

## Sign in to My.CSUDH.edu

1. Open your internet browser (Internet Explorer Version 5.5 or higher is the preferred browser).
2. Enter my.csudh.edu in the Address bar.
3. Enter your Network/Email User ID and password.
4. Click the Employee tab

Or

1. Sign in to the PeopleSoft Human Resources/Payroll System.
2. Select Self Service from the menu.
3. Click the Personal Information Summary link.
4. Use the scroll bar to scroll through and review your personal information



## Maintain Your Personal Information

You may view the personal information that is currently on record for you at the University.

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 "Employee Information" and "Ethnic Groups" cannot be updated. To request a change to this information, contact your Payroll Services Department at 310/243-3769.

### To Change a Home Address

Your **home** address is your primary, legal address, and is used for payroll, taxation, and benefits mailings. Mailing address is currently not being used.

1. On the Personal Information Summary Page, click the **Change home/mailling addresses** button.
2. On the Home and Mailing Address Page:
  - a. Click on **Edit** for the address that you wish to change. If you wish to add an address, select Address Type from the drop-down list and click on the **Add** button

3. Enter/Update appropriate address fields.
  - a. You must provide, at a minimum, your Address 1, City, State, and Postal (ZIP) code.
  - 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: After submitting your request to change your address you will receive an email confirmation from Payroll. After the address change is approved by Payroll you will receive another confirmation email. If you enter a future effective date for an address, the new address will not appear online until that date. You will also 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 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. Click on the Preferred checkbox, if this is your primary off-campus telephone number.
  - b. Click the **Delete** button to delete an existing phone number.
3. Click the **Save** button.

Note: Your CSUDH phone number will be added to the system at a future date.

## To Add/Change/Delete Emergency Contact Information

*It may be helpful if you provide the University with the name of at least one individual to contact in the event of an emergency. If 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 are preferred.*

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.
  - 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,
  - 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 Personal Information Page, click the **Change email addresses** button.
2. On the Email Addresses Page:
  - a. Click the **Add an Email Address** button to add a new email type.
  - b. Click the **Edit** button to change an existing email address.
  - c. 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. Click on the **Preferred** checkbox, if this is your primary off-campus email address.
5. Click the **Save** button.



## Review Your Current Benefit Elections (eligible 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 Self Service > Benefits Summary from the menu.
2. Click on the **Medical** or **Dental** link under the Type of Benefit to view the plan details.
3. Click on the link representing your Covered Dependent/Beneficiary's Name 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.

## 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 **Self Service > View Paycheck** from the menu.
2. Use the scroll bar, if needed, to scroll through the Paycheck Selections.
3. Click on the **Issue Date** link for the paycheck that you want to view.
4. Click on the **View a Different Paycheck** link to go back to the Paycheck Selections list and select a different paycheck.



## Training

Please visit the [Human Resources](#) website for more information on [training](#), and open lab sessions.

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## Personal Information Self-Service for Faculty, Staff, and Student Employees

## Quick Reference Guide

You may:

- **Maintain your personal information**
  - o Home address
  - o Phone numbers
  - o Emergency contacts
  - o Email addresses
- **Review your current benefit elections, dependents, and beneficiaries**
- **View your paychecks online**