



## **Self Service in PeopleSoft - Staff**

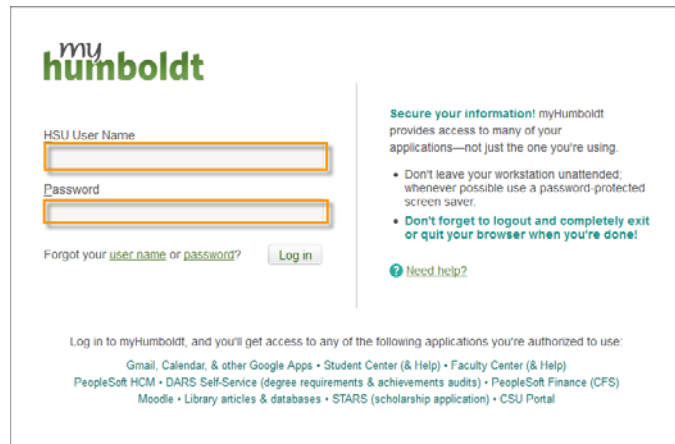
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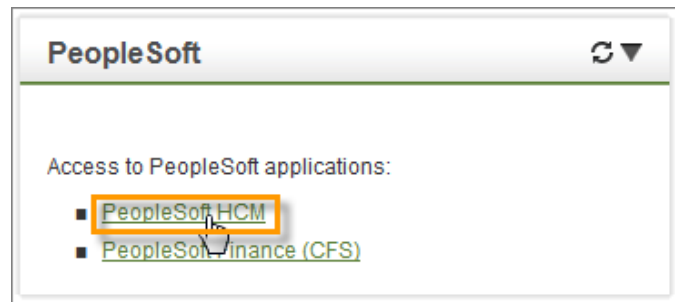
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## Viewing Emergency Contacts

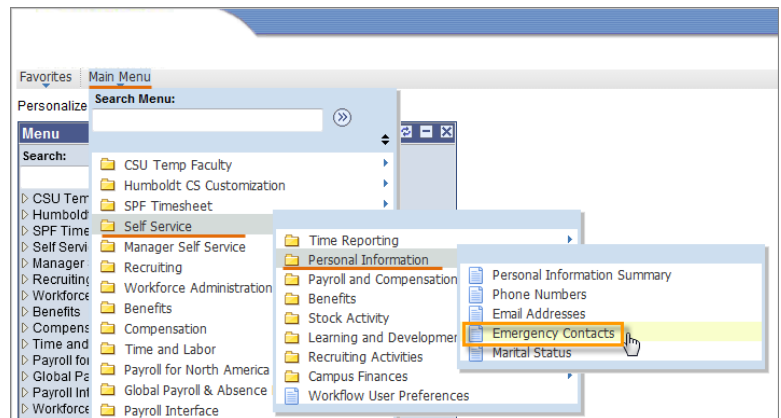
1. Log into the myHumboldt portal at <http://humboldt.edu/myhumboldt>



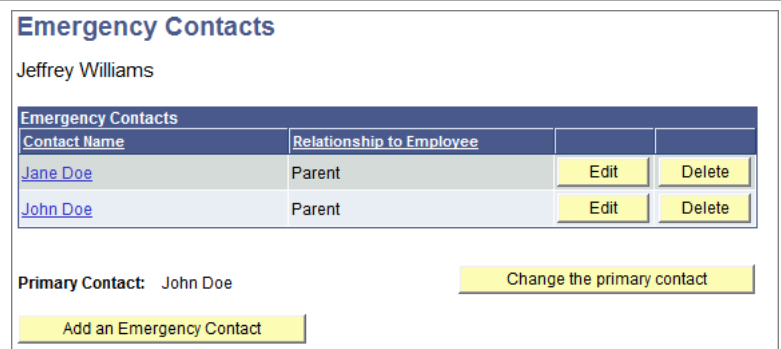
2. Choose the PeopleSoft HCM link



3. Navigate to Emergency Contacts by choosing Main Menu → Self Service → Personal Information → Emergency Contacts.



4. You will be taken to the Emergency Contacts screen.



5. Select the name of the emergency contact to view the details for that contact.

**Emergency Contacts**

Jeffrey Williams

Emergency Contacts			
Contact Name	Relationship to Employee		
<a href="#">Jane Doe</a>	Parent	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">John Doe</a>	Parent	<a href="#">Edit</a>	<a href="#">Delete</a>

**Primary Contact:** John Doe [Change the primary contact](#)

[Add an Emergency Contact](#)

6. The Emergency Contact Detail screen will appear

**Emergency Contacts**

**Emergency Contact Detail**

Jeffrey Williams

**Contact Name:** Jane Doe

**Relationship to Employee:** Parent

**Address and Telephone**

Contact has the same address as the employee

Contact has the same telephone number as the employee

**Address**

**Country:** United States [Change Country](#)

**Address:** 1 Harpst Street [Edit Address](#)  
Arcata, CA 95521

**Phone**

**Telephone:** 707/826-3626

**Other Telephone Numbers**

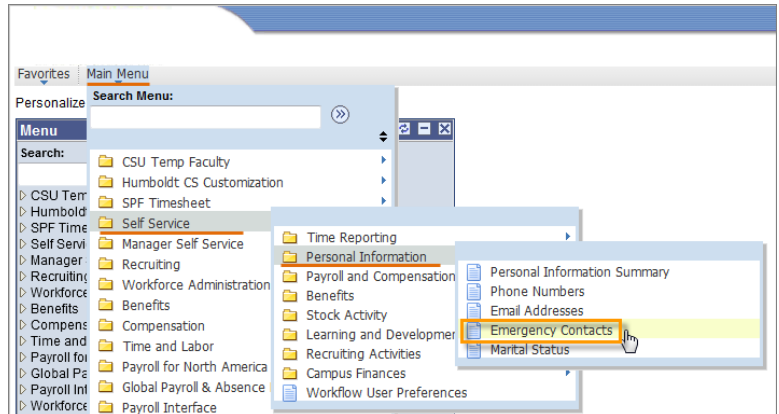
Phone Type	Phone Number

7. Use the Return to Emergency Contacts link at the bottom of the screen to get back to the list of contacts.

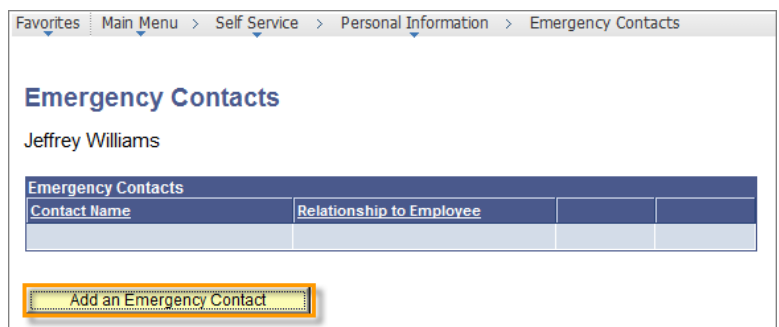
[Return to Emergency Contacts](#)

## Adding and Editing an Emergency Contact

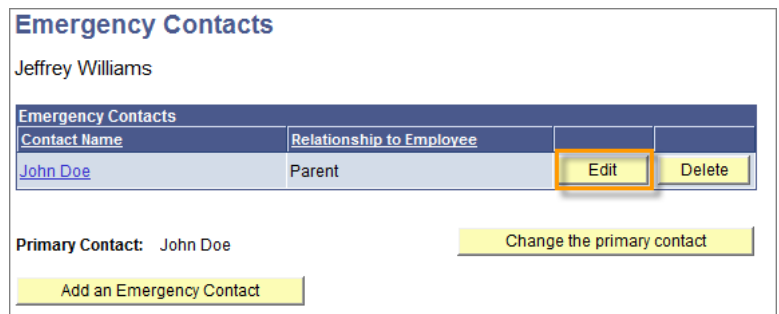
1. Navigate to the Emergency Contacts screen using the instructions above.



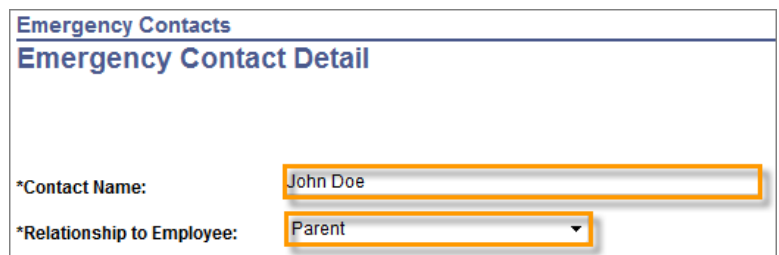
2. Select the Add an Emergency Contact button if you do not have an emergency contact or if you would like to add an additional contact.



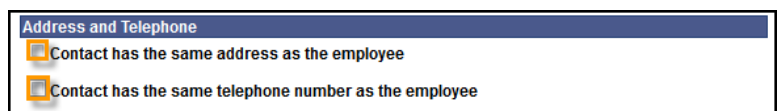
3. Choose the Edit button if you have an existing contact for whom you would like to change the details.



4. On the Emergency Contact Detail screen enter a Contact Name
5. Choose the appropriate Relationship to Employee.



6. If your emergency contact shares your address and/or telephone number, choose the appropriate checkbox under Address and Telephone. If one of these boxes is checked, your address and/or telephone number will be automatically added.



- 7.** If your emergency contact does not share your address, you can enter that information.

**Address**

Country: United States [Change Country](#)

Address:  [Edit Address](#)

- 8.** Choose the Change Country link if necessary.

**Address**

Country: United States [Change Country](#)

Address:  [Edit Address](#)

- 9.** Change Search by to Description.
- 10.** In the begins with textbox, type the name of the country.
- 11.** Select the Look Up button.

**Look Up**

Search by:  begins with

[Advanced Lookup](#)

- 12.** Select the name of the country.

**Look Up**

Search by:  begins with

[Advanced Lookup](#)

**Search Results**

View 100 First 1 of 1 Last

Description	Country
<a href="#">United States</a>	USA

- 13.** Choose the Edit Address link to add an address for the emergency contact.

**Address**

Country: United States [Change Country](#)

Address:  [Edit Address](#)

- 14.** Enter your emergency contact's address information and select the OK button.

**Edit Address**

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:   Postal:

County:

- 15.** Scroll down the page. Enter a telephone number for the emergency contact.

**Phone**

Telephone:

**16.** To add an additional number for this contact, select the Add a Phone Number button.

The screenshot shows a form titled "Other Telephone Numbers" with a table header containing "Phone Type" and "Phone Number". Below the table is a yellow button labeled "Add a Phone Number". At the bottom, there is a "\* Required Field" label and a "Save" button.

**17.** Choose a Phone Type and add the Phone Number. To add additional phone numbers select Add a Phone Number.

The screenshot shows the "Other Telephone Numbers" form with the "Phone Type" dropdown menu set to "Mobile" and the "Phone Number" field containing "888-555-1234". A "Delete" button is visible to the right of the number field. The "Add a Phone Number" button is highlighted at the bottom.

**18.** Choose Save to store the information that you have entered.

A close-up of the yellow "Save" button.

**19.** If all the required information has been entered properly, you will receive a confirmation screen. Select the OK button.

The screenshot shows a confirmation screen titled "Emergency Contacts Save Confirmation". It features a blue checkmark icon and the text "The Save was successful." Below this is a yellow "OK" button.

**20.** The new emergency contact should be displayed in the list.

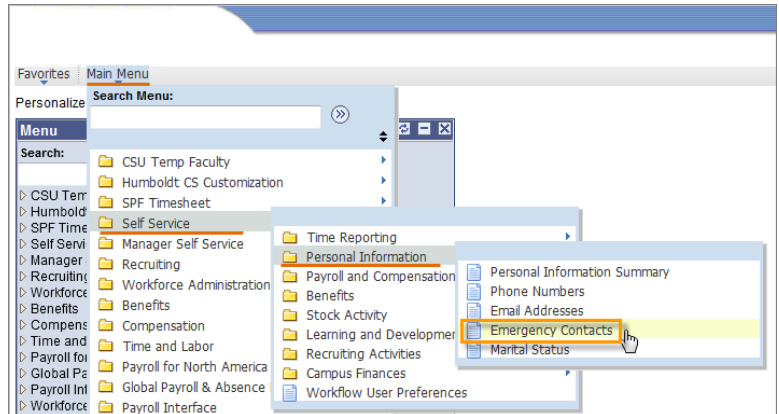
The screenshot shows the "Emergency Contacts" section of the interface. It contains a table with the following data:

Contact Name	Relationship to Employee	Edit	Delete
John Doe	Parent		

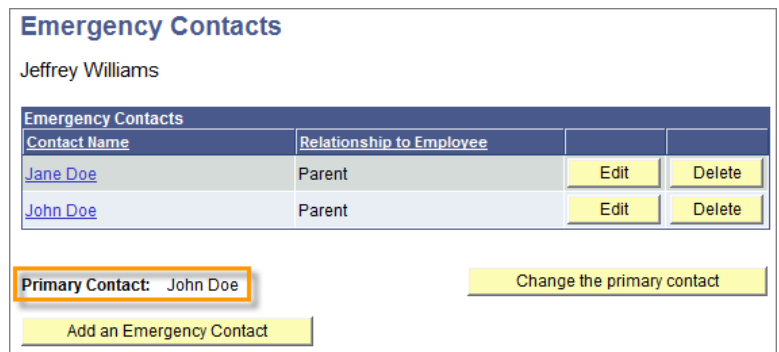
Below the table, it indicates "Primary Contact: John Doe" and includes a "Change the primary contact" button. At the bottom, there is an "Add an Emergency Contact" button.

## Changing the Primary Contact

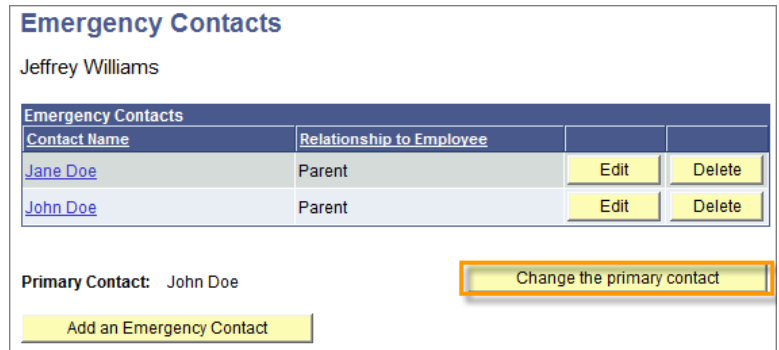
1. Navigate to the Emergency Contacts screen using the instructions above.



2. Determine which contact is assigned as primary.



3. On the Emergency Contacts screen, select the Change the primary contact button.



4. Choose an alternate contact in the Primary Contact combo-box



5. Select Save to confirm the change.

**Emergency Contacts**  
**Change Primary Contact**  
 Jeffrey Williams

Primary Contact:

6. A confirmation screen will appear. Choose OK.

**Emergency Contacts**  
**Save Confirmation**

 The Save was successful.

7. Confirm that the primary contact has changed.

**Emergency Contacts**  
 Jeffrey Williams

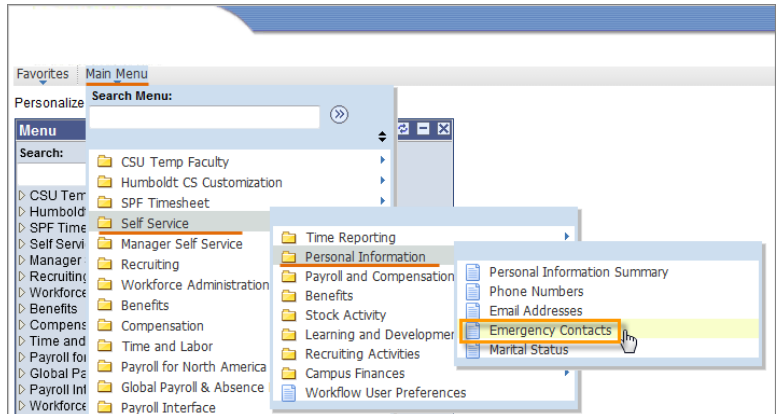
Emergency Contacts			
Contact Name	Relationship to Employee		
<a href="#">Jane Doe</a>	Parent	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<a href="#">John Doe</a>	Parent	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Primary Contact:

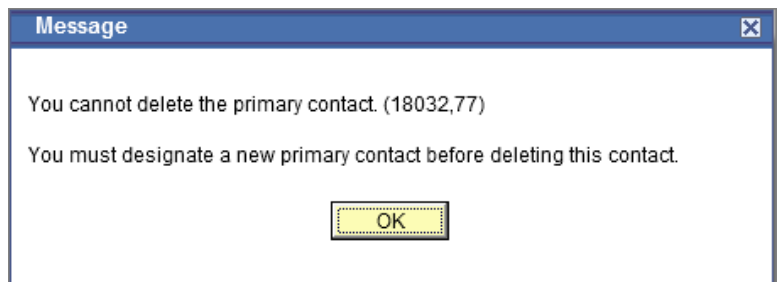


## Deleting an Emergency Contact

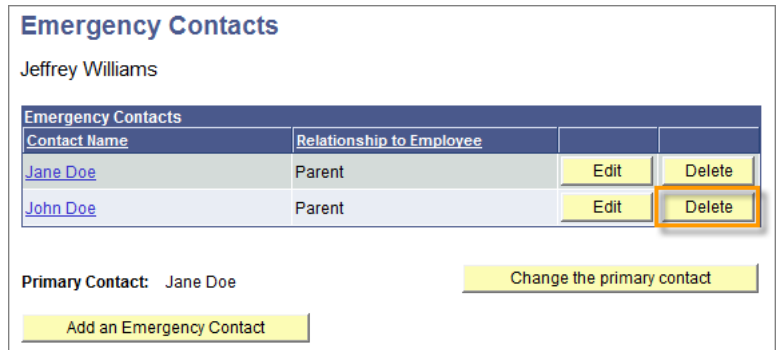
1. Navigate to the Emergency Contacts screen using the instructions above.



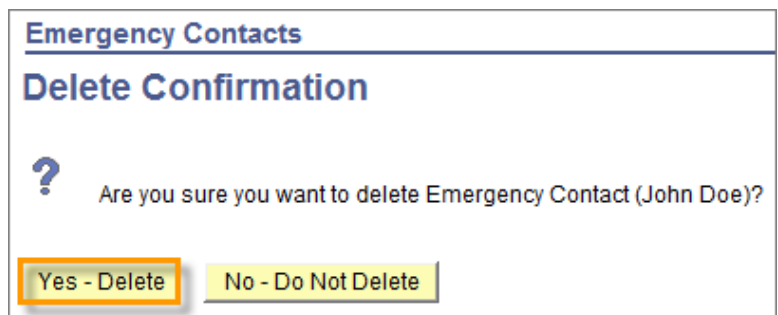
**Note:** The primary contact cannot be deleted. To delete a contact marked as the primary contact, one must first designate a new primary contact. If you attempt to delete the primary contact, you will receive an error message.



2. Select the Delete button for the associated contact.



3. Choose Yes – Delete to confirm the deletion.



- 4. You will be returned to the Emergency Contacts screen.

### Emergency Contacts

Jeffrey Williams

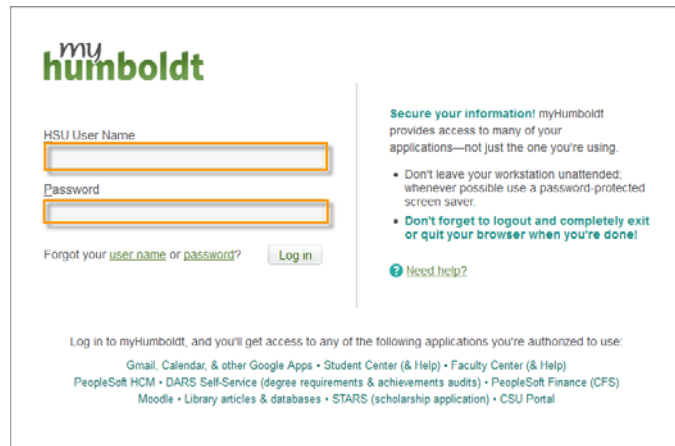
Emergency Contacts			
Contact Name	Relationship to Employee		
Jane Doe	Parent	Edit	Delete

**Primary Contact:** Jane Doe Change the primary contact

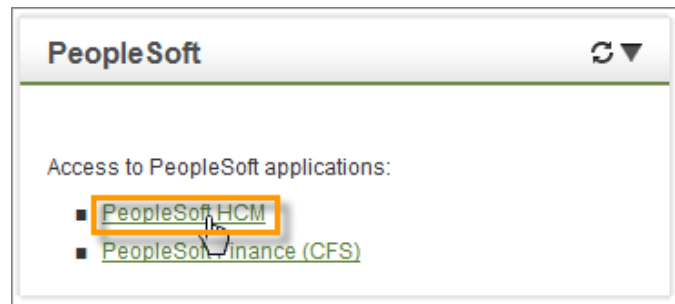
Add an Emergency Contact

## Navigating to Compensation History

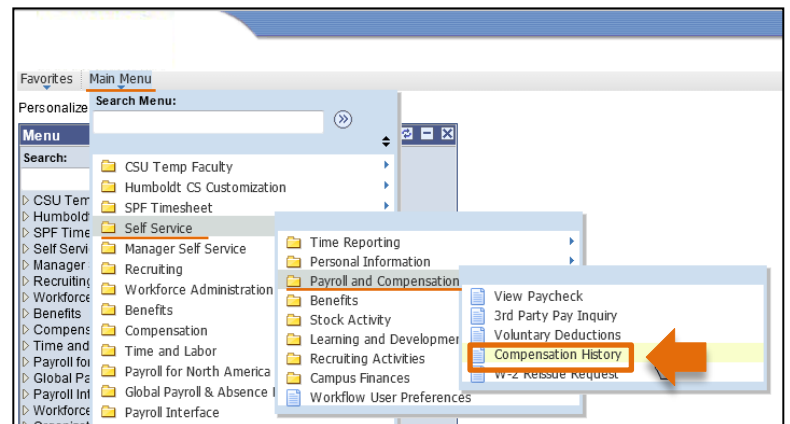
1. Log into the myHumboldt portal at <http://humboldt.edu/myhumboldt>



2. Choose the PeopleSoft HCM link

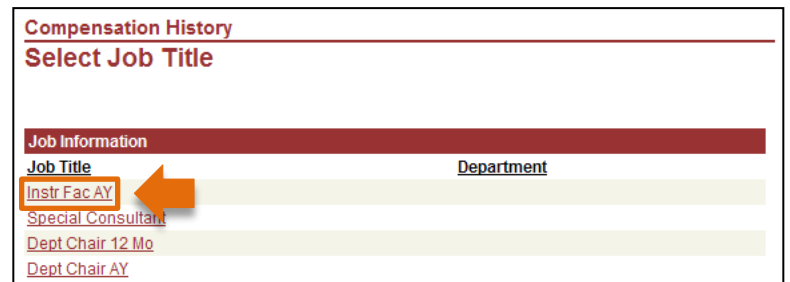


3. Navigate to Compensation History by selecting Main Menu → Self Service → Payroll and Compensation → Compensation History.



4. You will be presented with a list of all your HSU appointments since Fall 2003.

Note: If you have had only one position at HSU, you will be taken directly to the summary page.



## Viewing Compensation History

1. Select a position.

**Compensation History**  
**Select Job Title**

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**Job Information**

Job Title	Department
<a href="#">Instr Fac AY</a>	
<a href="#">Special Consultant</a>	
<a href="#">Dept Chair 12 Mo</a>	
<a href="#">Dept Chair AY</a>	

2. You will be taken to a summary page listing all of the salary changes for the position you selected.

3. Select the Date of Change link for details regarding the salary change.

**Compensation History**

From: 01/01/1900 To: 10/29/2009 [View Another Date Range](#)

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**Employee Job Information**

Employee ID:  
 Department:  
 Job Title: Instr Fac AY  
 Payroll Status: Active

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**Salary History**

Date of Change	Action	Reason	Annual Salary	Compensation per Frequency
<a href="#">08/17/2009</a>	Pay Rt Chg	Furlough ON Pay Reduction	81,012.00 USD	6,751.00 USD Monthly
<a href="#">08/17/2009</a>	Prom	Promotion	81,012.00 USD	6,751.00 USD Monthly
<a href="#">07/01/2008</a>	Pay Rt Chg	General Salary Increase 2	75,360.00 USD	6,280.00 USD Monthly
<a href="#">08/17/2007</a>	Pay Rt Chg	Service Salary Increase	73,884.00 USD	6,157.00 USD Monthly

4. The Salary Change Details screen displays the beginning salary, the amount and percentage of the change, and the resulting new salary. Both annual and monthly salary amounts are shown.

**Compensation History**  
**Salary Change Details**

Date of Change: 08/17/2009

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**Salary Change Summary**

	Annual	Monthly
Current Salary:	75,360.00 USD	6,280.00 USD
Change:	5,652.00 USD	471.00 USD
Change Percent:	7.500	7.500
New Salary:	81,012.00 USD	6,751.00 USD

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**Job Information**

Salary Plan: R03 Salary Plan 21  
 Grade: PROFESSOR  
 Step: 0

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**Salary Components**

Component	New Amount	Change Amount	Change Percent
CSU Monthly Rate of Pay	6,751.00 USD Monthly	471.00 USD	7.500

5. Use the Return to Compensation History link at the bottom of the page to return to the main screen.

[Return to Compensation History](#)