

Welcome to the World of Self Service



**Change your personal
information directly
from your computer!**

Employee Self-Service Functionality

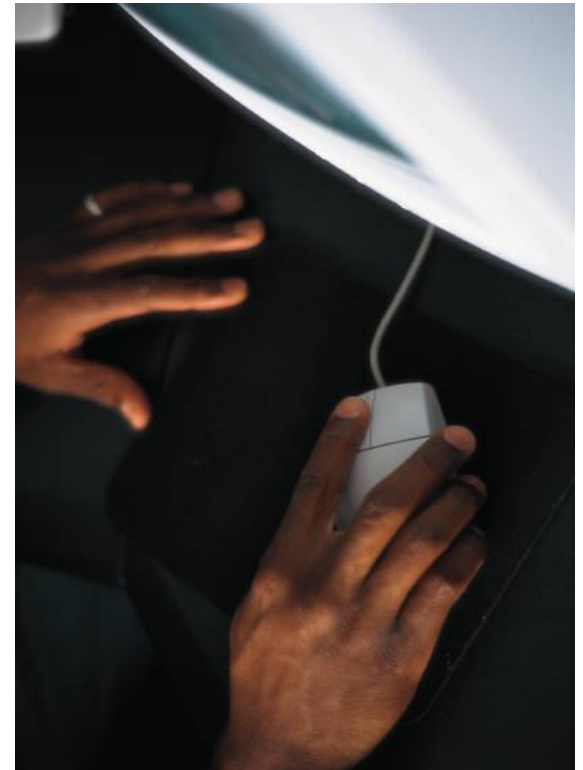
With the delivery of the new Employee Self-Service Functionality, employees can update several data elements within PeopleSoft without having to fill out forms.



Access through PeopleSoft

- <http://employees.kctcs.edu/>
- Enter KCTCS log-on ID (Jdoe0000) and password.
- Click on Employee Self Service.
- You can view Employment Information such as Job History, Paystubs, & Leave Balances.
- Update Address & Direct Deposit

Just a Click Away



Accessing Employee Self Service

Employee-facing registry content - Windows Internet Explorer provided by Elizabethtown Comm. and Tech. Coll

https://kctcs.mycmsc.com/psp/kctcsaprd/EMPLOYEE/HRMS/h/?tab=DEFAULT

File Edit View Favorites Tools Help

Employee-facing registry content

Campus Solutions Home | Add to Favorites | Sign out

Personalize [Content](#) | [Layout](#) [Help](#)

Menu

Search:

- Self Service
- Manager Self Service
- Workforce Administration
- Benefits
- Payroll for North America
- Workforce Development
- Organizational Development
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Student Financials
- Academic Advisement
- Set Up HRMS
- Set Up SACR
- Reporting Tools
- PeopleTools
- KCTCS Custom
- KCTCS Student Administration
- My Personalizations

Employee Center

Welcome KCTCS Employee!

[My Pay Check](#)

You can update your Direct Deposit in Self Service

To review Direct Deposit information click [here](#).

(Manual navigation: Main Menu -> Self Service -> Payroll and Compensation -> Direct Deposit)

Contact your Local Payroll Office for assistance.

<https://kctcs.mycmsc.com>

Done

start | Inbox - Microsoft O... | HR FORMS | My Computer | Microsoft PowerPoi... | Employee-facing re... | 2:29 PM

You can Find the link to PeopleSoft by going to www.kctcs.edu under faculty & staff or use the following link:
<https://kctcs.mycmsc.com>.
Once logged in click on Self Service.

Employee Self Service Home Page

Base Navigation Page - Windows Internet Explorer provided by Elizabethtown Comm. and Tech. Coll

https://kctcs.mycmsc.com/psp/kctsaprd/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.]

File Edit View Favorites Tools Help

Base Navigation Page

Home Add to Favorites Sign out

Favorites Main Menu > Self Service

Main Menu >

Self Service

Navigate to your self service information and activities.

- Personal Information**
Review and update your personal information.
 - [Personal Information Summary](#)
- Payroll and Compensation**
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
 - [View Paycheck](#)
 - [View Payroll/Benefits Summary](#)
 - [View Leave Balances](#)
 - [5 More...](#)
- Benefits**
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.
 - [Dependents and Beneficiaries](#)
 - [Benefits Summary](#)
 - [Dependent/Beneficiary Info](#)
 - [Benefits Enrollment](#)
- Campus Personal Information**
Maintain your personal information and review holds and to dos pending to your record.
 - [Ethnicity](#)

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Personal Information

Personal Information Summary - Windows Internet Explorer provided by Elizabethtown Comm. and Tech. Coll

https://kctcs.mycmsc.com/psp/kctcsaprd/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.HR_EE_PERS_INFO.GBL?N

Personal Information Summary

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Personal Information > Personal Information Summary

New Window | Help | Customize Page | http

Personal Information

Name

Change name

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	09/15/2005	USA	Elizabethtown, KY 42701 Hardin
Mailing	Current	09/15/2005	USA	Elizabethtown, KY 42701 Hardin

Change home/mailling addresses

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Campus	270/706-8604		<input type="checkbox"/>
Home			<input checked="" type="checkbox"/>

Under Personal Info. You can change:

- Name
- Address
- Phone
- Emergency Contact
- Marital Status
- Ethnic Group

❖ Some changes may require documentation sent to HR.

Payroll and Compensation

The screenshot shows a Windows Internet Explorer browser window displaying the KCTCS payroll and compensation self-service page. The browser's address bar shows the URL: https://kctcs.mycmsc.com/psp/kctsaprd/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.J. The page title is "Base Navigation Page - Windows Internet Explorer provided by Elizabethtown Comm. and Tech. Coll".

The page content includes a navigation menu with "Main Menu > Self Service > Payroll and Compensation". Below this, the "Payroll and Compensation" section is displayed, featuring a grid of options:

- View Paycheck**: Review current and prior paychecks.
- View Payroll/Benefits Summary**: View year-to-date total compensation, including all cash income and the value of all benefits.
- View Leave Balances**: View your current KCTCS Leave balances.
- Direct Deposit**: Add or update your direct deposit information.
- Job & Compensation History**: View your KCTCS Job and Compensation History.
- W-4 / K-4 Tax Information**: Review or change your W-4 (Federal) or K-4 (State) tax information.
- View W-2/W-2c Forms**: View electronic W-2 and W-2c forms.
- W-2 Reissue Request**: Request a reissued W-2.

At the bottom of the browser window, the Windows taskbar is visible, showing the Start button and several open applications: "Inbox - Microsoft O...", "HR FORMS", "My Computer", "Microsoft PowerPoi...", and "Base Navigation Pa...". The system clock shows the time as 2:47 PM.

There are several options under the payroll and comp. tab. You can print copies of W-2s, update withholdings, view leave, update direct deposit, and view your pay stub.

Lets take a closer look...

Direct Deposit

Direct Deposit - Windows Internet Explorer provided by Elizabethtown Comm. and Tech. Coll

https://kctcs.mycmsc.com/psp/kctsaprd/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_IC_DIR_DEP.GBL?NAV: ... Live Search

Direct Deposit

KCTCS Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Payroll and Compensation > Direct Deposit

New Window | Help | Customize Page | http

Direct Deposit

Change Direct Deposit

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount or Percent:

Deposit Order: (example: 1 = first account processed)

I hereby authorize KCTCS to deposit my net pay and/or reimbursement of expenses to the account and financial institution indicated above. [I also authorize withdrawal transactions from my account in the event of an overpayment or erroneous deposit.](#)

[Return to Direct Deposit](#)

* Required Field

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Leave Balances

View Leave Balances - Windows Internet Explorer provided by Elizabethtown Comm. and Tech. Coll

https://kctcs.mycmsc.com/psp/kctsaprd/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_IC_DIR_DEP.GBL?NAV=

View Leave Balances

KCTCS

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Payroll and Compensation > View Leave Balances

New Window | Help | Customize Page | http

Leave Balances

Job #	Type of Leave	Last Award Date	Leave Balance (Hours)	Leave Balance (Days)
1	Sick	05/27/2011	59.250000	7.90000
1	Vacation	05/27/2011	184.000000	24.53333

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Update Tax Withholdings

W-4 / K-4 Tax Information - Windows Internet Explorer provided by Elizabethtown Comm. and Tech. Coll

https://kctcs.mycmsc.com/psp/kctsaprd/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_IC_W4.USA?NAVSTACH

W-4 / K-4 Tax Information

KCTCS

Home | Add to Favorites | Sign out

Main Menu > Self Service > Payroll and Compensation > W-4 / K-4 Tax Information

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for 2011 and I certify that I meet BOTH of the following conditions for exemption:

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check 'Exempt' here if you meet both conditions.

K-4 / K-4E Tax Information (Kentucky)

You must complete Form K-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. State income tax is withheld from your wages based on the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form K-4 anytime your tax situation

Done

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Benefits

Base Navigation Page - Windows Internet Explorer provided by Elizabethtown Comm. and Tech. Coll

https://kctcs.mycmsc.com/psp/kctsaprd/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOME PAGE.FieldFormula.1

Home | Add to Favorites | Sign out

Main Menu > Self Service > Benefits

Main Menu > Self Service >

Benefits

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

- Dependents and Beneficiaries**
Review and update dependent and beneficiary personal information.
[Dependent/Beneficiary Coverage](#)
- Benefits Summary**
Review a summary of current, past or future benefit enrollments.
- Dependent/Beneficiary Info**
Review or update dependent and beneficiary information.
- Benefits Enrollment**
Enroll in benefits.

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❖ Under Benefits you can view your insurance benefits. This is also where Benefit Enrollment for Health Insurance will be facilitated in the future.