

What You Can Do Online with HCM 8.9 Employee Self Service

Menu Option	Description	Function
eProfile Personal Information	★ Review and update your personal information *NOTE: Provide legal documents to OHR for name and marital status changes	View, print, or change your - Home/mailling/email address - Telephone numbers - Emergency contacts - Name * - Marital status *
ePay Payroll and Compensation	★ Review your most recent and past Earnings Statements	View or print your most recent and past Earnings Statements
eBenefits Benefits	★ Review your benefits information: health, insurance, savings, pension ★ Review your dependent and beneficiary information	View or print a Summary of - Benefits - Dependents/Beneficiaries - Health Care for Dependents - Insurance Beneficiaries
Learning and Development	★ Review or add information about languages you know	View or add information about the languages you know

To Access HCM 8.9 Employee Self Service (ESS)

- Launch the computer's internet browser
- Go to <http://inside.uthscsa.edu/>
- Sign in with your UTHSCSA User ID and Password
- On Menu, click on "Employee Self Service"
- Click on "Self Service"
- Proceed with viewing, printing, or changing data

For Help Using Employee Self Service (ESS)

Go to www.uthscsa.edu/hr/hcmimpact/index.html

For help with...

User ID or Accessing ESS _____

Login Help _____

Navigating Online _____

ESS Online Training _____

Personal Profile Changes _____

Benefits Questions _____

Paycheck Questions _____

See or call...

Your Department Administrator

pwr.uthscsa.edu or your TSR

Your Department Admin or TSR

www.uthscsa.edu/dcats/ESS.asp

OHR 210-567-2600

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Payroll 210-562-6315

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