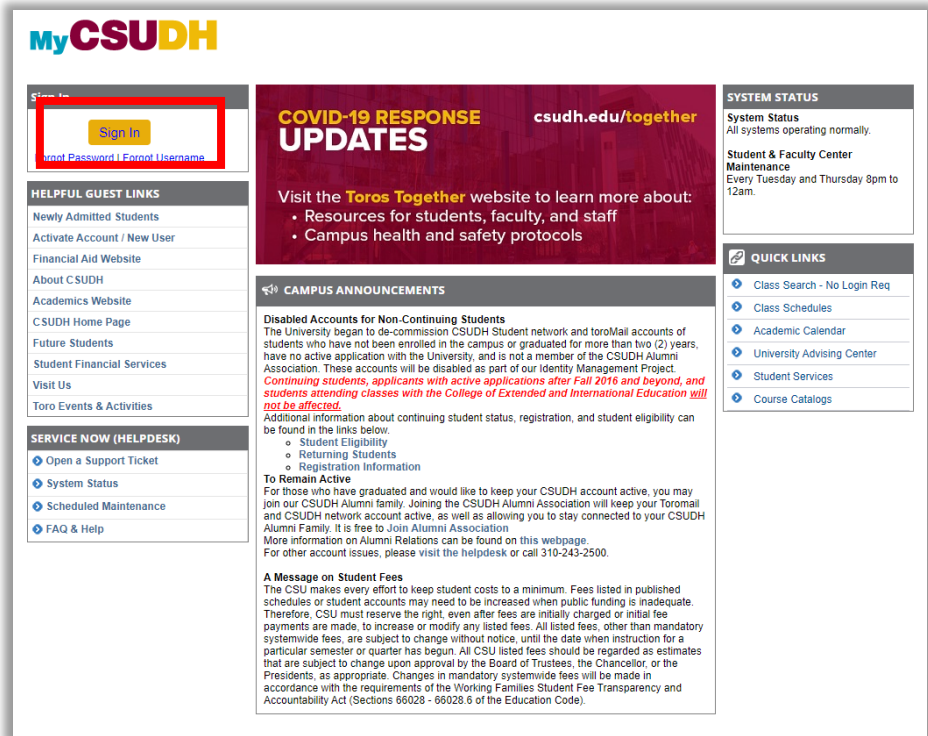


SELF-SERVICE FOR EMPLOYEES

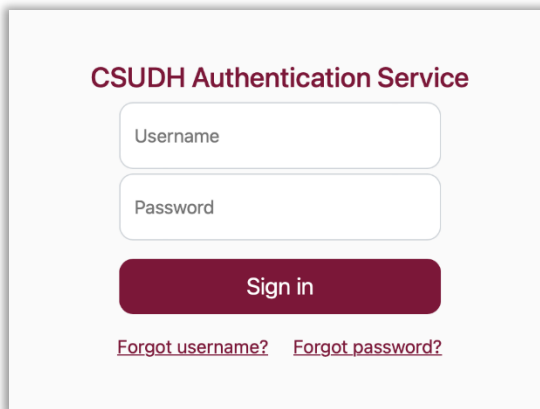
Through the Self-Service portal, you will be able to maintain your personal information such as, home address, phone numbers, emergency contact, email addresses, review your current benefit elections, dependents, and beneficiaries; and review your paychecks online.

MAINTAIN YOUR PERSONAL INFORMATION

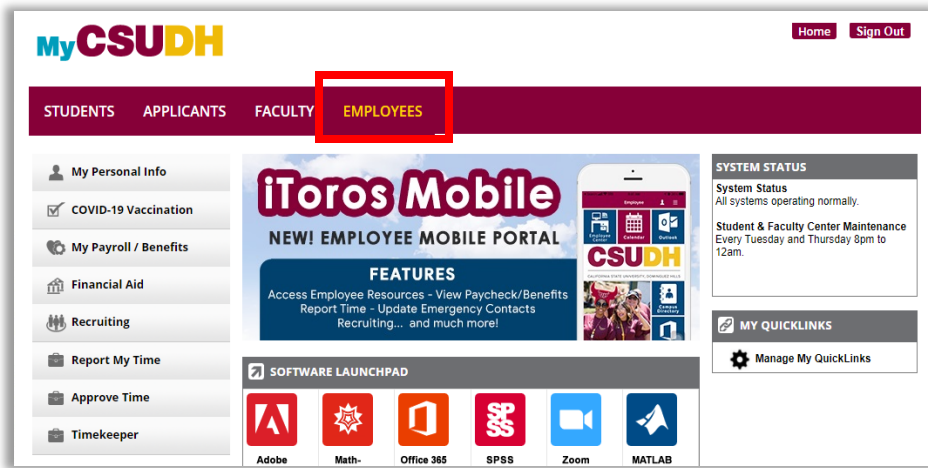
1. Login to the [MyCSUDH Portal](#), click **Sign-In**.



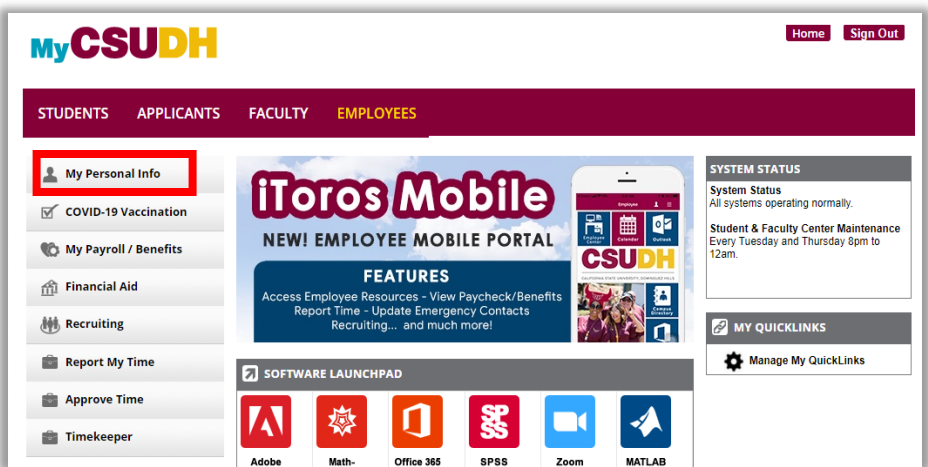
2. In the Authentication page, enter your campus username and password. Click **Sign in**.



3. In the top menu bar, click on the **Employees** tab.

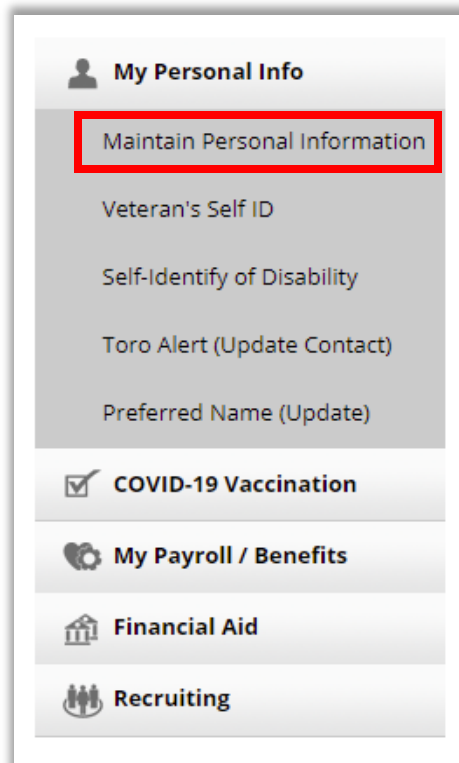


4. In the left navigation, select the **My Personal Info** link.



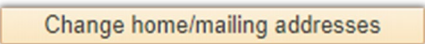

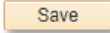
5. Click on **Maintain Personal Information** to gain access to your listed addresses, phone numbers, email addresses, and emergency contact(s) information.

Note: Personal information cannot be directly updated on this page; however, the buttons provided at the end of each section open the appropriate pages where the data may be updated. The information listed under Ethnic Groups and Employee Information cannot be updated electronically. To request a change to this information, please contact Human Resources Management at 310-243-3771.



To Change Home and Mailing Addresses

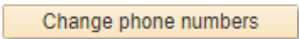
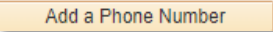

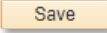
Your mailing address is your primary, legal address, and is used for payroll, taxation, and benefits mailings. Since mailing address supersedes home address, pay particular attention to update your mailing address with the appropriate information.

1. On the **Personal Information Page**, click the **Change home/ mailing addresses** button. 
2. On the **Home and Mailing Address Page**:
 - a. Click on the **Edit** button for the address that you wish to change. 
3. Enter/Update appropriate address fields.
 - a. You must complete, at a minimum, the **Address 1, City, State, and Postal (ZIP) Code** fields.
 - b. Enter the remaining address details, as appropriate.
4. Indicate when the address change is to become effective by entering a specific date in the **On This Date** field.
5. Click the **Save** button. 

Note: If you enter a future effective date for an address, the new address will not appear online until that date. You will be able to continue to use the **Employee Action Request** form to change your address. You must notify any vendors handling your payroll deductions (e.g., 401(k), 403(b), 457, Life Insurance) of address changes directly as they maintain their own personnel records.

To Add/Change/Delete a Phone Number

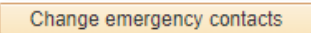


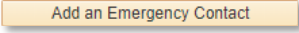
You may add, change, or delete a non-business phone number. Several types of phone numbers exist that you may add; however, only one of each type of phone number is allowed. To add or change a phone number:

1. On the **View Personal Information Page**, click the **Change phone numbers** button. 
2. On the **Phone Numbers Page**:
 - a. Click the **Add a Phone Number** button to add a new phone type or change an existing phone number. Select a **Phone Type** from the drop-down list. Enter the phone number, including area code (e.g., 310/951-1234), in the **Telephone** field. 
 - b. Click the **Delete** button to delete an existing phone number. 
3. Click the **Save** button. 

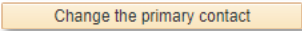
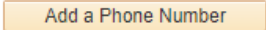
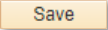
Note: Your campus phone number will be added to the system at a future date. It will always be your preferred phone type.

To Add/Change/Delete Emergency Contact Information

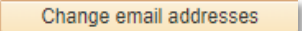
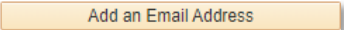


It is helpful if you provide the University with the name of at least one individual to contact in the event of an emergency. If

1. On the **View Personal Information Page**, click the **Change emergency contacts** button. 
2. On the **Emergency Contacts Page**:
 - a. Click the **Edit** button to change existing contact information. 
 - b. Click the **Delete** button to delete existing contact information. 
 - c. Click the **Add an Emergency Contact** button to add a new contact. 

you provide more than one emergency contact, you must indicate which individual is your primary emergency contact. When entering emergency contact information, you must indicate your contact's name, relationship to you, and phone number. Address details are optional, but preferred.

- d. Click the **Change the primary contact** button to designate a new primary contact. 
3. Enter your emergency contact's name in the **Contact Name** field.
4. Indicate their relationship to you by choosing the most appropriate value from the **Relationship to Employee** drop-down list (i.e., Spouse, Domestic Partner, Sister, Son, etc.).
5. You may provide the emergency contact's address (if your emergency contact has the same address and phone number as you, simply check the checkbox in the beginning of the **Address and Telephone** section.):
 - a. When entering the address, you must provide, at a minimum, **Address 1, City, State, and Postal (ZIP) Code**.
6. Enter your contact's phone number, including area code, in the **Telephone** field. To provide additional phone numbers where your contact may be reached during your regular working hours:
 - a. Click the **Add a Phone Number** button. 
 - b. From the **Phone Type** drop-down list, indicate the type of number you are providing (business, cellular, etc.).
 - c. Enter the number, including area code, in the **Phone Number** field.
7. Click the **Save** button. 

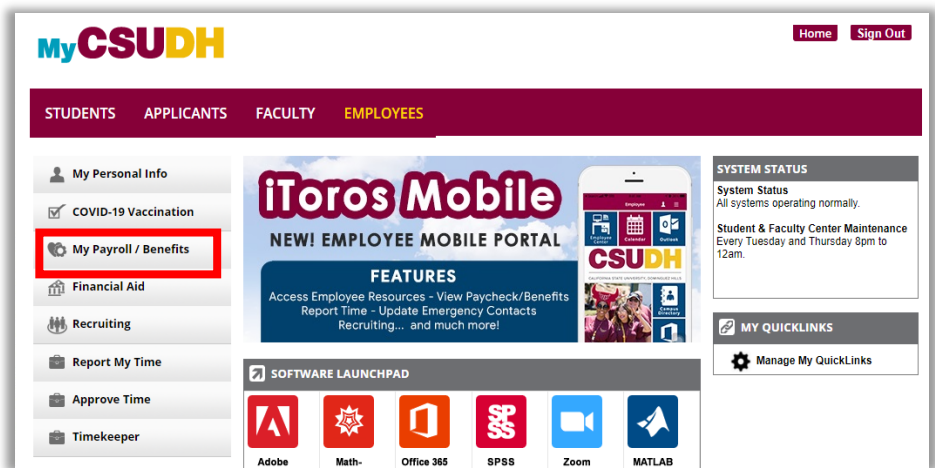
To Add/Change/Delete Email Address

1. On the **View Personal Information Page**, click the **Change email addresses** button. 
2. On the **Email Addresses Page**:
 1. Click the **Add an Email Address** button to add a new email type. 
 2. Click the **Delete** button to delete an existing email address. 
3. Indicate the type of email address you are providing by selecting a type from **the Email Type** drop-down list (i.e., Home, Other).
4. Enter the email address in the **Email Address** field. (*Note: your business email will always be your preferred email*).
5. Click the **Save** button. 

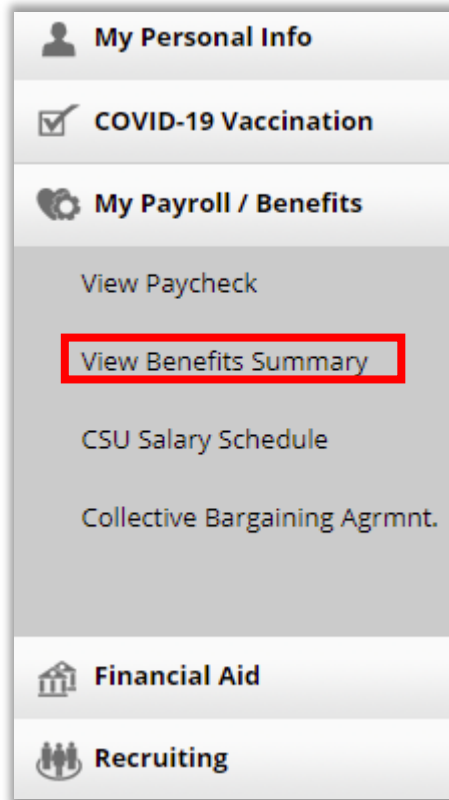
Review Your Current Benefit Elections (Faculty and Staff only)

You may view your benefits currently on record. The display shows the type of benefit, the description of your currently selected plan, and the level of coverage elected.

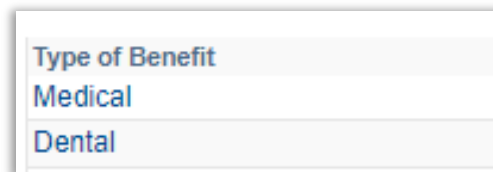
1. Select **My Payroll/Benefits** link.



2. Select **View Benefits Summary** link.



3. Click on the **Medical** or **Dental** link under the **Type of Benefit** column to view the plan details.



4. Click on the link representing your **Covered Dependents** to view your **Dependent/Beneficiary's Personal Information Page**.

Note: Please contact the Benefits Department at 310/243-3771 to make corrections to your benefits and dependent/beneficiary information.

Health Open Enrollment Period

Open Enrollment occurs every fall in September through October. Information will be available leading up to that time in the Human Resources Office or on the [Benefits Services website](#).

The screenshot shows a web interface for a medical plan. At the top, there is a blue header bar with the word "Medical" in white. Below the header, the following information is displayed:

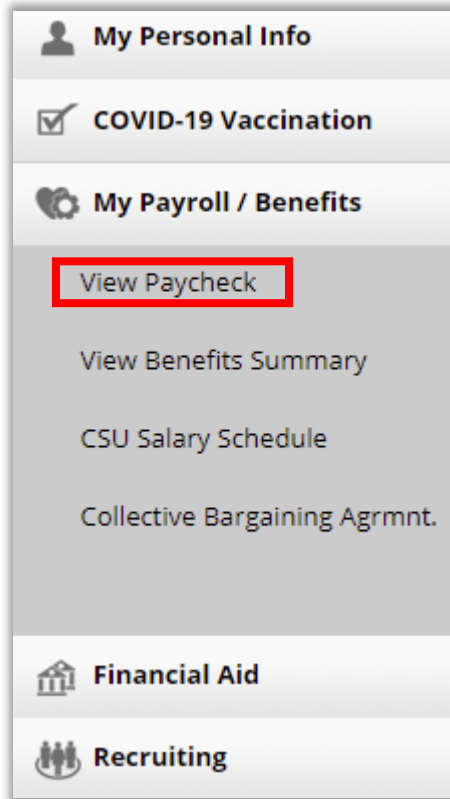
- Plan Name:** Kaiser Permanente CA
- Plan Provider:** [Kaiser foundation Health Plans](#)
- Coverage:** Employee Only
- Group Number:** N/A
- Customer Service:** Ext:

Below this information, there are two tabs: "Covered Dependents" and "Relationship". The "Covered Dependents" tab is highlighted with a red rectangular box, indicating it is the active or selected tab.

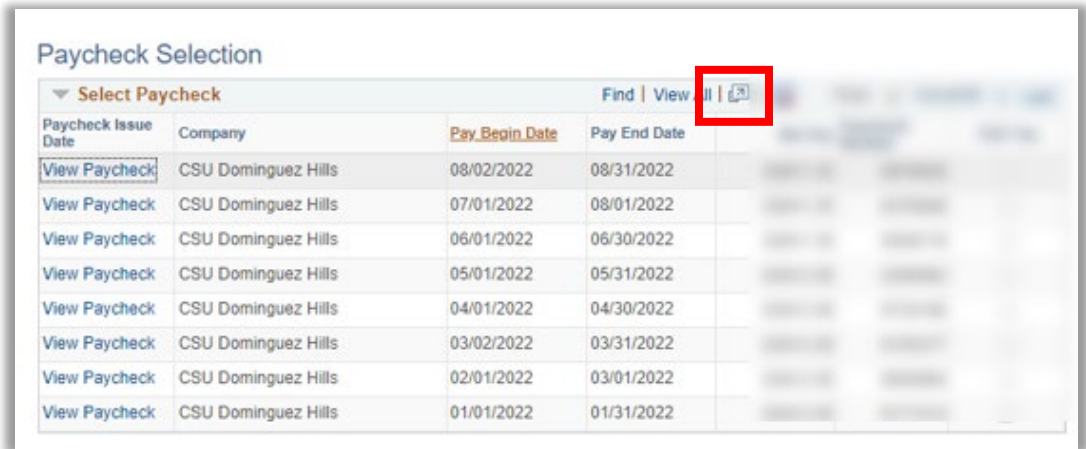
View Your Pay Checks

You may view your most recent paycheck and past paychecks back to July 2006. Paycheck information for each pay period will be available approximately on or after the 5th day of the following month.

1. Select **My Payroll/Benefits** link and select the **View Paycheck** link.



2. Use the scroll bar, if needed, to scroll through the **Paycheck Selections**.



A screenshot of a 'Paycheck Selection' table. The table has columns for 'Paycheck Issue Date', 'Company', 'Pay_Begin_Date', and 'Pay End Date'. The 'View Paycheck' link is highlighted in the first column of each row. A red box highlights the scroll bar on the right side of the table.

Paycheck Issue Date	Company	Pay_Begin_Date	Pay End Date
View Paycheck	CSU Dominguez Hills	08/02/2022	08/31/2022
View Paycheck	CSU Dominguez Hills	07/01/2022	08/01/2022
View Paycheck	CSU Dominguez Hills	06/01/2022	06/30/2022
View Paycheck	CSU Dominguez Hills	05/01/2022	05/31/2022
View Paycheck	CSU Dominguez Hills	04/01/2022	04/30/2022
View Paycheck	CSU Dominguez Hills	03/02/2022	03/31/2022
View Paycheck	CSU Dominguez Hills	02/01/2022	03/01/2022
View Paycheck	CSU Dominguez Hills	01/01/2022	01/31/2022

3. Click on the **View Paycheck** link for the paycheck that you want to view.

Paycheck Selection

Select Paycheck Find | View All | [2]

Paycheck Issue Date	Company	Pay Begin Date	Pay End Date			
View Paycheck	CSU Dominguez Hills	08/02/2022	08/31/2022			
View Paycheck	CSU Dominguez Hills	07/01/2022	08/01/2022			
View Paycheck	CSU Dominguez Hills	06/01/2022	06/30/2022			
View Paycheck	CSU Dominguez Hills	05/01/2022	05/31/2022			
View Paycheck	CSU Dominguez Hills	04/01/2022	04/30/2022			
View Paycheck	CSU Dominguez Hills	03/02/2022	03/31/2022			
View Paycheck	CSU Dominguez Hills	02/01/2022	03/01/2022			
View Paycheck	CSU Dominguez Hills	01/01/2022	01/31/2022			

4. Click on the **View a Different Paycheck** link to go back to the **Paycheck Selections** list and select a different paycheck.

View Paycheck

Company: CSU Dominguez Hills

Address: 1000 East Victoria Street
Carson, CA 90747

Net Pay: [blurred]

Pay Period: [blurred]

Check Date: [blurred]

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)