Quick Instructions for Employee Self Service

1) On the UAMS HR Website (www.hr.uams.edu) under Quick Links click on “Employee Self Service”
2) Enter your domain name and password (the same one you use to sign-in for your email, etc.),
And click “log on”.

![Login page](image-url)
3) Under ESS Tab, If you would like to review Benefits or Payments:

Click on “Overview”—click on Benefits and Payments
Click on a link below to advance to specific instructions

Under **Benefits and Payments**, you can see:

**Benefits:**
- **Participation Overview** View a list of plans in which you are currently enrolled
- **Vacation and Sick balance** (view time account balances) View current vacation and sick leave balances (does not apply to Medical Residents)
- **UAMS Benefits Statement** View your personal benefit statement (see your benefit election for each plan as of today)

**Payment:**
- **Salary Statement** View every paycheck you’ve gotten at UAMS back to July 1, 2001 (current pay stubs will become available 24 hours before payday
- **W-4 Tax Withholding** Create, change and display the information included in the W-4 form (Employee’s Withholding Allowance Certificate, Federal & State)
- **View/Print online W-2**

Under **Personal Information**, you can

- Change your **Address**
- Change your **Banking Information (Direct Deposit)** Can only be changed. Direct Deposit cannot be cancelled.
- Change your **Personal Data**
- Change your **Veteran Status**

Under **Travel and Expenses**, you can see

- History of your travel requests, expenses, and payments
- **Express Expense Sheet**

Under **Life and Work Events**, you can

- Connect to valuable information and websites in regards to Benefits, Birth/Adoption, Divorce, Marriage, Leaving UAMS & Career Opportunities
4) Items available to view or change/update.

**How Do I View a Summary of My Benefits?**

1) From the benefits and payment page click on “Benefits” then click “Benefits Participation Overview”
2) The benefits plans which you are enrolled in will pull up. Click on a specific benefit (blue link).

3) Details of your specific plan will appear.
How Do I View My Vacation and Sick Balance?

1) From the Overview Page -- Click Benefits then click “view time accounts balances”

2) Your leave balances (vacation, sick, and birthday) will pull up. (A balance for CEAL and Holiday will always show zero. These hours must be tracked within department)
3) To view a specific balance such as vacation click on the “Time Account” drop down box and select “UAMS Vacation”

4) Click “apply” and your vacation balance will display

5) Your Vacation Balance will appear

6) To go back to the Benefits, Payment, personal information screen press “Overview”
How do I print my paystubs?

Current pay stubs will become available 24 hours before payday.

1) From the Overview Screen - Click on “Payments”

2) Below Payment, Click on “Salary Statement”
The “Salary Statement Service” screen will pop up. Using the scroll bar you may have to scroll down to see the full view of the latest pay stub.

3) To see a previous pay stub (as far back as July 2001) click the “Previous Statement” button.

To print your pay stub – click here on the printer.

4) To view “Other Statements” – click overview and selection. Or go back by selecting the drop down next to show.
How do I change my federal and state tax withholding?

1) From the Overview Screen - Click on “Payments”. From the “Payments” screen you can create, change, and display the information included in the W-4 form (Employee's Withholding Allowance Certificate).

2) Below Payment, Click on “W-4 Tax Withholding”
3) You can edit your Arkansas state withholding and/or your federal withholding. Select which one you want to edit, put the cursor over that “particular” line, either “Arkansas or Federal.

4) Scroll down the page until you get to information that you want to make changes to.

5) Click “Back” at any time to exit without saving or to go back to the Benefits and Payment Screen.

6) To change your “Filing Status” click on the drop down.

7) To change your “Total number of allowances you are claiming, additional exemption, personal exemption, dependent exemptions, make those changes inside the appropriate box.

8) To change your “Claim Exemption Status”, click on the drop down.
9) You must check the “Declaration” box anytime you make any changes to your State or Federal tax information.

10) Once you have checked the “Declaration” box, go back up to top left screen under “W-4” and click on the “Save” icon. You must click on “Save” icon, otherwise your request will not be processed. Otherwise you will get this message: Please certify your entitlement by checking the “Declaration” box.
How Do I Change My Personal Information?

1) From the Overview page select “Personal Information”

2) On this screen you can change your Personal Data, such as nickname, address, bank information. (Contact Human Resources at 686-5650 to legally change your name (married, divorce). You can change information that has a pencil displayed on the far right.)
3) Enter a start “valid from” date. Click in the box you need to change, make your changes and click save and back to keep working or save or cancel to delete your changes.
How Do I Change My Direct Deposit?

Direct Deposit information can only be changed. It cannot be deleted/stopped.

1) From the Overview Screen select “Personal Information”

2) Click Personal Profile
3) Click the green pencil to the right of bank information to change your main bank (Primary) or secondary account (other bank). You must know your primary (existing) bank account number in order to make any changes.

4) To ADD a bank account select “ADD” next to Bank Information.

5) Enter your account number, routing number, and other bank information. Or click “Cancel” at anytime to exit without saving.

6) Enter “Existing Account” Information to Validate you are authorized to make changes.

7) Click “Save” to save your changes. Or Cancel” to cancel changes. YOU MUST SAVE CHANGES.
How Do I Print My W-2?
(You can only print your W-2 if you have already completed the steps to consent to online W-2. Click here for instructions.)

Once you log into Employee Self Service click on “Overview”
Then click payment

Click on View/Print W-2W-2C

Enter your SS# in the space provided (no dashes)
Then click “Submit SSN”
Under Search Results for Online Forms W-W2 Select the year
Then select display

Once the W2 is displayed right click on the image of the W-2 and select print. You may need to scroll down to view the W-2.
5) When finished, be sure to “log off” in the upper right hand corner. Then click yes to log off.

DISCLAIMER
Data changes made in Employee Self-Service are transferred immediately to the Human Resources system. You are responsible for changes you make and the effects they may have on your paycheck (bank, tax, and address information).

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