myUCF

PeopleSoft 9.0
Employee Self Service
User Guide

UCF Human Resources

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Orlando, Florida 32826-2912
Phone: (407) 823-2771

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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:

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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.
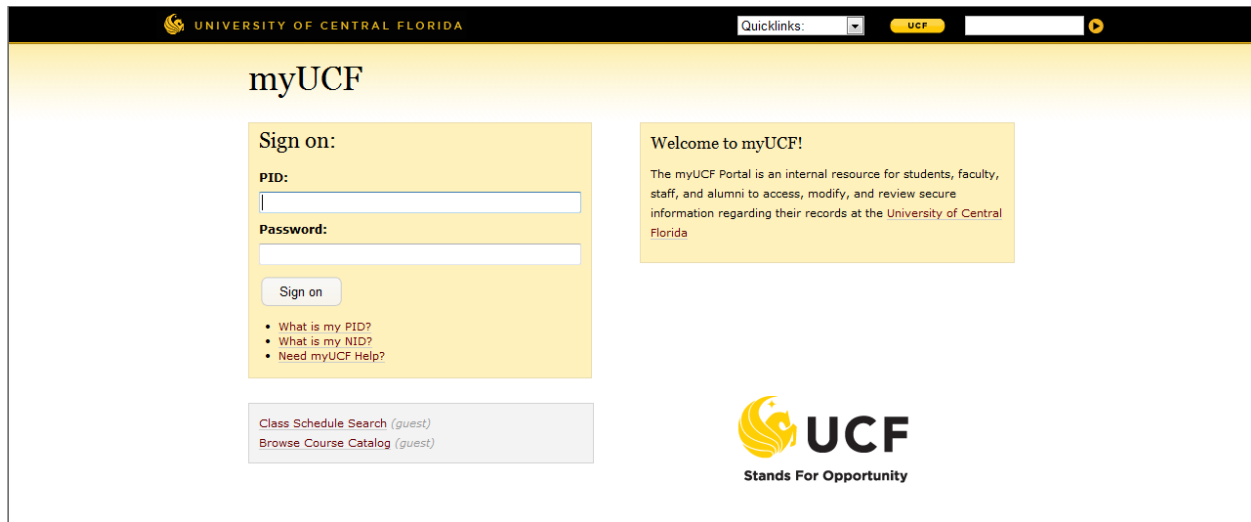
Human Resources
(407) 823-2771

CS&T Help Desk
(407) 823-5117

How do I access Employee Self Service?

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

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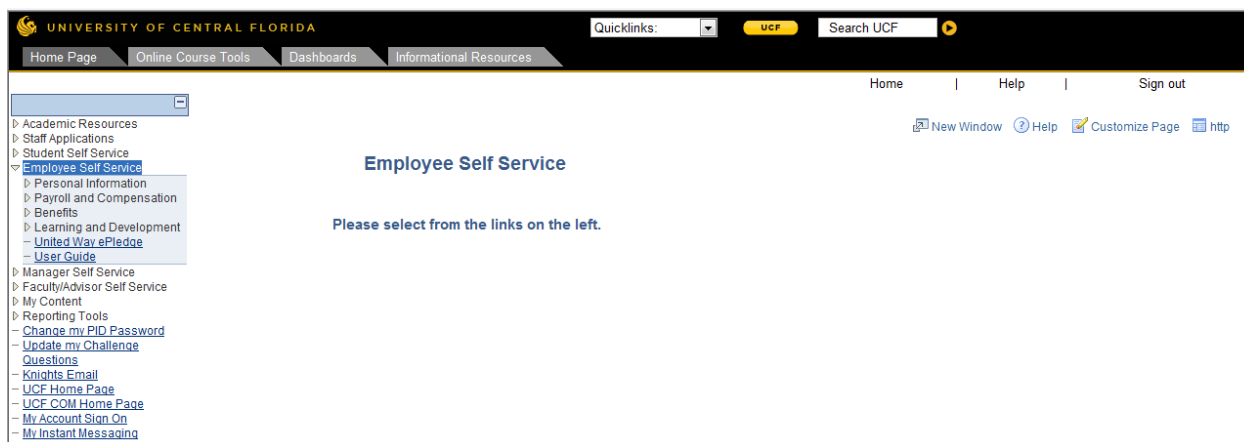
Note: *During the SA/HR PeopleSoft implementation in February, 2001, a default conversion date of 01/01/1900 was used for many effective dated fields in order to convert UCF employee data from the legacy system. Historical data is only available from February, 2001, forward.*

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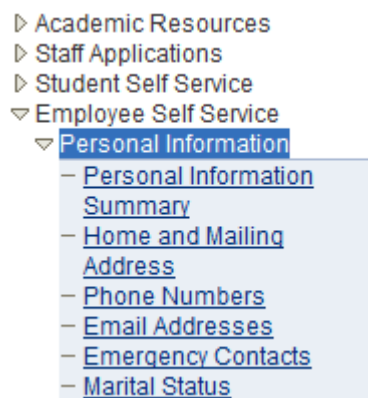
The **Personal Information Summary** section can be used to view your Personal Information that is tracked in the PeopleSoft SA/HR system. This information, for the most part, was provided to UCF during your hire. If you have updated any of your information since your hire, you will see the most current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

Name

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	Preferred
Main	407/823-2000		✓

[Change phone numbers]

Emergency Contacts

Name	Relationship to Employee	Primary Contact
Golden Knight	Self	✓
UCF Knight	Self	

[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

You can update the following information:

- ❖ Home & Mailing Address
- ❖ Phone Numbers
- ❖ Emergency Contacts

- ❖ Email Addresses
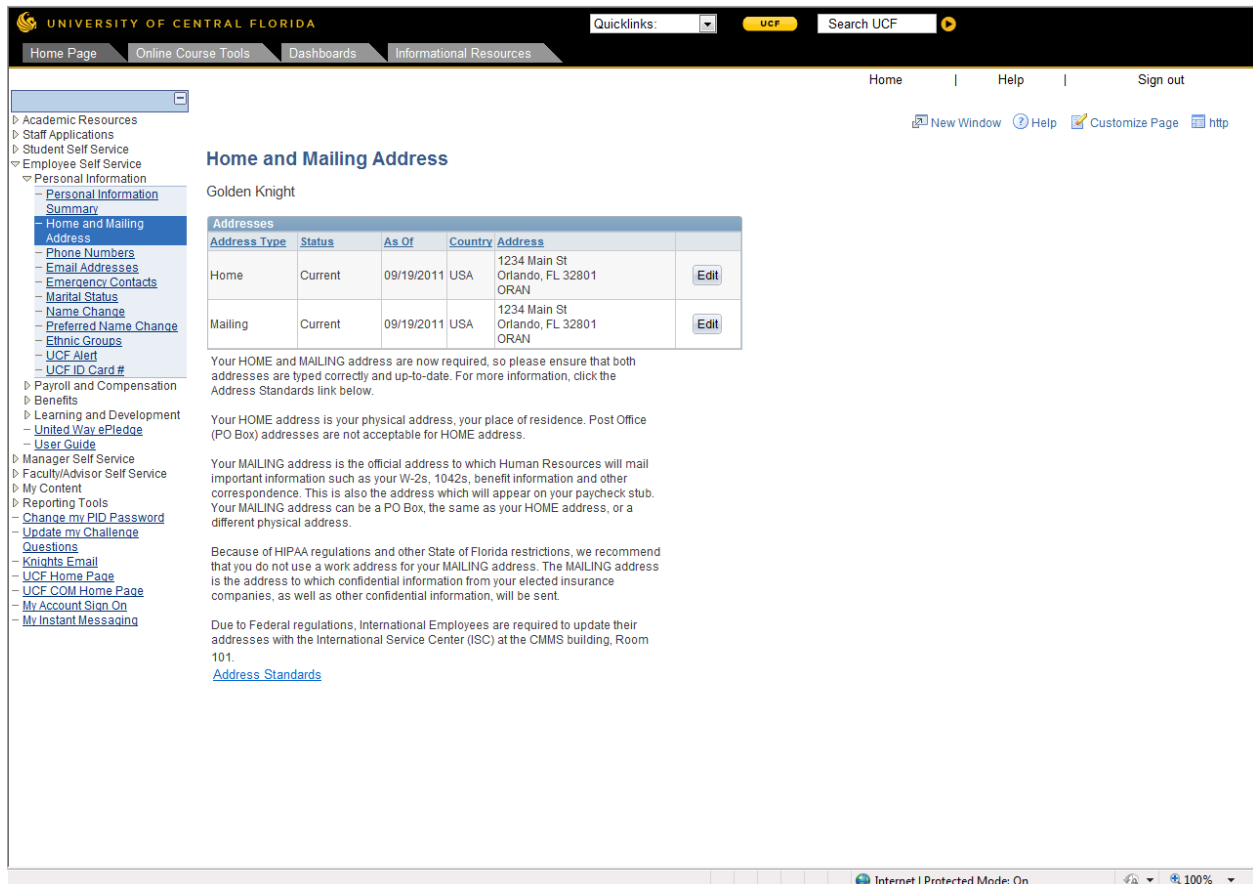- ❖ Marital Status (view only)
- ❖ Ethnic Group

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.

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:	1234 Main St
Address 2:	
Address 3:	
City:	Orlando State: FL Florida Postal: 32829
County:	ORAN ORAN

Date Change Will Take Effect:

On this date: 08/30/2011   (example: 01/31/2000)

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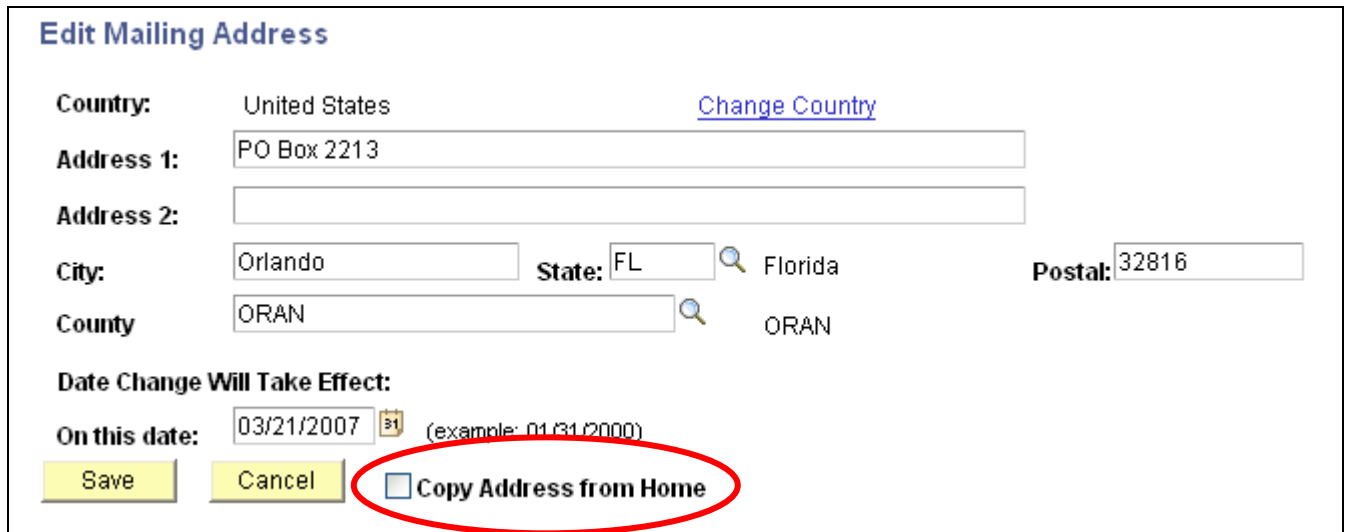
Once you click Save, you will be directed to the Save Confirmation page. Click OK to return to the Home and Mailing Address page.

Home and Mailing Address

Save Confirmation

✔   The Save was successful.

[OK]

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)

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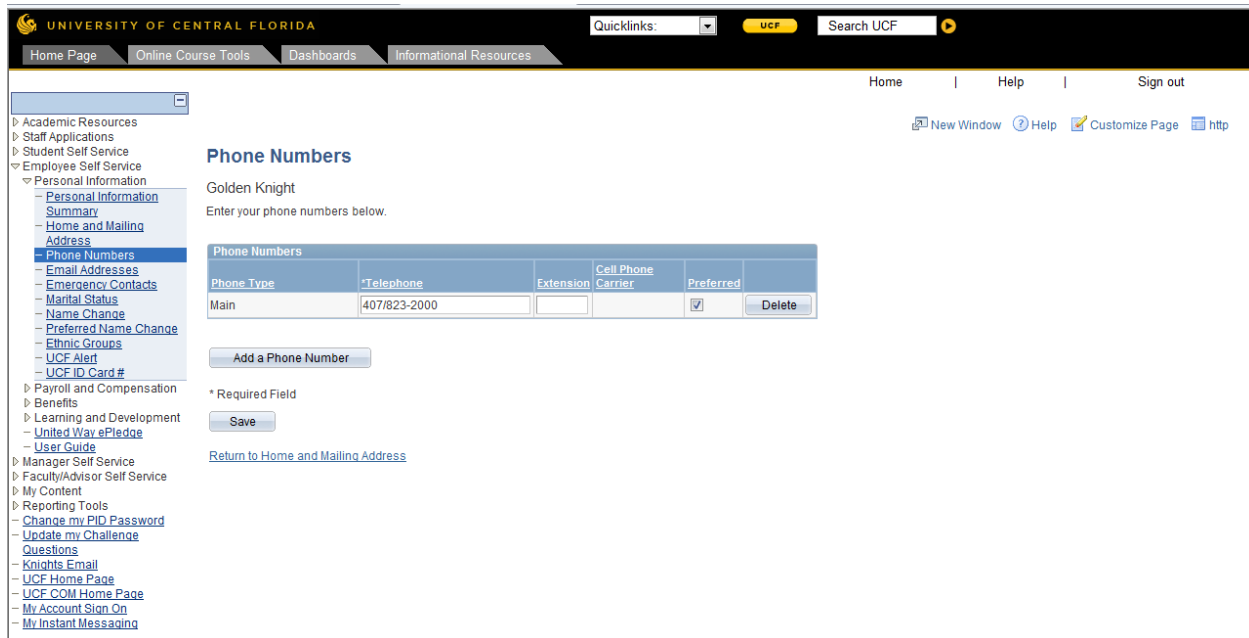
Due to HIPPA regulations and other State of Florida restrictions, we recommend that you do not use a work address for your MAILING address. The MAILING address is the address to which confidential information from your elected insurance companies, as well as other confidential information, will be sent.

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.
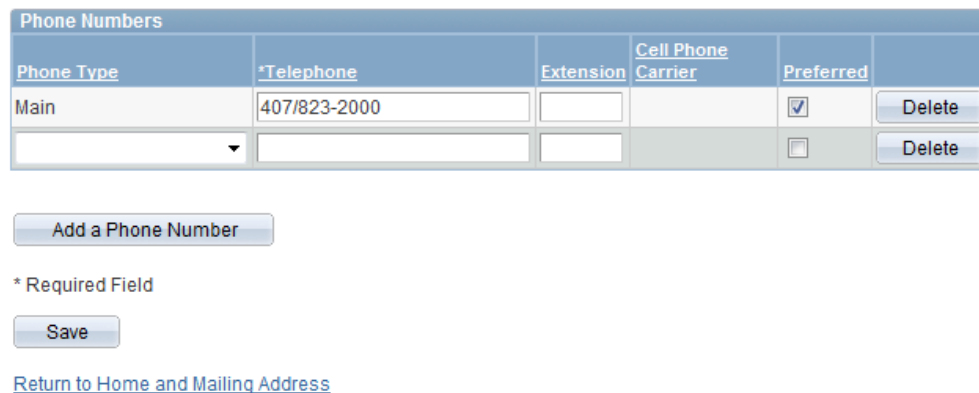

Click on the Add a Phone Number push button to add an additional phone number.

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.

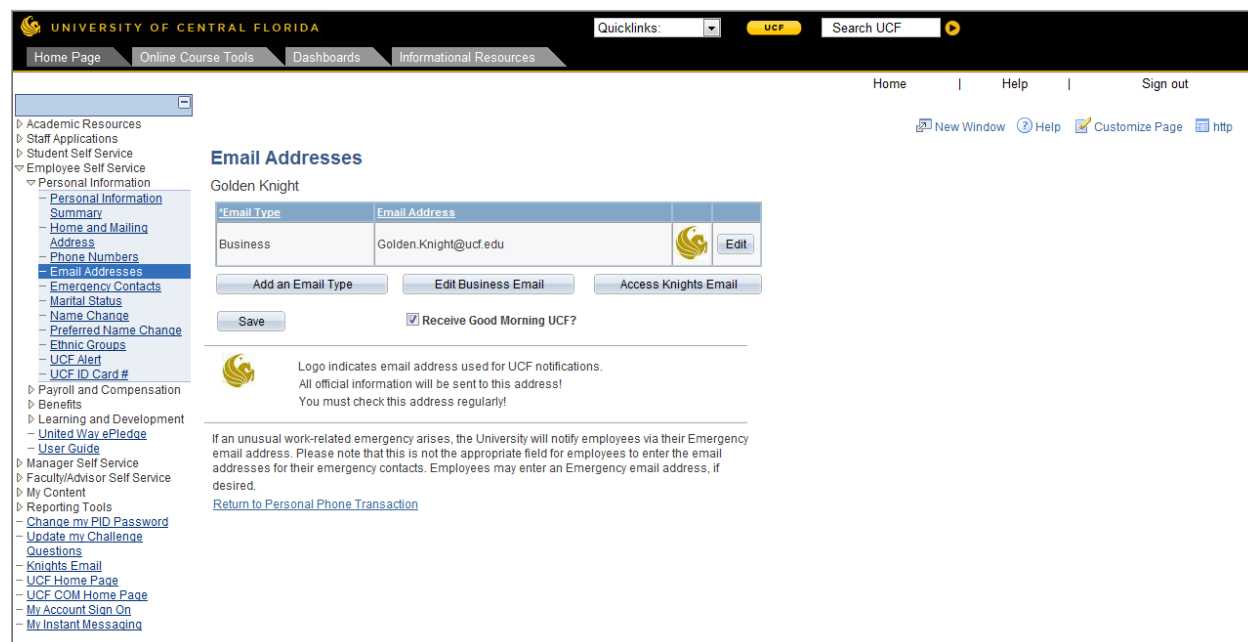**Phone Numbers**

Save Confirmation

✔   The Save was successful.

OK

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.

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.*
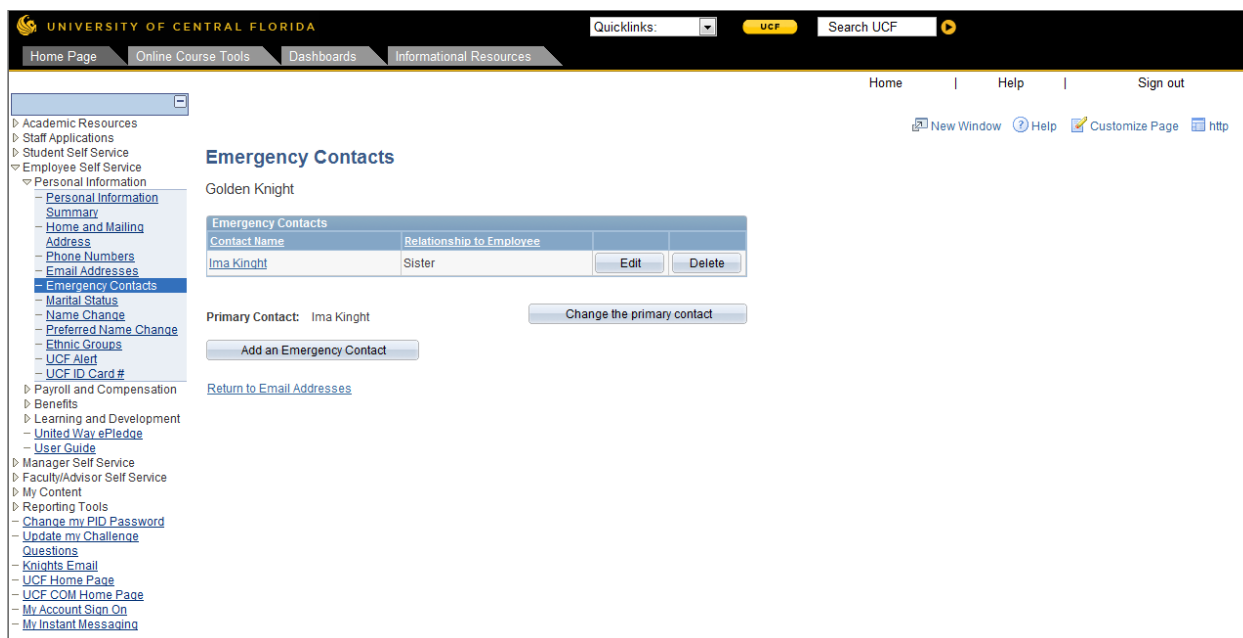
Email Addresses

Save Confirmation

✔   The Save was successful.

[OK]

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.

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.

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.
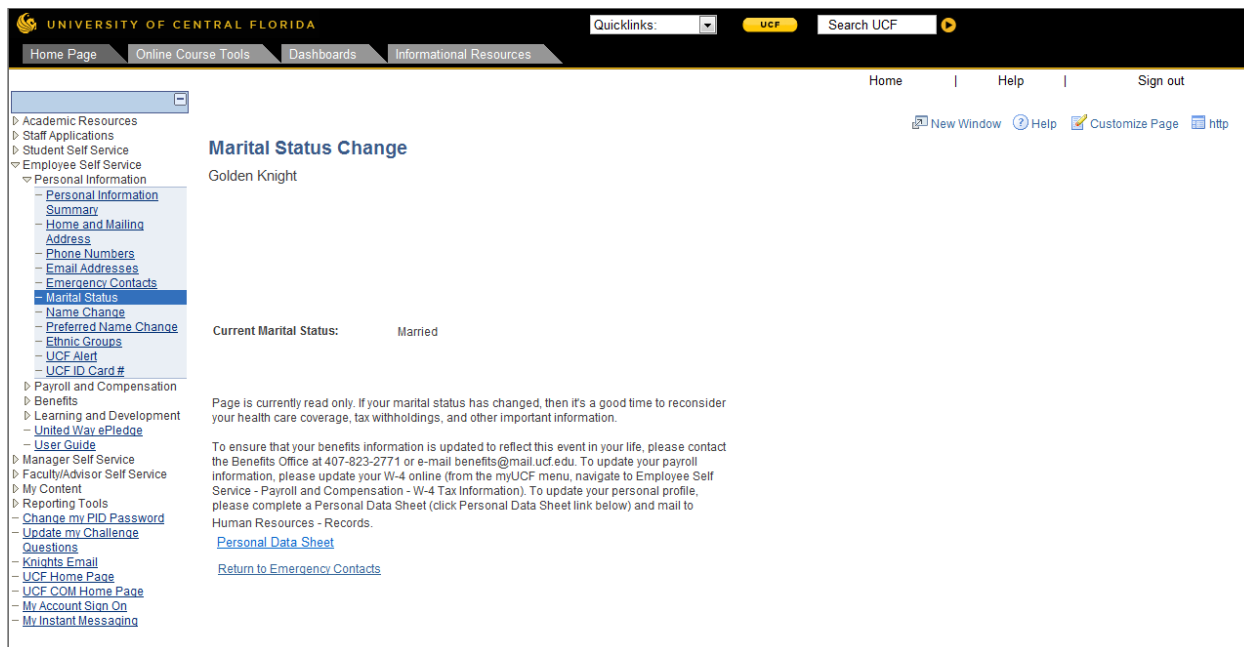
Home   Sign out

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.
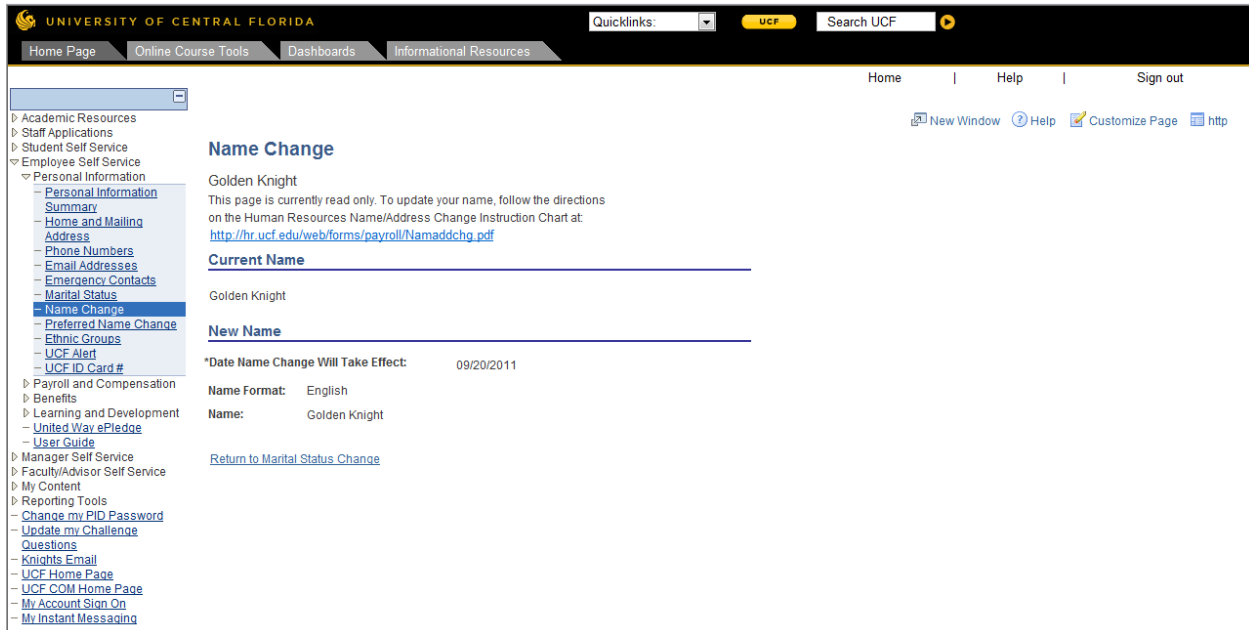

If your marital status has changed, then it's a good time to reconsider your health care coverage, tax withholdings, and other important information. To ensure that your benefits information is updated to reflect this event change in your life, please contact the Benefits Staff at 407-823-2771 or Email 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.

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

Save

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		Edit
Personal	GoKnights@ucf.edu		

Add an Email Type   Edit Business Email   Access Knights Email

Save   ☑ 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
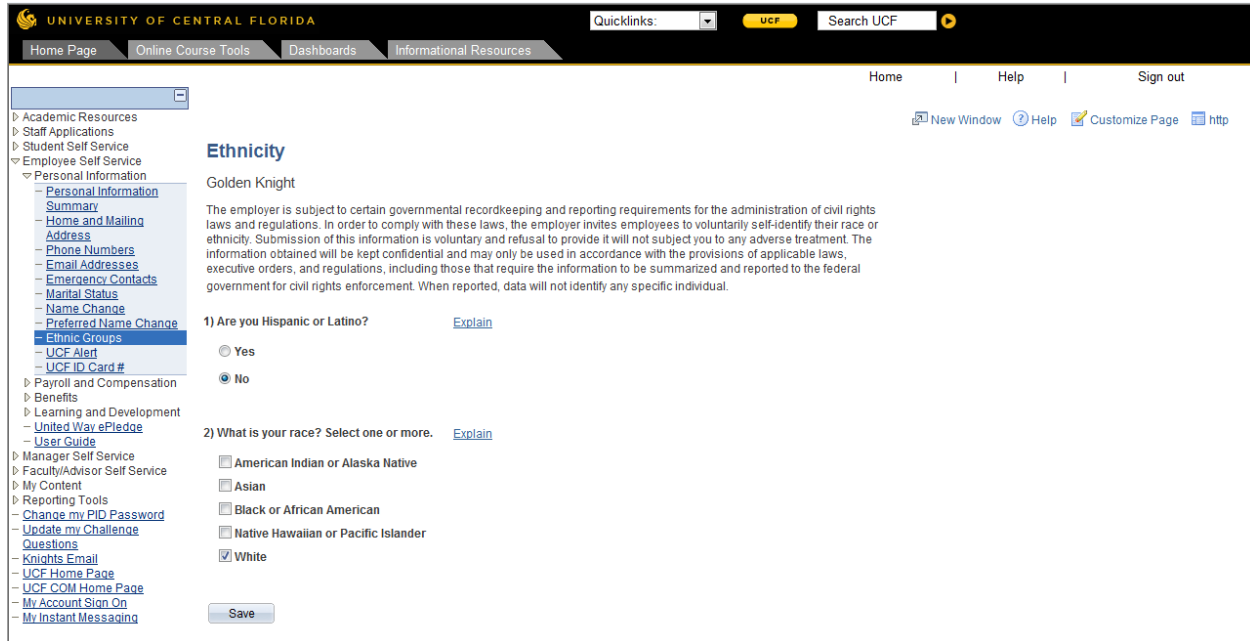
Save Confirmation

✔   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.

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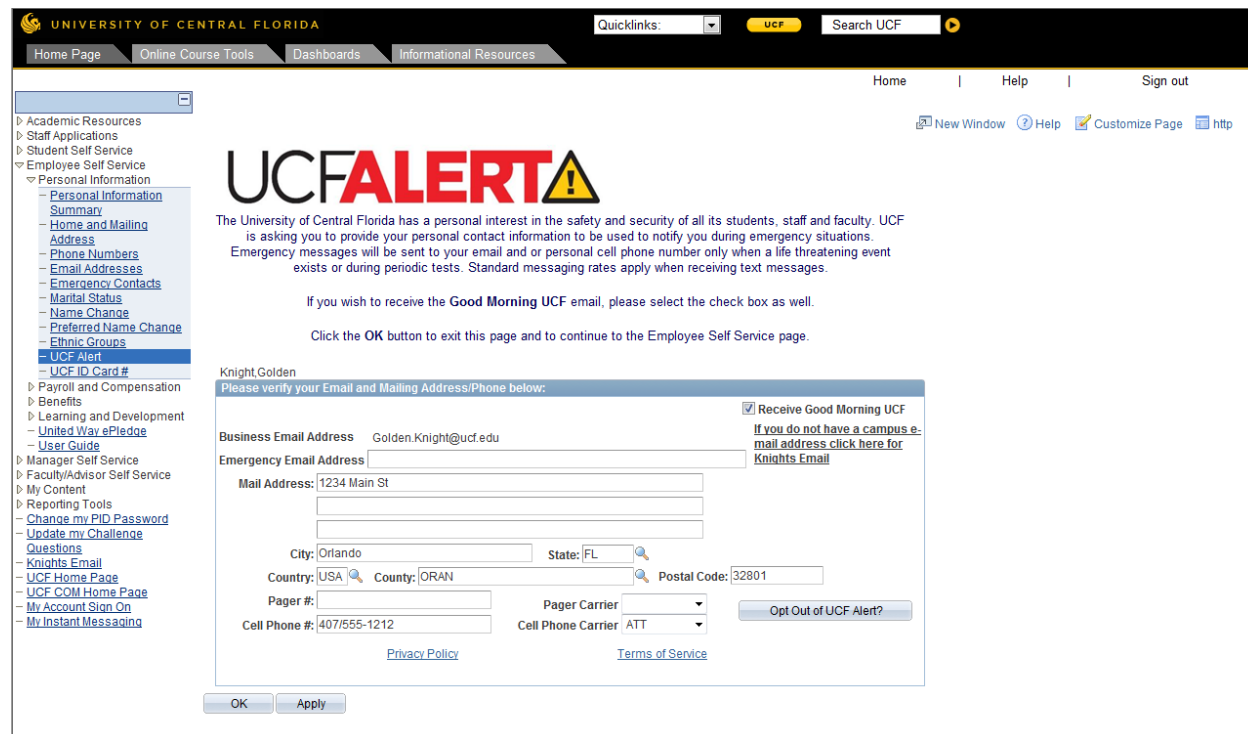

Once you save your race or ethnicity, you will be directed to the Save Confirmation page. Click the OK push button to return to the Ethnicity page.

UCF Alert

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

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 #.

Golden Knight

UCF ID Card #
1111111111111111

Payroll and Compensation

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.

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		
		Current		YTD				
Description	Rate	Hours	Earnings	Hours	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 OASDI/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
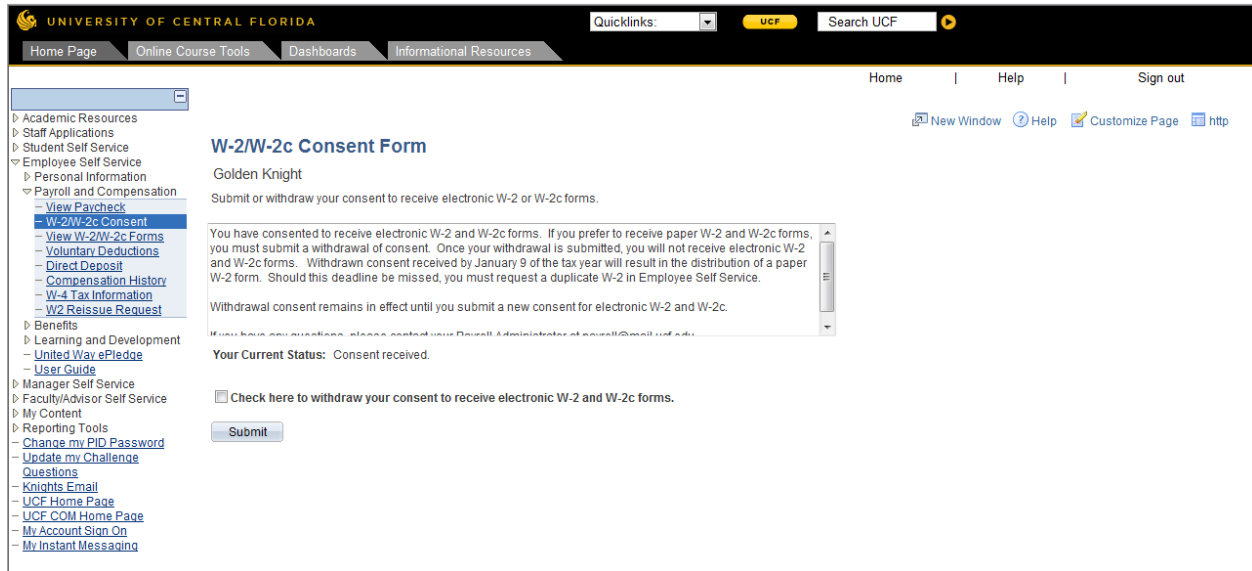
NET PAY DISTRIBUTION			
	Account Type	Account Number	Deposit Amount
Advice #000000001779032	Savings	******4024	$150.00
	Savings	******3590	$10.00
	Checking	******4255	$1,848.57
TOTAL:			$2,008.57

MESSAGE:

Done   Unknown Zone | Protected Mode: On

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 use to update your status.
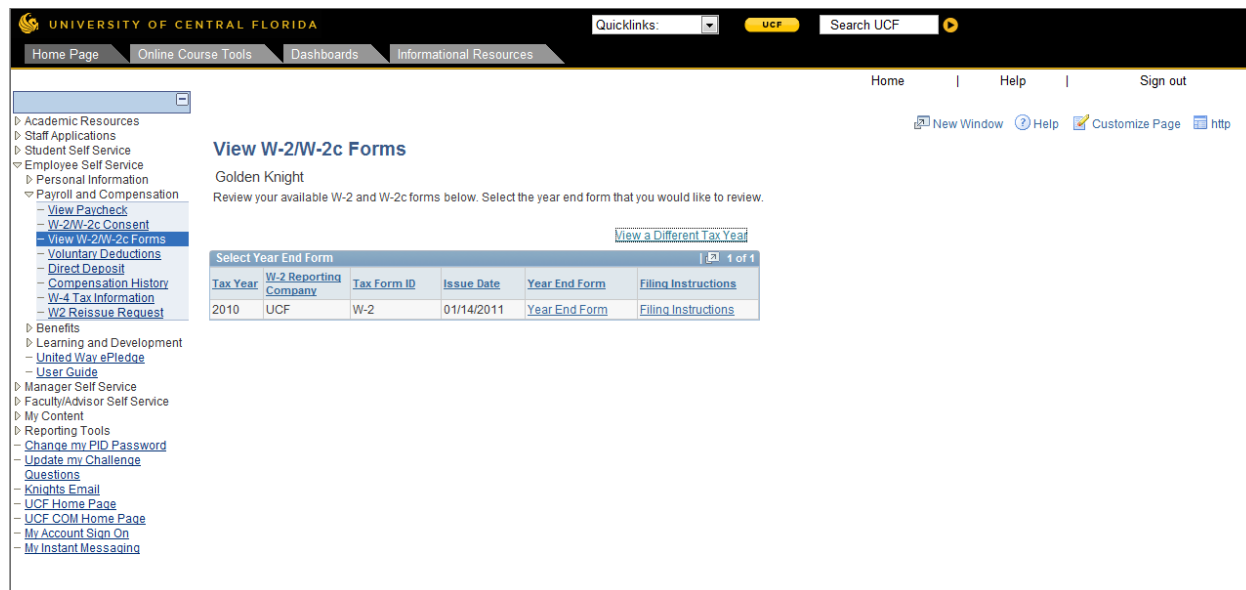

To update your current status, click checkbox and then click on the Submit push button.

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.
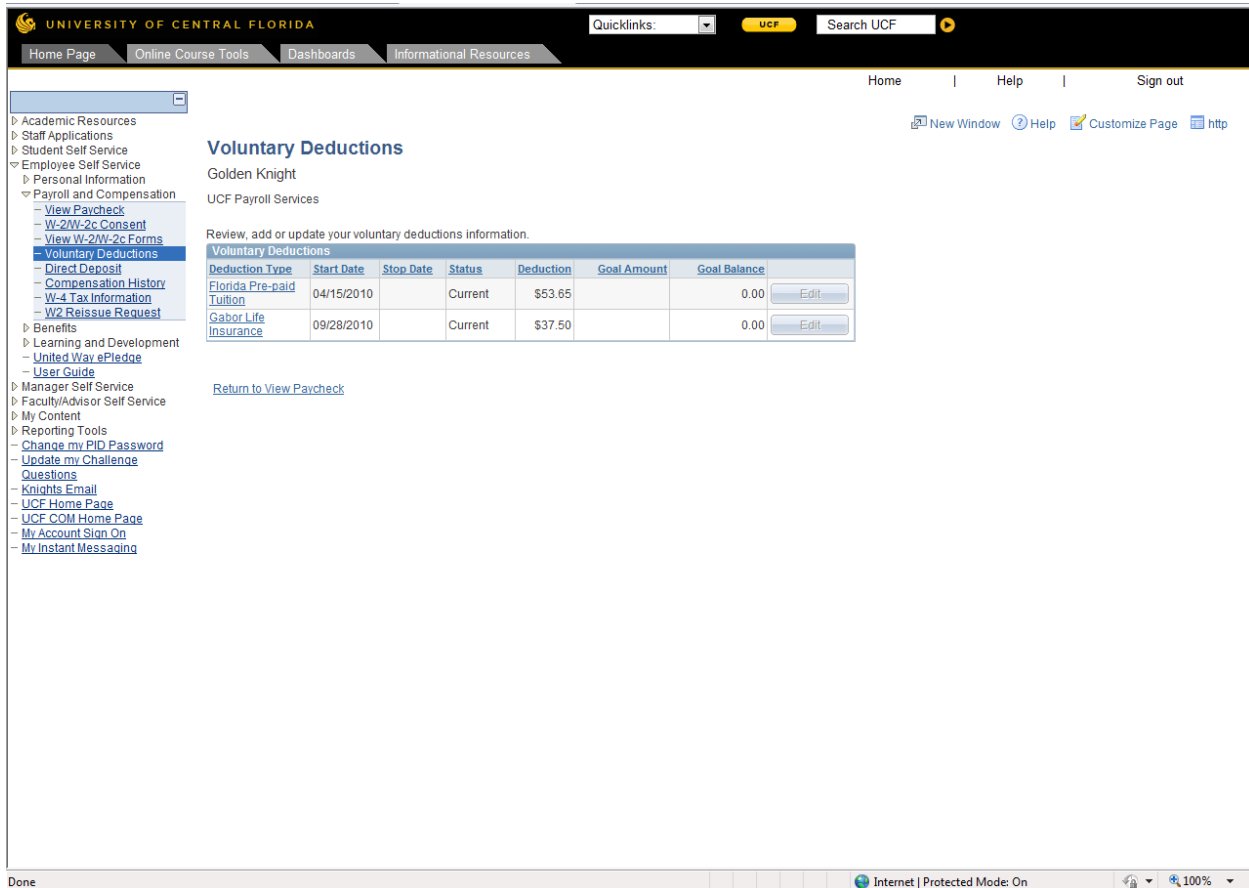
View Your Voluntary Deductions

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

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.

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:	999999999	View check example

Distribution Instructions

Account Number:	9999999999999999
*Account Type:	Savings
*Deposit Type:	Amount
Amount or Percent:	250.00
*Deposit Order:	1 (example: 1 = first account processed)

Save

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.

Home   Sign out

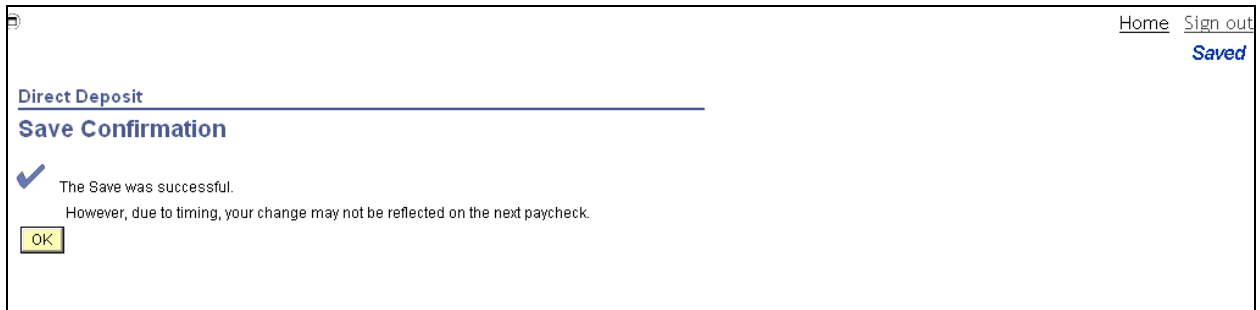Help

Check Example

9999

1 - Routing Number
2 - Account Number

OK   Cancel

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

Home   Sign out

Saved

Direct Deposit

Save Confirmation

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

OK

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: 01/01/1900   (example: 12/31/2000)

To Date: 01/03/2007   (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.

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.*
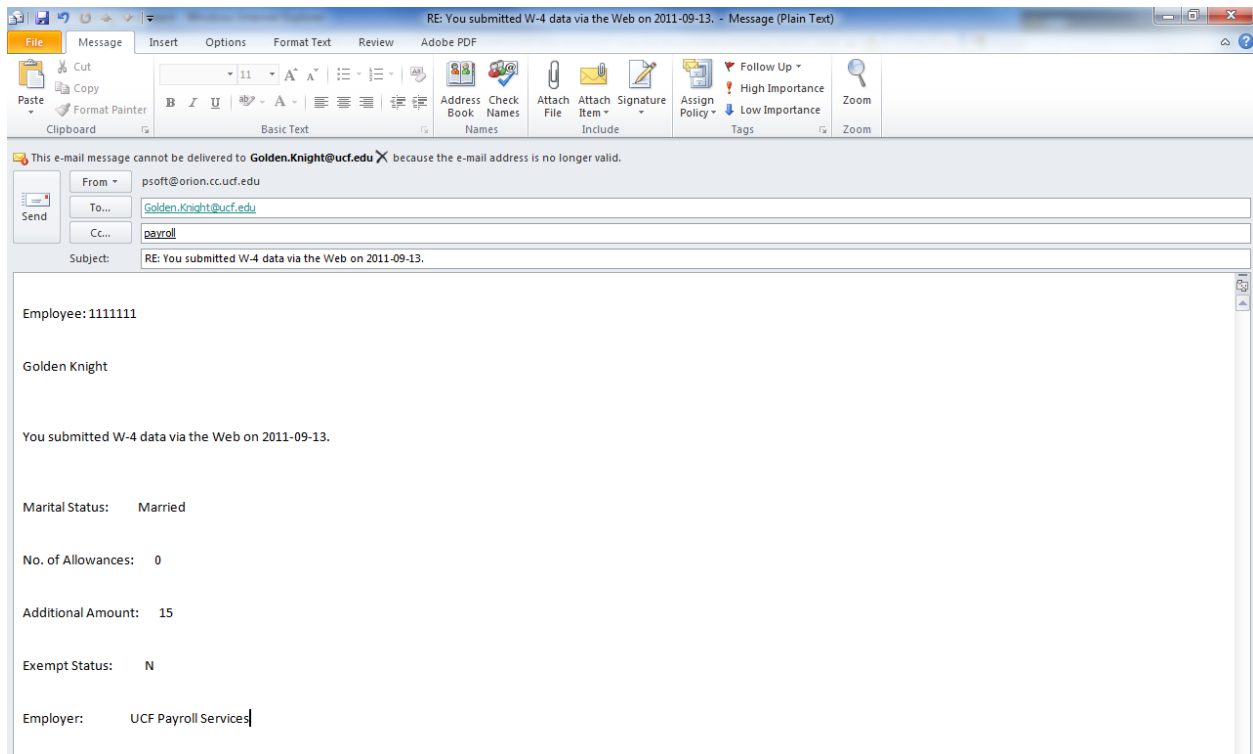

Enter your myUCF password to verify your identity and click on the Continue push button to save the data. This will automatically update the PeopleSoft SA/HR database.
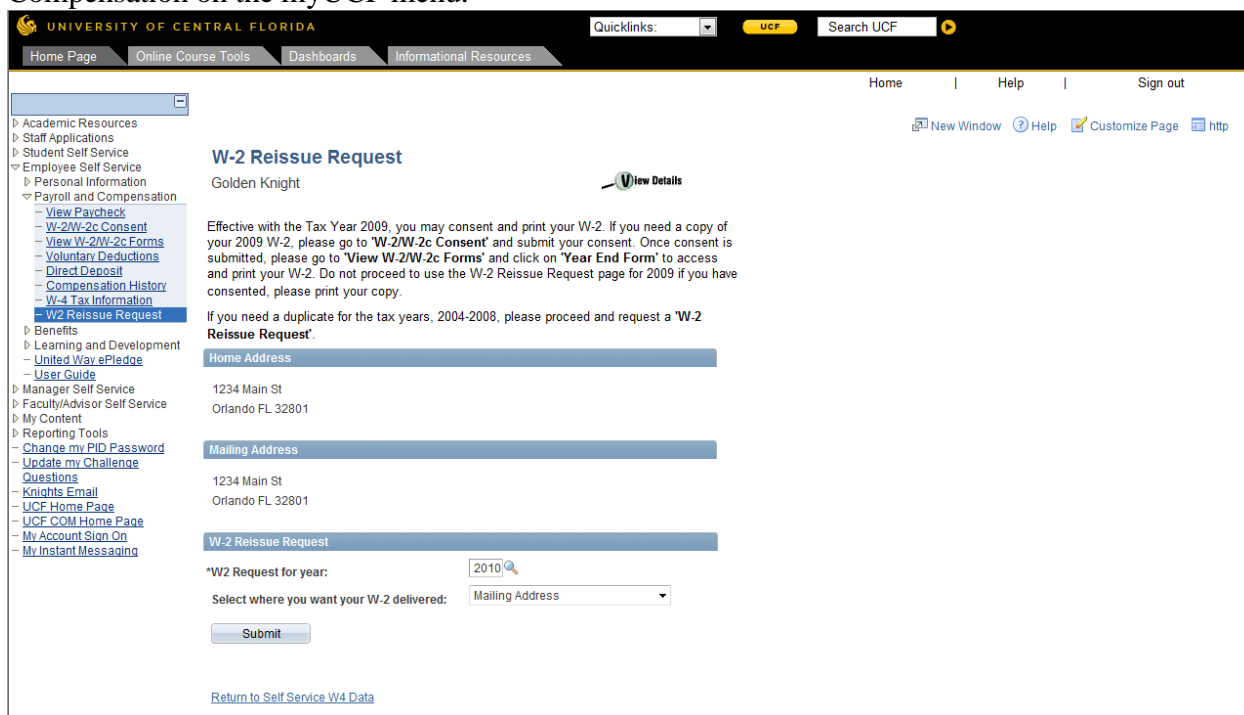
Once you submit the tax information, you will be directed to the Submit Confirmation page. Click the OK push button to return to the W-4 Tax Information page.

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.
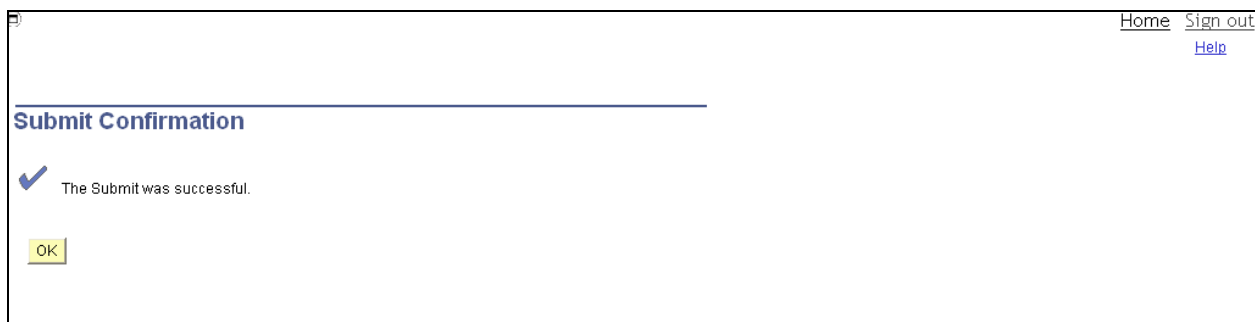
Request a Duplicate W-2

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

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.

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.
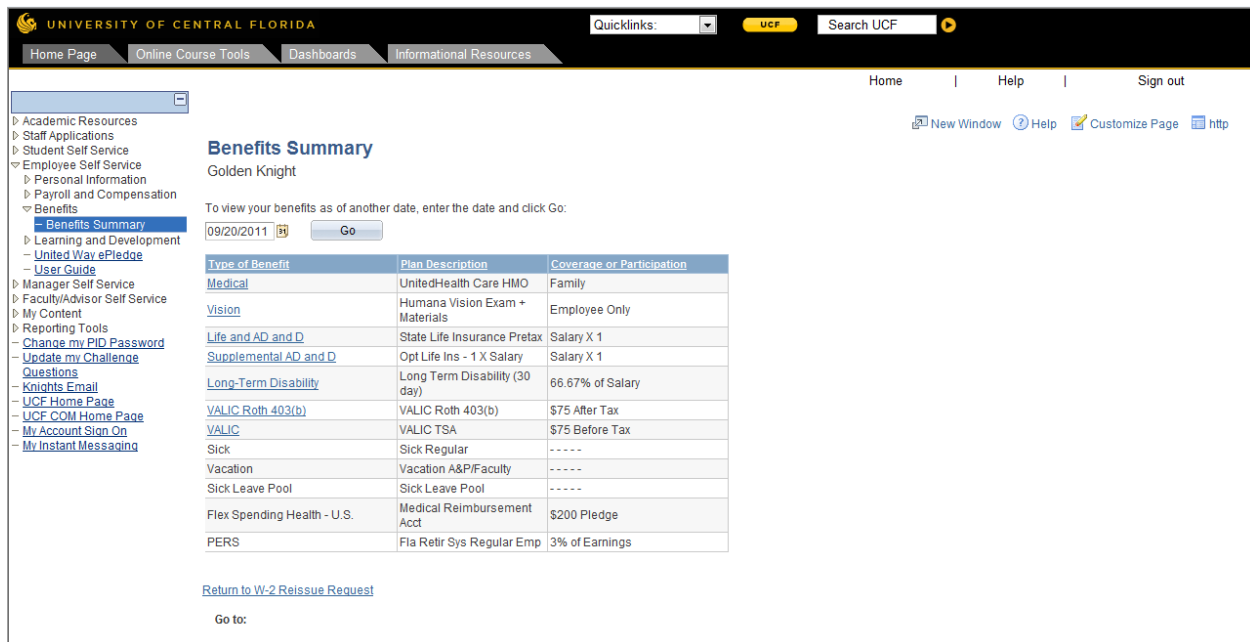
Benefits

▷ 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.

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.

Clik 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.

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

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

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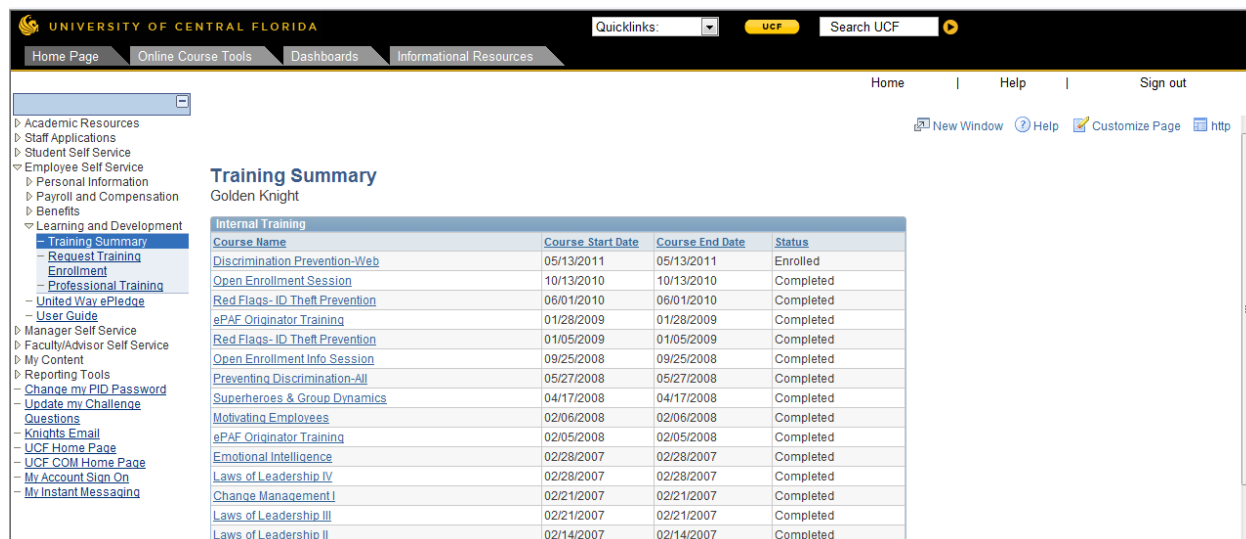
The **Learning and Development** section can be used to view your training summary, request training enrollment, update professional training events and review information about your education that is tracked in the PeopleSoft SA/HR system.

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.

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.

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

Search by Course Name
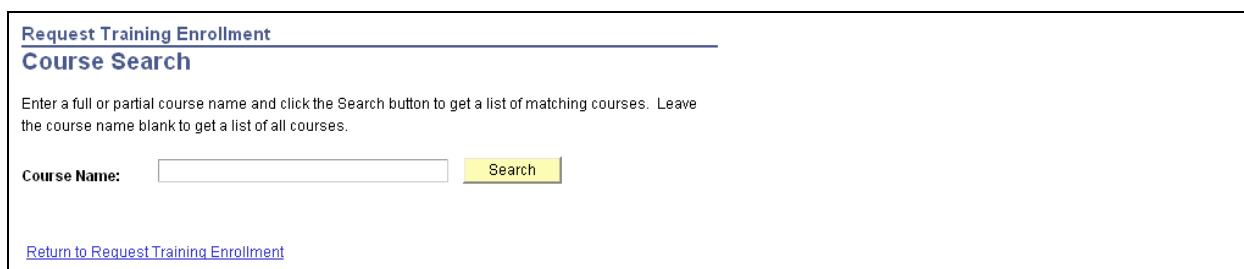
Search by Course Number

Search by Location

Search by Date

Search by Course Name

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

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.

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.

Search by Course Number

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

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	ℹ	No Sessions Available
AES009	Focus on the Customer	ℹ	View Available Sessions
DIV008	ABC's of Diversity	ℹ	No Sessions Available
LES000	Leadership Excellence	ℹ	View Available Sessions
LESUCF	Leadership Excellence Series	ℹ	View Available Sessions
LIF001	CPR-Adult	ℹ	View Available Sessions
LIF009	Conversational Spanish	ℹ	View Available Sessions
LIF014	First Aid	ℹ	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: [   ] [Search]

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: [   ] [Search]

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: [01/04/2007] 📅   Through: [   ] 📅 [Search]

(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: 01/04/2007   Through: [Search]
(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

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

OK

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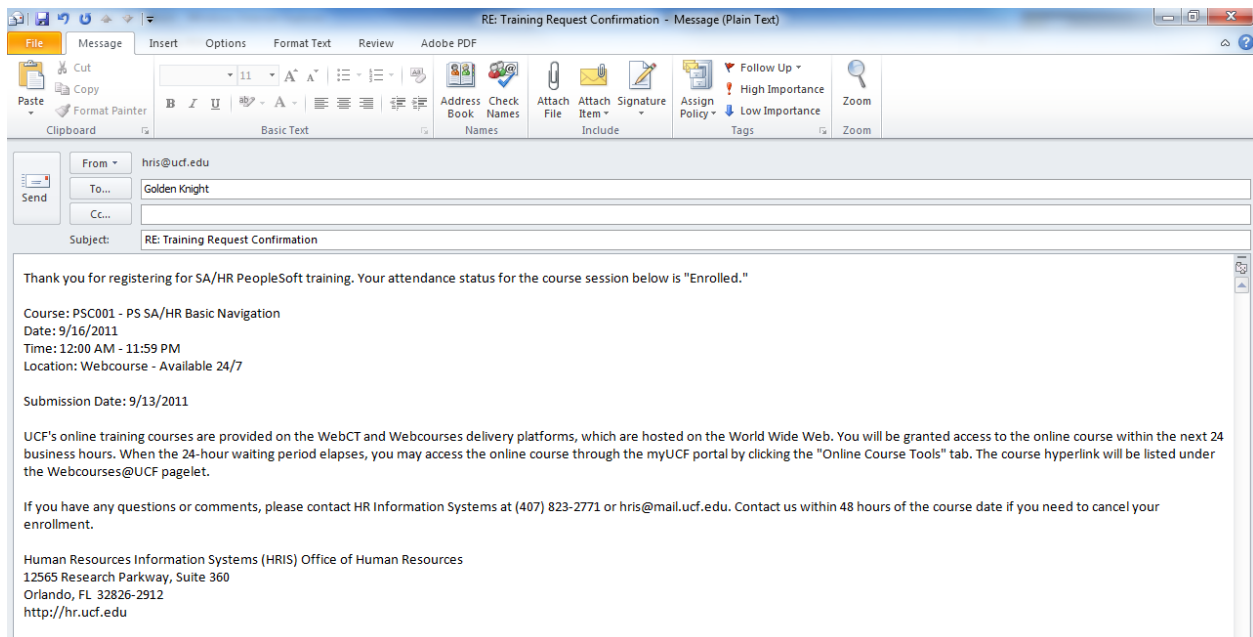
Once you submit the request for training enrollment, you will be directed to the Save Confirmation page. Click the OK push button to return to the Request Training Enrollment confirmation page.

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.

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.

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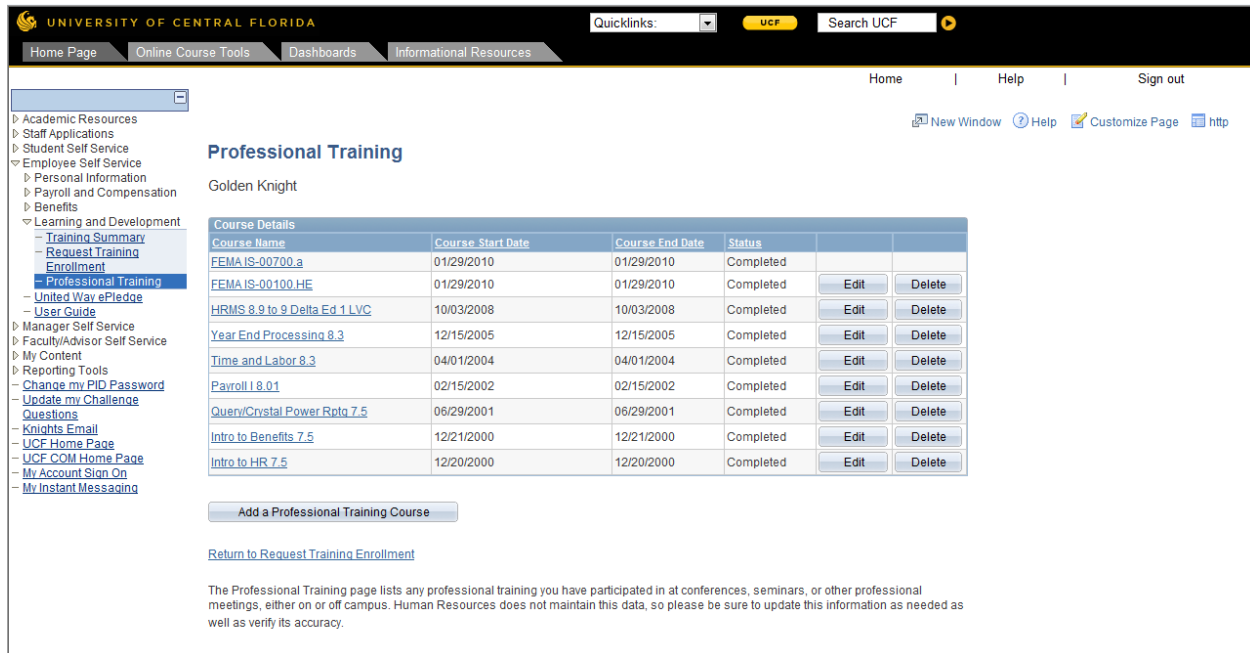
Once you save the professional training, you will be directed to the Save Confirmation page. Click the OK push button to return to the Professional Training page.

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.