Office of Continuous Improvement
KNOWLEDGE SERVICES

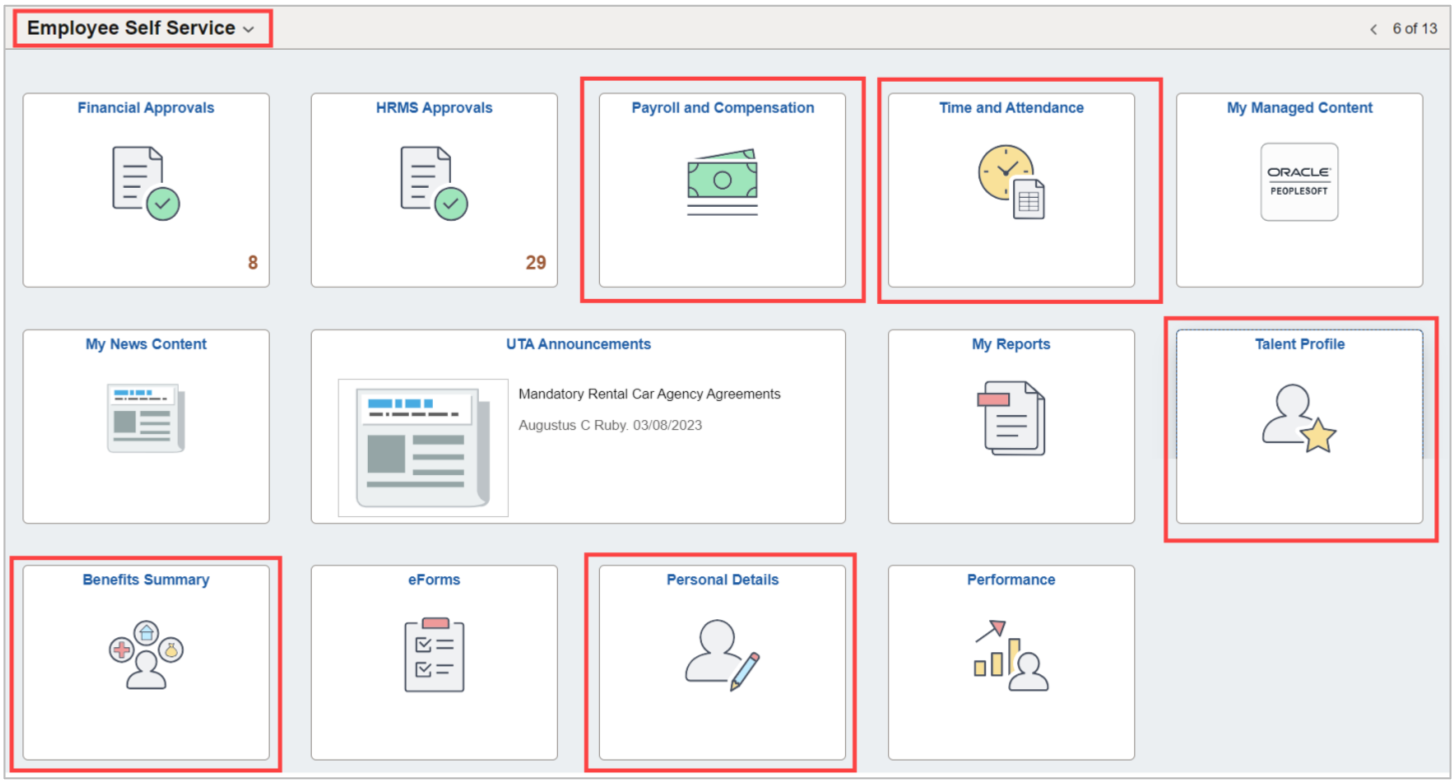
Employee Self Service

Table of Contents

Overview

The Employee Self Service section of UTShare allows an employee to view and update their personal information, such as Address, Phone, Email, Emergency Contacts. It also allows an employee to review Paycheck data, update W4 information.

These areas can be accessed via the tiles on the Employee Service Homepage.

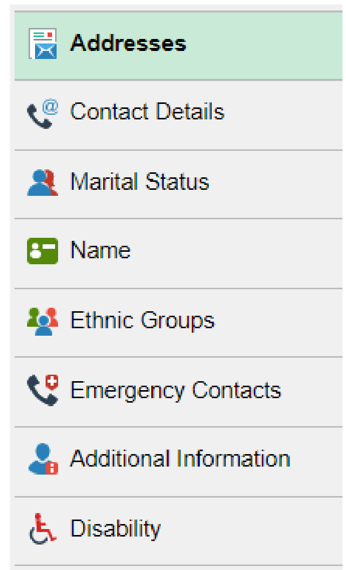


Personal Details Tile

The personal details section allows an employee to make updates to the personal information in the system.

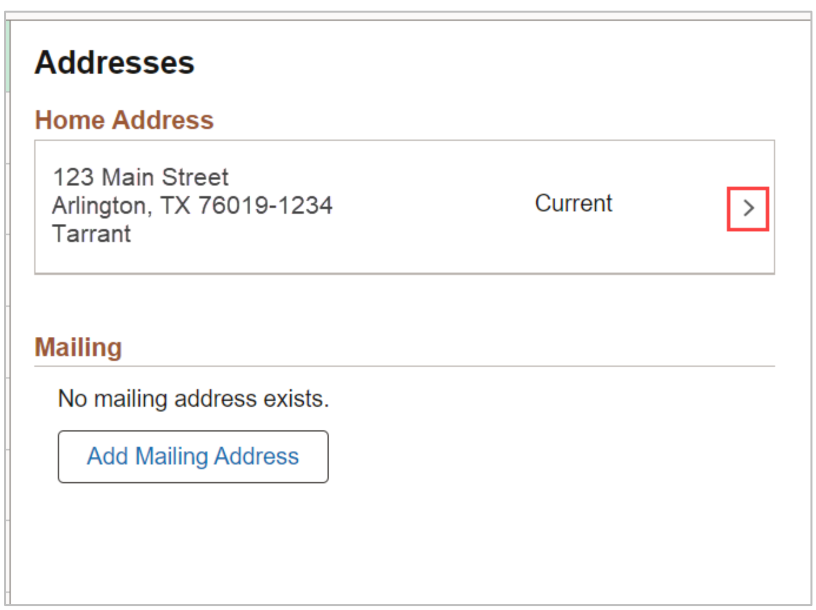
Personal Details Navigation Collection

The Navigation Collection is a menu that populates on the left side of the Personal Details page. Clicking on one of the items in the collection will take you to that specific page.



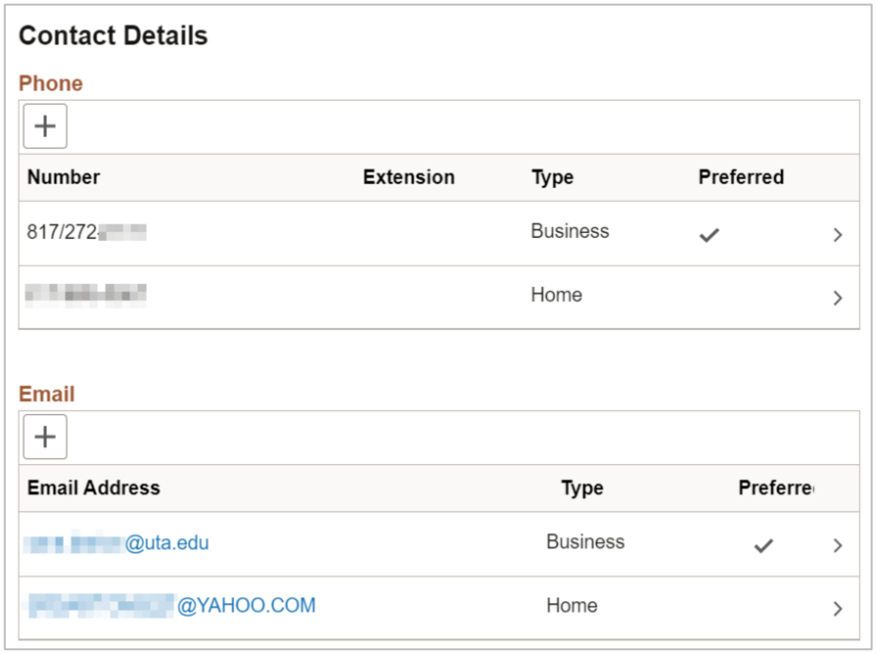
Addresses

This section displays the listed addresses and allows for an employee to update the home and mailing address on file. Click the right arrow (>) to edit the address.



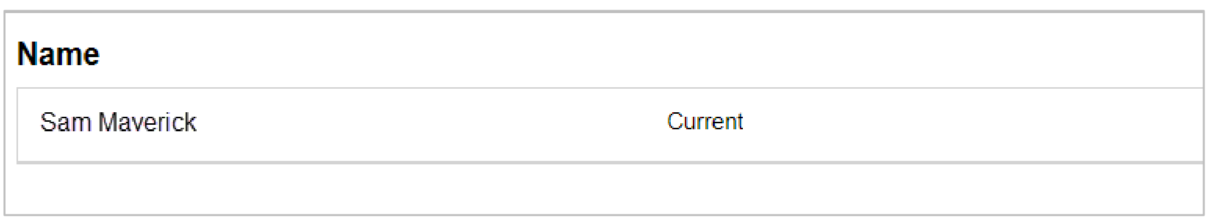
Contact Details

Use this section to update, add, or delete phone numbers and email addresses. Unlike other sections, the “Preferred” is determined automatically as the business email on file. To update the contact information, click the right arrow (>).



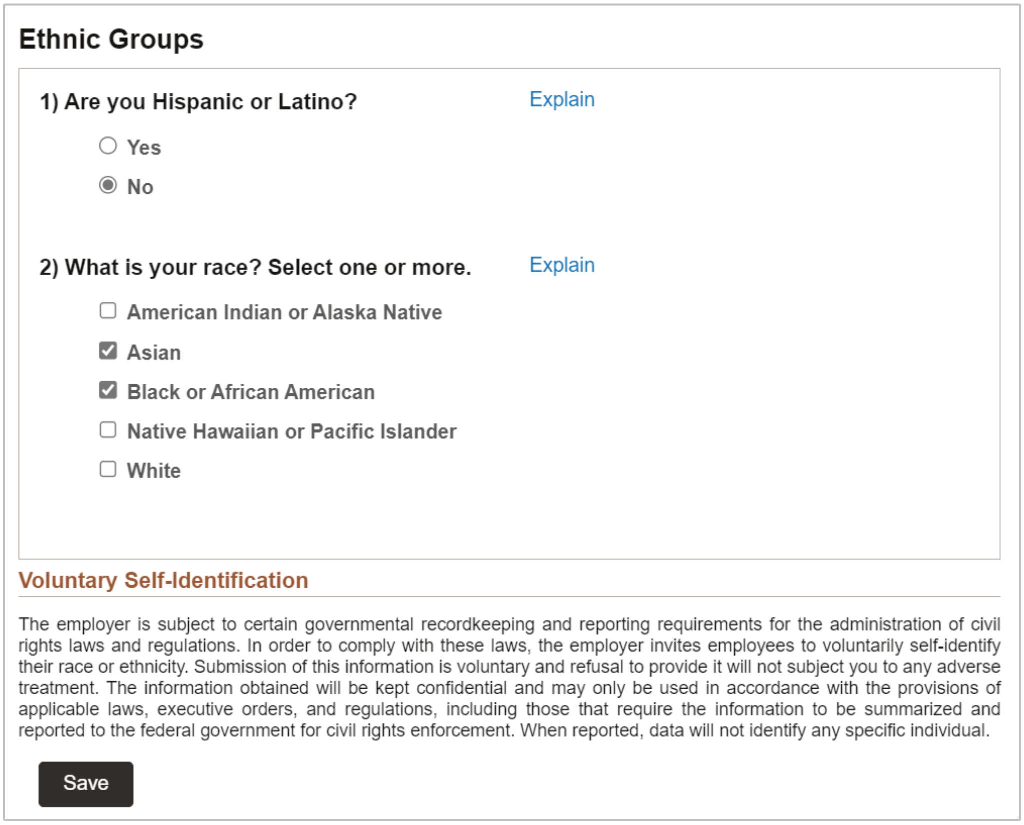
Name

This section allows an employee to view their current name as displayed in the system. Name changes must be submitted to Human Resources for processing.



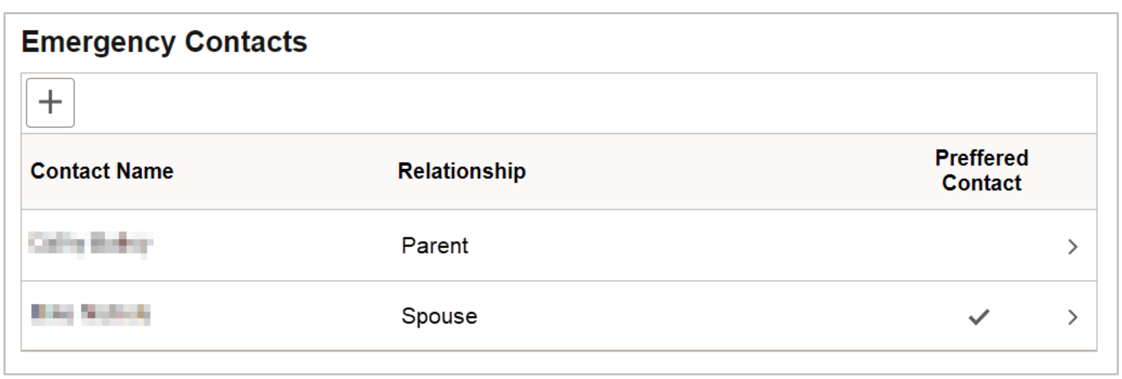
Ethnic Groups

Use this section to identify your ethnic group.



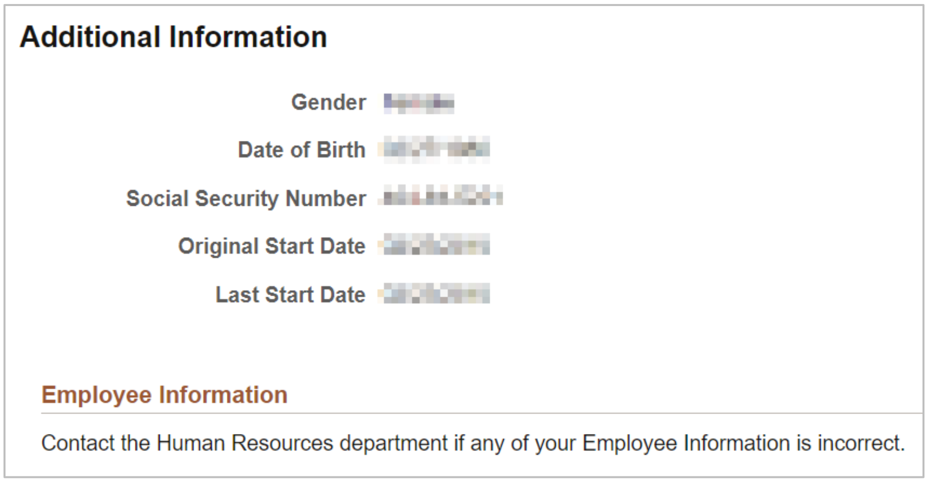
Emergency Contacts

Use this section to update who you want contacted in case of an emergency. Click the right arrow (>) to update the information.



Additional Information

This section is a view only review of other personal information and contains an Employee's Birthdate, Social Security number, and other information. Employees are directed to contact Human Resources if any information is not correct.



Disability

This section is used to voluntarily self-identify for any disabilities.

Voluntary Self-Identification of Disability

Form CC-305
Page 1 of 1

OMB Control Number 1250-0005
Expires 04/30/2026

Name: [redacted]

Date: [redacted]

Employee ID: [redacted]
(if applicable)

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

☐ **Yes, I have a disability, or have had one in the past**

☐ **No, I do not have a disability and have not had one in the past**

☐ **I do not want to answer**

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

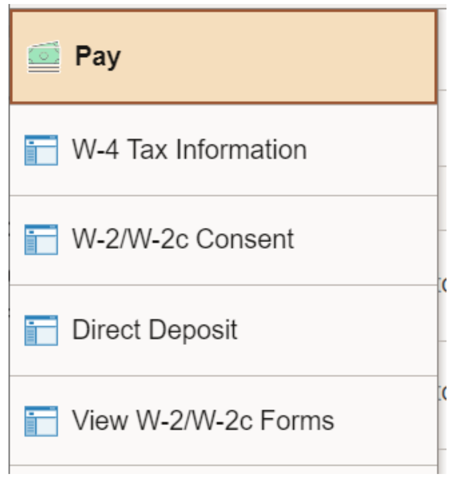
Submit

Payroll and Compensation

This section contains the modules that allows employees to view and update information directly related to tax withholding and direct deposit of payroll.

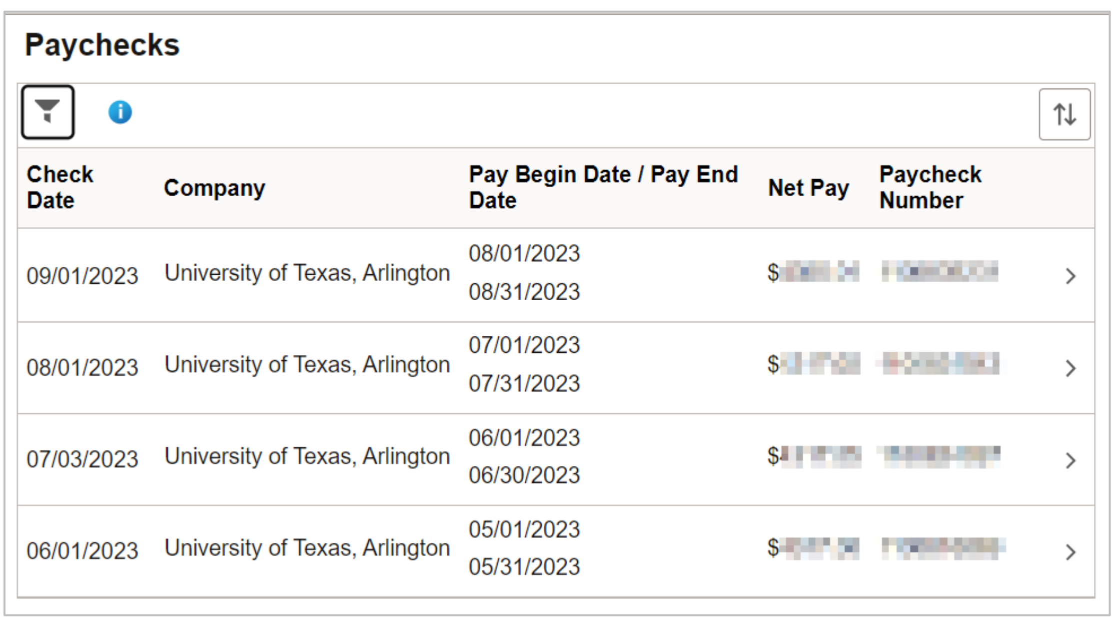
Navigation Collections

The Navigation Collection is a menu that populates on the left side of the Personal Details page. Clicking on one of the items in the collection will take you to that specific page.



Pay

This section allows an employee to view previous paychecks. The default view is the last four months, but it provides a filter to change the search parameters to view more checks. The view shows the Check Date, Company, Pay Begin and End Dates, Net Pay, and Paycheck Number. Click on the desired check line to view more detailed information about that paycheck.


Paychecks

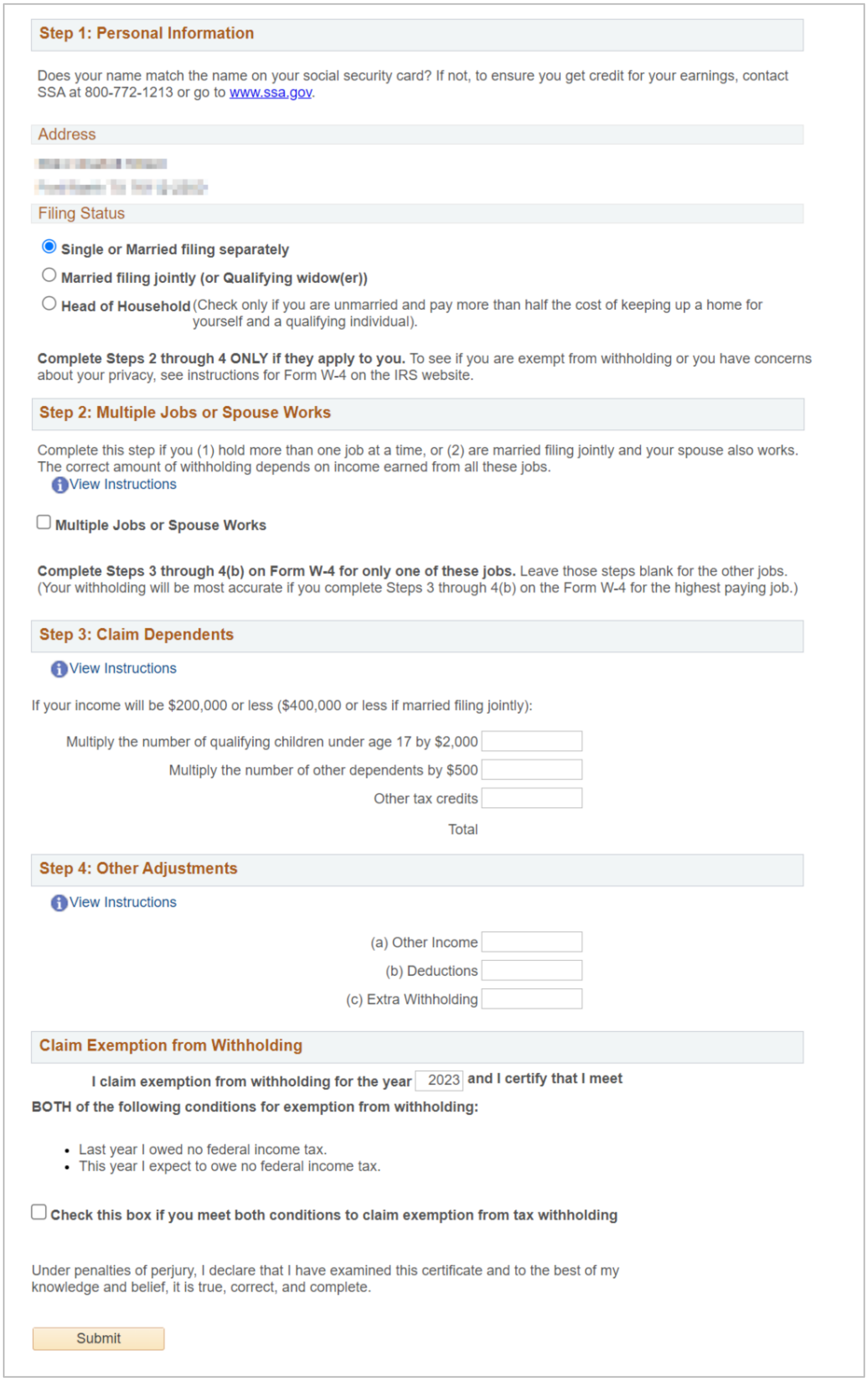
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
09/01/2023	University of Texas, Arlington	08/01/2023 08/31/2023	$[redacted]	[redacted]
08/01/2023	University of Texas, Arlington	07/01/2023 07/31/2023	$[redacted]	[redacted]
07/03/2023	University of Texas, Arlington	06/01/2023 06/30/2023	$[redacted]	[redacted]
06/01/2023	University of Texas, Arlington	05/01/2023 05/31/2023	$[redacted]	[redacted]

The Paycheck displays the following information:

- Employee name and mailing address on record at UTA, Employee Empl ID, Department, Job Title and Pay Rate.
- The Pay Group (e.g., Monthly, Hourly) and Pay Period.
- The employee's Business Unit (e.g., UTA04) is displayed in this section. This code identifies the employee's reporting area.
- The Tax Data section displays the employee's federal withholding status, withholding allowances and any additional amounts withheld from the employee's paycheck.
- The Regular and Longevity Pay earned by the employee.
- The leave type and the number of hours taken for the month.
- Any unpaid amounts.
- Federal Tax withholdings, including Social Security and Medicare
- The Before - Tax Deductions are amounts you contribute to pay for certain benefits (e.g., health, retirement, etc.) before your payroll taxes are calculated. Before-tax deductions reduce your gross taxable base.
- The After - Tax Deductions are amounts deducted after your payroll taxes are calculated (e.g., garnishments, charitable contributions, etc.).
- The Employer Paid Benefits are the fringe benefits paid by the University (e.g., Insurance premium sharing, Teacher Retirement System (TRS) matching, Optional Retirement Program (ORP) matching).
- The Total Gross, Fed Taxable Gross, Total Taxes, Total Deductions, Net Pay displays your current and year-to-date total earnings (gross), taxes, before and after-tax deductions, and net pay.

W-4 Tax Information

This section allows an employee to review and update withholding elections for federal income tax.



Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address

Filing Status

- (selected) **Single or Married filing separately**
- **Married filing jointly (or Qualifying widow(er))**
- **Head of Household** (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

View Instructions

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

View Instructions

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000

Multiply the number of other dependents by $500

Other tax credits

Total

Step 4: Other Adjustments

View Instructions

(a) Other Income

(b) Deductions

(c) Extra Withholding

Claim Exemption from Withholding

I claim exemption from withholding for the year 2023 **and I certify that I meet BOTH of the following conditions for exemption from withholding:**

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

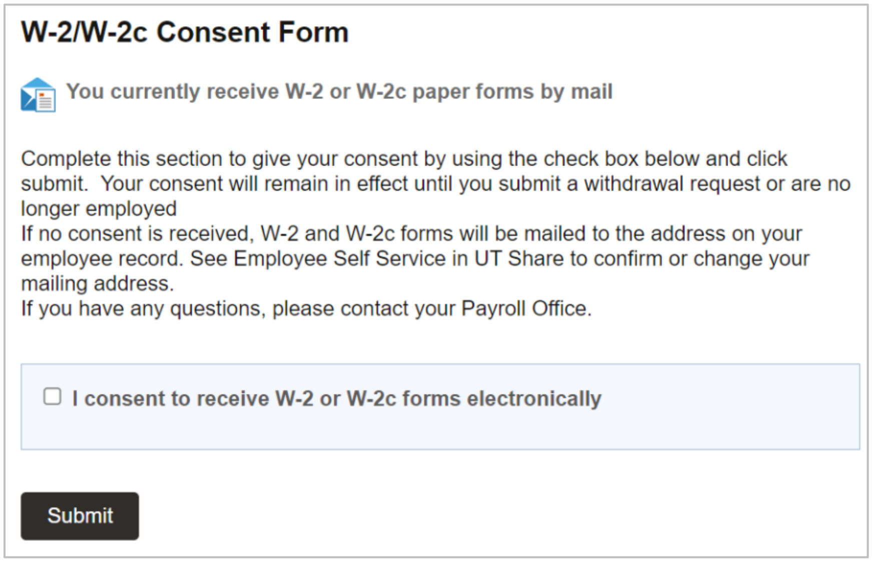
Check this box if you meet both conditions to claim exemption from tax withholding

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.

Submit

W-2/W-2c Consent

This section allows an employee to submit or withdraw consent to receive these forms electronically. To receive the forms electronically, check the "I consent…" box and then Submit.



W-2/W-2c Consent Form

You currently receive W-2 or W-2c paper forms by mail

Complete this section to give your consent by using the check box below and click submit. Your consent will remain in effect until you submit a withdrawal request or are no longer employed
If no consent is received, W-2 and W-2c forms will be mailed to the address on your employee record. See Employee Self Service in UT Share to confirm or change your mailing address.
If you have any questions, please contact your Payroll Office.

☐ **I consent to receive W-2 or W-2c forms electronically**

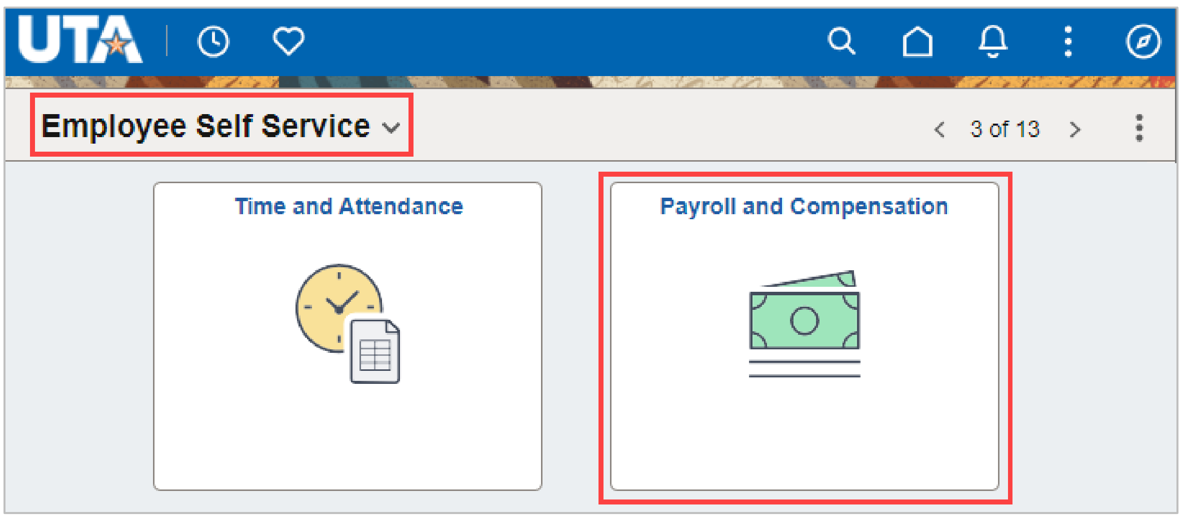
Submit

Direct Deposit

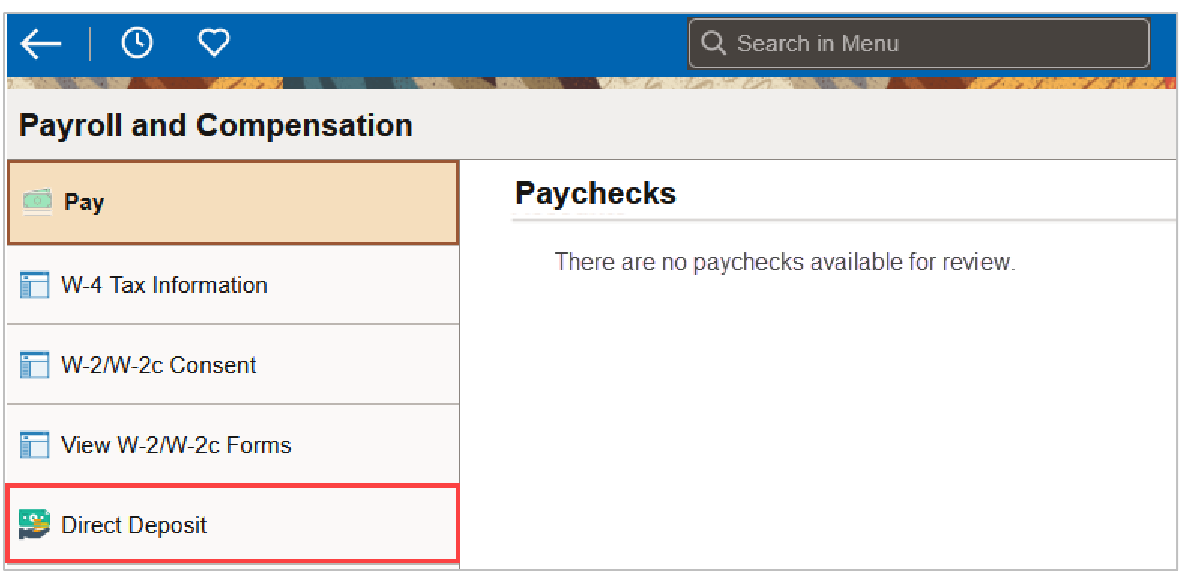
This section allows an employee to add or update their direct deposit information. Employees have a limited number of direct deposit accounts they can set up for their paycheck distribution. Employees are allowed a maximum of three (3) direct deposit accounts for their paycheck distribution. They do not have to have three, but they cannot have more than three. The system prevents employees from setting up more than the maximum allowable direct deposit accounts.

Navigate to the Direct Deposit

From the **Employee Self Service** page, click the **Payroll and Compensation** tile.

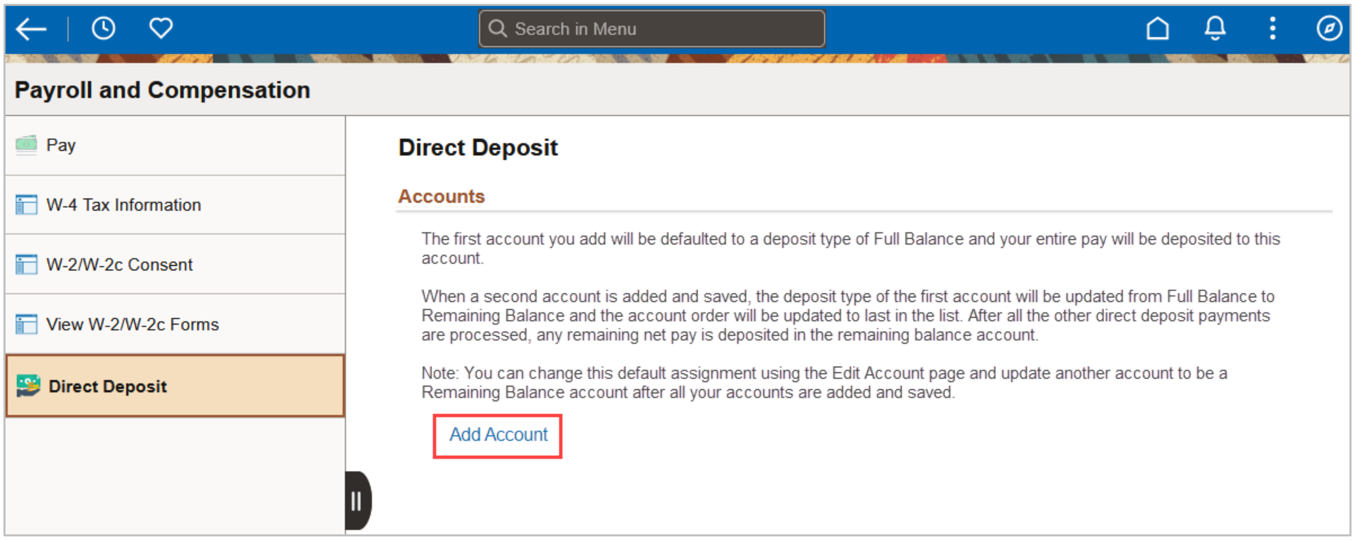


On the **Payroll and Compensation** page click on the **Direct Deposit** link from the navigation menu.

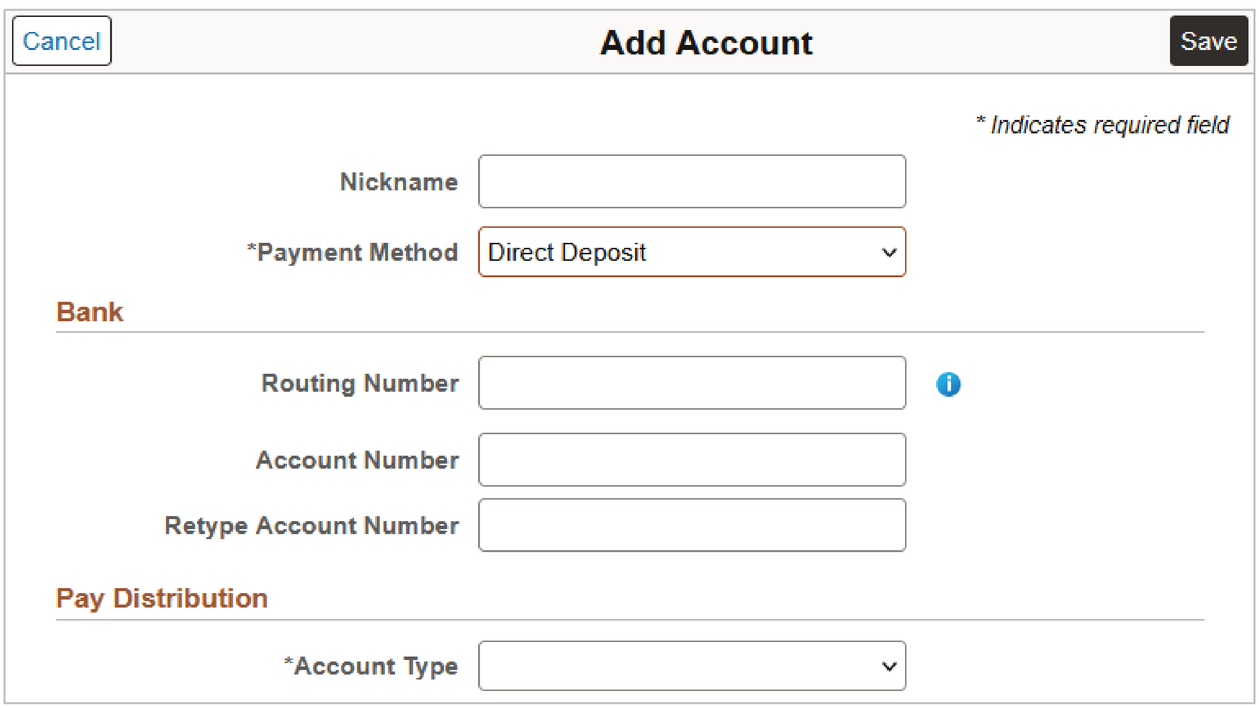


Adding First Direct Deposit Account

To add an initial Direct Deposit account, click the **Add Account** button.

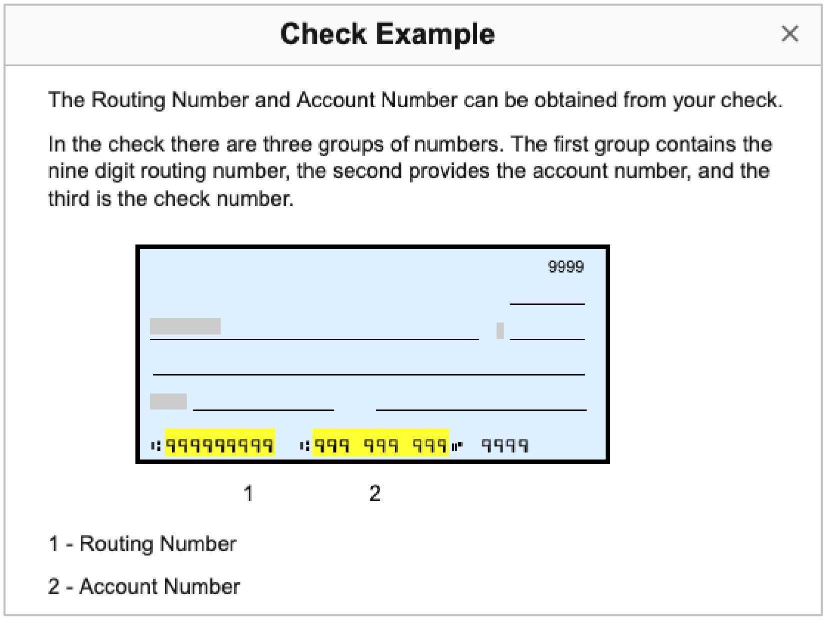


When the **Add Account** button is clicked, the **Add Account** pop-up window will be displayed. Enter the information in the fields provided.

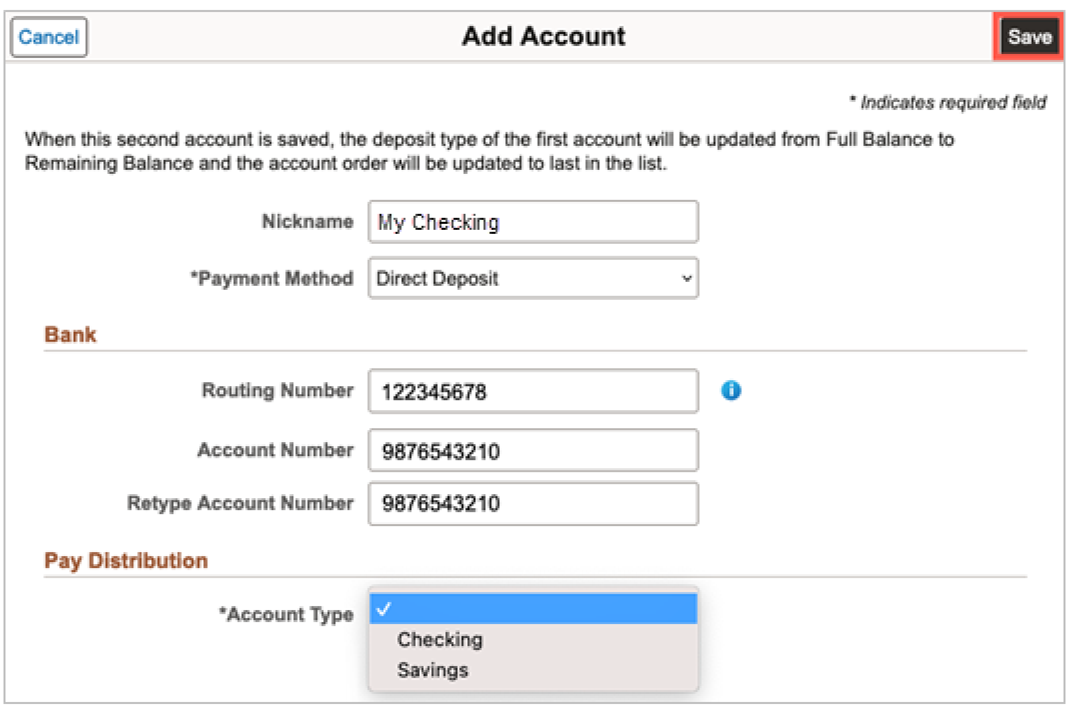


Note: *A nickname is not required, this is a unique identifier for the employee to differentiate between accounts.*

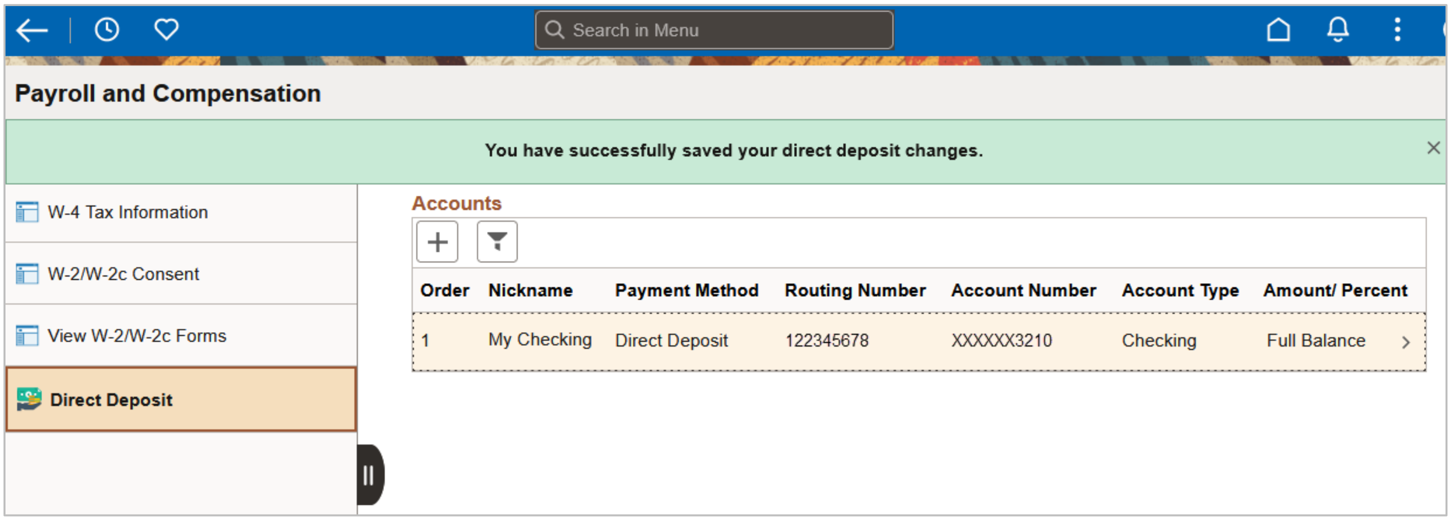
If needed, click the blue i icon next to the **Routing Number** field for a detailed view of a check example to locate the **Routing Number** and **Account Number** for entry.



Complete the remaining fields on the **Add Account** pop-up window. Ensure you select whether the account is a Checking or Savings account. Once the fields are entered, click the **Save** button to return to the Direct Deposit page.



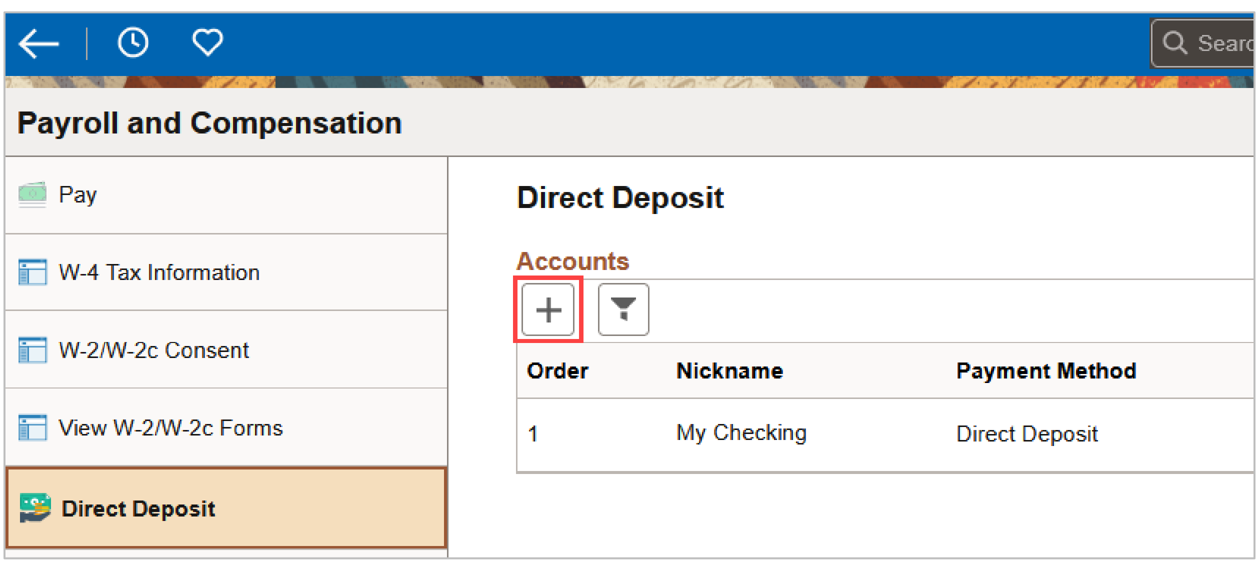
A green banner appears at the top of the page verifying the account has been successfully added.



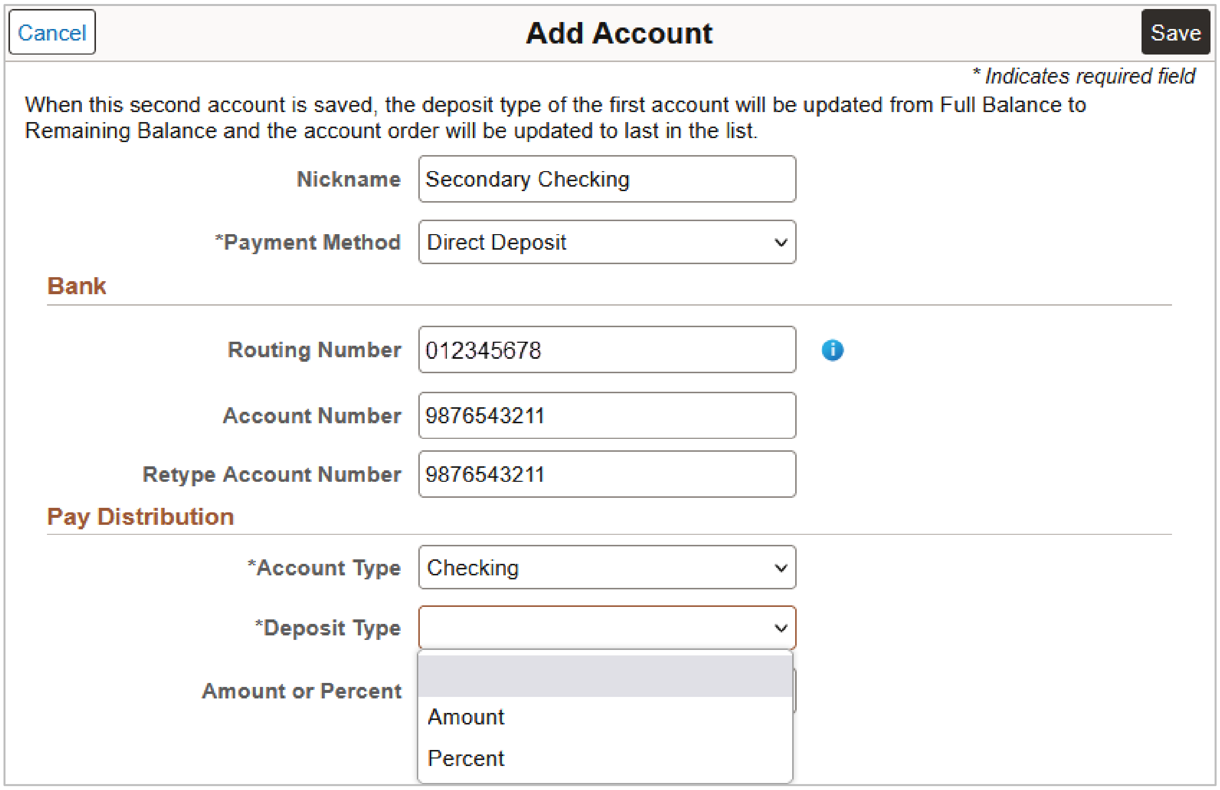
Note: *The Deposit Order is defaulted to "1" when there is only one account. The* **Amount/Percent** *field will reflect* **Full Balance** *when only one account is set up for direct deposit.*

Add a Second Direct Deposit Account

On the Direct Deposit page, click the "**+**" plus button under the Accounts section.

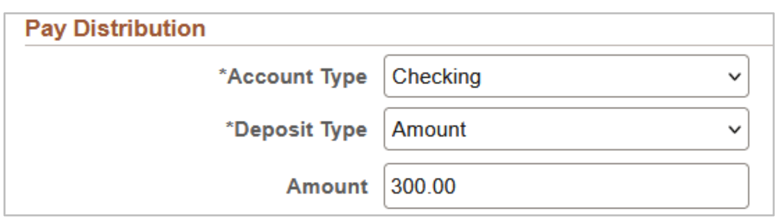


The **Add Account** pop-up window will be displayed, fill out the fields.

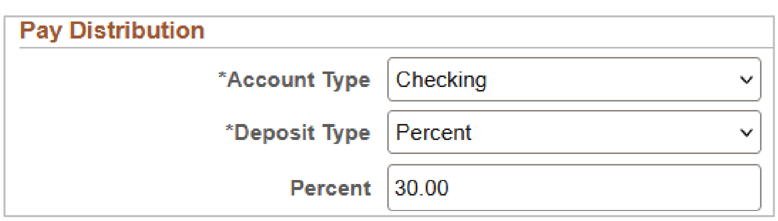


For multiple accounts, the **Deposit Type** field must be selected from the drop-down list. Select **Amount** or **Percent** depending on how the distribution of funds is being set up. Based on the selection the next field **Amount** or **Percent** changes to the selected **Deposit Type.**

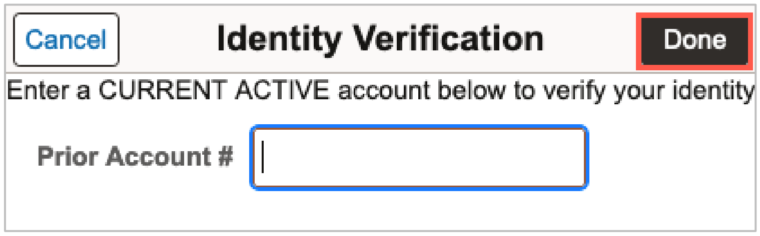
If **Amount** is selected for the **Deposit Type**, the field below will change to **Amount**. Enter the dollar amount desired to deposit into that designated account.



If **Percent** is selected for the **Deposit Type**, the field below will change to **Percent**. Enter the **percent** desired to deposit into that designated account.

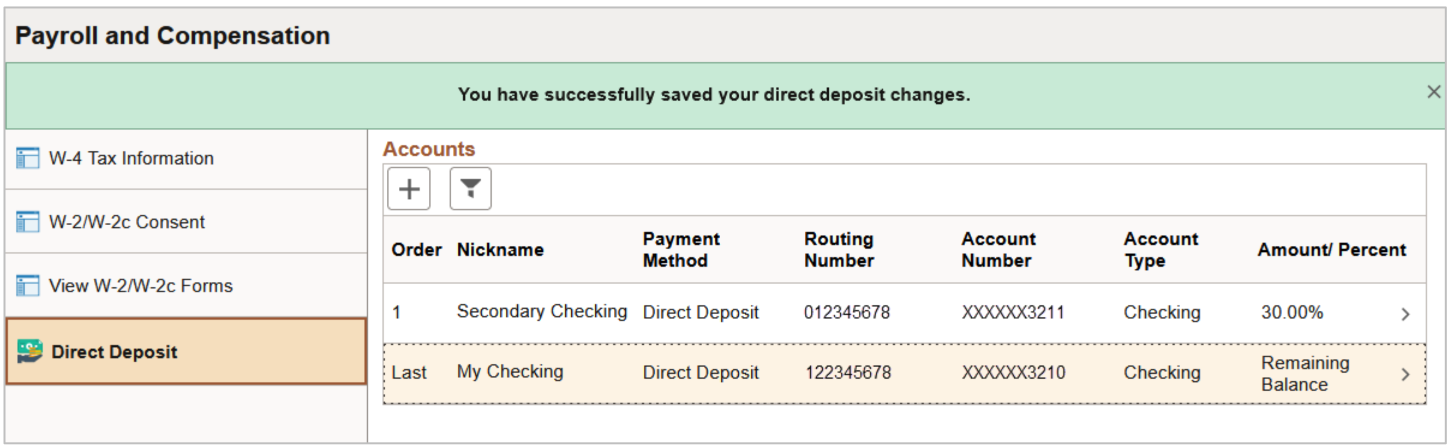


The **Identity Verification** pop-up window will be displayed, enter a **Prior Account** number associated with the Direct Deposit for the employee and click **Done**.

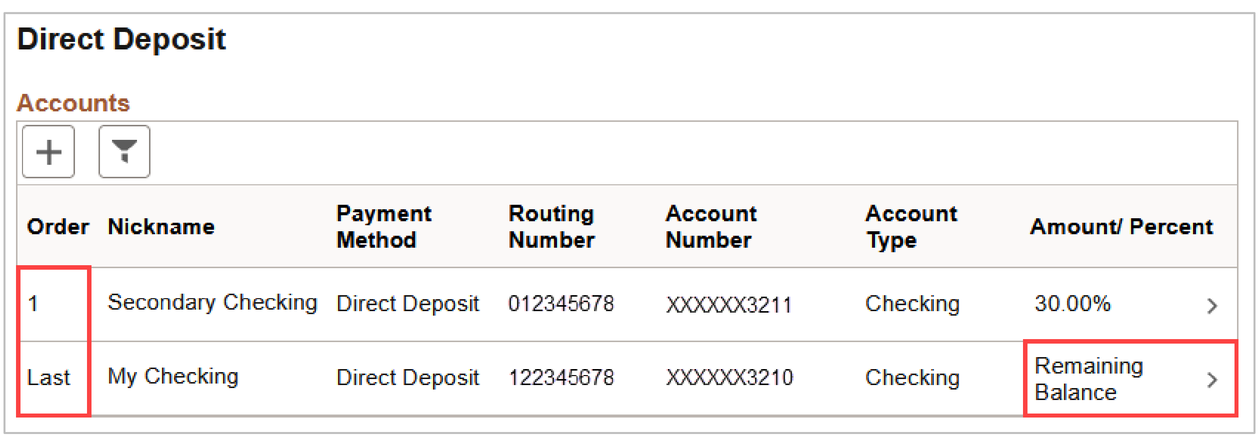


Note: *The Prior Account # can be an existing account number associated with the account or an account number that has been changed in the past.*

Entering a correct prior account number will return you to the **Direct Deposit** page where the green banner appears verifying the account has been successfully added.

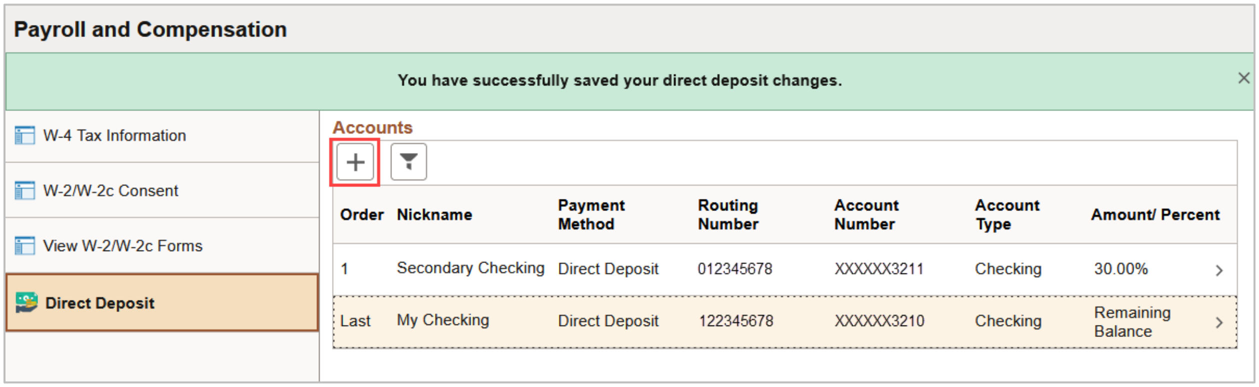


The **Order** of direct deposit accounts is automatically updated and orders the new account as “1” and changes the first account to “Last.” The **Amount/Percent** field displays the Amount/Percent for the added account, and Full Balance is updated to Remaining Balance.

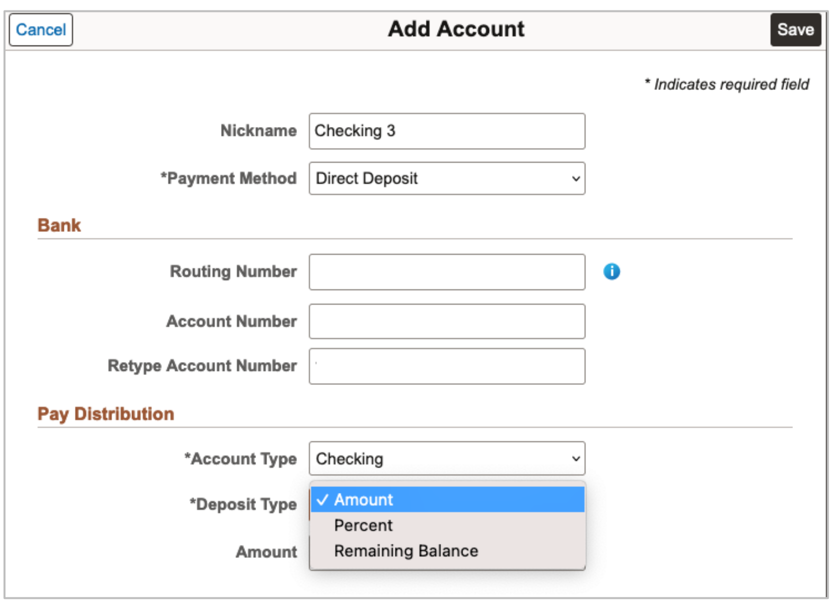


Adding a Third Direct Deposit Account

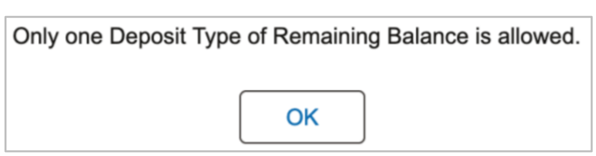
On the Direct Deposit page, click the **"+"** plus button under the Accounts section.



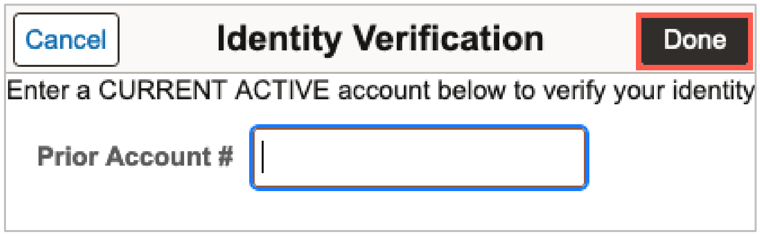
The **Add Account** pop-up window will be displayed, fill out the fields. Under **Pay Distribution** select the **Account Type** for the new account. For multiple accounts, the **Deposit Type** field must be selected from the drop-down list. You can select from **Amount** or **Percent** depending on how you want to set up the distribution of funds for this account. Based on the selection, the next field **Amount** or **Percent** changes to the selected **Deposit Type**. Click **Save.**



Note: *For Deposit type, there will be an option for Remaining Balance. However, if selected the following error will be displayed and will prevent you from proceeding.*

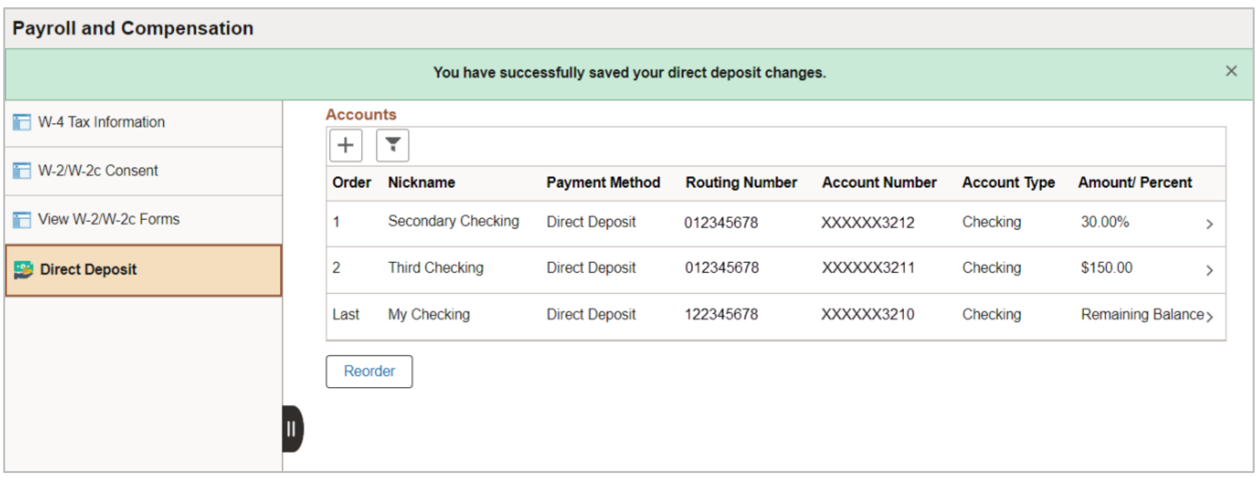


The **Identity Verification** pop-up window will be displayed, enter a Prior Account number associated with the Direct Deposit for the employee and click **Done**.



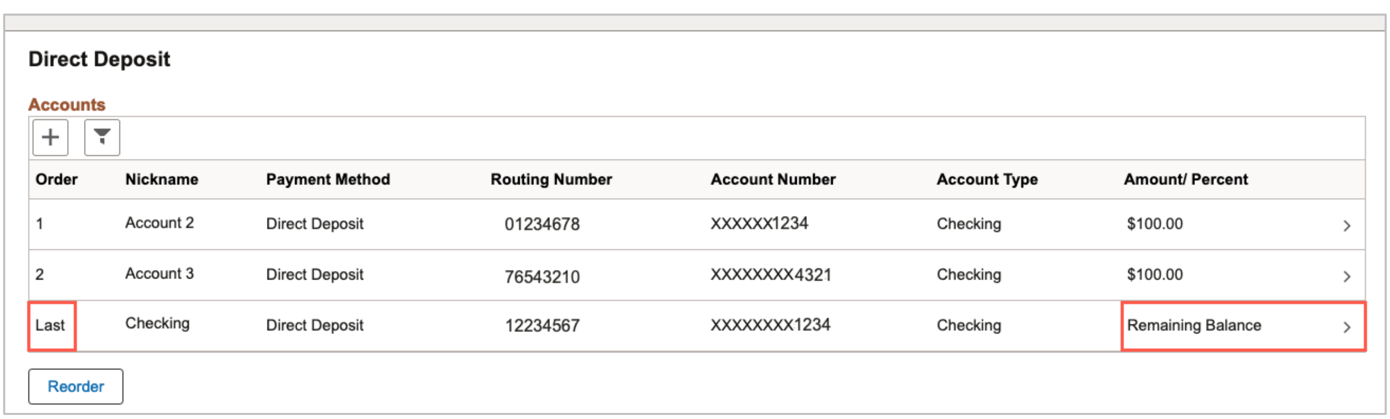
Note: *The Prior Account # can be an existing account number associated with the account or an account number that has been changed in the past.*

Entering a correct prior account number will return you to the **Direct Deposit** page where the green banner appears verifying the account has been successfully added.



Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Secondary Checking	Direct Deposit	012345678	XXXXXX3212	Checking	30.00%
2	Third Checking	Direct Deposit	012345678	XXXXXX3211	Checking	$150.00
Last	My Checking	Direct Deposit	122345678	XXXXXX3210	Checking	Remaining Balance

Only one account can be the **Remaining Balance** account. The **Remaining Balance** account **Order** will be **Last** meaning that all the other accounts will be deposited into first; then any amount left will be deposited into the **Remaining Balance** account.

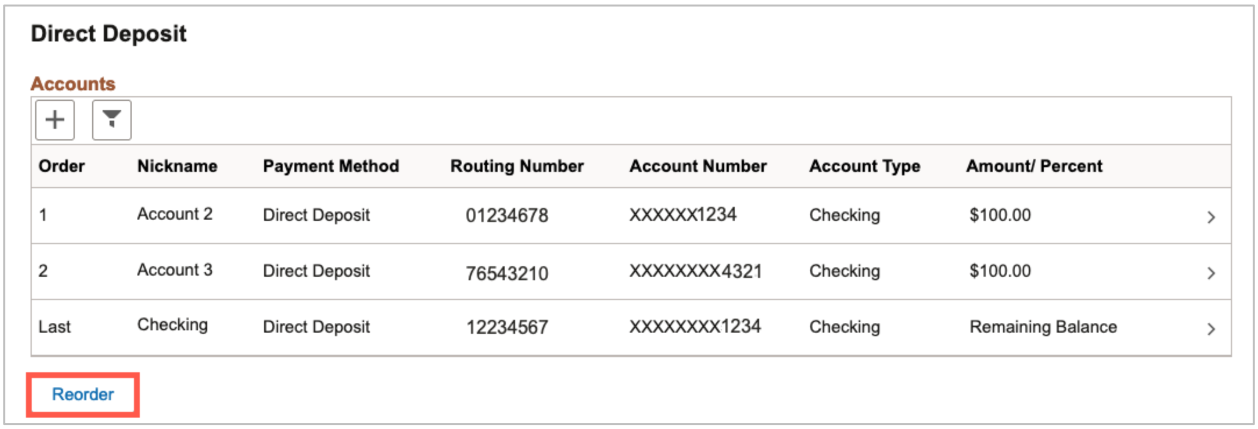


Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Account 2	Direct Deposit	01234678	XXXXXX1234	Checking	$100.00
2	Account 3	Direct Deposit	76543210	XXXXXXXX4321	Checking	$100.00
Last	Checking	Direct Deposit	12234567	XXXXXXXX1234	Checking	Remaining Balance

Reordering Direct Deposit Accounts

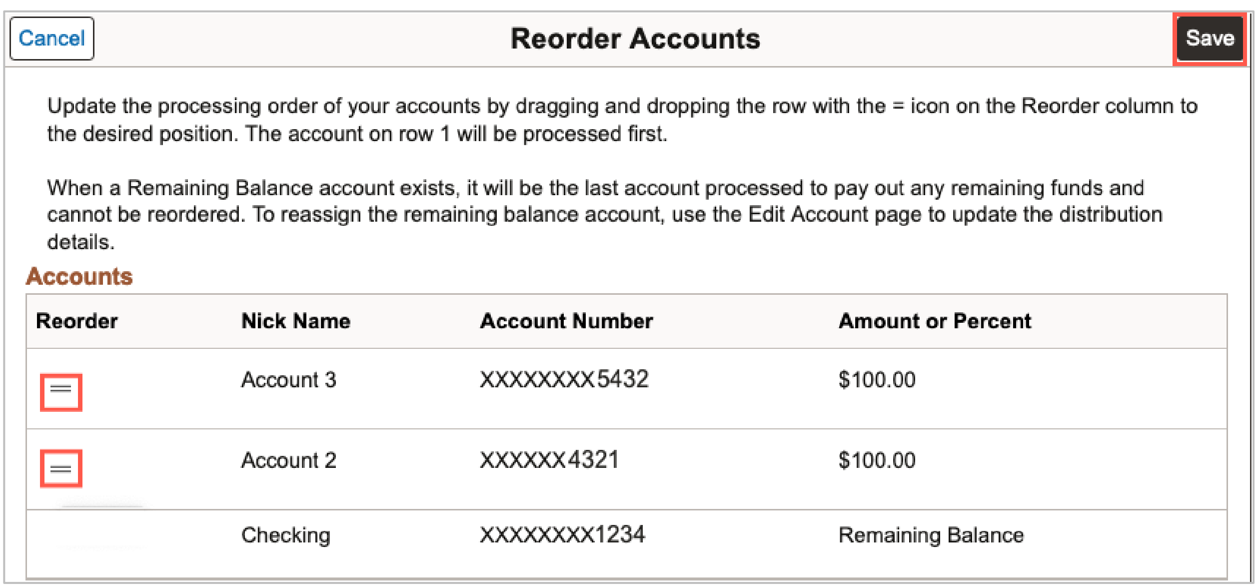
When you have three accounts set up to split your Direct Deposit you will have the option to change the order that the accounts receive the deposits.

On the Direct Deposit page, Click the **Reorder** button to change the order in which funds are deposited into each account.



Note: *The Reorder button is only available when there are three accounts listed.*

The **Reorder Accounts** pop-up window will be displayed. Click on the **equal sign** hold down the mouse and drag it into the new position and release it. Once the new order is set, click the **Save** button to update the Order.



Save returns you to the **Direct Deposit** page where the green banner appears verifying the change was successfully saved. The **Accounts** will now display in the new order on the **Direct Deposit** page.

You have successfully saved your direct deposit changes.

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Account 3	Direct Deposit	76543210	XXXXXXXX5432	Checking	50.00%
2	Checking	Direct Deposit	12234567	XXXXXXXX1234	Checking	10.00%
Last	Account 2	Direct Deposit	012345678	XXXXXXXX4321	Checking	Remaining Balance

Reorder

When a Remaining Balance account exists, it will be the last account processed to pay out any remaining funds and cannot be reordered. To reassign the remaining balance account, use the Edit Account page to update the distribution details.

Changing the Remaining Balance Account

Only one account can be designated as the **Remaining Balance** account. If you would like to change which account is designated as the **Remaining Balance** account, you can assign the designation to one of their other existing accounts.

On the Direct Deposit page, click on the account that is the **Last** in **Order** and has **Remaining Balance** as the **Amount/ Percent.**

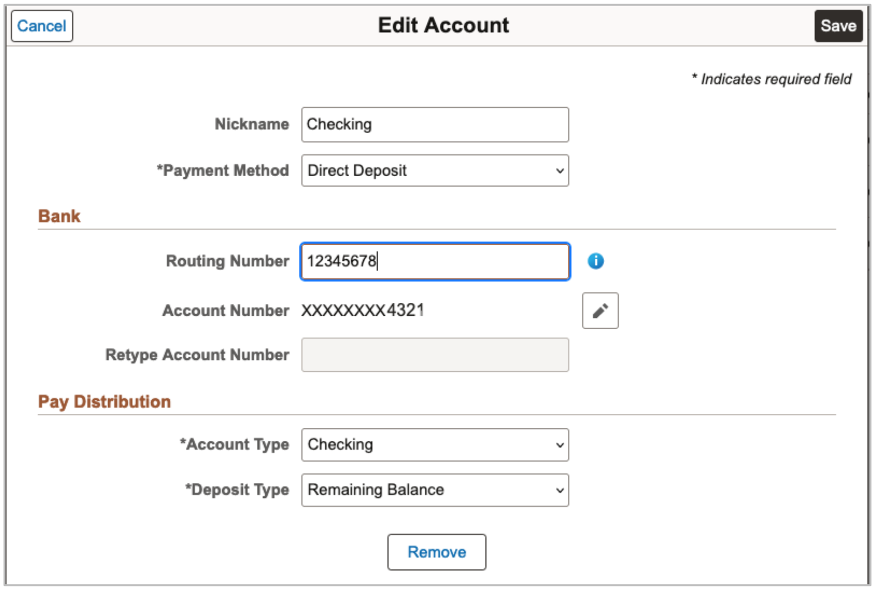
Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Account 2	Direct Deposit	01234678	XXXXXX1234	Checking	$100.00
2	Account 3	Direct Deposit	76543210	XXXXXXXX4321	Checking	$100.00
Last	Checking	Direct Deposit	12234567	XXXXXXXX1234	Checking	Remaining Balance

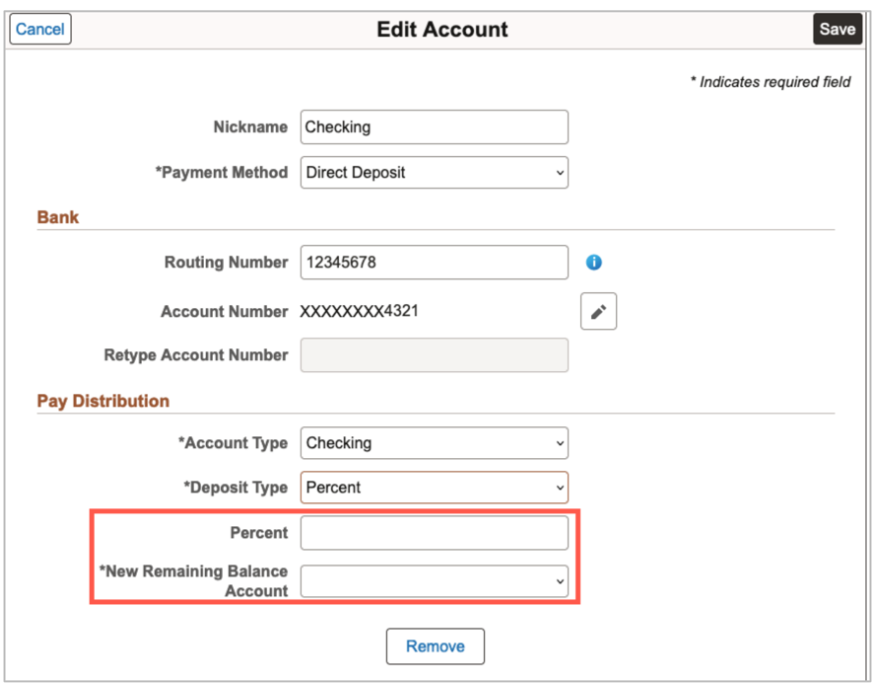
Reorder

The **Edit Account** Pop-up window will display.

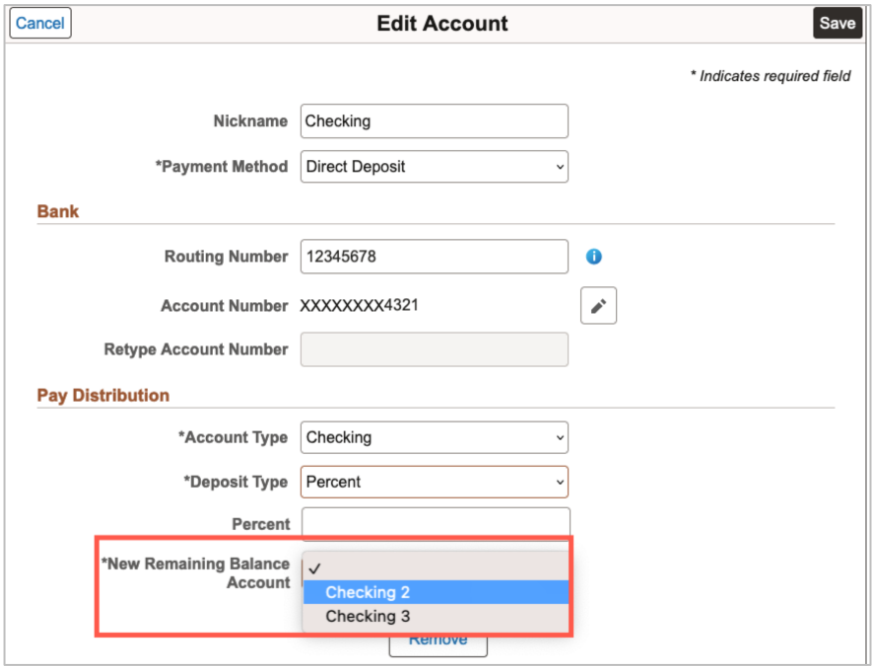


To change this account from the **Remaining Balance** Account, select the **Deposit Type** drop-down and select **Amount** or **Percent.**

Two new fields will be displayed when a new **Deposit Type** is selected. Based on the selection of **Amount** or **Percent**, the next field will be **Amount** if **Amount Type** is selected or **Percent** if **Percent Type** is selected. Then the second field that appears is the **New Remaining Balance Account.**

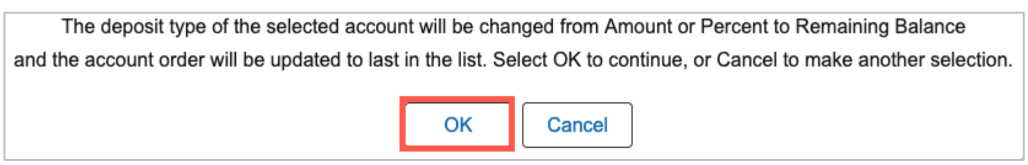


Once the **Amount** or **Percent** is entered for this account, click on the **New Remaining Balance Account** drop-down and select another existing account to designate as the **Remaining Balance Account.**

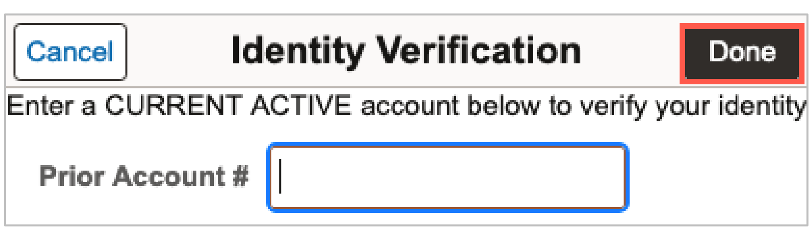


Note: *The drop-down options display the Nickname given to the accounts by the employee.*

After selecting the account to designate as the **New Remaining Balance Account**, click the **Save** button. A verification message pop-up window appears; click **OK** to continue.



The **Identity Verification** pop-up window will be displayed when the Save button is clicked. Enter a **Prior Account** number associated with the Direct Deposit for the employee and click **Done.**



Note: *The Prior Account # can be an existing account number associated with the account or an account number that has been changed in the past.*

Entering a correct prior account number will return you to the **Direct Deposit** page where the green banner appears verifying the change has been successfully saved.

You have successfully saved your direct deposit changes.

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Account 3	Direct Deposit	76543210	XXXXXXXX5432	Checking	50.00%
2	Checking	Direct Deposit	12234567	XXXXXXXX1234	Checking	10.00%
Last	Account 2	Direct Deposit	012345678	XXXXXXXX4321	Checking	Remaining Balance

Reorder

Note: *The* **New Remaining Balance Account** *is now* **Last** *in the* **Order** *column, and the account that was changed is in the* **Order 2** *position. The* **Amount/ Percent** *field column has been updated.*

Edit Direct Deposit

Each account can be edited/ or changed individually. If an employee would like to add a new account to designate as their **Remaining Balance** account, and they have reached their limit of accounts, the employee must first remove one account before they are able to setup a new account to designate as the Remaining Balance account.

To make account changes click on the account you would like to change from the **Direct Deposit** page.

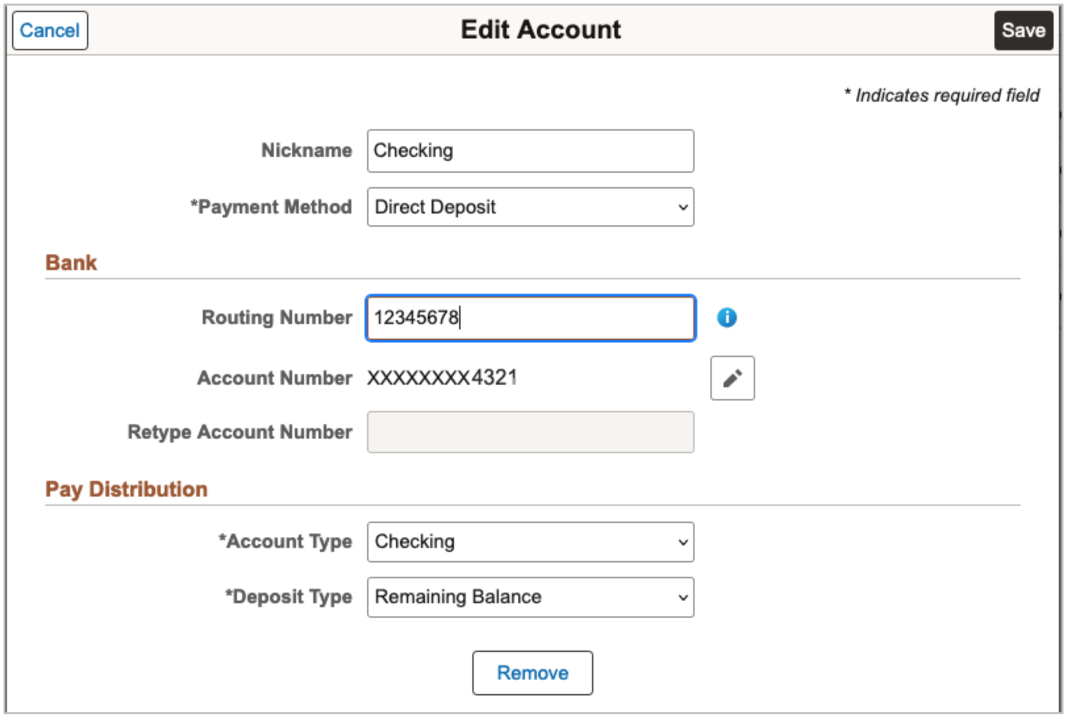
Direct Deposit

Accounts

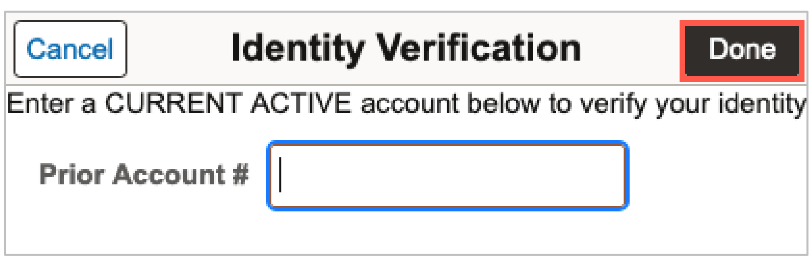
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Account 2	Direct Deposit	01234678	XXXXXX1234	Checking	$100.00
2	Account 3	Direct Deposit	76543210	XXXXXXXX4321	Checking	$100.00
Last	Checking	Direct Deposit	12234567	XXXXXXXX1234	Checking	Remaining Balance

Reorder

The **Edit Account** Pop up window will be displayed. Click **Edit** button (pencil). Make the desired changes and Retype the Account Number. Click the **Save** button.

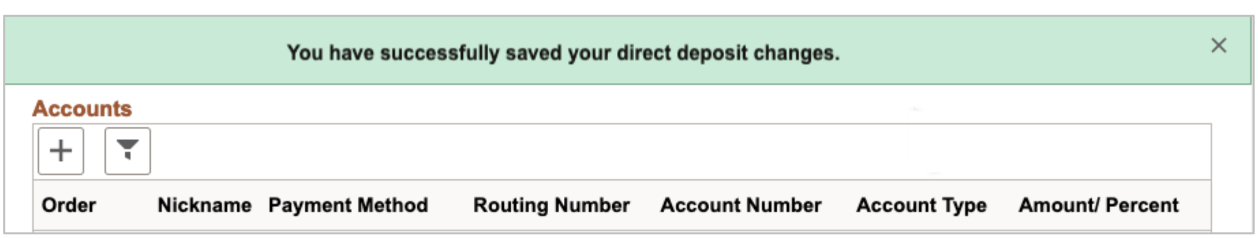


The **Identity Verification** pop-up window will be displayed when the Save button is clicked. Enter a **Prior Account** number associated with the Direct Deposit for the employee and click **Done.**



Note: *The Prior Account # can be an existing account number associated with the account or an account number that has been changed in the past.*

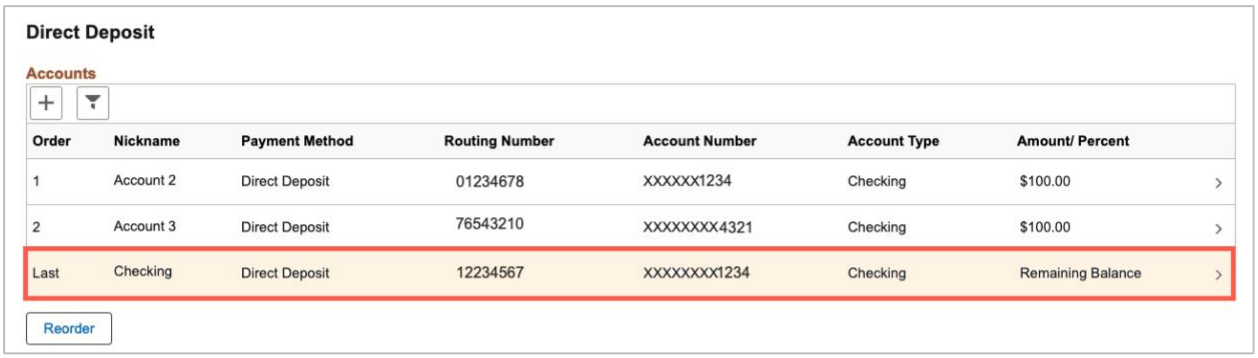
Entering a correct prior account number will return you to the **Direct Deposit** page where the green banner appears verifying the change has been successfully saved.



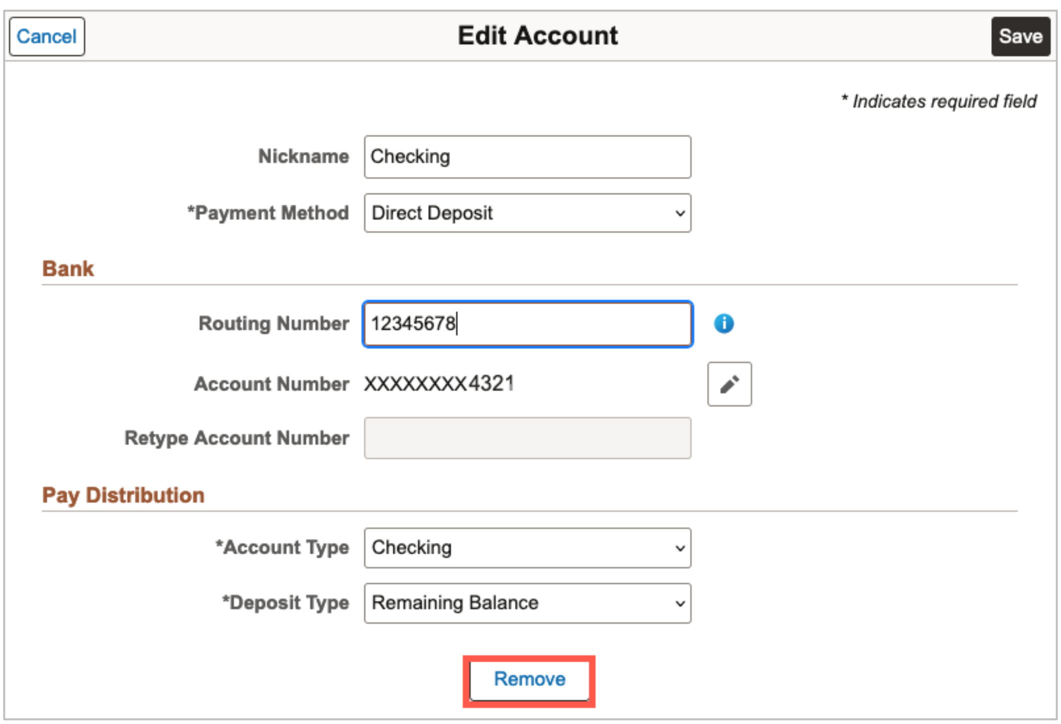
Remove a Direct Deposit Account

Employees can remove Direct Deposit Accounts if they have more than one, you cannot remove an account if it is the only Direct Deposit Account listed. If an employee would like to add a new account to designate as their **Remaining Balance** Account, and they have reached their limit of accounts, the employee must first remove one account before they are able to set up a new account to designate as the Remaining Balance account.

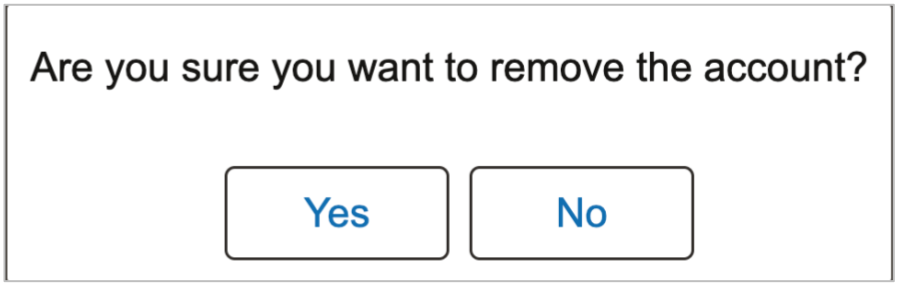
To remove an account, click on the account you would like to remove from the **Direct Deposit** page.



The Edit Account Pop-up window will display. Click the **Remove** button, then click the **Save** button.



A message will appear asking if you are sure you want to remove the account, if you would like to continue with removing the account Click **Yes**, if not, Click **No**. This will return you to the Direct Deposit page.



Additional Information

- For “Deposit Type” there are three options
  - Amount – select this option to enter a specific amount to be deposited to this account. This selection will populate a new field for “Deposit Order” that can be used to indicate in which order the deposit calculations should be made.
  - Percent – select this option to enter a specific percentage to be deposited to this account. This selection will populate a new field for “Deposit Order” that can be used to indicate in which order the deposit calculations should be made.
  - Remaining Balance – select this option to deposit the remaining net pay to the account. If depositing your entire paycheck to one account, select this option.
- Deposit Order indicates which deposit will occur first. For example, if you have two direct deposit accounts, depositing $50 to the first and 35% to the second, you will enter the “Amount” account as Deposit Order 1 and the “Percent” account as Deposit Order 2. UTShare will deposit the $50 then take 35% of the reduced amount (paycheck total less $50). To deposit 35% of the whole paycheck to one account, then the $50 to another, enter the “Percent” deposit account as Deposit Order 1 and the “Amount” as Deposit Order 2.

Any issues with Direct Deposit will need to be directed to Payroll@uta.edu.

View W-2/W-2c Forms

This section allows an employee to view and download W-2/W-2c forms for tax purposes. Only active employees can access their forms online. Only the most recent tax Year is displayed, but a link to "View a Different Tax Year" is available. Click the "Year End Form" link to open the form in a new browser window.

View W-2/W-2c Forms

Sam Maverick

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

View a Different Tax Year

Select Year End Form

1-1 of 1

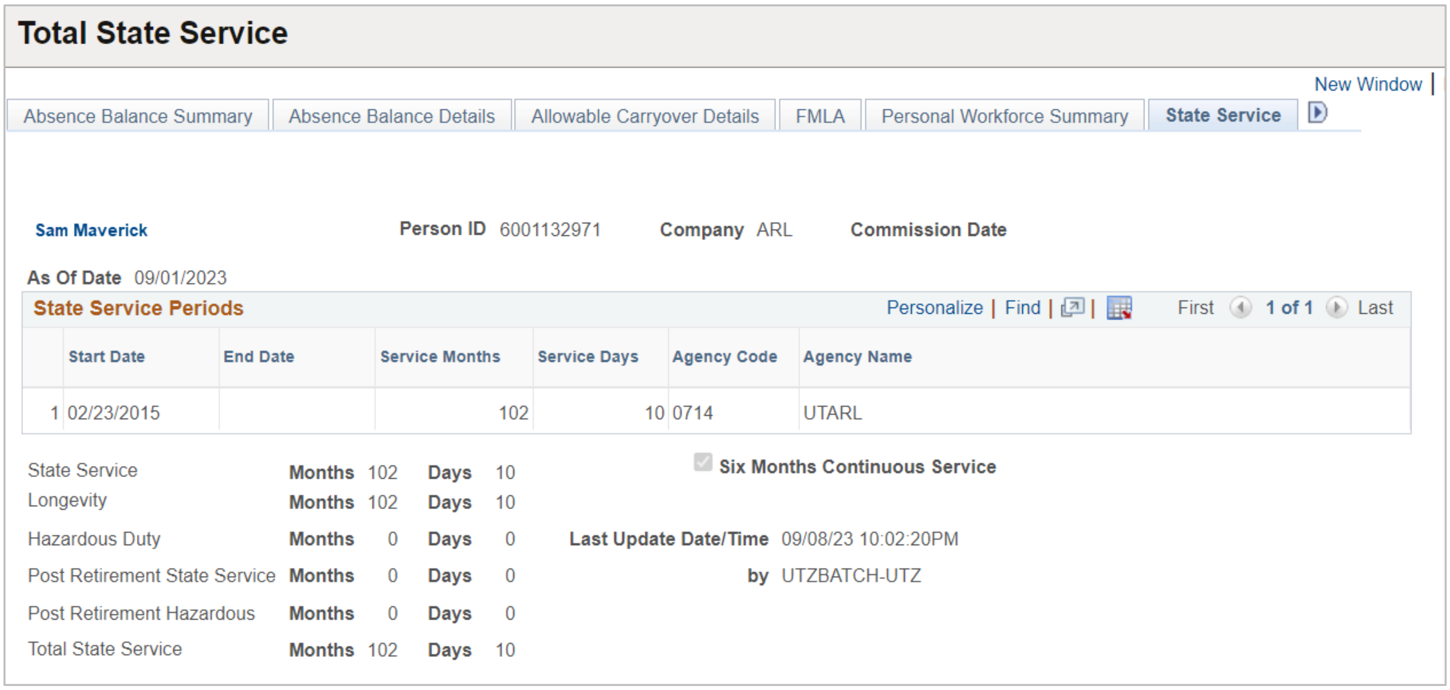
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2022	ARL	W-2	01/25/2023	Year End Form	Filing Instructions

State Service Information

To review the number of State Service months entered for you in UTShare, from the Employee Self Service homepage, click on the Time and Attendance tile.

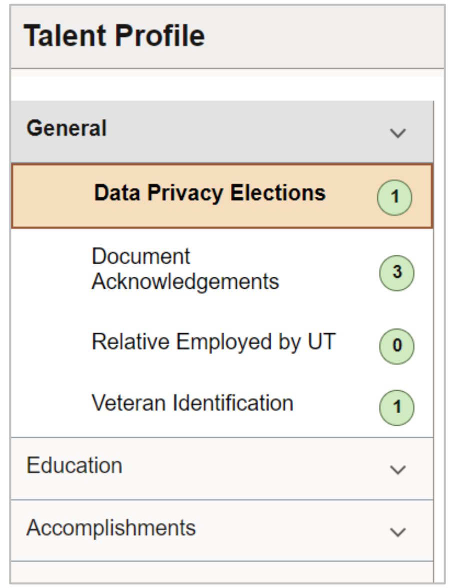
Note: Most of the functions in this area are not used by UTA as time and leave are managed in TCP.

Click the Absence Balance Details tile. On this page, at the top will be a tab for State Service. Click this tab to confirm the number of state service months in UTShare.



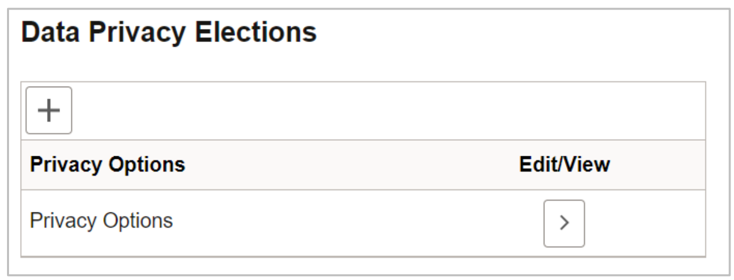
Talent Profile

This section allows employees to set Privacy Options and Veteran Identification.



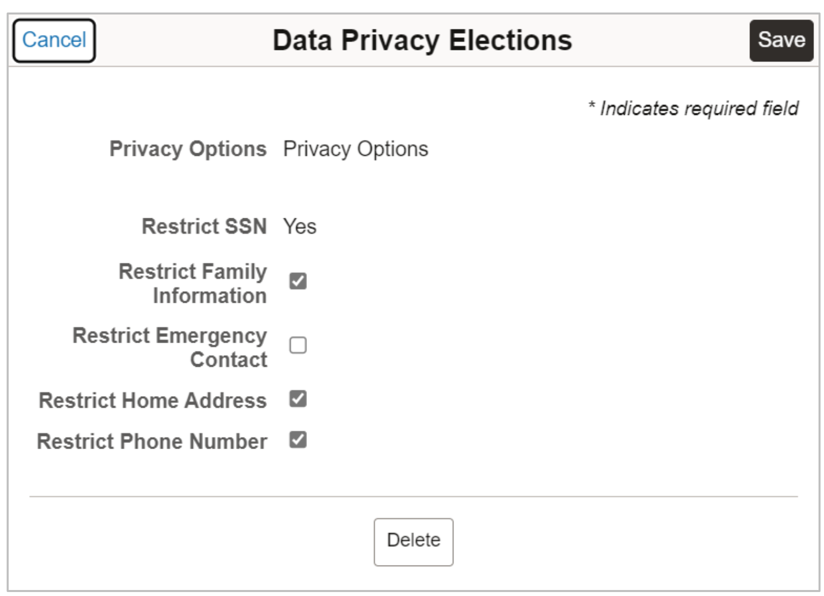
Privacy Options

Under "General", select Data Privacy Elections. Here you can add Privacy Options using the plus (+) button or view your existing selections using the right arrow (>).



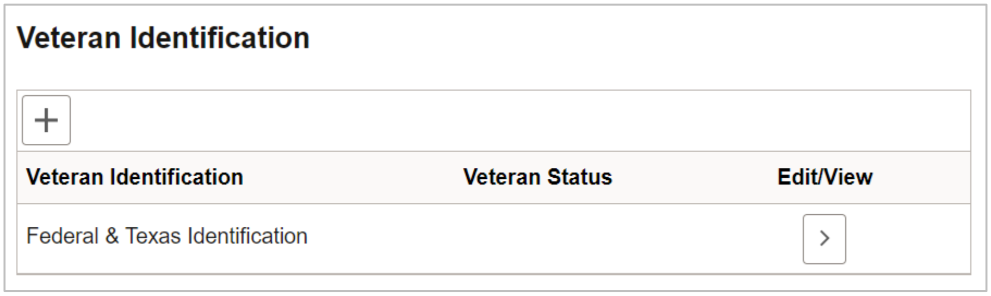
Here you can check or uncheck the Privacy Options and click the Save button.

To remove your previously made selections, click the Delete button.



Veteran Identification

Under “General”, select Veteran Identification. Here you can add Veteran Identification using the plus (+) button or view your existing selections using the right arrow (>).



Here you can check or uncheck the Veteran Identification options and click the Save button.

To remove your previously made selections, click the Delete button.