

Arkansas State University Employee Self Service

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Login Instructions

1. Login to **myCampus**: <https://mycampus.astate.edu/>
2. Click on the **Self Service** Icon in the Employee folder
3. Click on the Personal Information menu link

Personal Information Menu

Updating Address and Phone

1. Click on the **Update Addresses and Phones** link.
2. To edit your Address, click on the **Current** link under the **W2 (For HR Use Only)**.
3. Make the appropriate changes.
4. Enter your Phone Number under the **Primary Phone Number For This Address** field. 
5. Click on **Submit**.

Personal Information

[Change Security Question](#)
[View Addresses and Phones](#)
[Update Addresses and Phones](#)
[View E-mail Addresses](#)
[Update E-mail Addresses](#)
[View Emergency Contacts](#)
[Update Emergency Contacts](#)
[Change your PIN](#)
[Veterans Classification](#)
[Disability Status](#)
[View Ethnicity and Race](#)
[Update Ethnicity and Race](#)

Updating Emergency Contacts

It is very important to keep this information current. In the event of an emergency this is the individual(s) who will be contacted. 

1. Click on the **Update Emergency Contacts** link.
2. To update a current contact, click on their name. Click on **Submit Changes**.
3. To delete the contact, click on their name and select the **Remove Contact** check box. Click on **Submit**.
4. To add a new contact, click on the **New Contact** link and **Submit Changes**.

Employee Menu

Leave Report

This option is available for Full-time Non-Exempt employees to submit Vacation, Sick, Jury Duty, Child Education, FMLA, and Wellness Release Time. The current [Payroll Deadlines](#) are available under “**News and Events**” on the Human Resources/Payroll Services web pages.

For more information, see the Leave Reporting user guide.

Time Sheet

This option is available for Part-time Non-Exempt employees who are paid at an hourly rate to enter the number of hours worked per day.

For more information, see the Time Sheet Reporting user guide.

Leave Balances

Leave accruals occur during the payroll process. Leave balances are reduced immediately upon approval of a Leave Report.

Click on the **Leave Balances** link.

- The **Available Beginning Balance** is the amount of hours that were available at the beginning of the year.
- **Earned as of ***** is the total hours accrued in the current year as of the date listed.
- **Taken as of ***** is the total hours taken in the current year as of the date listed.
- **Available Balance as of ***** is the total hours available.

Note: The Leave Types are different based on the employee's position.

Leave Balances

Problems with this screen? Please contact [BANNER /Tech Support](#) for assistance

Select the link under the Type of Leave column to access detailed information. FOR OTHER QUESTIONS: Please contact Human Resources at 972-3454.

List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Jun 24, 2015	Taken as of Jun 24, 2015	Available Balance as of Jun 24, 2015
Child Education Leave	Hours	8.00	.00	.00	8.00
Compensatory Time Accrued	Hours	.00	.00	.00	.00
Emergency Paid Leave- Gov grant	Hours	.00	.00	.00	.00
Jury Duty	Hours	.00	.00	.00	.00
Sick Leave	Hours	229.25	20.00	9.50	239.75
Suspense for Vac & Sick	Hours	.00	.00	.00	.00
Vacation	Hours	133.64	37.50	72.50	98.64
Wellness Release Time	Hours	.00	.00	.00	.00

Pay Information

The Pay Information menu offers Direct Deposit Allocation, Pay Stub, and Notice of Salary letter.

Direct Deposit Allocation

Employees are required to have direct deposit established for both Payroll and Accounts Payable/Travel purposes. Employees who do not have a banking relationship, may elect to use the [A-State Pay Card](#). Please contact Payroll Services at 972-2293 for further assistance.

To set up or change your direct deposit allocation, visit the office of Human Resources in the Administration Building or call 972-2293.

View Pay Stub

1. The current year defaults in the **Pay Stub Year** field.
2. Click **Display**.
3. To view prior years, click on the **Pay Stub Year** field. Click **Display**.

Pay Stub

FOR QUESTIONS: Please contact Payroll Services at 972-2293.

Pay Stub Year:

The results appear for the complete list of stubs for the year selected.

4. Click on the payroll date to view the pay stub.

Pay Stubs

FOR QUESTIONS: Please contact Payroll Services at 972-2293.

Pay Stubs for 2015

Pay Stub Date Pay Period Begin Date Pay Period End Da

Jun 30, 2015	Jun 16, 2015	Jun 30, 2015
Jun 15, 2015	Jun 01, 2015	Jun 15, 2015
May 29, 2015	May 16, 2015	May 31, 2015
May 15, 2015	May 01, 2015	May 15, 2015
Apr 30, 2015	Apr 16, 2015	Apr 30, 2015
Apr 15, 2015	Apr 01, 2015	Apr 15, 2015
Mar 31, 2015	Mar 16, 2015	Mar 31, 2015
Mar 13, 2015	Mar 01, 2015	Mar 15, 2015
Feb 27, 2015	Feb 16, 2015	Feb 28, 2015
Feb 13, 2015	Feb 01, 2015	Feb 15, 2015
Jan 30, 2015	Jan 16, 2015	Jan 31, 2015
Jan 15, 2015	Jan 01, 2015	Jan 15, 2015

Notice of Salary

The notice of salary letter is published annually after July 1.

The **Current Fiscal Year start date** will default in. Click **Display Letter**.

Choose Pay Year

Choose Fiscal Year start date:

The letter displays the Fiscal Year, Name, Title, and Per Pay Period Salary.

Tax Forms

The Tax Forms menu provides access to your W-4 Withholding Allowance, Electronic W-2 Consent, W-2 Tax Statement, and W-2 Correct Tax Statement.

Electronic W-2 Consent

1. Select the checkboxes to **Consent to receive W-2 electronically** and **Consent to receive 1095-C Electronically**. Click **Submit**.

Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By clicking the submit button, your choice will be saved.

By consenting to receive your W-2 electronically, you agree to print your W-2 form on-line. You may be required to print and attach tax return. Your consent remains valid until revoked by you or upon termination of employment. If you decide to revoke your consent, contact Payroll Services.

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/>

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

W-2 Wage and Tax Statement

1. Select the appropriate **Tax Year** and click **Display**.
2. Follow the instructions to print the statement.

W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year: 2014 ▼
Employer or Institution: Arkansas State Univ-Jonesboro ▼

Display

W-2c Corrected Wage and Tax Statement

Use this option to view/print a corrected statement.

Please contact Payroll Services at 972-2293 for more information.

Revised on 11/30/16.