1. Open your internet browser (Firefox is recommended) and Log in to MyCSUEB using your Net ID and Password.
2. Click the ____SIGN IN____ button.

**Maintain Your Personal Information**

Employees can review and maintain personal information on file with the University.

1. Once you are signed in select the Employee tab.
2. Click the Personal Information Summary link.
3. Use the scroll bar to scroll through and review your personal information.

**Note:** Personal information cannot be directly updated on this page; however, the buttons provided at the end of each editable section open the appropriate pages where the data may be updated.

**Add/Update/Delete Addresses**

Your mailing address is your primary, legal address, and is used for payroll, taxation, and benefits mailings.

1. From the View Personal Information Summary Page, click the Change home mailing addresses button or select the Addresses hyperlink from the employee tab.
2. Address Page Updates:
   a. Click on ____edit____ for the address that you wish to change.
   b. If you wish to add an address, select the Add a new address button.
   c. Click on ____delete____ to remove an address from list. This action is not valid for Mailing or Home addresses.
3. Enter/Update appropriate address fields.
   a. At a minimum, you must enter the Address 1, City, State, and Postal (ZIP) Code fields.
   b. Enter the remaining address details, as appropriate.
4. Indicate when the address change is to become effective by entering a specific date in the Date new address will take effect field.
5. Select applicable addresses types to be updated.

6. Click the ____SAVE____ button.
7. Click the ____OK____ button to confirm entry

**Note:** If you enter a future effective date for an address, the new address will not appear online until that date. Employees may continue to submit the Employee Action Request form to request a change of address (updates will apply to mailing address only). You are responsible for notifying any vendors handling your payroll deductions (e.g., 401(k), 403(b), 457, Life Insurance) of address changes directly as they maintain their own personnel records.

**Add/Update/Delete a Phone Number**

You may add, update, or delete a non-business phone number. Requests to update your business phone number can be submitted through our campus directory Request a Change! link. Several types of phone numbers exist that you may add; however, only one of each type of phone number is allowed. To add or change a phone number:

1. From the View Personal Information Summary Page, click the Change phone numbers button or select the Phone Numbers hyperlink form the employee tab.
2. Phone Numbers Page:
   a. Click the ____ADD A PHONE NUMBER____ button to add a new phone type. Select a Phone Type from the drop-down list. Enter the phone number, including area code (e.g., 510/885-3000), in the Telephone field.
   b. Click the ____DELETE____ button to delete an existing phone number.
   c. Updates can be submitted by entering the new phone number in the Telephone field located next to the Phone Type you wish to change.
3. Click the ____SAVE____ button.
4. Click the ____OK____ button to confirm entry

**Resurvey/Status Change links:**

The following links have been made available for employees to report changes or updates to: Veterans Status, Disability Status and CSU Ethnicity Resurvey.

**Add/Change/Delete Emergency Contact Information**

It is helpful if you provide the University with the name of at least one individual to contact in the event of an emergency. If you provide more than one emergency contact, you must indicate which individual is your primary emergency contact. When entering emergency contact information, you must indicate your contact's name, relationship to you, address and phone number.

1. From the View Personal Information Page, click the ____Change emergency contacts____ button or select the Emergency Contacts hyperlink from the employee tab.
2. Emergency Contacts:
   a. Click the ____edit____ button to change existing contact information.
   b. Click the ____delete____ button to delete existing contact information.
   c. Click the ____ADD AN EMERGENCY CONTACT____ button to add a new contact.
3. Populate the Primary Contact checkbox to designate your primary contact.
4. Enter your emergency contact's name in the Contact Name field.
5. Indicate their relationship to you by choosing the most appropriate value from the Relationship to Employee drop-down list.
6. You must provide the emergency contact's address (if your emergency contact has the same address and phone number as you, simply populate the checkbox in the beginning of the Address and Telephone sections.):
   a. When entering the address, you must provide, at a minimum, Address 1, City, State, and Postal (ZIP) Code.
6. Enter your contact's phone number, including area code, in the Telephone field. To provide additional phone numbers where your contact may be reached during your regular working hours:
   a. Click the ____ADD A PHONE NUMBER____ button.
   b. From the Phone Type drop-down list, indicate the type of number you are providing.
   c. Enter the number, including area code, in the Phone Number field.
7. Click the ____SAVE____ button.
8. Click the ____OK____ button to confirm entry
Add/Update/Delete Email Address
You may add, update, or delete a non-business or on-campus email address.

1. From the View Personal Information Page, click the Change email addresses button or select the Email Addresses hyperlink from the employee tab.
2. Email Addresses Page:
   a. Click the ADD AN EMAIL ADDRESS button to add a new email type.
   b. Click the delete button to delete an existing email address.
   c. Updates can be submitted by entering the new email address in the Email Address field located next to the Email Type you wish to change.
3. Indicate the type of email address you are providing by selecting a type from the Email Type drop-down list.
4. Enter the email address in the Email Address field. (Note: your business email will always be your CSUEB email, and it will always be preferred.)
5. Click the SAVE button.
6. Click the OK button to confirm entry

Review Your Current Benefit Elections
You may view your benefit elections. The display shows the type of benefit, the description of your currently selected plan, and the level of coverage elected.

1. Select View Benefits Summary from the Self-Service menu.
2. Click on the Medical or Dental link under the Type of Benefit column to view the plan details.
3. Click on the link representing your covered dependent/beneficiary’s name to view your Dependent/Beneficiary’s Personal Information Page. Click the Edit button to update contact information.

Benefit Enrollments and Life Events
Please refer to our Benefit Process Guides for details on Benefit Enrollment and initiation of Life Event transactions.

View Your Pay Checks
You may view your most recent paycheck and past paychecks back to August 2001. Paycheck information for each pay period will be available on payday.

1. Select View Paycheck from the Self-Service menu.
2. Use the scroll bar, if needed, to scroll through the Paycheck Selections.
3. Click on the View Paycheck link for the paycheck that you want to view.
4. Click on the View a Different Paycheck link to go back to the Paycheck Selections list and select a different paycheck.

View Absence Balances
1. Absence Eligible employees can select the View Absences Balances link to see current leave balances. Balances are typically updated by the 20th of the month.

Report an Absence
Employees are encouraged to report absences as they occur. Failure to report leave in a timely manner may result in incorrect leave balances.

1. Select Report and View Absences hyperlink from the employee tab.
2. Select the appropriate leave from the Absence Name drop-down list.
3. Enter the Begin Date and End Date.
4. Non-exempt employees reporting less than a full day should select Partial Hours from the Partial Days drop-down list.
   a. Enter the total hours taken in the Hours per Day field.
5. Hourly employees should select Partial Hours from the Partial Days drop-down list.
   a. Enter the total hours taken in the Hours per Day field.
6. Click the Add Comments hyperlink to submit a comment if prompted.
7. Click the Submit button.
8. Click the OK button to confirm entry.

Quick Reference Guide

You may:

- Maintain your personal information
  - Home and Mailing addresses
  - Phone numbers
  - Emergency Contacts
  - Email addresses
  - Update Veteran Status
  - Update Disability Status
  - Complete the CSUEB Ethnicity Resurvey

- Review your current benefit elections, dependents, and beneficiaries
- Update dependent contact information
- Enroll in Benefits
- Submit a Life Event
- View your paychecks online
- Report an Absence
- View Current Leave Balances

Open Enrollment occurs every fall in September and October. Information will be available on our Benefits website.