

HUMAN RESOURCES

Human Resources



Human Resources

Leave Time

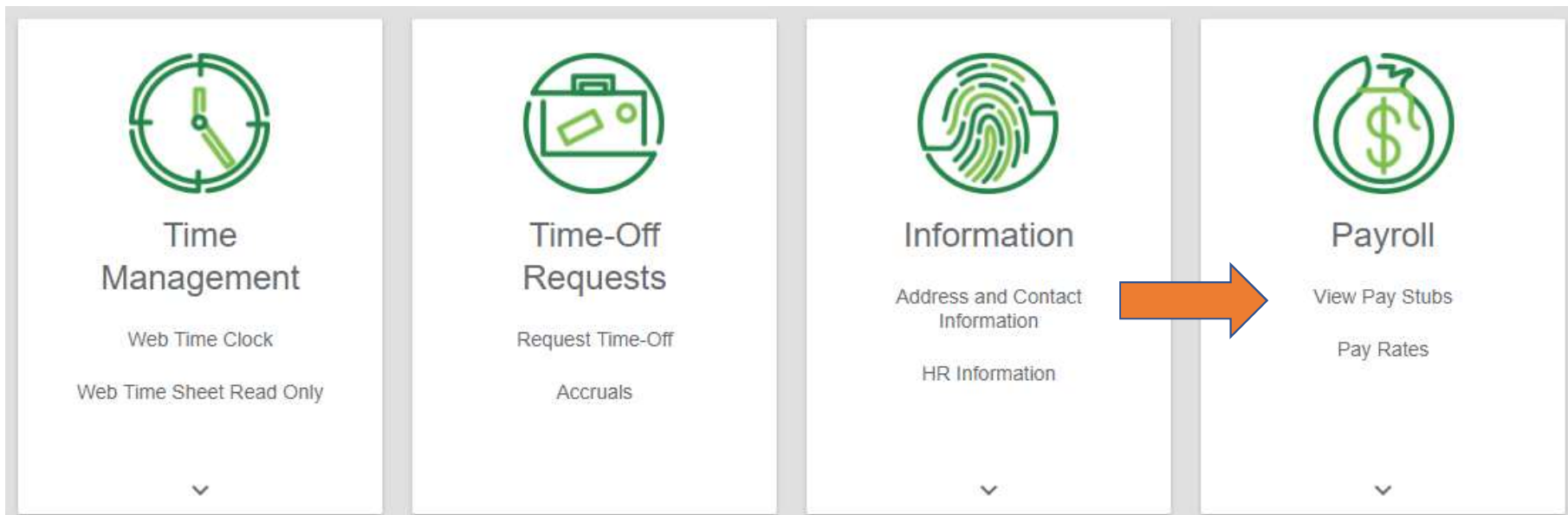
- Proactive and Accountable for your leave time!
- Leave types – Personal | Sick | Vacation | Bereavement
 - Refer to HTU policies governing each category <https://htu.edu/offices/human-resources>
- Enter time off hours in Paycom prior to being out of the office
- Time off requests must be approved by manager prior to leave date
- Use it by June 30th or loose it – Vacation carry-over is not an annual event!



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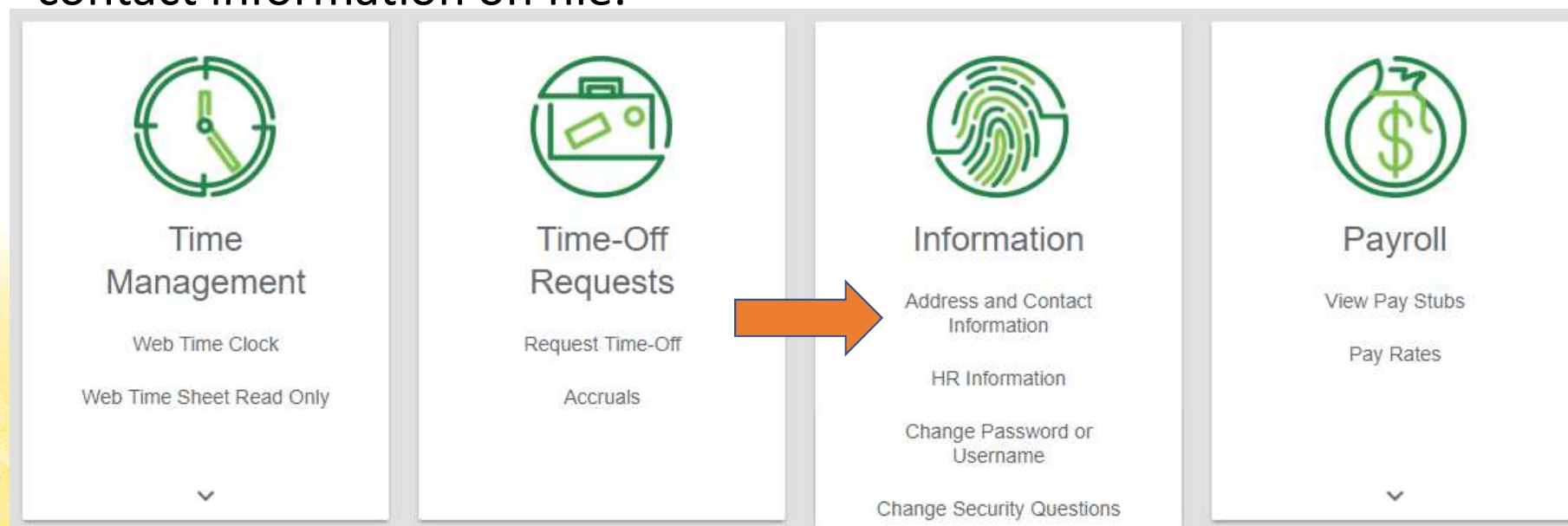
Finding Your Pay Stubs

Thinking about making a large financial commitment, like purchasing a home or applying for a loan? If so, you might need to provide a copy of your most recent pay stub with your application. You can find everything you need within Employee Self-Service.



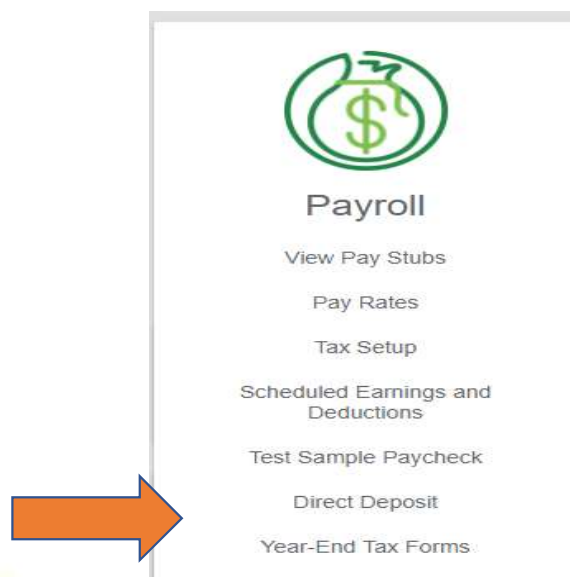
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- ***Updating Your Address and Contact Information***
- Did you recently move or get a new phone number? You can easily notify your HR department through the Address and Contact Information section within the Information tile. Here, you can also confirm that your employer has the correct birth date, email address and emergency contact information on file.



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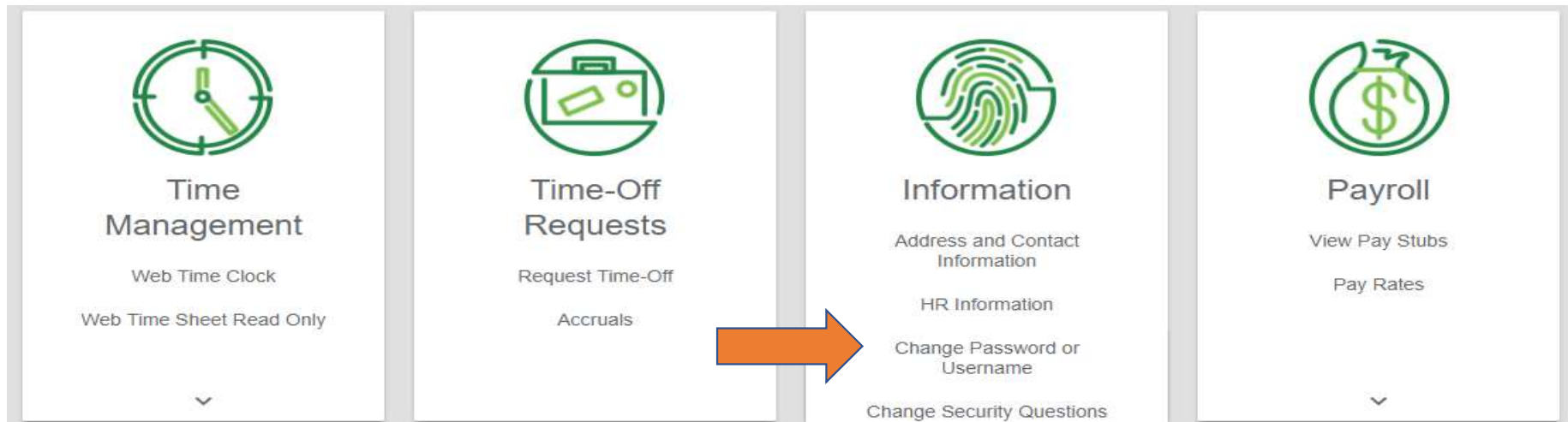
- ***Finding Your Year-End Tax Forms***
- You may view your tax forms for the year. This is especially helpful when it's time to do your taxes, you won't have to wait for a hard copy of your tax forms to arrive through the mail. Instead, you can conveniently access everything you need by selecting "Year-End Tax Forms" within the Payroll tab.



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Changing Your Username

- If your username is hard to remember, you can change it. To do so, select “Change Password or Username” from the Information tile. Keep in mind your new username must be a valid email address that you can access so you can confirm the changes.



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Downloading Paycom on Your Phone

- Nothing makes accessing your Employee Self-Service easier than using Paycom's mobile application. This is helpful because you can do things like submit your timecard or an expense request.
- Simply search in the Apple App Store or Google Play Store for "Paycom Payroll." Then, you're able to log in to the app by entering your username, password and the last four digits of your social security number. If you want to use your fingerprint to login, make sure to select the box for "Store credentials"



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- Paycom Easy and Intuitive – use it!
- Manager Paycom Training
https://my.htu.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=fdf0b983-0472-40c0-8fe3-37bc6e6c9e1d
- Paycom Future Enhancements Coming this Fall!
 - Applicant Tracking System (ATS) – One system instead of two for our hiring needs
 - Personnel Action Form (PAF) – Electronic routing of documents – no paper fewer steps

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Employee Change of Status

- When an employee quits or is terminated a change of status form is required to be submitted to Human Resources as soon as notification is received
- Status form will need all required signatures
- Employee should schedule an exit interview with HR before leaving
- All HTU property and keys must be returned to manager or HR
- IT and Security will be notified so appropriate cancellations are done

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Employee Assistance Program

- Huston-Tillotson University values the work and dedication of every employee. We also realize there are many factors that contribute to employees' well being and to promoting balance between work and home life. Therefore, we have made available a source to employees to assist them with these issues—the Employee Assistance Program (EAP). Your EAP is provided by Alliance Work Partners (AWP) a professional service of Workers Assistance Program, Inc. AWP provides confidential advice, counseling, and referral services on a variety of issues for employees and their dependents.
- The EAP is available to assist employees and their dependents who may be experiencing personal life problems such as marital strife, legal or financial problems, stress, emotional problems, family problems, and drug- or alcohol- related problems. All services provided by AWP are free of charge and confidential. We encourage you to make use of these services whenever you feel it is necessary.
- We think AWP provides a convenient way to obtain professional assistance in strict confidence. We hope you will use the program if you have the need.
- Alliance Work Partners
Call Toll Free 800.343.3822
TDD 800.448.1823
Teen Line 800.334.8336 (TEEN)
E-mail: eap@alliancewp.com
Web: www.alliancewp.com