Employee Self Service
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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 (>).

<table>
<thead>
<tr>
<th>Number</th>
<th>Extension</th>
<th>Type</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>817/272-XXXX</td>
<td></td>
<td>Business</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sam Maverick</td>
<td></td>
</tr>
</tbody>
</table>
Ethnic Groups
Use this section to identify your ethnic group.

Ethnic Groups

1) Are you Hispanic or Latino?  
   - Yes
   - No

2) What is your race? Select one or more.
   - American Indian or Alaska Native
   - Asian
   - Black or African American
   - Native Hawaiian or Pacific Islander
   - White

Voluntary Self-Identification
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.

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

Emergency Contacts

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Relationship</th>
<th>Preferred Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spouse</td>
<td>✓</td>
</tr>
</tbody>
</table>
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.

Contact the Human Resources department if any of your Employee Information is incorrect.
Disability
This section is used to voluntarily self-identify for any disabilities.

Voluntary Self-Identification of Disability

Name: [Redacted]
Date: [Redacted]
Employee ID: [Redacted]

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 workforce 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, intractable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Misting 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.
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.

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 employ 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
- 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.

Step 3: Claim Dependents
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 4: Other Adjustments

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.
Direct Deposit
This section displays allows an employee review, add, or update their direct deposit information.

Add Direct Deposit
To add an initial Direct Deposit account, click the “Add Account” button. Complete the fields on the Add Direct Deposit page.

![Direct Deposit Form]

Notes:

- The “Retype Account Number” field will only activate after you’ve entered it in the Account Number field.

- 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*.
  - Balance of Net Pay – select this option to deposit the remaining net pay to the account. If depositing your entire paycheck to one account, select this option.
  - 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*. 
For Deposit Order, this 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 would 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.

Before the system will allow changes, the Acknowledge the terms of using Direct Deposit button must be clicked before the Submit button will become active.

Once you’ve entered the Direct Deposit information and acknowledged the terms, click the Submit button to save the information. A Submit Confirmation will populate:

Click OK to continue. The added Direct Deposit information will now be displayed.

To add another deposit account, click the “Add Account” button and enter the account information. You will receive a notification from the system letting you know the information has changed. If the change was made in error, or you did not make the change, you will be directed to login and verify your information in UTShare.
Change Direct Deposit
To make changes to direct deposit information, click Edit (pencil). On the form, update the banking information, or the amount/percentage, or the deposit order. Changes can only be made once per day.

An employee must have a bank be designated as the 999 in the deposit order. This is the default direct deposit account and cannot be changed.

You will receive a notification from the system letting you know the information has changed. If the change was made in error, or you did not make the change, you will be directed to login and verify your information in UTShare.

Direct Deposit issues 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.
**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.

![Talent Profile](image)

**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 (>).

![Data Privacy Elections](image)

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.