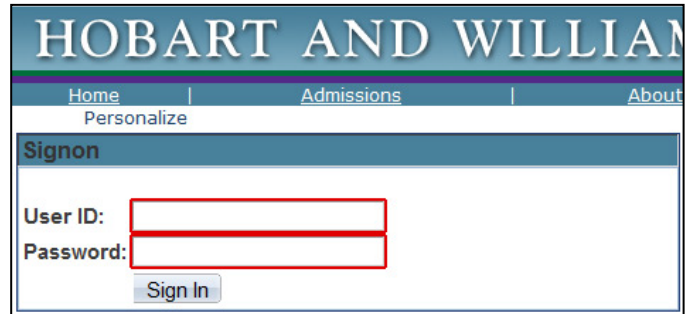


# Employee Self Service Overview

Hobart and William Smith Colleges seek to provide employees with access to their personal information. Through self service you may view your address and phones, paycheck information, benefit information, and more. If changes need to be made to the information displayed, please contact Human Resources at ext. 3312.

## To view your information:

1. Log in to PeopleSoft Portal at <http://psportal.hws.edu> using your HWS username and password



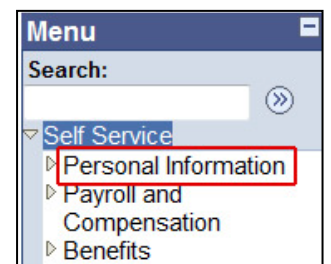
2. On the portal page, click **Campus Solutions & HR**



3. On the menu, click **Self Service**



4. On the menu, click **Personal Information**



5. On the menu, click **Personal Information Summary**



# Employee Self Service

## Overview

The Personal Information Summary page displays addresses, telephone numbers, emergency contacts, and demographic information.

Personal Information				
<b>Boris McBadenov</b>				
<b>Name</b>				
Boris McBadenov				
<b>Addresses</b>				
Address Type	Status	As Of	Country	Address
Home	Current	02/21/2011	USA	17 Lucky Charms St. Geneva, NY 14456
<b>Phone Numbers</b>				
Phone Type	Phone Number	Extension	Preferred	
Campus	315/781-3000	3317	<input checked="" type="checkbox"/>	
Mobile	315/789-1515		<input type="checkbox"/>	
Home	315/789-2222		<input type="checkbox"/>	
<b>Emergency Contacts</b>				
Name	Relationship to Employee	Primary Contact		
Natasha	Spouse	<input checked="" type="checkbox"/>		
Rocky	Child	<input type="checkbox"/>		
<b>Email Addresses</b>				
Email Type	Email Address	Preferred		
HWS	McBadenov@hws.edu	<input checked="" type="checkbox"/>		
<b>Marital Status</b>				
<b>Marital Status:</b> Married		<b>As of:</b> 02/21/2011		
<b>Ethnic Groups</b>				
Description	White			
<b>Employee Information</b>				
<b>Gender:</b>	Male			
<b>Date of Birth:</b>	03/17/1970			
<b>Birth Country:</b>	United States			
<b>Birth State:</b>				
<b>Social Security Number:</b>	087-90-9889			
<b>Smoker:</b>	Non Smoker			
<b>Date Entitled to Medicare:</b>				
<b>Military Status:</b>				
<b>Original Start Date:</b>	02/21/2011			
<b>Highest Education Level:</b>	A-Not Indicated			
Contact the Human Resources department if any of your Employee Information is incorrect.				

# Employee Self Service Overview

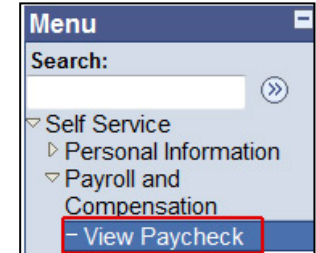
## 6. On the menu, click **Payroll and Compensation**

Individual paycheck information is available, as well as direct deposit details.



## 7. On the menu, click **View Paycheck**

Recent paychecks are displayed.



## View Paycheck

**Boris McBadenov**

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Select Paycheck						
Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
<a href="#">2011-04-01</a>	Hobart & William Smith	03/11/2011	03/24/2011	\$522.45	320501	<input type="checkbox"/>
<a href="#">2011-03-18</a>	Hobart & William Smith	03/05/2011	03/18/2011	\$122.48	320491	<input type="checkbox"/>
<a href="#">2011-03-04</a>	Hobart & William Smith	02/19/2011	03/04/2011	\$2257.46	320450	<input type="checkbox"/>

## 8. Click on an **individual check date** to see the details, tax data, and benefits summary

### View Paycheck

**Boris McBadenov**

**Company:**  
Hobart & William Smith

**Address:**  
300 Pulteney St.  
Geneva, NY 14456

**Net Pay:** \$522.45

**Pay Begin Date:** 03/11/2011

**Pay End Date:** 03/24/2011

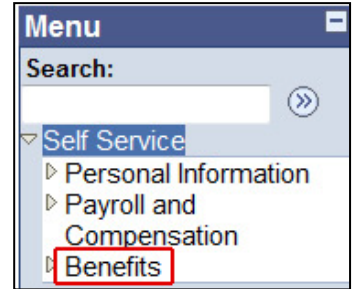
**Check Date:** 04/01/2011

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

General	
<b>Name:</b>	Boris McBadenov
<b>Employee ID:</b>	10188203
<b>Address:</b>	17 Lucky Charms St. Geneva, NY 14456
<b>Business Unit:</b>	HWS01
<b>Pay Group:</b>	Union Hourly
<b>Department:</b>	80070 - Faculty Support
<b>Location:</b>	Demarest
<b>Job Title:</b>	Faculty Secretary
<b>Pay Rate:</b>	\$12.50 Hourly

# Employee Self Service Overview

9. On the menu, click **Benefits**



10. On the menu, under Benefits, click **Benefits Summary**



Benefits information is displayed. Click on the links to see specific details.

To view your benefits as of another date, enter the date and click Go:

09/07/2012

Type of Benefit	Plan Description	Coverage or Participation
<a href="#">Medical</a>	Aetna EPO Hourly	Family
<a href="#">Dental</a>	Aetna Dental High Plan	Family
<a href="#">Vision</a>	Eyemed Vision Care	Family
Domestic Partner Medical		Waived
Domestic Partner Dental		Waived
Domestic Partner Vision		Waived
<a href="#">Life</a>	Prudential Basic Life - 1x Sal	\$ X Salary
Supplemental Life		Waived
<a href="#">ADD</a>	Prudential Basic AD&D	Salary X 1
Dependent Life		Waived
Supplemental ADD		Waived
Spousal Life		Waived
Supplemental ADD EE		Waived
Spousal Life Other		Waived
<a href="#">Long-Term Disability</a>	Long Term Disability	60% of Salary
<a href="#">403(b) TIAA-CREF</a>	403b 10% Employer Contribution	EE Not Contributing
Fidelity SRA		Waived
TIAA-CREF SRA		Waived
T. Rowe Price SRA		Waived
Vanguard SRA		Waived
Flex Spending Health - U.S.	Flexible Spending Acct-Health	\$800
Flex Spending Dependent Care		Waived
Health Savings Account		Waived

# Employee Self Service Overview

11. On the menu, under Benefits, click **HWS Total Comp Statement**



Total compensation information is displayed.

This statement is a close estimate of the benefits paid by the Colleges on your behalf as well as your contributions for the benefit. Please contact Human Resources if you have questions.

Employment Period: 7/1/2011 through 6/30/2012

BENEFIT	EMPLOYER COST	EMPLOYEE COST
Social Security	2,051.18	1,389.51
Medicare	479.71	479.71
Unemployment Insurance	65.77	0.00
Workers Compensation Insurance	295.95	0.00
Short Term Disability Insurance	37.20	0.00
Long Term Disability Insurance	59.76	0.00
Basic Life Insurance	57.60	0.00
Basic AD&D Insurance	9.36	0.00
Optional Life/AD&D	0.00	0.00
Medical Insurance	3,243.08	170.68
Dental Insurance	116.24	116.24
Vision Insurance	12.60	12.60
FSA	0.00	400.01
HSA	0.00	0.00
In lieu of Medical: Buyout Stipend	900.00	0.00
Retirement	3,288.30	0.00
Tuition Assistance	1,742.00	0.00
<b>Total Benefits Cost :</b>	<b>12,358.74</b>	<b>2,568.75</b>
<b>Total Earnings :</b>	<b>32,883.00</b>	
<b>Total Compensation :</b>	<b>44,341.74</b>	

Your total HWS benefits cost listed above equals an additional 37.58% of your base annual salary.

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