.96

LEAVE BALANCES	
Plan Type	Balance
Sick	278.95
Annual	265.93
Personal	0.00
Sick Leave Pool	0.00
Sick Pre-1973	0.00
Special Comp	0.00
Regular Comp	0.00
Overtime Comp	0.00
End Balance	544.88

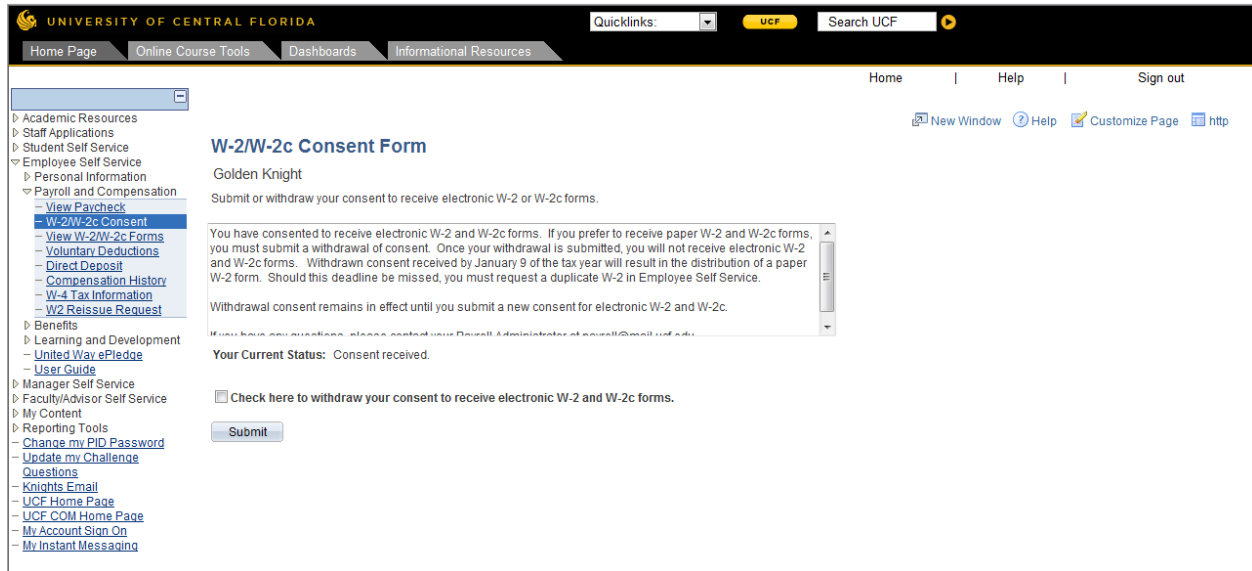
NET PAY DISTRIBUTION		
Account Type	Account Number	Deposit Amount
Advice #000000001779032	Savings *****4024	\$150.00
	Savings *****3590	\$10.00
	Checking *****4255	\$1,848.57
TOTAL:		\$2,008.57

MESSAGE:

Note: Any paycheck information prior to January 2004 reflects warrants issued by the Bureau of State Payrolls. From January 2004 through present, paychecks have been issued by UCF.

W-2/W-2c Consent Form

You can submit or withdraw consent to receive electronic W-2 or W-2c forms by clicking the **W-2/W-2c Consent** under Payroll and Compensation on the myUCF menu. Your current status will be displayed and the checkbox below can be used to update your status.

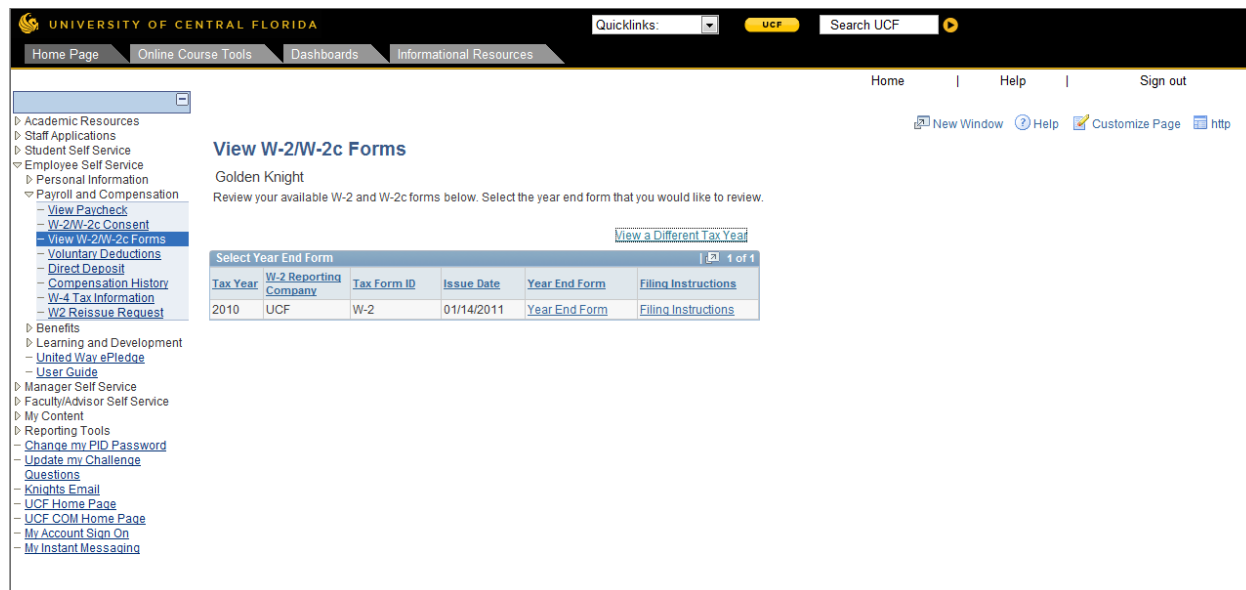


The screenshot shows the myUCF Employee Self Service interface. The top navigation bar includes the University of Central Florida logo, a Quicklinks dropdown, a UCF button, and a Search UCF field. Below this is a secondary navigation bar with links for Home Page, Online Course Tools, Dashboards, and Informational Resources. On the right side of the page, there are links for Home, Help, and Sign out, along with icons for New Window, Help, Customize Page, and http. The left sidebar contains a tree menu with categories like Academic Resources, Staff Applications, Student Self Service, Employee Self Service, Personal Information, Payroll and Compensation, Benefits, Learning and Development, Manager Self Service, Faculty/Advisor Self Service, My Content, Reporting Tools, and Change my PID Password. The main content area is titled "W-2/W-2c Consent Form" and "Golden Knight". It contains instructions on how to submit or withdraw consent, a section for "Your Current Status" which shows "Consent received", and a checkbox labeled "Check here to withdraw your consent to receive electronic W-2 and W-2c forms." with a "Submit" button below it.

To update your current status, click checkbox and then click on the Submit push button.

View W-2/W-2c Forms

You can view your previous years W-2 forms by clicking [View W-2/W-2cForms](#) link under Payroll and Compensation on the myUCF menu.



UNIVERSITY OF CENTRAL FLORIDA

Quicklinks: **UCF** Search UCF

Home Page | Online Course Tools | Dashboards | Informational Resources

Home | Help | Sign out

[New Window](#) [Help](#) [Customize Page](#) [http](#)

View W-2/W-2c Forms

Golden Knight

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.

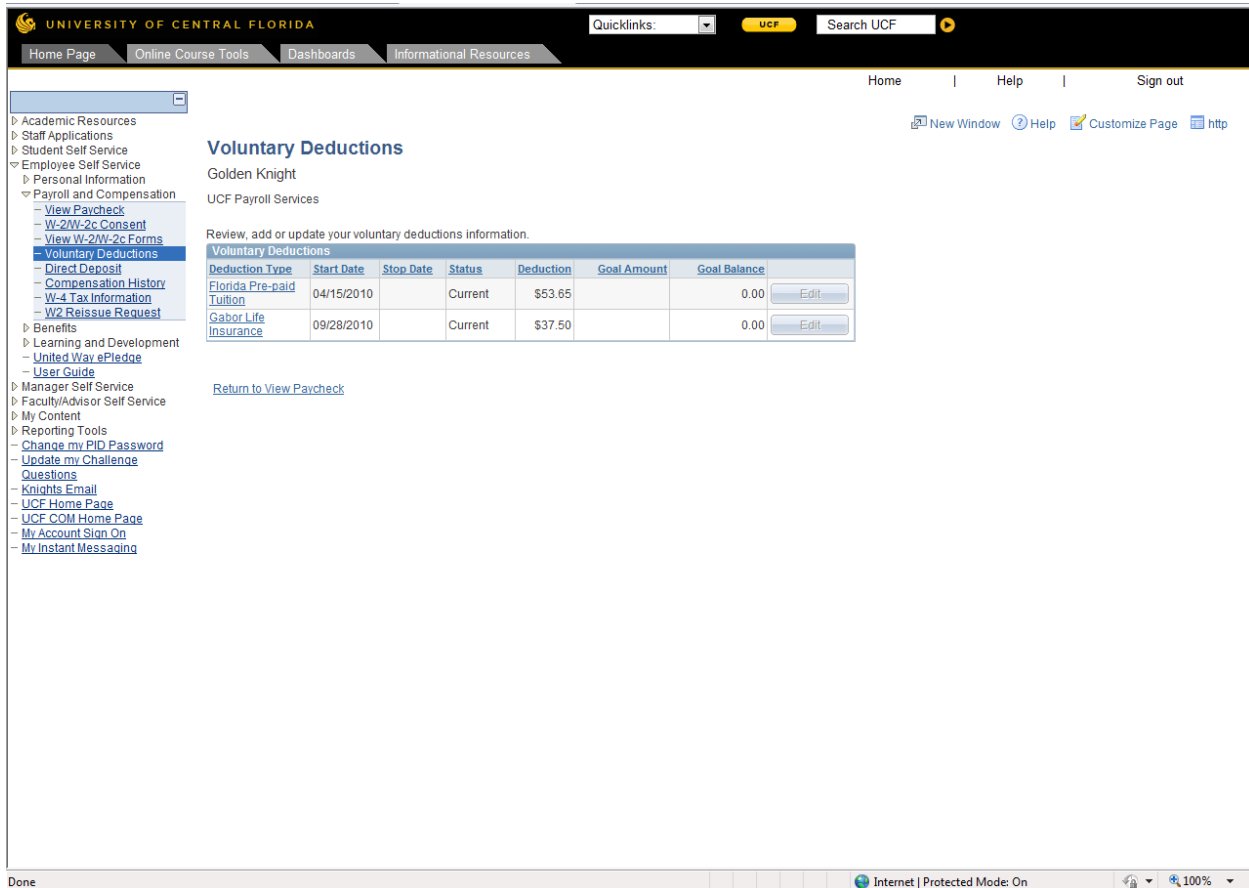
[View a Different Tax Year](#)

Select Year End Form					
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2010	UCF	W-2	01/14/2011	Year End Form	Filing Instructions

1 of 1

View Your Voluntary Deductions

You can view your voluntary deductions by clicking on the **Voluntary Deductions** link under Payroll and Compensation on the myUCF menu.



The screenshot shows the myUCF Employee Self Service interface. The top navigation bar includes the University of Central Florida logo, a search bar, and links for Home, Help, and Sign out. The left sidebar contains a menu with categories like Academic Resources, Staff Applications, Student Self Service, Employee Self Service, and Payroll and Compensation. The 'Voluntary Deductions' link is highlighted under the Payroll and Compensation section.

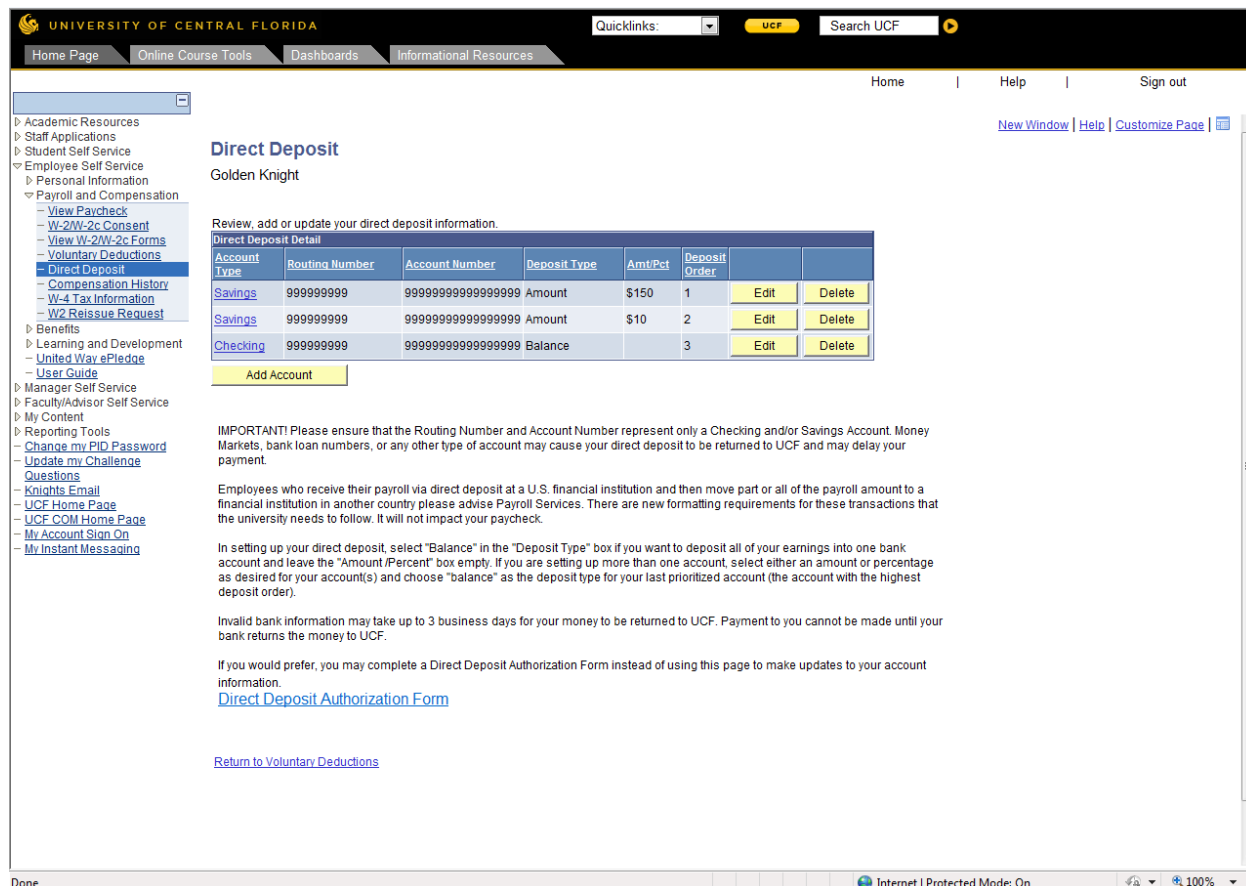
The main content area displays the 'Voluntary Deductions' page for a user named Golden Knight. It includes a section for 'UCF Payroll Services' and a table titled 'Voluntary Deductions' with the following data:

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
Florida Pre-paid Tuition	04/15/2010		Current	\$53.65		0.00	Edit
Gabor Life Insurance	09/28/2010		Current	\$37.50		0.00	Edit

Below the table, there is a link to [Return to View Paycheck](#).

Update Your Direct Deposit

You can update your direct deposit distribution by clicking on the **Direct Deposit** link under Payroll and Compensation on the myUCF menu.



The screenshot shows the myUCF interface for updating direct deposit information. The left sidebar contains a navigation menu with options like Academic Resources, Staff Applications, Student Self Service, Employee Self Service, Personal Information, Payroll and Compensation, and Direct Deposit. The main content area is titled "Direct Deposit" and "Golden Knight". It includes a table for reviewing and updating direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	Edit	Delete
Savings	999999999	999999999999999999	Amount	\$150	1	Edit	Delete
Savings	999999999	999999999999999999	Amount	\$10	2	Edit	Delete
Checking	999999999	999999999999999999	Balance		3	Edit	Delete

Below the table is an "Add Account" button. The page also contains important notices about routing numbers, account numbers, and the importance of ensuring the Amt/Pct column adds up to 100%. It also mentions that invalid bank information may delay payment and that a Direct Deposit Authorization Form can be used as an alternative.

IMPORTANT! Please ensure that the Routing Number and Account Number represent only a Checking and/or Savings Account. Money Markets, bank loan numbers, or any other type of account may cause your direct deposit to be returned to UCF, and may delay your payment. Also ensure that Amt/Pct column adds up to 100%. If you select more than one account, you must designate the last account as a “balance” account. The system will assign a priority number of 999 to all accounts set up as such. (Example: 50% goes into first account and “balance” goes into the second).

Invalid bank information may take up to 3 business days for your money to be returned to UCF. Payment to you cannot be made until your bank returns the money to UCF.

If you would prefer, you may complete a Direct Deposit Authorization Form instead of using this page to make updates to your account information. This form can be found on the HR website at http://hr.ucf.edu/web/forms/payroll/Direct_Deposit_Devolution.pdf.

To update your current account type(s), click on the Edit push button. To add an additional account, click on the Add Account push button.

Direct Deposit

Change Direct Deposit

Golden Knight

Your Bank Information

Routing Number:

[View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount or Percent:

*Deposit Order: (example: 1 = first account processed)

[Return to Direct Deposit](#)

* Required Field

You may click on the View Check Example to make sure you entered the correct routing and account number from your check. Make the appropriate changes and click on the Save push button to submit the data. This will automatically update the PeopleSoft SA/HR database.



Check Example

9999

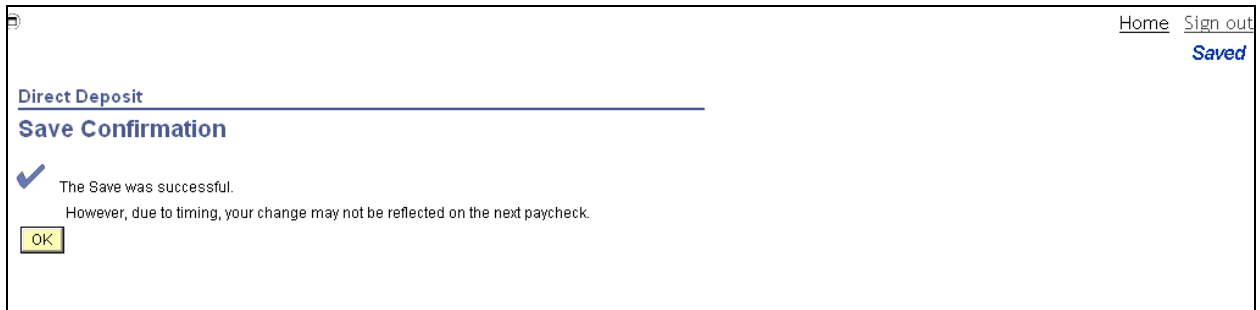
1 2

1 - Routing Number
2 - Account Number

OK Cancel

The screenshot shows a 'Check Example' window. It contains a visual representation of a check with fields for routing and account numbers. Below the check image, there are labels '1 - Routing Number' and '2 - Account Number' corresponding to the fields in the check image. At the bottom, there are 'OK' and 'Cancel' buttons. In the top right corner, there are links for 'Home', 'Sign out', and 'Help'.

Click the OK push button to return to the Direct Deposit page.



Direct Deposit

Save Confirmation

✓ The Save was successful.
However, due to timing, your change may not be reflected on the next paycheck.

OK

Home Sign out
Saved

The screenshot shows a 'Direct Deposit' page with a 'Save Confirmation' message. The message states: 'The Save was successful. However, due to timing, your change may not be reflected on the next paycheck.' Below the message is an 'OK' button. In the top right corner, there are links for 'Home', 'Sign out', and 'Saved'.

Once you save the direct deposit distribution, you will be directed to the Save Confirmation page. Click the OK push button to return to the Direct Deposit page.

View Your Compensation History

You can view your compensation history by clicking on the **Compensation History** link under Payroll and Compensation on the myUCF menu. Click on the View Another Date Range push button to choose another timeframe.

Compensation History

Golden Knight

From: 01/01/1900 To: 09/06/2011

[View Another Date Range](#)

Employee Job Information

EmplID:

Department: ADR COUN-PAYROLL

Job Title: Program Assistant

Payroll Status: Active

Salary History

Date of Change	Action	Reason	Annual Salary		Compensation per Frequency		
08/08/2010	Pay Rt Chg	Across-The-Board	28,000.000	USD	1,072.796935	USD	Biweekly Freq - 12 Month
04/12/2010	Hire		27,000.000	USD	1,034.482759	USD	Biweekly Freq - 12 Month

Enter a From Date and To Date and click on the Continue push button.

Select Date Range

Golden Knight

Lecturer

Select From and To dates for your Compensation History Inquire, leave blank to default to all history.

From Date: (example: 12/31/2000)

To Date: (example: 12/31/2000)

[Continue](#)

Update Your W-4 Tax Information

You can update your federal tax information by clicking on the [W-4 Tax Information](#) link under Payroll and Compensation on the myUCF menu.

Claim Exemption

I claim exemption from withholding for and I certify that I meet BOTH of the following conditions for exemption:

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

☐ Check 'Exempt' here if you meet both conditions.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

[Return to Select Date Range](#)

Enter the total number of allowances you would like to claim, any additional amount you would like withheld from each paycheck (if needed), and marital status. If you wish to claim exemption from withholding taxes for the current year, you must meet both of the conditions listed. Click on the Submit push button to continue.

Note: *This page will be read only if you are an employee with non-resident alien status. Please submit a W-4 Form to Payroll Services if this is the case.*

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID:

Password:

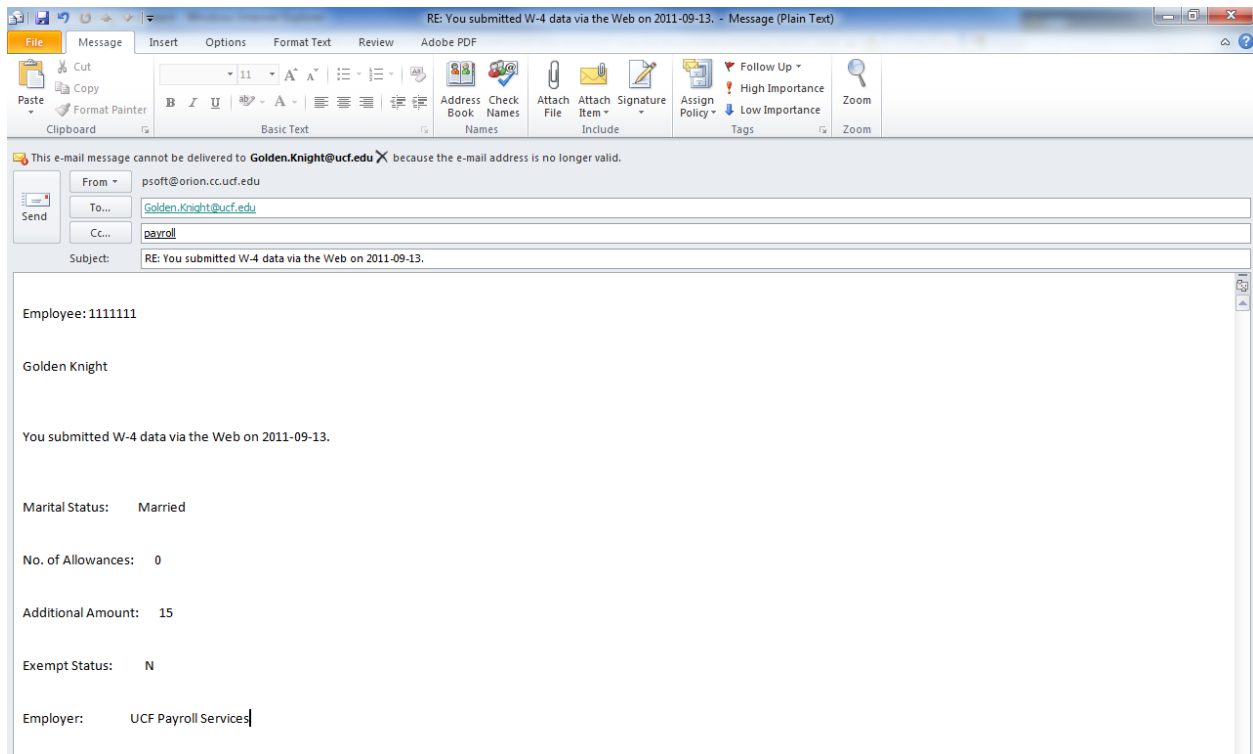
Enter your myUCF password to verify your identity and click on the Continue push button to save the data. This will automatically update the PeopleSoft SA/HR database.

Submit Confirmation

✓ The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

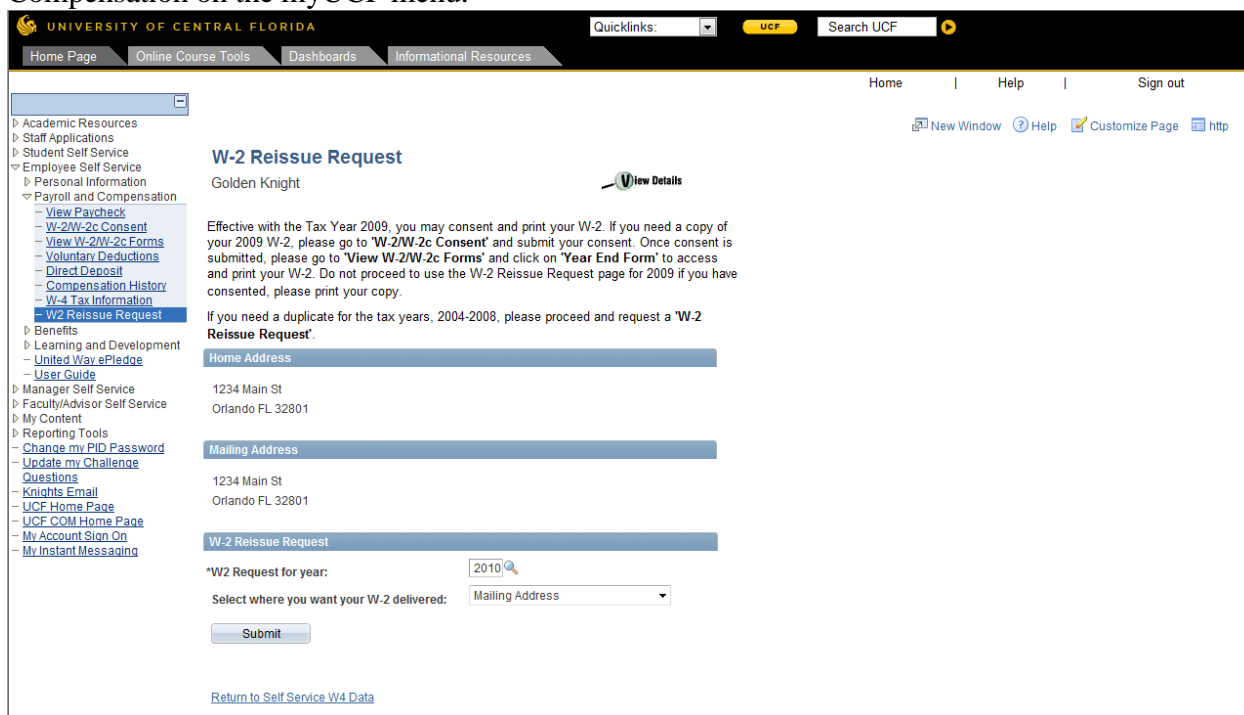
Once you submit the tax information, you will be directed to the Submit Confirmation page. Click the OK push button to return to the W-4 Tax Information page.



After saving, you should receive an Email confirming your tax changes. The Email will be sent to the Business Email address indicated on your [Personal Information Summary](#) page.

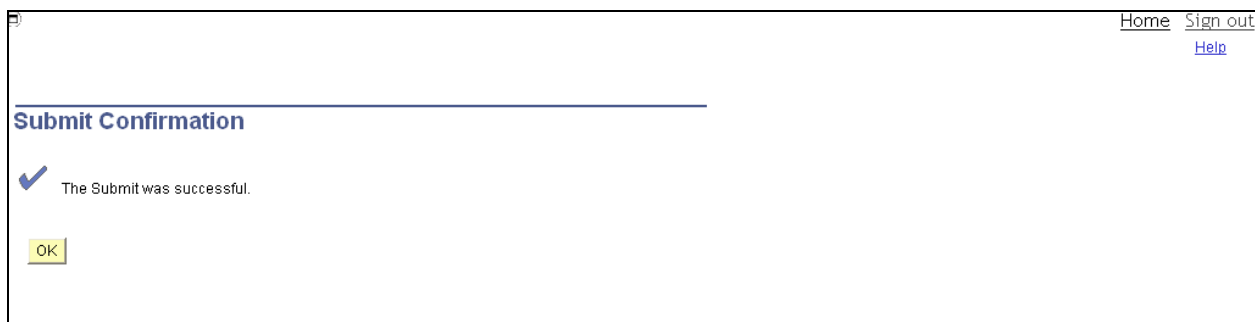
Request a Duplicate W-2

You can request a duplicate W-2 by clicking on the **W2 Reissue Request** link under Payroll and Compensation on the myUCF menu.



The screenshot shows the myUCF interface. On the left is a navigation menu with categories like Academic Resources, Staff Applications, Student Self Service, Employee Self Service, Personal Information, Payroll and Compensation, Benefits, Learning and Development, Manager Self Service, Faculty/Advisor Self Service, My Content, Reporting Tools, and various utility links. The 'W2 Reissue Request' link is highlighted under Payroll and Compensation. The main content area is titled 'W-2 Reissue Request' and includes instructions for requesting a duplicate W-2 for the 2009 tax year. It provides fields for 'Home Address' and 'Mailing Address', both showing '1234 Main St, Orlando FL 32801'. Below these is a section for 'W-2 Reissue Request' with a dropdown for 'W2 Request for year:' set to '2010' and a dropdown for 'Select where you want your W-2 delivered:' set to 'Mailing Address'. A 'Submit' button is at the bottom. A link 'Return to Self Service W4 Data' is also present.

Select the tax year for which you wish to receive a duplicate W-2 and which address you want your W-2 sent. Click on the Submit push button to send the request to Payroll Services. If you wish to receive W-2 at another address, please contact Payroll Services at payroll@ucf.edu or (407) 823-2771.



The screenshot shows the 'Submit Confirmation' page. It features a blue checkmark icon and the text 'The Submit was successful.' Below this is a yellow 'OK' button. In the top right corner, there are links for 'Home', 'Sign out', and 'Help'.

Once you submit the W-2 reissue request, you will be directed to the Submit Confirmation page. Click the OK push button to return to the W2 Reissue Request page.

Benefits

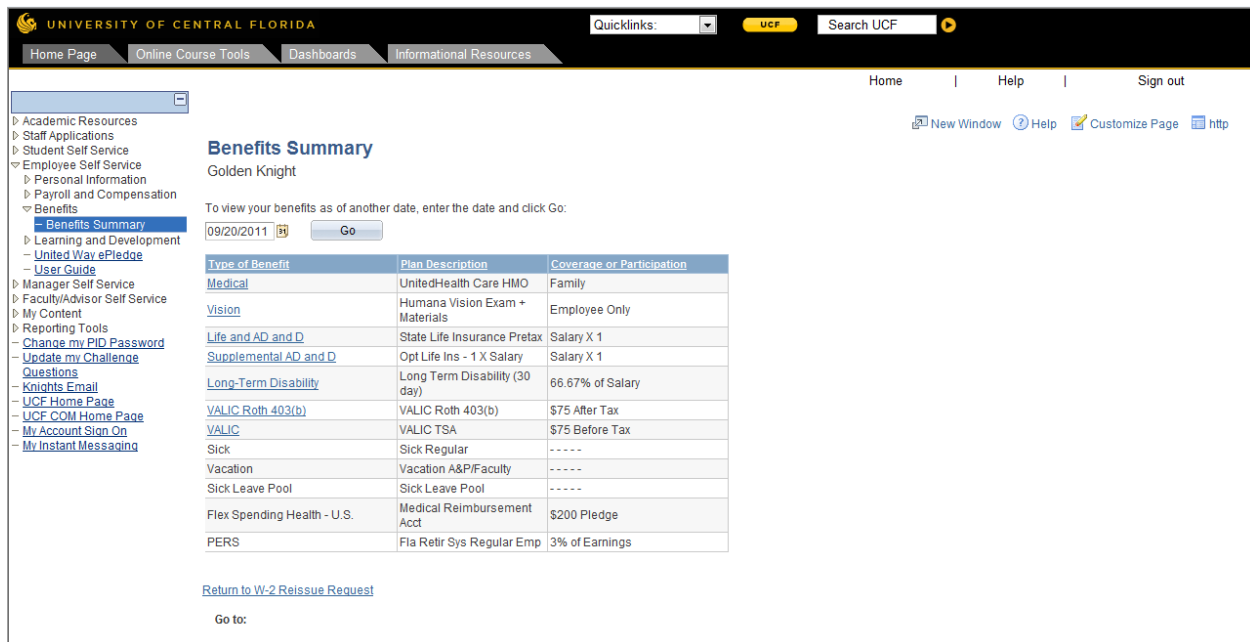
- ▷ Academic Resources
- ▷ Staff Applications
- ▷ Student Self Service
- ▼ Employee Self Service
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▼ Benefits
 - Benefits Summary
 - ▷ Learning and Development
 - United Way ePledge
 - User Guide

The **Benefits** section can be used to view your current benefits information that is tracked in the PeopleSoft SA/HR system. This includes such plans as medical, dental, flexible spending accounts, vision, life, disability, retirement and leave.

If you would like to speak with a representative from Benefits regarding this information, please call (407) 823-2771 or Email benefits@ucf.edu.

View Your Benefits Summary

You can view your benefits summary by clicking on the **Benefits Summary** link under Benefits on the myUCF menu.



The screenshot shows the myUCF interface with the 'Benefits Summary' page selected. The page title is 'Benefits Summary' and the user is identified as 'Golden Knight'. Below the title, there is a prompt to view benefits as of another date, with a date field set to '09/20/2011' and a 'Go' button. A table lists various benefits with columns for 'Type of Benefit', 'Plan Description', and 'Coverage or Participation'.

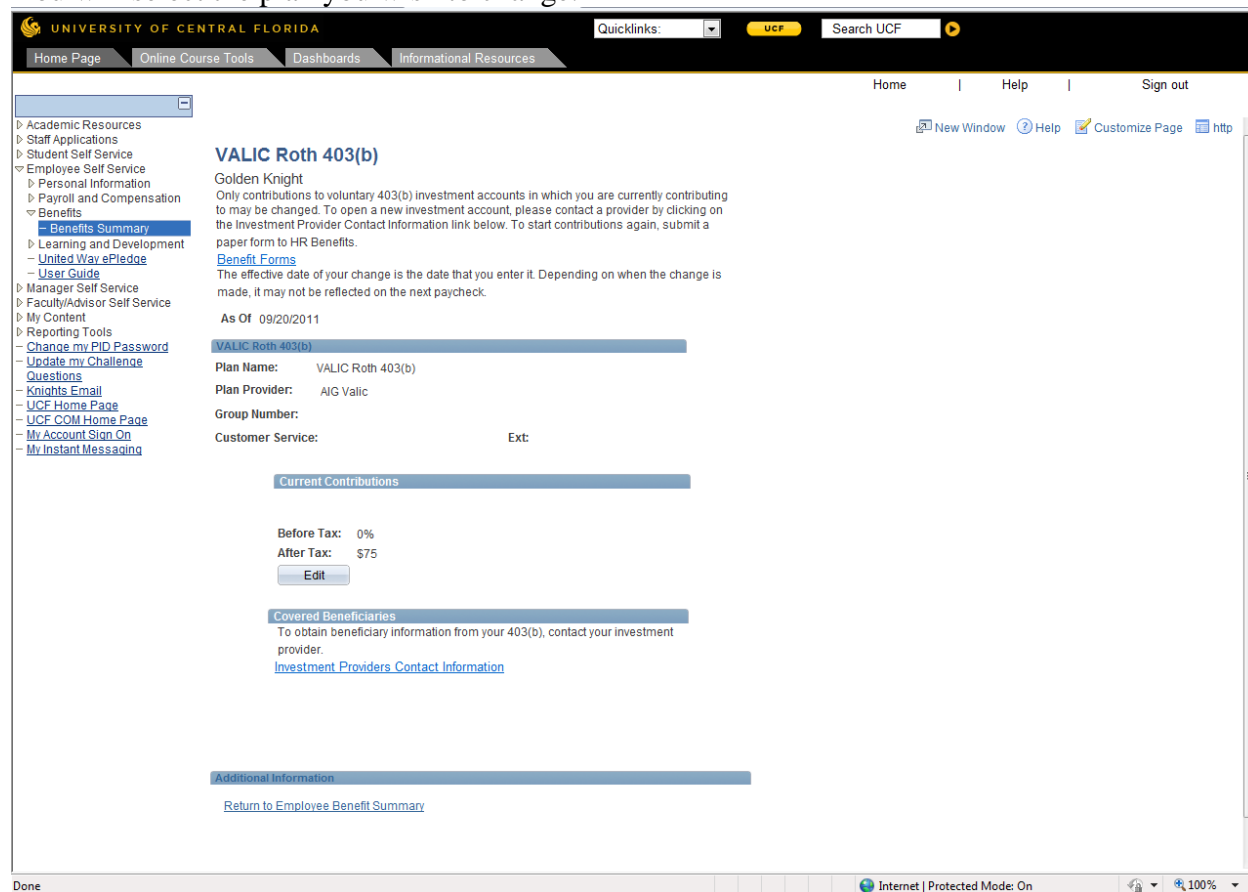
Type of Benefit	Plan Description	Coverage or Participation
Medical	UnitedHealth Care HMO	Family
Vision	Humana Vision Exam + Materials	Employee Only
Life and AD and D	State Life Insurance Pretax	Salary X 1
Supplemental AD and D	Opt Life Ins - 1 X Salary	Salary X 1
Long-Term Disability	Long Term Disability (30 day)	66.67% of Salary
VALIC Roth 403(b)	VALIC Roth 403(b)	\$75 After Tax
VALIC	VALIC TSA	\$75 Before Tax
Sick	Sick Regular	-----
Vacation	Vacation A&P/Faculty	-----
Sick Leave Pool	Sick Leave Pool	-----
Flex Spending Health - U.S.	Medical Reimbursement Acct	\$200 Pledge
PERS	Fla Retir Sys Regular Emp	3% of Earnings

Below the table, there is a link 'Return to W-2 Reissue Request' and a 'Go to:' field.

Change Your Voluntary 403(b) Contributions

Once you have opened the Benefits Summary, you can also make contribution changes to currently deducted Voluntary 403(b) plans. This is to include non-ORP 403(b) and ROTH 403(b) plans only.

You will select the plan you wish to change.



The screenshot displays the myUCF Employee Self Service interface. The top navigation bar includes the University of Central Florida logo, a search bar, and links for Home, Help, and Sign out. The left sidebar contains a tree view of navigation options, with 'Benefits Summary' highlighted under 'Employee Self Service'. The main content area is titled 'VALIC Roth 403(b)' and includes a 'Golden Knight' section with instructions on how to change contributions. Below this, there is a table for 'Current Contributions' showing 'Before Tax' at 0% and 'After Tax' at \$75, with an 'Edit' button. The 'Covered Beneficiaries' section provides information on how to obtain beneficiary details. At the bottom, there is an 'Additional Information' section with a link to 'Return to Employee Benefit Summary'. The browser status bar at the bottom indicates 'Internet | Protected Mode: On' and a zoom level of 100%.

UNIVERSITY OF CENTRAL FLORIDA

Quicklinks: ucf Search UCF

Home | Help | Sign out

New Window Help Customize Page http

Academic Resources
Staff Applications
Student Self Service
Employee Self Service
Personal Information
Payroll and Compensation
Benefits
Benefits Summary
Learning and Development
United Way ePledge
User Guide
Manager Self Service
Faculty/Advisor Self Service
My Content
Reporting Tools
Change my PID Password
Update my Challenge Questions
Knights Email
UCF Home Page
UCF.COM Home Page
My Account Sign On
My Instant Messaging

VALIC Roth 403(b)

Golden Knight
Only contributions to voluntary 403(b) investment accounts in which you are currently contributing to may be changed. To open a new investment account, please contact a provider by clicking on the Investment Provider Contact Information link below. To start contributions again, submit a paper form to HR Benefits.
[Benefit Forms](#)
The effective date of your change is the date that you enter it. Depending on when the change is made, it may not be reflected on the next paycheck.
As Of 09/20/2011

VALIC Roth 403(b)

Plan Name: VALIC Roth 403(b)
Plan Provider: AIG Valic
Group Number:
Customer Service: Ext:

Current Contributions

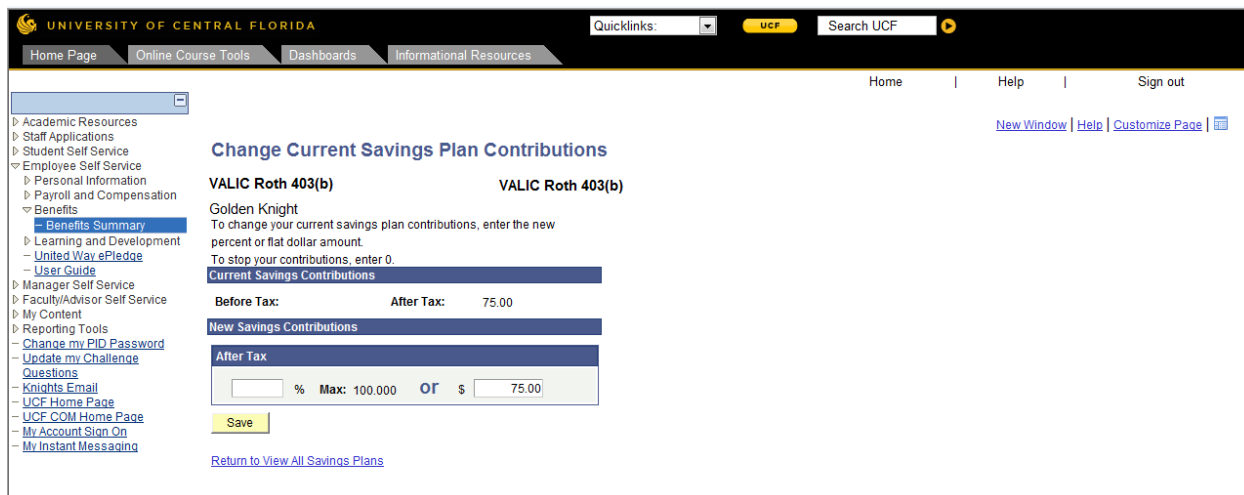
Before Tax: 0%
After Tax: \$75
[Edit](#)

Covered Beneficiaries
To obtain beneficiary information from your 403(b), contact your investment provider.
[Investment Providers Contact Information](#)

Additional Information
[Return to Employee Benefit Summary](#)

Done Internet | Protected Mode: On 100%

Click the Edit button on the plan information page. Once the change page opens you can select a new percentage or flat rate amount and click the Save button.



UNIVERSITY OF CENTRAL FLORIDA

Quicklinks: ucf Search UCF

Home Page | Online Course Tools | Dashboards | Informational Resources

Home | Help | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Print](#)

Academic Resources
Staff Applications
Student Self Service
Employee Self Service
Personal Information
Payroll and Compensation
Benefits
Benefits Summary
Learning and Development
United Way ePledge
User Guide
Manager Self Service
Faculty/Advisor Self Service
My Content
Reporting Tools
Change my PID Password
Update my Challenge
Questions
Knights Email
UCF Home Page
UCF COM Home Page
My Account Sign On
My Instant Messaging

Change Current Savings Plan Contributions

VALIC Roth 403(b) VALIC Roth 403(b)

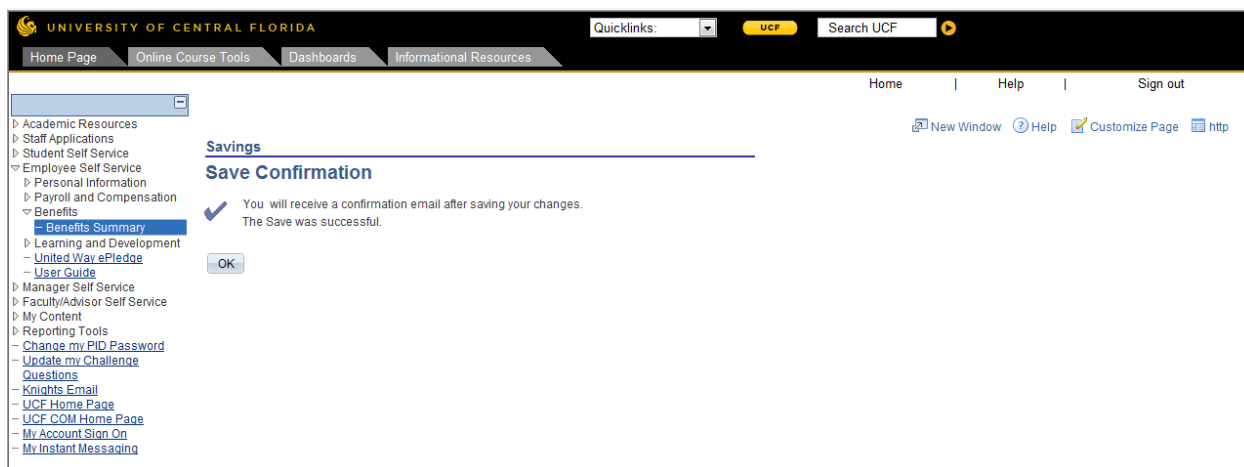
Golden Knight
To change your current savings plan contributions, enter the new percent or flat dollar amount.
To stop your contributions, enter 0.

Current Savings Contributions

Before Tax:	After Tax:	75.00
New Savings Contributions		
After Tax		
<input type="text"/>	%	Max: 100.000
<input type="text"/>	OF	\$ 75.00

[Return to View All Savings Plans](#)

You will have to confirm your changes by clicking the Ok button



UNIVERSITY OF CENTRAL FLORIDA

Quicklinks: ucf Search UCF

Home Page | Online Course Tools | Dashboards | Informational Resources

Home | Help | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Print](#)

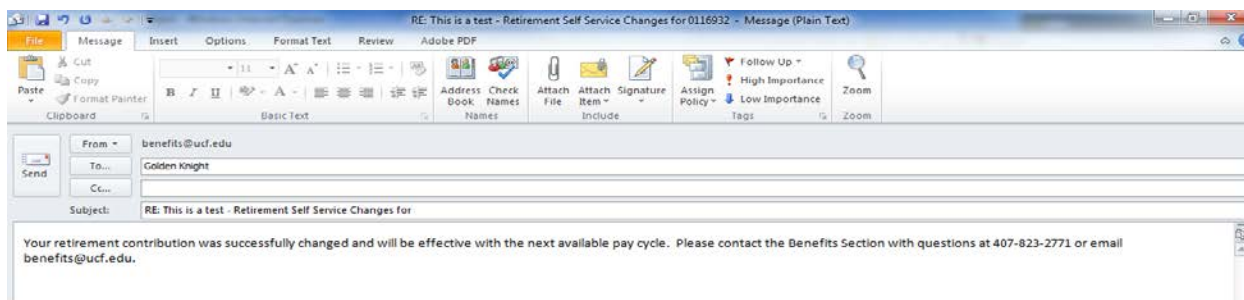
Academic Resources
Staff Applications
Student Self Service
Employee Self Service
Personal Information
Payroll and Compensation
Benefits
Benefits Summary
Learning and Development
United Way ePledge
User Guide
Manager Self Service
Faculty/Advisor Self Service
My Content
Reporting Tools
Change my PID Password
Update my Challenge
Questions
Knights Email
UCF Home Page
UCF COM Home Page
My Account Sign On
My Instant Messaging

Savings

Save Confirmation

☒ You will receive a confirmation email after saving your changes.
The Save was successful.

Please note that the PeopleSoft system will send you a confirmation Email to your Business Email address.



RE: This is a test - Retirement Self Service Changes for 0116932 - Message (Plain Text)

From: benefits@ucf.edu
To: Golden Knight
Cc:
Subject: RE: This is a test - Retirement Self Service Changes for

Your retirement contribution was successfully changed and will be effective with the next available pay cycle. Please contact the Benefits Section with questions at 407-823-2771 or email benefits@ucf.edu.

Learning and Development

- ▼ Employee Self Service
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ▼ Learning and Development
 - Training Summary
 - Request Training Enrollment
 - Professional Training
 - United Way ePledge
 - User Guide

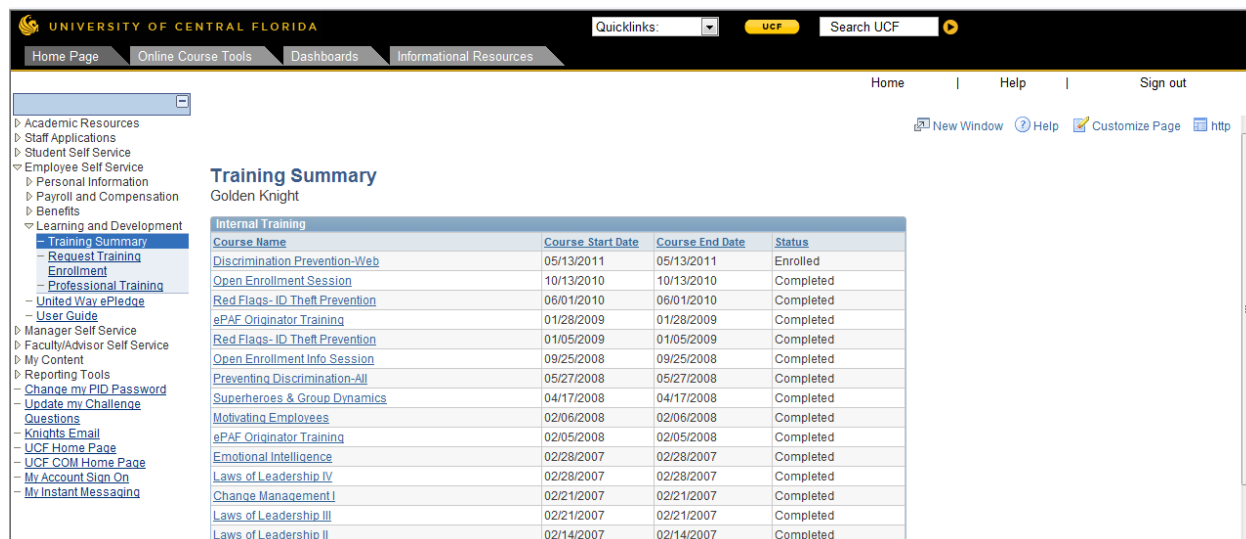
The **Learning and Development** section can be used to view your training summary, request training enrollment, update professional training events and review information about your education that is tracked in the PeopleSoft SA/HR system.

If you would like to speak with a representative from OD & Training, please call (407) 823-0440 or Email od&training@ucf.edu.

If you have questions about your education information, please call our Records section at (407) 823-2771 or Email records@ucf.edu.

View Your Training Summary

You can view your training summary by clicking on the **Training Summary** link under Learning and Development on the myUCF menu.



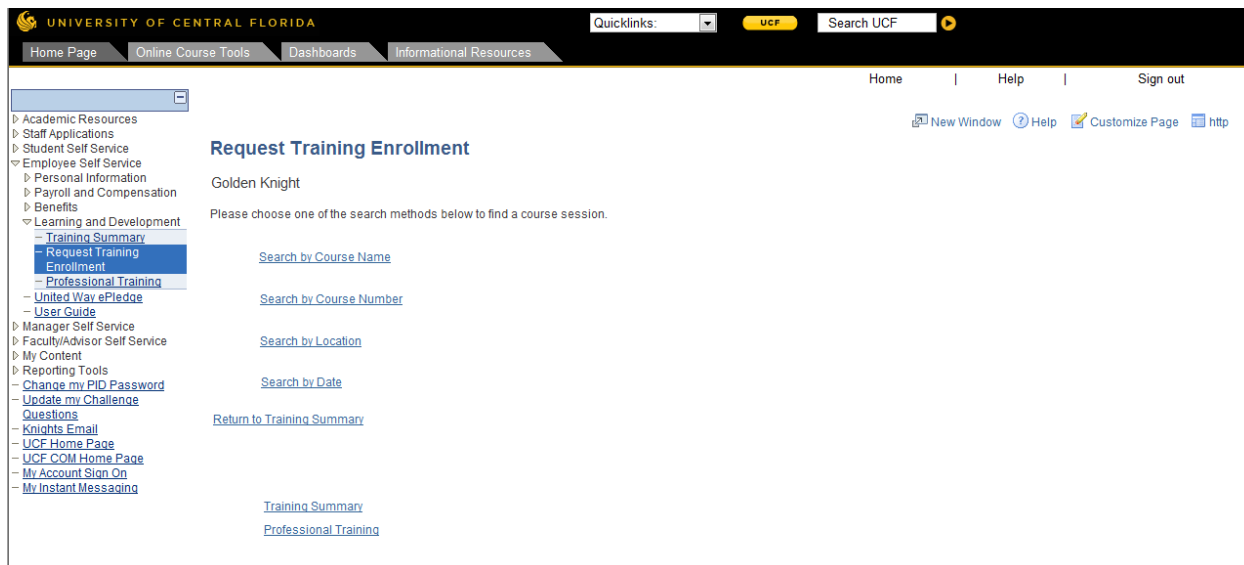
Training Summary
Golden Knight

Course Name	Course Start Date	Course End Date	Status
Discrimination Prevention-Web	05/13/2011	05/13/2011	Enrolled
Open Enrollment Session	10/13/2010	10/13/2010	Completed
Red Flags- ID Theft Prevention	06/01/2010	06/01/2010	Completed
ePAF Originator Training	01/28/2009	01/28/2009	Completed
Red Flags- ID Theft Prevention	01/05/2009	01/05/2009	Completed
Open Enrollment Info Session	09/25/2008	09/25/2008	Completed
Preventing Discrimination-All	05/27/2008	05/27/2008	Completed
Superheroes & Group Dynamics	04/17/2008	04/17/2008	Completed
Motivating Employees	02/06/2008	02/06/2008	Completed
ePAF Originator Training	02/05/2008	02/05/2008	Completed
Emotional Intelligence	02/28/2007	02/28/2007	Completed
Laws of Leadership IV	02/28/2007	02/28/2007	Completed
Change Management I	02/21/2007	02/21/2007	Completed
Laws of Leadership III	02/21/2007	02/21/2007	Completed
Laws of Leadership II	02/14/2007	02/14/2007	Completed

This is very useful to verify the status of your current training enrollments and to easily identify training you have completed in order to include it on your annual performance appraisal. For more information, click on the highlighted course name to view the following details: course code, description, training facility and prerequisites.

Request Training Enrollment

You can request training enrollment with the Human Resources OD & Training section by clicking on the **Request Training Enrollment** link under Learning and Development on the myUCF menu.



The screenshot shows the myUCF interface. The top navigation bar includes 'University of Central Florida', 'Quicklinks', 'ucf', and a search bar. Below this is a secondary navigation bar with 'Home Page', 'Online Course Tools', 'Dashboards', and 'Informational Resources'. On the left is a sidebar menu with categories like 'Academic Resources', 'Staff Applications', 'Student Self Service', 'Employee Self Service', 'Benefits', 'Learning and Development', 'Manager Self Service', 'Faculty/Advisor Self Service', 'My Content', 'Reporting Tools', 'Questions', 'Knights Email', 'UCF Home Page', 'UCF COM Home Page', 'My Account Sign On', and 'My Instant Messaging'. The 'Request Training Enrollment' link is highlighted under 'Learning and Development'. The main content area is titled 'Request Training Enrollment' and 'Golden Knight'. It contains the text 'Please choose one of the search methods below to find a course session.' and four search options: 'Search by Course Name', 'Search by Course Number', 'Search by Location', and 'Search by Date'. There are also links for 'Return to Training Summary', 'Training Summary', and 'Professional Training'.

You can choose one of four search methods to find a course session:

Search by Course Name

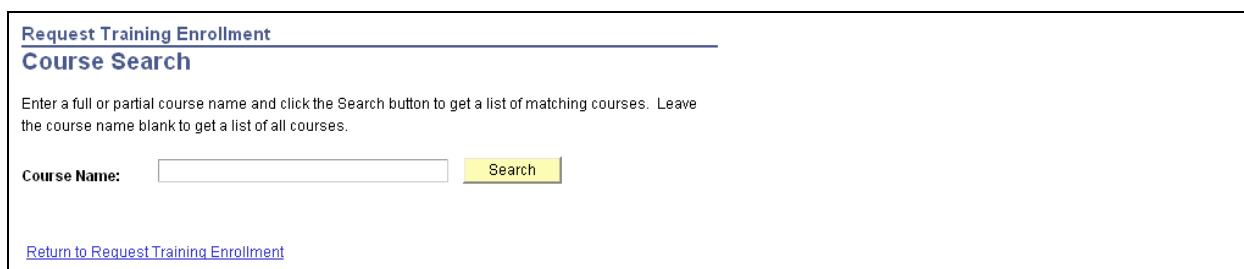
Search by Course Number

Search by Location

Search by Date

Search by Course Name

Click on the Search by Course Name link from the Request Training Enrollment page.



The screenshot shows a form titled 'Request Training Enrollment' and 'Course Search'. It contains the text 'Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.' Below this is a text input field labeled 'Course Name:' and a yellow 'Search' button. At the bottom is a link 'Return to Request Training Enrollment'.

Enter a full or partial course name and click the Search push button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Home Sign out			
Ergonomics		SAF035	View Available Sessions
Fin8.9 Basic Query Rpt FNRP210		PSC059	No Sessions Available
Financials CISP - FNSC111		PSC060	No Sessions Available
First Aid		LIF014	View Available Sessions
Focus on the Customer		AES009	View Available Sessions
Getting Organized		LIF104	No Sessions Available
Goal Setting		STA014	No Sessions Available
Human Resources Liaison		PER079	No Sessions Available
Identity Theft Awareness		MIS009	View Available Sessions
Interviewer Certification		PER006	No Sessions Available

The course will display No Sessions Available if no course sessions are available to register for at the time of your search. Click the View Available Sessions link next to the course code for which you wish to view a list of course sessions.

Request Training Enrollment
View Available Sessions
 LIF001 CPR-Adult
 Click on a session number in the list below to view session details or to request enrollment in the session.

02/27/2007				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
5089	HR Training Room	4.5	12	0

04/18/2007				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
5090	HR Training Room	4.5	12	0

[Return to Course Search](#)

Search by Course Number

Click on the Search by Course Number link from the Request Training Enrollment page.

Request Training Enrollment
Course Search
 Enter a course number and click the Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number:

[Return to Request Training Enrollment](#)

Enter a course number and click the Search push button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number	Description		
ADM018	Property/Inventory Training		No Sessions Available
AES009	Focus on the Customer		View Available Sessions
DIV008	ABC's of Diversity		No Sessions Available
LES000	Leadership Excellence		View Available Sessions
LESUCF	Leadership Excellence Series		View Available Sessions
LIF001	CPR-Adult		View Available Sessions
LIF009	Conversational Spanish		View Available Sessions
LIF014	First Aid		View Available Sessions

The course will display No Sessions Available if no course sessions are available to register for at the time of your search. Click the View Available Sessions link next to the course code for which you wish to view a list of course sessions.

Request Training Enrollment
View Available Sessions

LIF087 Say What You Mean, Part II

Click on a session number in the list below to view session details or to request enrollment in the session.

03/29/2007				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0011	HR Training Room	3.0	20	0

[Return to Course Search](#)

Search by Location

Click on the Search by Location link from the Request Training Enrollment page.

Request Training Enrollment
Course Search

Enter a full or partial location name and click the Search button to get a list of matching training locations. Leave the location blank to get a list of all locations.

Location:

[Return to Request Training Enrollment](#)

Enter a full or partial location name and click the Search push button to get a list of matching training locations. Leave the location blank to get a list of all locations.

Request Training Enrollment

Course Search

Enter a full or partial location name and click the Search button to get a list of matching training locations. Leave the location blank to get a list of all locations.

Location:

Location	
Continuing Education	No Sessions Available
HR Training Room	View Available Sessions
Operational Excellence & Asses	No Sessions Available
Physical Plant Large Conferenc	No Sessions Available
STUDENT UNION	No Sessions Available
Teaching Academy	No Sessions Available

[Return to Request Training Enrollment](#)

The location will display No Sessions Available if no course sessions are available to register for at the time of your search. Click the View Available Sessions link next to the location for which you wish to view a list of course sessions.

Request Training Enrollment

View Available Sessions

HR Training Room

Click on a session number in the list below to view session details or to request enrollment in the session.

AES009 Focus on the Customer				
Session	Start Date	Duration (Hours)	Open Seats	Waitlisted
4379	02/26/2007	0.0	19	0

LESUCF Leadership Excellence Series				
Session	Start Date	Duration (Hours)	Open Seats	Waitlisted
0001	02/07/2007	32.0	0	2

LIF001 CPR-Adult				
Session	Start Date	Duration (Hours)	Open Seats	Waitlisted
5089	02/27/2007	4.5	12	0
5090	04/18/2007	4.5	12	0

Search by Date

Click on the Search by Date link from the Request Training Enrollment page.

Request Training Enrollment

Course Search

Enter a date range and click the Search button to get a list of courses offered within that range. Leave the date fields blank to get a list of all available courses.



From: Through:
(example: 12/31/2000) (example: 12/31/2000)

[Return to Request Training Enrollment](#)







Enter a date range and click the Search push button to get a list of courses offered within that range. Leave the date fields blank to get a list of those courses with available course sessions in which to enroll.

Request Training Enrollment
Course Search

Enter a date range and click the Search button to get a list of courses offered within that range. Leave the date fields blank to get a list of all available courses.

From: 
Through: 

(example: 12/31/2000)
(example: 12/31/2000)

Start Date	Description		Course Number	
01/05/2007	Self-Defense: Escape (Men)		LIF110	View Available Sessions
01/05/2007	Waiting Class - Testing		WTG001	View Available Sessions
01/10/2007	Performance Evaluations Semina		PER067	View Available Sessions
01/10/2007	Student Records Delta (SR2030)		PSC019	View Available Sessions
01/15/2007	PS HR/SA Basic Navigation		PSC001	View Available Sessions
01/16/2007	Conversational Spanish		LIF009	View Available Sessions

Click the View Available Sessions link next to the course code for which you wish to view a list of course sessions.

Request Training Enrollment
View Available Sessions

LIF110 Self-Defense: Escape (Men)

Click on a session number in the list below to view session details or to request enrollment in the session.

01/05/2007				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0004		1.0	9	0

[Return to Course Search](#)

View Course Details

[Home](#) [Sign out](#)
[Help](#)

Request Training Enrollment


Course Detail

First Aid

Course Code: LIF014

Description: Learn how to determine the signs, symptoms, and treatment of everything from sprains and fractures to bleeding, poisonings, and burns. Please dress comfortably to participate in practice exercises on the floor. Workshop requires a minimum of 6 participants and maximum of 15 participants.

Prerequisites: None

Click on the  button to view details for a specific course in which you may be interested. It includes information such as course code, description and any prerequisites. Click the OK push button to return to the Request Training Enrollment page.

Register for Course Session

[Request Training Enrollment](#)

View Available Sessions

LIF110 Self-Defense: Escape (Men)

Click on a session number in the list below to view session details or to request enrollment in the session.

01/05/2007				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0004		1.0	9	0

[Return to Course Search](#)

To complete the training enrollment from either of the four search options, click on the session number for the course you wish to attend. This page will also provide location, duration, number of open seats, and number of participants on a waitlist.

Request Training Enrollment
Session Detail

Golden Knight

Click Continue to submit your training request.

Course: LIF110 Self-Defense: Escape (Men)
Session: 0004
Location:
Start Date: 01/05/2007
Duration (Hours): 1.0
Language:
Prerequisites: None

Session Schedule

Date	Start Time	End Time
Friday 01/05/2007	9:00AM	10:00AM

☒ If this session is full, place me on the waiting list.

[Continue](#)

[Return to Course Search](#)

The session detail page will give a complete summary of the course session in which you are about to enroll. Check the If this session is full, place me on the waiting list checkbox if you wish to be added to the waitlist for a course session that is full. Click the Continue push button to advance to the next step of the process.

Submit Request

Click the Submit button at the bottom of the page to complete your request.

Course: LIF110 Self-Defense: Escape (Men)
Session: 0004
Location:
Course Start Date: 01/05/2007 **Start Time** 9:00AM **End Time** 10:00AM
Duration (Hours): 1.0
Language:

Golden Knight
EmplID:


[Submit](#)

[Return to View Available Sessions](#)

The submit request page is the final step in the enrollment process. Please verify that this is the correct course session that you would like to attend. If not, click on the Return to View Available Sessions link. Click the Submit push button at the bottom of the page to complete your request.

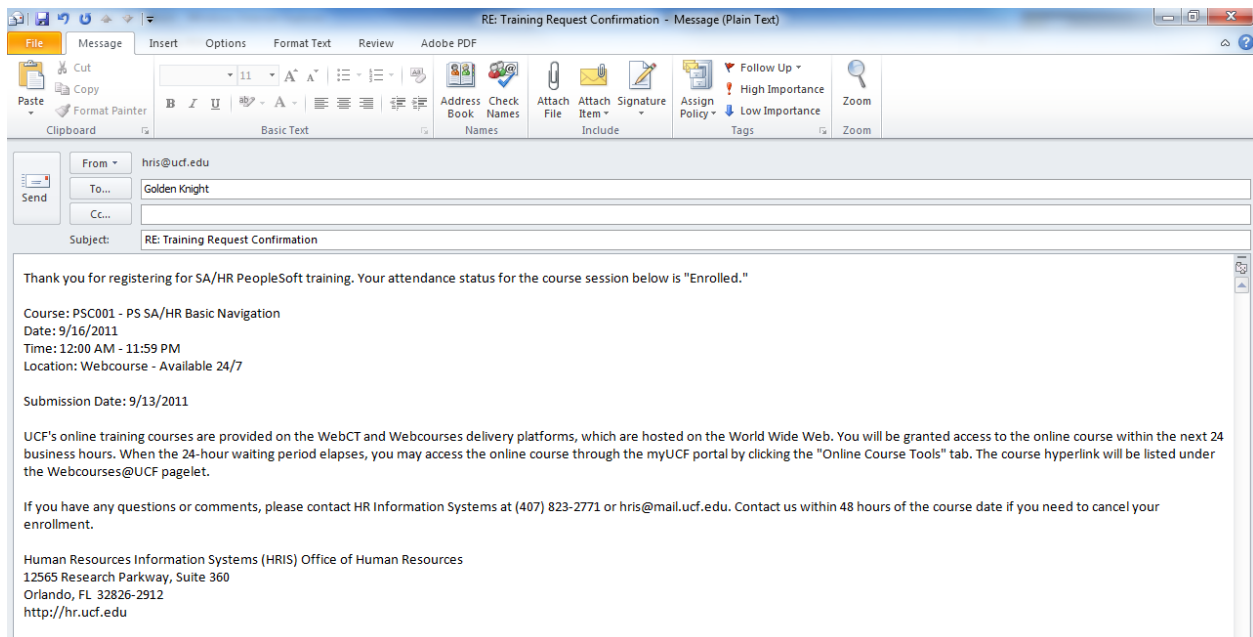
Request Training Enrollment

Save Confirmation

 The Save was successful.

OK

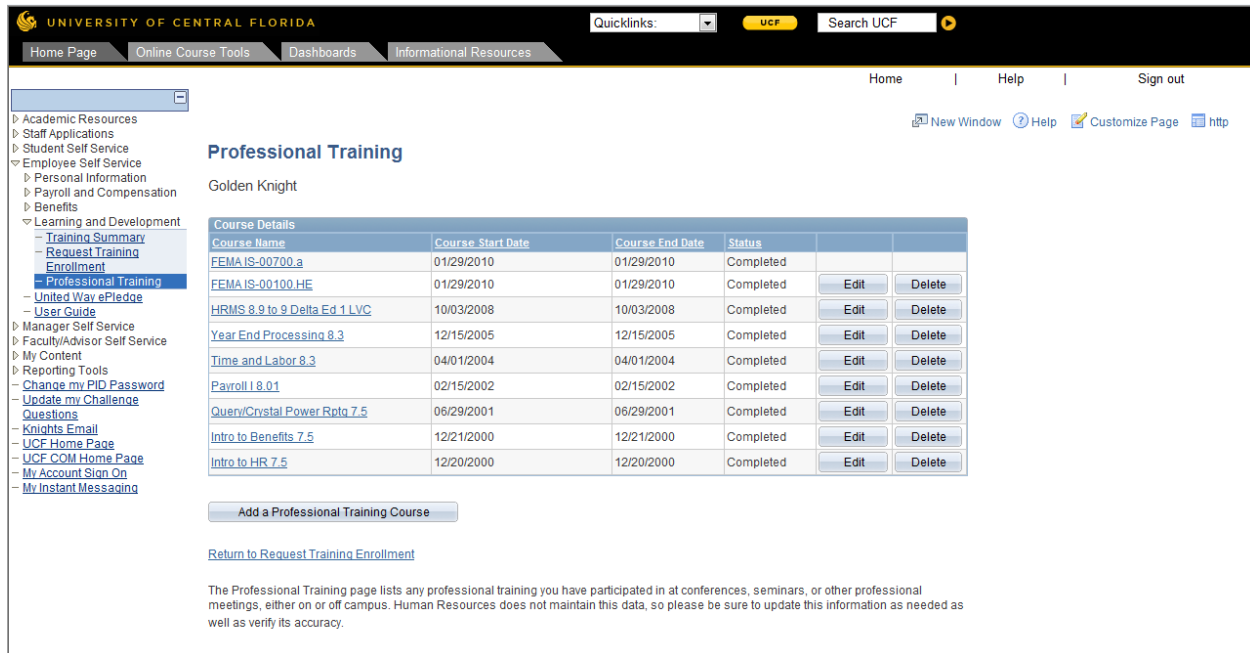
Once you submit the request for training enrollment, you will be directed to the Save Confirmation page. Click the OK push button to return to the Request Training Enrollment confirmation page.



After saving, you should receive an Email confirming your training enrollment. The Email will be sent to the Business Email address indicated on your **Personal Information Summary** page. Please note the attendance status. If it indicates Session Wait, the course training administrator will contact you when the next course session becomes available. Please mark this training session on your calendar as a reminder.

Update Your Professional Training

You can update your professional training information by clicking on the **Professional Training** link under Learning and Development on the myUCF menu.



The screenshot shows the myUCF Professional Training page. The left sidebar contains a navigation menu with options like Academic Resources, Staff Applications, Student Self Service, Employee Self Service, Personal Information, Payroll and Compensation, Benefits, Learning and Development, Training Summary, Request Training Enrollment, Professional Training (selected), United Way ePledge, User Guide, Manager Self Service, Faculty/Advisor Self Service, My Content, Reporting Tools, Change my PID Password, Update my Challenge Questions, Knights Email, UCF Home Page, UCF.COM Home Page, My Account Sign On, and My Instant Messaging. The main content area is titled "Professional Training" and "Golden Knight". It displays a table of course details with columns for Course Name, Course Start Date, Course End Date, Status, and buttons for Edit and Delete. The table lists several completed courses, including FEMA IS-00700.a, FEMA IS-00100.HE, HRMS 8.9 to 9 Delta Ed 1 LVC, Year End Processing 8.3, Time and Labor 8.3, Payroll 1.8.01, Query/Crystal Power Rptn 7.5, Intro to Benefits 7.5, and Intro to HR 7.5. Below the table is a button to "Add a Professional Training Course" and a link to "Return to Request Training Enrollment". A note at the bottom states: "The Professional Training page lists any professional training you have participated in at conferences, seminars, or other professional meetings, either on or off campus. Human Resources does not maintain this data, so please be sure to update this information as needed as well as verify its accuracy."

Click on the Edit push button to make changes to the current professional training information. If you do not have existing professional training, click on the Add a Professional Training Course push button to add professional training information.

Professional Training

Professional Training Detail

Golden Knight

*Course Name:

Course Start Date:  (example: 12/31/2000)

Course End Date: 

School/Facility Where Course Was Taken:

* Required Field

[Return to Professional Training](#)

Enter the Course Name, Course Completion Date and School/Facility Where Course Was Taken. To update the existing professional training details, simply enter the new address over the old

data. Click on the Save push button to submit the data. This will automatically update the PeopleSoft SA/HR database.

Professional Training

Save Confirmation



The Save was successful.

OK

Once you save the professional training, you will be directed to the Save Confirmation page. Click the OK push button to return to the Professional Training page.

Note: *The Professional Training page lists any professional training you have participated in at conferences, seminars, or other professional meetings, either on or off campus. Human Resources does not maintain this data, so please be sure to update this information as needed as well as verify its accuracy.*

UCF e-Pledge System

- ▷ Academic Resources
- ▷ Staff Applications
- ▷ Student Self Service
- ▼ Employee Self Service
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ▼ Learning and Development
 - [Training Summary](#)
 - [Request Training Enrollment](#)
 - [Professional Training](#)
 - [United Way ePledge](#)
 - [User Guide](#)

The online giving system (e-Pledge) can be found under the Employee Self Service menu. In 2009, UCF employees contributed over \$140,000 to the FSECC. E-Pledge is available to faculty, staff, students, alumni, and community supporters. To use payroll deduction, you must receive a paycheck from the university (including adjuncts, OPS, and student assistants)

Where can I find a current copy of the Employee Self Service User Guide?

- ▷ Academic Resources
- ▷ Staff Applications
- ▷ Student Self Service
- ▼ Employee Self Service
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ▼ Learning and Development
 - [Training Summary](#)
 - [Request Training Enrollment](#)
 - [Professional Training](#)
 - [United Way ePledge](#)
 - [User Guide](#)

The User Guide is only a click away! It was created to assist employees with using all the functionality in the Employee Self Service menu on the myUCF portal.

To access the most current version of the user guide, which will be updated as more functionality becomes available, click on the **User Guide** link in the Employee Self Service menu. Or, please visit the HR website at http://hr.ucf.edu/web/forms/hris/HREESS_Guide.pdf.