



PeopleSoft 9.2
Employee Self Service
User Guide



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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:

Personal Information

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Marital Status
- Preferred Name Change
- Ethnic Groups
- UCF Alert
- UCF ID Info
- Disability
- Veteran Status

Payroll and Compensation

- View Paycheck
- W-2/W-2c Consent
- View W-2/W-2c Forms
- Voluntary Deductions
- Direct Deposit
- Compensation History
- W-4 Tax Information
- W2 Reissue Request
- Total Rewards Statement

Benefits

- Benefits Summary
- Voluntary 403(b) Changes

Learning and Development

- Training Summary
- Request Training Enrollment
- Professional Training

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 included here 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 NID and password.

Sign on:

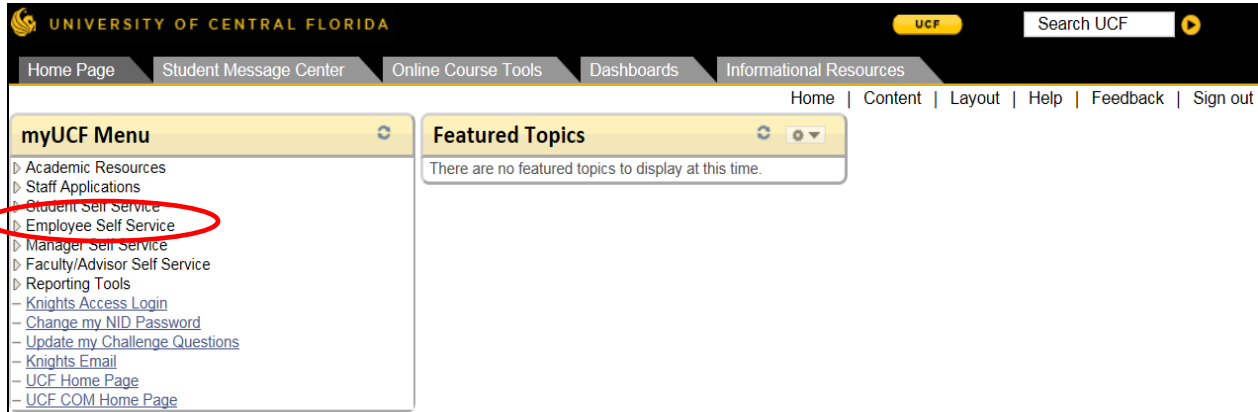
NID:

Password:

By signing on, you agree to the terms of the UCF
Information Technologies and Resources Policy

- [What is my NID?](#)
- [What is my NID Password?](#)
- [What is Federated Identity?](#)

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.



The screenshot shows the myUCF interface. The 'myUCF Menu' is on the left, and the 'Featured Topics' section is on the right. The 'Employee Self Service' link in the menu is circled in red. The 'Featured Topics' section displays the message: 'There are no featured topics to display at this time.'

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

- ▷ Academic Resources
- ▷ Staff Applications
- ▷ Student Self Service
- ▼ Employee Self Service
 - ▼ Personal Information
 - [Personal Information Summary](#)
 - [Home and Mailing Address](#)
 - [Phone Numbers](#)
 - [Email Addresses](#)
 - [Emergency Contacts](#)
 - [Marital Status](#)
 - [Name Change](#)
 - [Preferred Name Change](#)
 - [Ethnic Groups](#)
 - [UCF Alert](#)
 - [UCFID Info](#)

The **Personal Information Summary** section can be used to view your Personal Information that is tracked in the PeopleSoft CS & HCM 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	06/25/2013	USA	1211 Pegasus Pointe Apt D-7 Orlando, FL 32826 ORAN
Mailing	Current	06/25/2013	USA	1211 Pegasus Pointe Apt D-7 Orlando, FL 32826 ORAN

Change home/mailing addresses

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Cellular	321/402-5874		<input checked="" type="checkbox"/>
Main	407/402-8855		<input type="checkbox"/>

Change phone numbers

Emergency Contacts

Name	Relationship to Employee	Primary Contact
Ima Knight	Child	<input checked="" type="checkbox"/>

Change emergency contacts

Email Addresses

Email Type	Email Address
Business	Golden.Knight@ucf.edu
UCF Alert	Golden.Knight@ucf.edu
Personal	goldiek@gmail.com

Change email addresses

Marital Status

Marital Status: Married As of: 01/01/1900

Change marital status

You can update the following information:

- ❖ Home & Mailing Address
- ❖ Phone Numbers
- ❖ Emergency Contacts
- ❖ Email Addresses
- ❖ Ethnic Group

You can view the following information:

- ❖ Name
- ❖ Marital Status
- ❖ Gender
- ❖ Date of Birth
- ❖ Birth Country and State
- ❖ Social Security Number
- ❖ Military Status
- ❖ Original Start Date
- ❖ Highest Education Level

Employee Information	
Gender:	Female
Date of Birth:	08/25/1944
Birth Country:	United States
Birth State:	
Smoker:	
Date Entitled to Medicare:	
Military Status:	No Military Service
Original Start Date:	01/10/1986
Highest Education Level:	Bachelor Degree

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.

Home and Mailing Address

Golden Knight

Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	01/01/2015	USA	3280 Progress Drive Apartment 100 Orlando, FL 32826 ORAN	Edit
Mailing	Current	01/01/2015	USA	3280 Progress Drive Apartment 100 Orlando, FL 32826 ORAN	Edit

Your HOME and MAILING address are now required, so please ensure that both addresses are typed correctly and up-to-date. For more information, click the Address Standards link below.

Your HOME address is your physical address, your place of residence. Post Office (PO Box) addresses are not acceptable for HOME address.

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. This is also the address which will appear on your paycheck stub. Your MAILING address can be a PO Box, the same as your HOME address, or a different physical address.




[Address Standards](#)

[People First](#)

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:	3280 Progress Drive	
Address 2:	Apartment 100	
City:	Orlando	State: FL  Florida
County:	ORAN 	ORAN
Postal:	32826	
On this date:	01/22/2018  (example: 01/31/2000)	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="checkbox"/> 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. You will receive a system-generated email to all of the email addresses that you have on file in the system to let you know that a change was made.




Home and Mailing Address

Save Confirmation

 The Save was successful.

Click the Edit button for the Address Type MAILING.

Edit Mailing Address

Country:	United States	Change Country
Address 1:	3280 Progress Drive	
Address 2:	Apartment 100	
City:	Orlando	State: FL  Florida
County:	ORAN	 ORAN
Postal:	32826	
On this date:	01/22/2018  (example: 01/31/2000)	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="checkbox"/> 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.

The screenshot shows the myUCF interface for updating phone numbers. The left navigation menu has 'Phone Numbers' circled in red. The main content area shows a table of existing phone numbers and an 'Add a Phone Number' button, which is also circled in red.

Phone Type	*Telephone	Extension	Cell Phone Carrier	Preferred	
Cellular	321/402-5874		Verizon	<input checked="" type="checkbox"/>	Delete
Main	407/402-6655			<input type="checkbox"/>	Delete

Buttons: Add a Phone Number, Save

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

This close-up shows the table structure and the 'Add a Phone Number' button. The table has columns for Phone Type, Telephone, Extension, Cell Phone Carrier, Preferred, and a Delete button.

Phone Type	*Telephone	Extension	Cell Phone Carrier	Preferred	
Cellular	321/402-5874		Verizon	<input checked="" type="checkbox"/>	Delete
Main	407/402-6655			<input type="checkbox"/>	Delete
				<input type="checkbox"/>	Delete

Buttons: Add a Phone Number, Save

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 CS & HCM database.




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.

Email Addresses

Golden Knight

*Email Type	Email Address		
Business	Golden.Knight@ucf.edu		<input type="button" value="Edit"/>
UCF Alert	Golden.Knight@ucf.edu		
Personal	goldiek@gmail.com		


 Logo indicates email address used for UCF notifications.
 All official information will be sent to this address!
 You must check this address regularly!

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.

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.

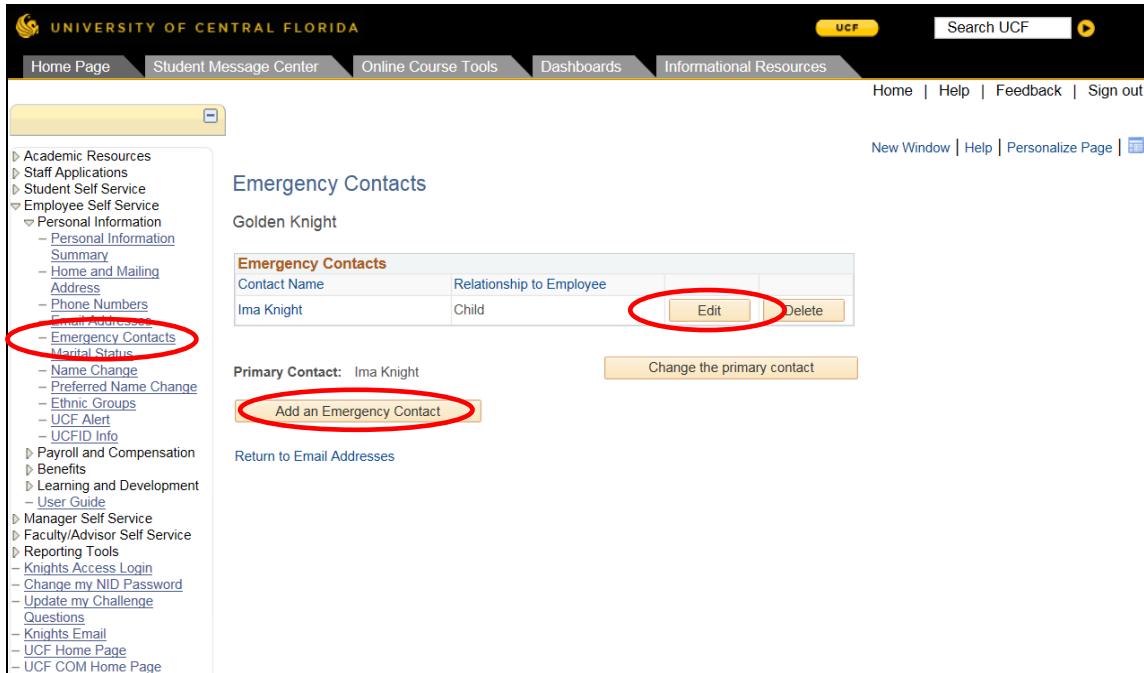
To add an Email type, click on the Add an Email Type push button and enter the Email address for that type. To update the existing Email address type, simply enter the new address over the old data. Click on the Save push button to submit the data. This will automatically update the PeopleSoft CS & HCM database.



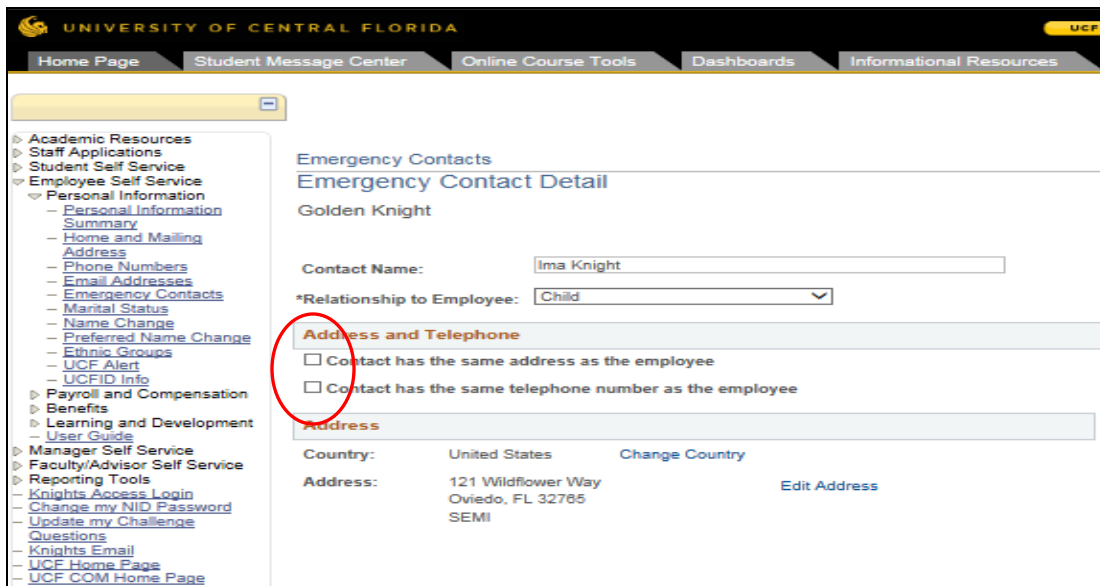
Once you save the Email addresses, you will be directed to the Save Confirmation page. Click the OK push button to return to the Email Addresses page.

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 CS & HCM database.



Phone

Telephone:

Other Telephone Numbers

*Phone Type	Phone Number

* Required Field

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.

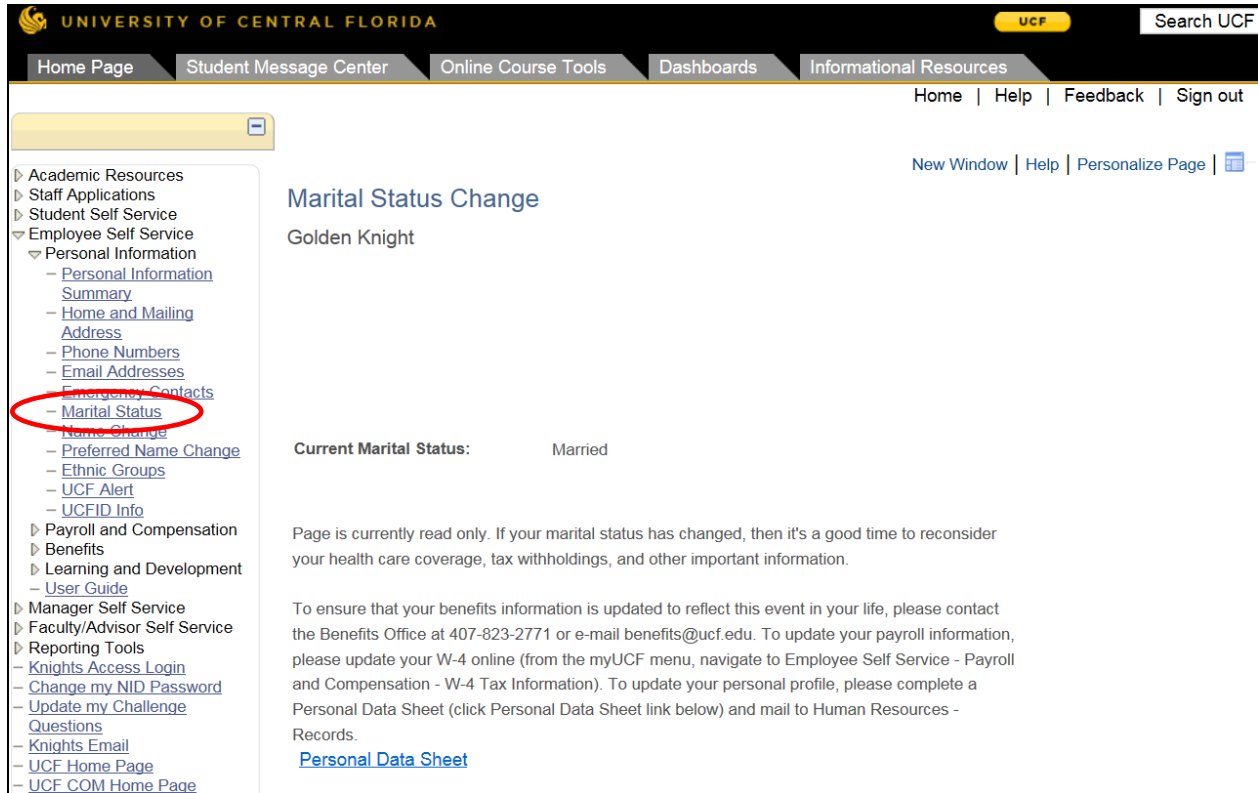
Emergency Contacts

Save Confirmation

 The Save was successful.

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 read only.



The screenshot displays the myUCF Employee Self Service interface. The top navigation bar includes 'Home Page', 'Student Message Center', 'Online Course Tools', 'Dashboards', and 'Informational Resources'. A search bar is located in the top right corner. The left navigation menu is expanded to 'Personal Information', with 'Marital Status' highlighted by a red circle. The main content area is titled 'Marital Status Change' and shows the user's name as 'Golden Knight'. Below the title, it states 'Current Marital Status: Married'. A message indicates that the page is read-only and provides instructions on how to update marital status information, including contacting the Benefits Office and updating W-4 information. A link for 'Personal Data Sheet' is provided at the bottom of the page.

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://hr.ucf.edu/files/PersonalDataSheet.pdf> and mail to Human Resources – Records.

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: 04/10/2015

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 Golden Knight
as:

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](#)

To update your legal name, follow the directions on the Human Resources Name/Address Change Instruction Chart at <http://hr.ucf.edu/files/Namaddchg.pdf>.

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		<input type="button" value="Edit"/>
UCF Alert	<input type="text" value="Golden.Knight@ucf.edu"/>		
Personal	<input type="text" value="goldiek@gmail.com"/>		

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.

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.

Ethnicity

Golden Knight

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.

1) Are you Hispanic or Latino? [Explain](#)

Yes

No

2) What is your race? Select one or more. [Explain](#)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

Click on the Save push button to submit the data. This will automatically update the PeopleSoft CS & HCM database.

Ethnic Groups

Save Confirmation

 The Save was successful.

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.

UCF ALERT

The University of Central Florida has a personal interest in the safety and security of all its students, staff and faculty. UCF is asking you to provide your personal contact information to be used to notify you during emergency situations. Emergency messages will be sent to your email and or personal cell phone number only when a life threatening event exists or during periodic tests. Standard messaging rates apply when receiving text messages.

Click the **OK** button to exit this page and to continue to the Employee Self Service page.

Knight, Golden

Please verify your Email and Mailing Address/Phone below:

Business Email Address	Golden.Knight@ucf.edu	If you do not have a campus e-mail address click here for Knights Email
Emergency Email Address	<input type="text" value="Golden.Knight@ucf.edu"/>	
Mail Address:	<input type="text" value="1211 Pegasus Pointe"/>	
	<input type="text" value="Apt D-7"/>	
	<input type="text"/>	
City:	<input type="text" value="Orlando"/>	State: <input type="text" value="FL"/>
Country:	<input type="text" value="USA"/>	County: <input type="text" value="ORAN"/>
		Postal Code: <input type="text" value="32826"/>
Pager #:	<input type="text"/>	Pager Carrier: <input type="text" value=""/>
Cell Phone #:	<input type="text" value="321/402-5874"/>	Cell Phone Carrier: <input type="text" value="Verizon"/>

[Privacy Policy](#)
[Terms of Service](#)

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 CS & HCM 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 CS & HCM database.

UCF ID Info

The UCF ID Info page is read only to display your unique UCF ID, NID and UCF ID Card #.

The screenshot shows the 'Golden Knight' interface. On the left is a navigation tree with 'UCF ID Info' circled in red. The main content area has three sections: 'UCFID', 'NID', and 'UCF ID Card #'. The 'UCF ID Card #' section displays the number 1111111111111111.

Disability

As a federal contractor, the university is required to annually report demographic data about the workforce including disability and veteran data. Providing this information is voluntary, but highly encouraged. The information you provide will not impact your current employment status.

UNIVERSITY OF CENTRAL FLORIDA
Search UCF

Home Page
Student Message Center
Online Course Tools
Dashboards
Informational Resources

- ▶ Academic Resources
- ▶ Staff Applications
- ▶ Student Self Service
- ▼ Employee Self Service
 - ▼ Personal Information
 - Personal Information Summary
 - Home and Mailing Address
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 - **UCFID Info**
 - **Disability**
 - Veteran Status
 - ▶ Payroll and Compensation
 - ▶ Benefits
 - ▶ Learning and Development
 - User Guide
- ▶ Manager Self Service
- ▶ Faculty/Advisor Self Service
- ▶ My Content
- ▶ Reporting Tools
- ▶ CS&T Custom
- Change my NID Password
- Knights Email
- UCF Home Page
- UCF COM Home Page
- UCF Company Directory

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020

Golden Knight

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

• Blindness	• Autism	• Bipolar disorder	• Post-traumatic stress disorder (PTSD)
• Deafness	• Cerebral palsy	• Major depression	• Obsessive compulsive disorder
• Cancer	• HIV/AIDS	• Multiple sclerosis (MS)	• Impairments requiring the use of a wheelchair
• Diabetes	• Schizophrenia	• Missing limbs or partially missing limbs	• Intellectual disability (previously called mental retardation)
• Epilepsy	• Muscular dystrophy		

Please select one of the options below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name: _____ Today's Date: _____

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

¹Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

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.

Veteran Status

As with Disability, providing this information is voluntary, but highly encouraged. Please review the definitions prior to completing the Self-Identification information, and clicking Submit.

The screenshot shows the Golden Knight self-service portal. The top navigation bar includes 'Home Page', 'Student Message Center', 'Online Course Tools', 'Dashboards', and 'Informational Resources'. A search bar is located on the right. The left sidebar contains a tree view of navigation options, with 'Veteran Status' highlighted in red. The main content area is titled 'Golden Knight' and contains the following sections:

- Definitions:**

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

 - A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
 - A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
 - An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
 - An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-888-4-USA-DOL.
- Self-Identification:**

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

 - Disabled Veteran
 - Recently Separated Veteran
 - Active Duty Wartime or Campaign Badge Veteran
 - Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

I am NOT a protected veteran.

I am NOT a veteran.

Military Discharge Date:
- Reasonable Accommodation Notice:**

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

A 'Submit' button is located at the bottom of the form.

Payroll and Compensation

- ▼ Payroll and Compensation
 - [View Paycheck](#)
 - [W-2/W-2c Consent](#)
 - [View W-2/W-2c Forms](#)
 - [Voluntary Deductions](#)
 - [Direct Deposit](#)
 - [Compensation History](#)
 - [W-4 Tax Information](#)
 - [W2 Reissue Request](#)

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 CS & HCM 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.

NOTE: In order to view your W-2 information, or change or update your direct deposit information, multifactor authentication (MFA) is required. MFA is a stronger authentication method that combines something you know (your myUCF login and password) with something you have in your possession, such as a smartphone app, phone number to call or text, or a temporary token. The MFA service’s one-time self-registration process makes it easy to enroll a device (e.g., a smartphone, tablet, or landline telephone) which will authenticate your identity. We strongly recommend enrolling more than one device (e.g., a smartphone and your office phone) to use in case one is not available. For more information on the MFA service, registering your device, installing the DUO authentication app, or the authentication process, please refer to the following website: <http://cst.ucf.edu/multi-factor>

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.

The screenshot shows the myUCF interface. The left-hand navigation menu includes 'Employee Self Service' > 'Payroll and Compensation' > 'View Paycheck', which is highlighted with a red circle. The main content area is titled 'View Paycheck' for 'Golden Knight' and includes a table of available paychecks.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
04/17/2015	View Paycheck	UCF Payroll Services	03/27/2015	04/09/2015	\$1006.81	2792699	<input checked="" type="checkbox"/>
04/03/2015	View Paycheck	UCF Payroll Services	03/13/2015	03/26/2015	\$1006.80	2782391	<input checked="" type="checkbox"/>
03/20/2015	View Paycheck	UCF Payroll Services	02/27/2015	03/12/2015	\$1006.79	2777531	<input checked="" type="checkbox"/>
03/06/2015	View Paycheck	UCF Payroll Services	02/13/2015	02/26/2015	\$1006.81	2766264	<input checked="" type="checkbox"/>
02/20/2015	View Paycheck	UCF Payroll Services	01/30/2015	02/12/2015	\$1006.80	2754801	<input checked="" type="checkbox"/>
02/06/2015	View Paycheck	UCF Payroll Services	01/16/2015	01/29/2015	\$1006.80	2743336	<input checked="" type="checkbox"/>
01/23/2015	View Paycheck	UCF Payroll Services	01/02/2015	01/15/2015	\$1006.80	2732165	<input checked="" type="checkbox"/>
01/09/2015	View Paycheck	UCF Payroll Services	12/19/2014	01/01/2015	\$1006.80	2721893	<input checked="" type="checkbox"/>

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		
Description	Current		YTD			Description	Current	YTD
	Rate	Hours	Earnings	Hours	Earnings			
Regular			1,326.12	640.00	10,608.96	Fed Withholding	131.41	1,051.28
						Fed MED/EE	18.65	149.22
						Fed OASDI/EE	79.75	638.05
TOTAL:		0.00	1,326.12	640.00	10,608.96	TOTAL:	229.81	1,838.55
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Pretax Health Contribution	25.00	200.00				Pretax Health Contribution	295.76	2,366.08
Pretax Dental Contribution	14.72	117.76				State Life Pretax Contribution	2.27	18.16
Reliastar TSA	10.00	80.00				Pretax Assessment	3.04	21.28
Florida Retirement System	39.78	318.24				Florida Retirement System	97.74	781.92
TOTAL:	89.50	716.00	TOTAL:	0.00	0.00	*TAXABLE		
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY
Current	1,326.12		1,236.62		229.81		89.50	1,006.81
YTD	10,608.96		9,892.96		1,838.55		716.00	8,054.41
LEAVE BALANCES			NET PAY DISTRIBUTION					
Plan Type	Balance		Account Type		Account Number		Deposit Amount	
Sick	755.90		Savings		*****9999		\$1,006.81	
Annual	236.00							
Personal	8.00							
Sick Leave Pool	0.00							
Sick Pre-1973	0.00							
Special Comp	7.00							
Regular Comp	0.00							
Overtime Comp	6.75							
End Balance	1,013.65		TOTAL:				\$1,006.81	

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 used to update your status.

The screenshot shows the myUCF interface for the W-2/W-2c Consent Form. On the left, a navigation menu lists various services, with 'View W-2/W-2c Forms' highlighted with a red circle. The main content area is titled 'W-2/W-2c Consent Form' and identifies the user as 'Golden Knight'. Below the title, it states 'Submit or withdraw your consent to receive electronic W-2 or W-2c forms.' A text box contains instructions: 'You have consented to receive electronic W-2 and W-2c forms. If you prefer to receive paper W-2 and W-2c forms, you must submit a withdrawal of consent. Once your withdrawal is submitted, you will not receive electronic W-2 and W-2c forms. Withdrawn consent received by January 5 of the tax year will result in the distribution of a paper W-2 form. Should this deadline be missed, you must request a duplicate W-2 in Employee Self Service.' Below this, it says 'Withdrawal consent remains in effect until you submit a new consent for electronic W-2 and W-2c.' and provides contact information for the Payroll Administrator. The current status is shown as 'Your Current Status: Consent received.' At the bottom, there is a checkbox labeled 'Check here to withdraw your consent to receive electronic W-2 and W-2c forms.' and a 'Submit' button.

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.

The screenshot shows the myUCF Employee Self Service interface. The left navigation menu includes categories like Academic Resources, Staff Applications, Student Self Service, Employee Self Service, Personal Information, Payroll and Compensation, and Benefits. Under Payroll and Compensation, the 'View W-2/W-2c Forms' link is circled in red. The main content area is titled 'View W-2/W-2c Forms' and includes a sub-header 'Golden Knight' and a description: 'Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.' Below this is a table titled 'Select Year End Form' with the following data:

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2014	UCF	W-2	01/12/2015	Year End Form	Filing Instructions

View Your Voluntary Deductions

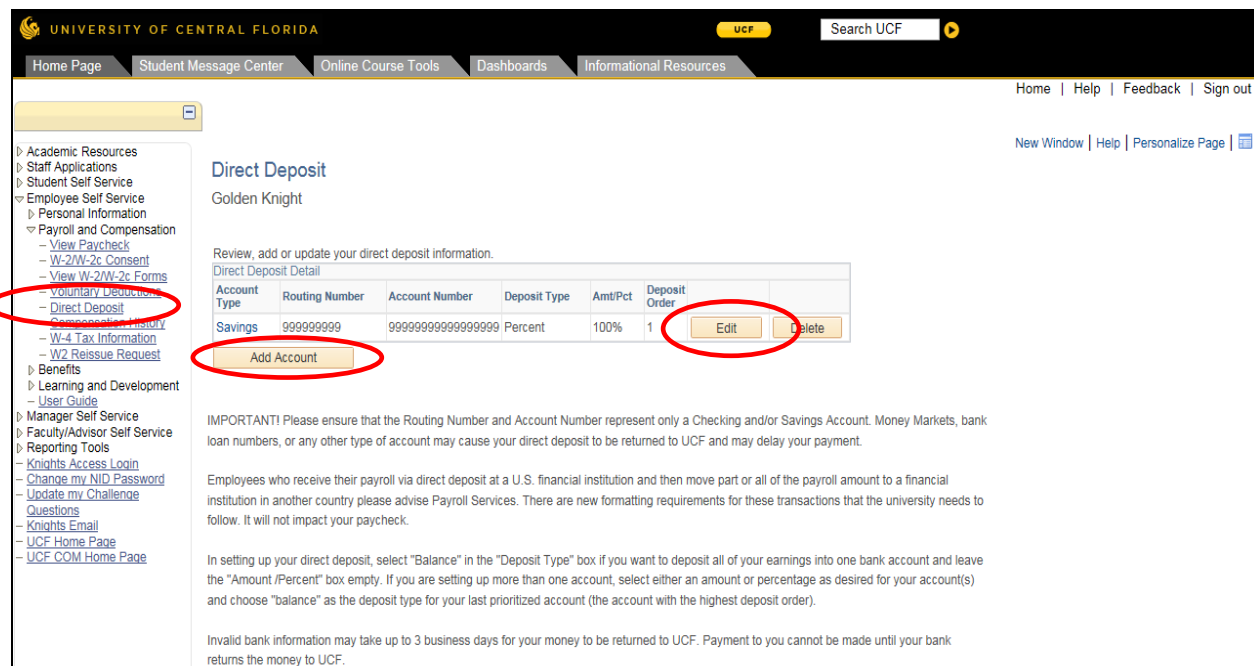
You can view your voluntary deductions by clicking on the **Voluntary Deductions** link under Payroll and Compensation on the myUCF menu.

The screenshot shows the myUCF Employee Self Service interface. The left-hand navigation menu is expanded to 'Payroll and Compensation', where 'Voluntary Deductions' is highlighted with a red circle. The main content area displays the title 'Voluntary Deductions', the user name 'Golden Knight', and the text 'UCF Payroll Services'. Below this, there is a table with the following data:

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance
Court Ordered	04/14/2014		Current			0.00

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/files/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: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

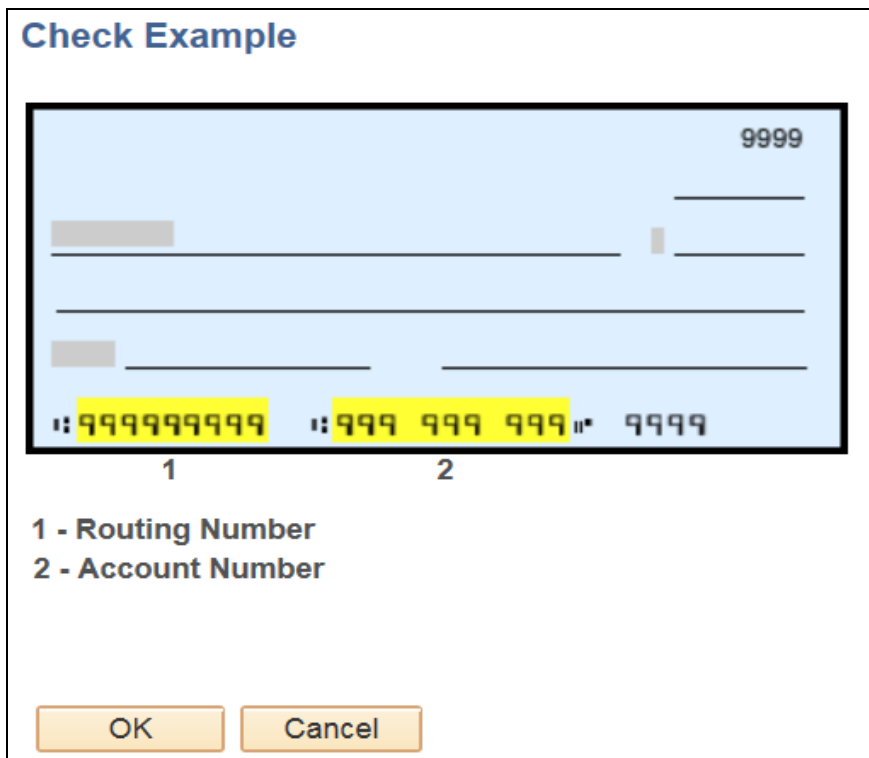
Amount or Percent:

*Deposit Order: (example: 1 = first account processed)

[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 CS & HCM database.



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

Direct Deposit

Save Confirmation

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

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: 04/10/2015

[View Another Date Range](#)

Employee Job Information

Empl ID: 0108937
Department: HM RES-PAYROLL
Job Title: Program Assistant
Payroll Status: Active

Salary History

Date of Change	Action	Reason	Annual Salary	Compensation per Frequency	
06/06/2014	Pay Rt Chg	Pay Grade or Range Adjustment	34,611.698 USD	1,326.118697 USD	Biweekly Freq - 12 Month
01/31/2014	Pay Rt Chg	Across-The-Board	34,100.195 USD	1,306.520881 USD	Biweekly Freq - 12 Month

Enter a From Date and To Date and click on the Continue push button.

Select Date Range

Golden Knight
Program Assistant

Select From and To dates for your Compensation History Inquire, leave blank to default to all history.

From Date: (example: 12/31/2000)

To Date: (example: 12/31/2000)

[Return to Compensation History](#)

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.

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate.
 Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.
 You must call 1-800-772-1213 for a new card.

Claim Exemption

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

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check 'Exempt' here if you meet both conditions.

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.

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.*

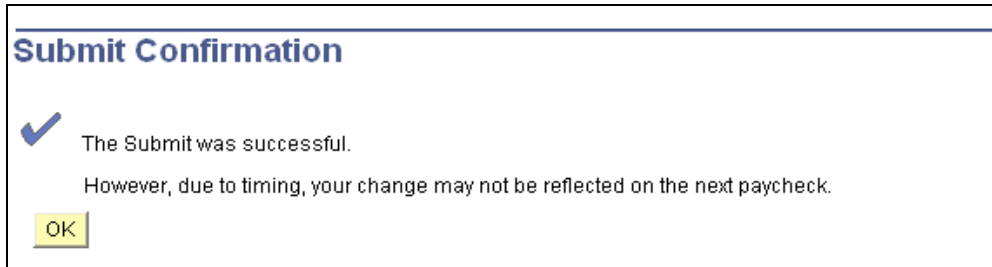
Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

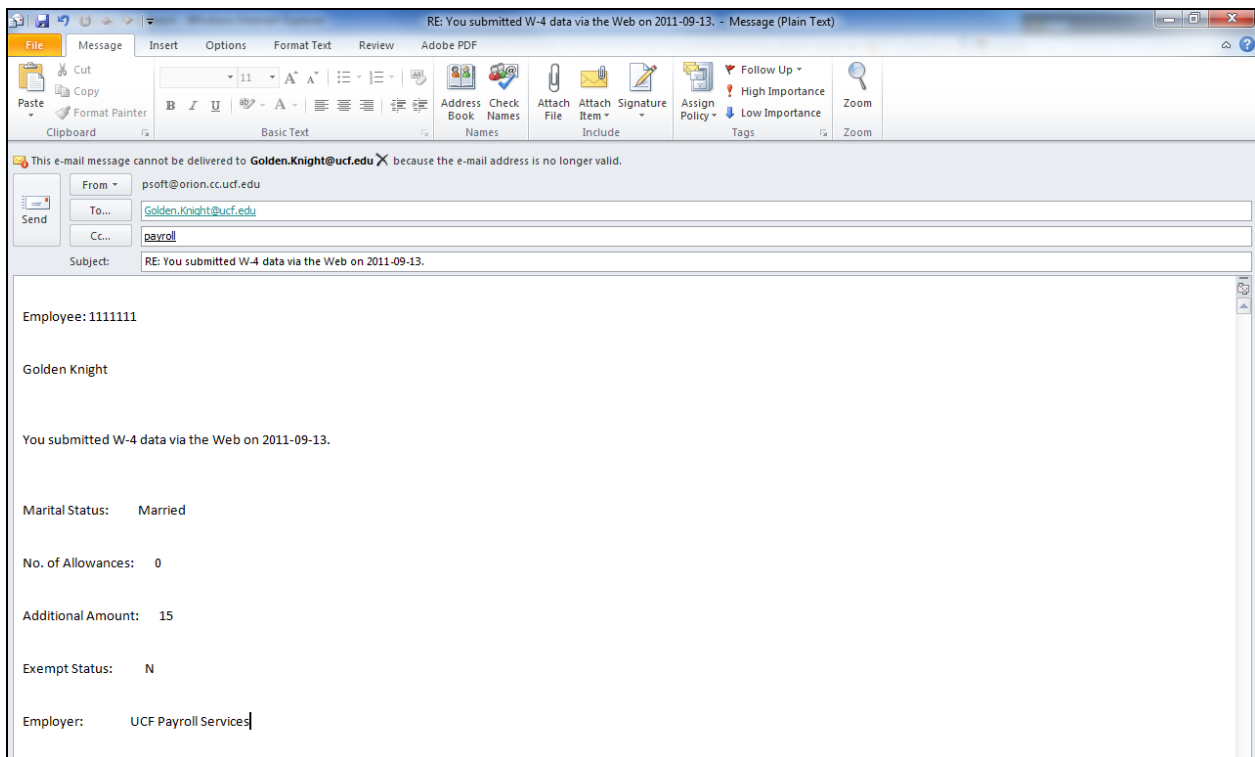
User ID: e0118119

Password:

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 CS & HCM database.



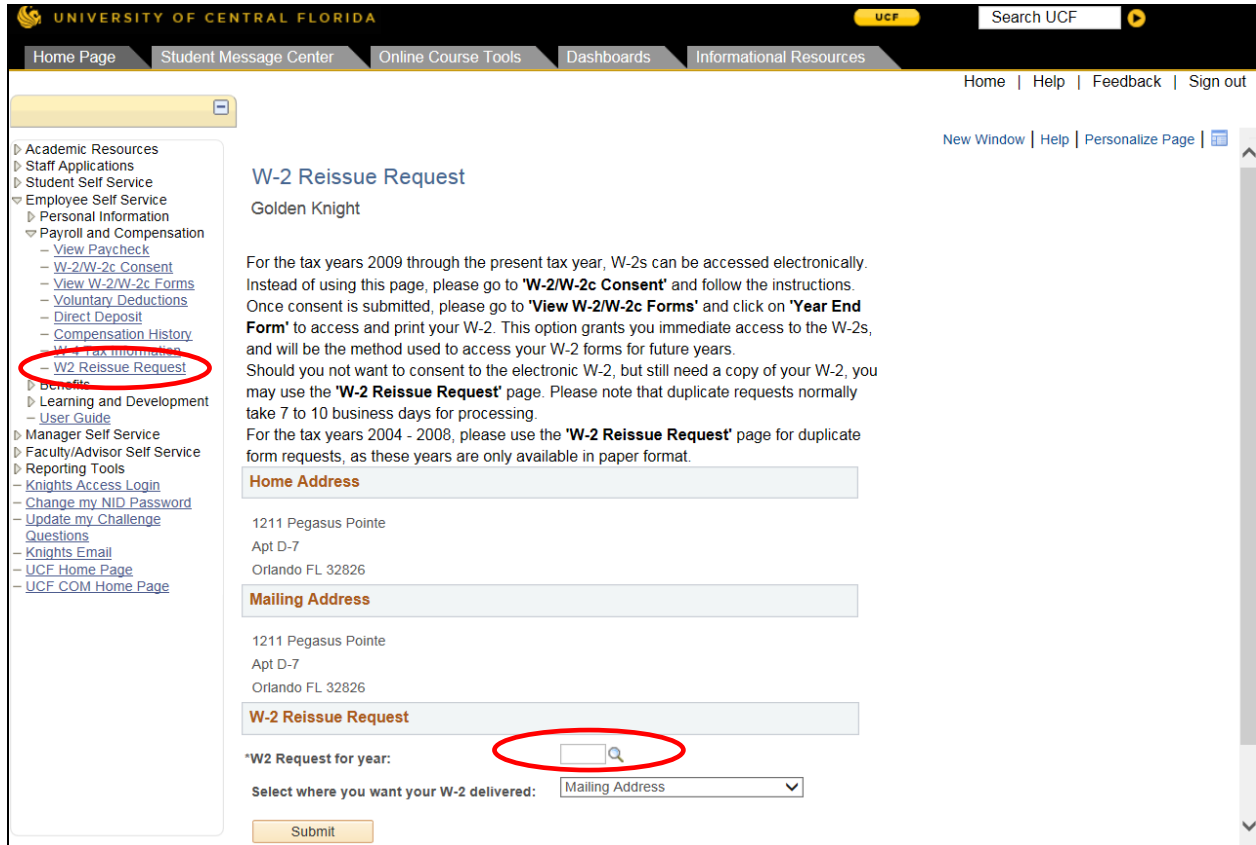
Once you submit the tax information, you will be directed to the Submit Confirmation page. Click the OK push button to return to the W-4 Tax Information page.



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.



W-2 Reissue Request
Golden Knight

For the tax years 2009 through the present tax year, W-2s can be accessed electronically. Instead of using this page, please go to **'W-2/W-2c Consent'** and follow the instructions. Once consent is submitted, please go to **'View W-2/W-2c Forms'** and click on **'Year End Form'** to access and print your W-2. This option grants you immediate access to the W-2s, and will be the method used to access your W-2 forms for future years. Should you not want to consent to the electronic W-2, but still need a copy of your W-2, you may use the **'W-2 Reissue Request'** page. Please note that duplicate requests normally take 7 to 10 business days for processing. For the tax years 2004 - 2008, please use the **'W-2 Reissue Request'** page for duplicate form requests, as these years are only available in paper format.

Home Address
1211 Pegasus Pointe
Apt D-7
Orlando FL 32826

Mailing Address
1211 Pegasus Pointe
Apt D-7
Orlando FL 32826

W-2 Reissue Request

*W2 Request for year:

Select where you want your W-2 delivered:

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.



Submit Confirmation

The Submit was successful.

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.

View your Total Rewards Statement

You can view your annual Total Rewards Statement by clicking on the **Total Rewards Statement** link under Payroll and Compensation on the myUCF menu.

UNIVERSITY OF CENTRAL FLORIDA ucf Search UCF

Home Page | Student Message Center | Online Course Tools | Dashboards | Informational Resources Home | Help | Feedback | Sign out

New Window | Help | Personalize Page

- ▶ Academic Resources
- ▶ Staff Applications
- ▶ Student Self Service
- ▶ Employee Self Service
 - ▶ Personal Information
 - ▶ Payroll and Compensation
 - View Paycheck
 - W-2/W-2c Consent
 - View W-2/W-2c Forms
 - Voluntary Deductions
 - Direct Deposit
 - Compensation History
 - W-4 Tax Information
 - W-2 Reissue Request
 - **Total Rewards Statement**
 - ▶ Benefits
 - ▶ Learning and Development
 - User Guide
 - ▶ Manager Self Service
 - ▶ Faculty/Advisor Self Service
 - ▶ My Content
 - ▶ Reporting Tools
 - ▶ CS&T Custom
 - Change my NID Password
 - Knights Email
 - UCF Home Page
 - UCF COM Home Page
 - UCF Company Directory

My Total Rewards

Especially Prepared for Golden Knight

Rewards Period: 01 January 2017 - 31 December 2017 2017 Annual Rewards Statement Printer Friendly Version
Expanded View

As an employee of the University of Central Florida, the amount of your total compensation is more than just your regular pay. In addition to wages, your compensation includes the value of the benefits that UCF makes available to you and your family. This personalized statement provides financial details of the benefits that make up your total reward package.
All amounts are shown in US Dollar currency.

▶ View Summary Chart

Summary |
 Salary |
 Health and Wellness |
 Retirement |
 UCF Employee Options |
 Other Benefits

This is the Summary section of your statement where you will find earnings and benefits summary amounts.

Total Rewards			
Item	Company Pays	Your Contribution	Company Provided
Salary	60,142.610000	0.000000	0.000000
Health and Wellness	16,598.160000	4,845.020000	0.000000
Retirement	4,643.700000	1,804.330000	0.000000
UCF Employee Options	0.000000	389.520000	0.000000
Other Benefits	7,477.120000	11,805.930000	17,669.900000
Summary Total	88,861.590000	18,844.800000	17,669.900000

Benefits

- Academic Resources
- Staff Applications
- Student Self Service
- ▼ Employee Self Service
 - Personal Information
 - Payroll and Compensation
 - ▼ Benefits
 - [Benefits Summary](#)
 - Learning and Development
 - [User Guide](#)

The **Benefits** section can be used to view your current benefits information that is tracked in the PeopleSoft CS & HCM 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.

The screenshot shows the myUCF interface. The left sidebar contains a navigation menu with 'Benefits Summary' highlighted with a red circle. The main content area is titled 'Benefits Summary' for 'Golden Knight'. It includes a date selector set to '04/10/2015' and a 'Go' button. Below this is a table with three columns: 'Type of Benefit', 'Plan Description', and 'Coverage or Participation'.

Type of Benefit	Plan Description	Coverage or Participation
Medical	AVMed HMO Pretax	Employee Only
Dental	Cigna Dental HMO	Employee Only
Life and AD and D	State Life Insurance Pretax	\$25,000
Employer Only	FICA Savings	Not Contributing
VALIC Roth 403(b)	VALIC Roth 403(b)	5% After Tax
Reliastar Life Insurance Co	Reliastar TSA	\$10 Before Tax
Sick	Sick Regular	-----
Vacation	Vacation USPS	-----
Personal	Personal Holiday	-----
Sick Leave Pool	Sick Leave Pool	-----
Vacation Special Comp	Vacation Special Comp	-----
Vacation Overtime Comp	Vacation Overtime Comp	-----
PERS	Fla Retir Sys Regular Emp	3% of Earnings

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.

VALIC Roth 403(b)
Golden Knight
 Only contributions to voluntary 403(b) investment accounts in which you are currently contributing to may be changed. To open a new investment account, please contact a provider by clicking on the Investment Provider Contact Information link below. To start contributions again, submit a paper form to HR Benefits.
[Benefit Forms](#)
 The effective date of your change is the date that you enter it. Depending on when the change is made, it may not be reflected on the next paycheck.
As Of 04/10/2015

VALIC Roth 403(b)
Plan Name: VALIC Roth 403(b)
Plan Provider: AIG Valic
Group Number:
Customer Service: Ext:

Current Contributions

Before Tax:	0%
After Tax:	5%

Covered Beneficiaries
 To obtain beneficiary information from your 403(b), contact your investment provider.
[Investment Providers Contact Information](#)

Click 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.

Change Current Savings Plan Contributions

VALIC Roth 403(b) **VALIC Roth 403(b)**

Golden Knight
 To change your current savings plan contributions, enter the new percent or flat dollar amount.
 To stop your contributions, enter 0.

Current Savings Contributions

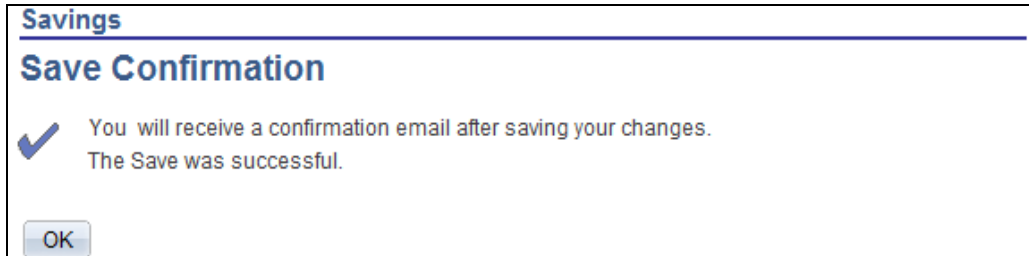
Before Tax:	After Tax:	5.00
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New Savings Contributions

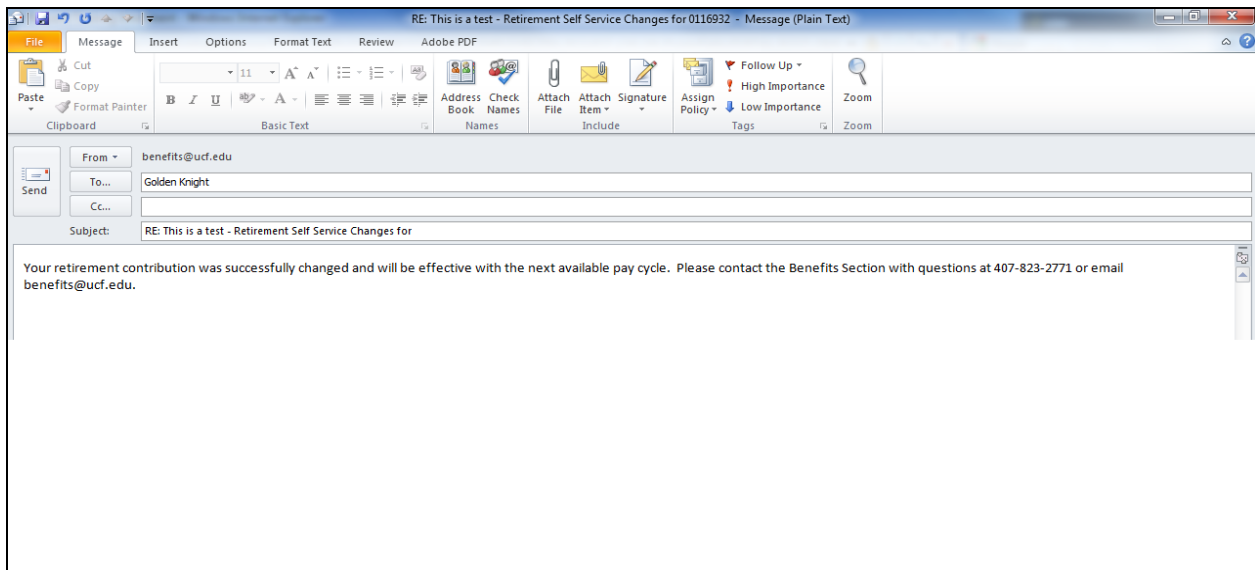
After Tax

% **Max:** 100.000 **or** \$

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

- ▷ Academic Resources
- ▷ Staff Applications
- ▽ Employee Self Service
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ▽ Learning and Development
 - [Training Summary](#)
 - [Request Training Enrollment](#)
 - [Professional Training](#)
 - [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 CS & HCM 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.

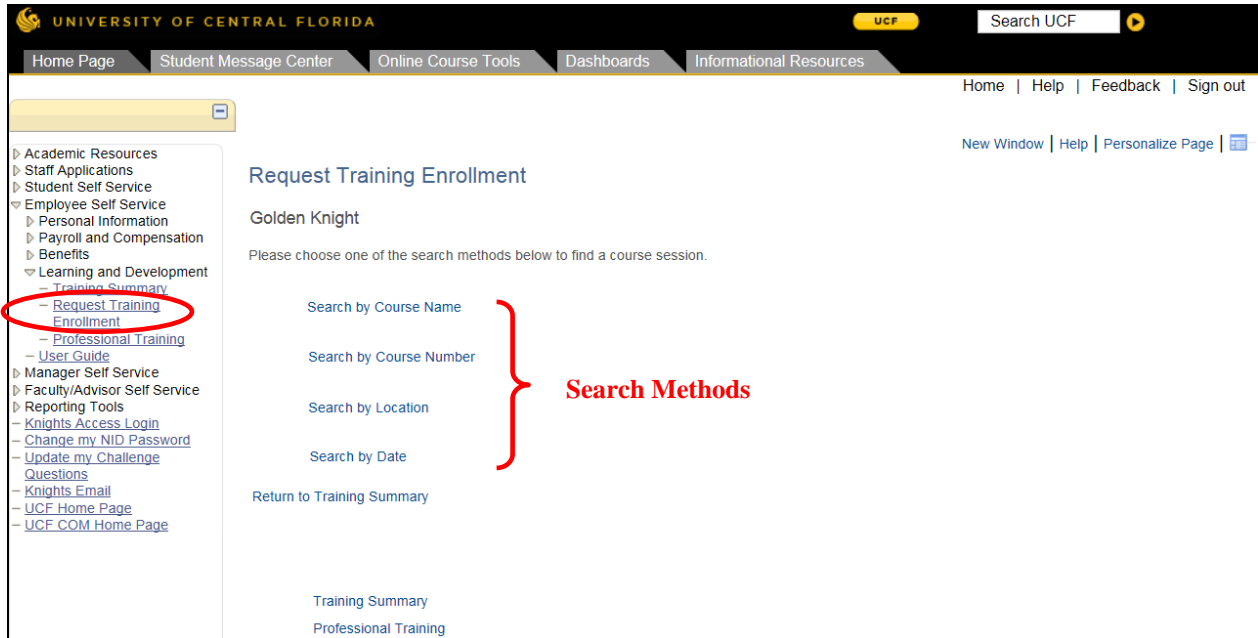
Training Summary
Golden Knight

Internal Training			
Course Name	Course Start Date	Course End Date	Status
SR FERPA Training - Web	01/26/2015	01/30/2015	Completed
UCF Actions To Prevent and Correct Discrimination	01/16/2015	01/16/2015	Completed
Creating ePro Requisitions	11/17/2014	11/17/2014	Completed
ACA/OPS Healthcare Information Session	10/08/2014	10/08/2014	Completed
UCF Alert/ Safety Training	05/27/2014	05/27/2014	Completed
Purchasing Card Workshop	12/12/2013	12/12/2013	Enrolled
Asset Management Inquiry	10/15/2013	10/15/2013	Completed
Charts of Accounts	10/09/2013	10/09/2013	Completed
Property Custodian Training	10/08/2013	10/08/2013	Completed
Creating ePro Requisitions	10/08/2013	10/08/2013	Completed
Reporting Essentials	10/08/2013	10/08/2013	Completed

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.

Request Training Enrollment

Course Search

Enter a full or partial course name and click the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

Course Name:

[Return to Request Training Enrollment](#)

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.

Diversity Leadership Series		DIV072	No Sessions Available
Diversity Post-Racial America		DIV080	No Sessions Available
Divorce and Separation		EAP024	No Sessions Available
Document Accessibility		SDES06	View Available Sessions
Document Accessibility 101		LIF155	No Sessions Available
Drive to Perfection		LIF132	View Available Sessions
Driving Awareness		EHS810	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](#)

PAF002 ePAF Originator Training

Click on a session number in the list below to view session details or to request enrollment in the session.

Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0182	04/13/2015	Webcourse - Available 24/7	3.0	35	0

Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0183	04/23/2015	Webcourse - Available 24/7	3.0	35	0

Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0184	04/28/2015	Webcourse - Available 24/7	3.0	35	0

Search by Course Number

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

[Request Training Enrollment](#)

[Course Search](#)

Enter a course number and click the Search button to get a list of matching courses. Leave the course number blank to get a list of all courses.

Course Number:

[Return to Request Training Enrollment](#)

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 Details			
Course Number	Description		
PER006	Interviewer Certification		View Available Sessions
PER007	New Employee Orientation		View Available Sessions
PER021	Social Security		No Sessions Available
PER028	New Faculty Orientation		No Sessions Available
PER052	PeopleSoft Payroll Processor		View Available Sessions
PER053	PeopleSoft Payroll Authorizer		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					
PER007	New Employee Orientation				
Click on a session number in the list below to view session details or to request enrollment in the session.					
Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
5353	04/17/2015		8.0	55	0
Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
5354	05/01/2015		8.0	55	0

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:	<input type="text"/> <input type="button" value="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:

Location	
HR Conference Room	No Sessions Available
HR Training Room, Suite 360	No Sessions Available
OD & Training Room, HR	View Available Sessions
OD&Trng Rm/HR/3280Progress Dr	View Available Sessions

[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

OD&Trng Rm/HR/3280Progress Dr

Click on a session number in the list below to view session details or to request enrollment in the session.

Course Session Details						
Session	Start Date	Course Number	Description	Duration (Hours)	Open Seats	Waitlisted
0002	04/21/2015	RET04	Retiring from UCF	2.0	22	0

Course Session Details						
Session	Start Date	Course Number	Description	Duration (Hours)	Open Seats	Waitlisted
0001	04/13/2015	RET05	Social Security and Medicare	2.0	19	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 through date field blank to get a list of all available courses.

From: Through:

(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 through date field blank to get a list of all available courses.

From: **Through:**

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

Start Date	Description		Course Number	
04/10/2015	PCard Training for Approvers		FPO126	View Available Sessions
04/10/2015	PS SA/HR Basic Navigation		PSC001	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

FPO126 PCard Training for Approvers

Click on a session number in the list below to view session details or to request enrollment in the session.

Course Session Details				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
1162	Webcourse - Available 24/7	0.0	999	0

Course Session Details				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
1163	Webcourse - Available 24/7	0.0	999	0

View Course Details

[Request Training Enrollment](#)


Course Detail

The Purity Myth

Course Code: DIV120

Description: In the video, The Purity Myth, Jessica Valenti, the "poster girl for third-wave feminism," explores the myth that the worth of a woman depends on what she does - or does not do - sexually. Through facilitated discussion, this workshop examines Valenti's assertions and arguments.

Prerequisites: None

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

DIV120 The Purity Myth

Click on a session number in the list below to view session details or to request enrollment in the session.

Course Session Details				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0005	UCF VALENCIA W, BILD 11, RM107	1.5	29	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: DIV120 The Purity Myth
Session: 0005
Location: UCF VALENCIA W, BILD 11, RM107
Start Date: 04/20/2015
Duration (Hours): 1.5
Language:

Prerequisites: **Prerequisite Courses**
None

Session Schedule						
Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name	
Monday	04/20/2015	04/20/2015	3:00PM	5:00PM	UCF VALENCIA W, BILD 11, RM107	

If this session is full, place me on the waiting list.

[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: DIV120 The Purity Myth
Session: 0005
Location: UCF VALENCIA W, BILD 11, RM107
Course Start Date: 04/20/2015 **Start Time:** 3:00PM **End Time:** 5:00PM
Duration (Hours): 1.5
Language:

Golden Knight

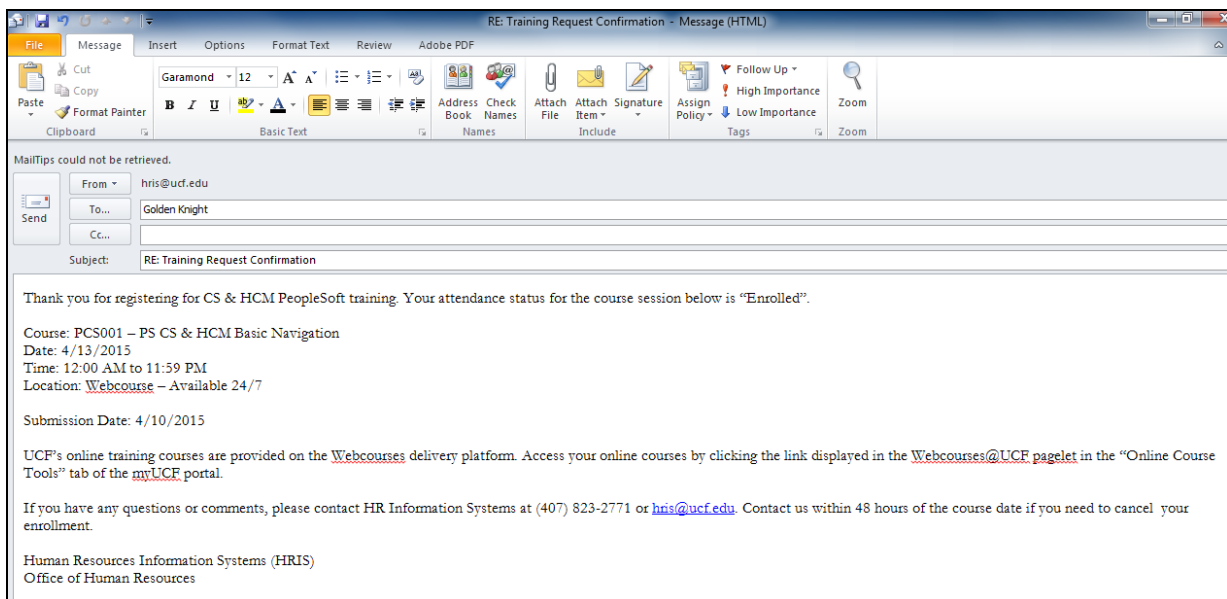
Empl ID: 0108937

[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.

The screenshot shows the myUCF interface for the Professional Training section. The left-hand navigation menu has "Professional Training" highlighted with a red circle. The main content area displays a table of professional training courses:

Course Name	Course Start Date	Course End Date	Status		
FEMA IS-00700 a	01/29/2010	01/29/2010	Completed	Edit	Delete
Time and Labor 8.3	04/01/2004	04/01/2004	Completed	Edit	Delete
Payroll I 8.01	02/15/2002	02/15/2002	Completed	Edit	Delete

Below the table is an "Add a Professional Training Course" button and a "Return to Request Training EE and Mgr" link. A note at the bottom states: "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."

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.

The screenshot shows the "Professional Training Detail" form. It includes the following fields:

- *Course Name:** A text input field.
- Course Start Date:** A date picker field with a calendar icon and the example text "(example: 12/31/2000)".
- Course End Date:** A date picker field with a calendar icon.
- School/Facility Where Course Was Taken:** A text input field.

At the bottom of the form is a "Save" button and a "Return to Professional Training" link.

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 HCM database.



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
- ▼ Employee Self Service
 - ▶ Personal Information
 - ▶ Payroll and Compensation
 - ▶ Benefits
 - ▶ Learning and Development
 - [United Way ePledge](#)
 - [User Guide](#)

The online giving system (e-Pledge) can be found under the Employee Self Service menu, whenever an active UCF campaign is open. In 2014, UCF employees contributed over \$140,000 to the United Way. 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
- ▼ Employee Self Service
 - ▶ Personal Information
 - ▶ Payroll and Compensation
 - ▶ Benefits
 - ▶ Learning and Development
 - [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/files/HREESS_Guide.pdf.