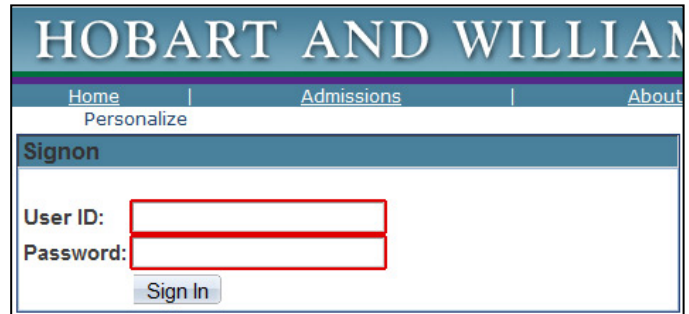


Employee Self Service Overview

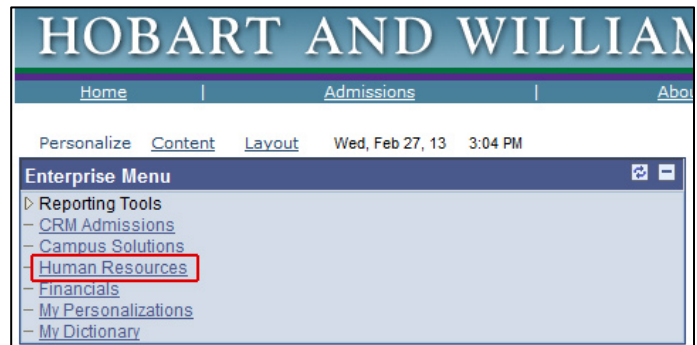
Hobart and William Smith Colleges seek to provide employees with access to their personal information. Through self service you may view your address and phones, paycheck information, benefit information, and more. If changes need to be made to the information displayed, please contact Human Resources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

To view your information:

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



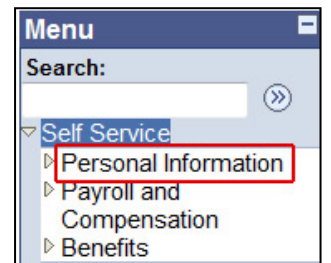
2. On the portal page, click **Human Resources**



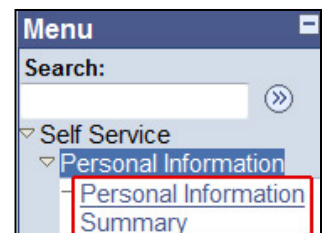
3. On the menu, click **Self Service**



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

Employee Self Service Overview

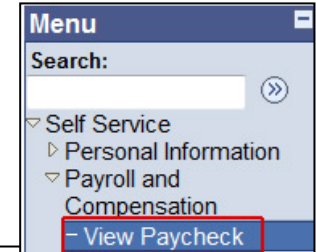
6. On the menu, click **Payroll and Compensation**

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							Find View All [Print] [Grid]	First 1-3 of 3 Last
Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File		
2011-04-01	Hobart & William Smith	03/11/2011	03/24/2011	\$522.45	320501	<input type="checkbox"/>		
2011-03-18	Hobart & William Smith	03/05/2011	03/18/2011	\$122.48	320491	<input type="checkbox"/>		
2011-03-04	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

Employee Self Service Overview

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

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

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

A screenshot of a web application menu titled "Menu". It features a search bar at the top. Below the search bar, the "Self Service" category is expanded, showing three sub-items: "Personal Information", "Payroll and Compensation", and "Benefits". The "Benefits" item is highlighted with a red rectangular box.

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

A screenshot of the same web application menu. The "Benefits" sub-item is now expanded, showing three sub-items: "Benefits Summary", "HWS Total Comp", and "Statement". The "Benefits Summary" item is highlighted with a red rectangular box.

Employee Self Service Overview

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
Medical	Aetna EPO Hourly	Family
Dental	Aetna Dental High Plan	Family
Vision	Eyemed Vision Care	Family
Domestic Partner Medical		Waived
Domestic Partner Dental		Waived
Domestic Partner Vision		Waived
Life	Prudential Basic Life - 1x Sal	\$ X Salary
Supplemental Life		Waived
ADD	Prudential Basic AD&D	Salary X 1
Dependent Life		Waived
Supplemental ADD		Waived
Spousal Life		Waived
Supplemental ADD EE		Waived
Spousal Life Other		Waived
Long-Term Disability	Long Term Disability	60% of Salary
403(b) TIAA-CREF	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

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



Total compensation information is displayed.

Employee Self Service

Overview

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
Total Benefits Cost :	12,358.74	2,568.75
Total Earnings :	32,883.00	
Total Compensation :	44,341.74	

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

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