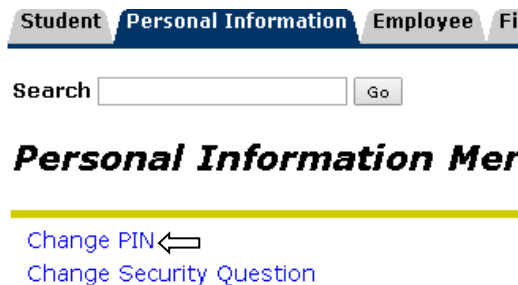


The University of Hartford's Self-Service Center (SSC) provides employees with a centralized portal for information relating to their employment. You can access your personal SSC by visiting [www.hartford.edu](http://www.hartford.edu) and selecting "My UHart" at the top of the page.

When you become a University of Hartford community member, you will receive an email from the Office of Technology Services (OTS), which will provide you with an initial PIN to access the SSC. Select the Personal Information tab to immediately change this initial PIN. Your new PIN should be case sensitive and requires the following:

1. A minimum of eight (8) to a maximum of 15 alpha-numeric characters.
2. At least one (1) alpha letter.
3. At least one (1) number.

\*If you do not have a PIN or need your PIN reset, please contact the OTS Helpdesk at [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu).

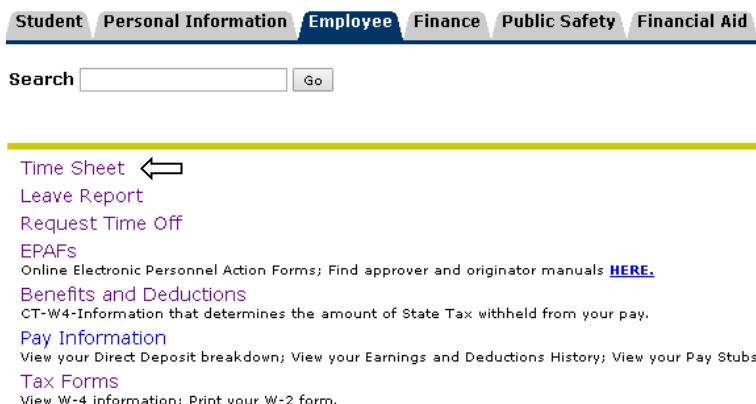


Your Self Service Center contains highly confidential and personal information; therefore, **you are required to regularly change your PIN for security reasons.** **DO NOT** share your Self Service PIN with anyone!

## Time Reporting (Bi-weekly, hourly employees)

Compliance with federal and state wage and hour laws dictates that time records be kept that accurately reflect all hours worked on each workday of the work week. For this purpose, the University utilizes Banner Web Time Entry for employee time reporting. Employees in positions classified as non-exempt are required to complete daily time sheets (noted as "Time Sheet"), indicating all hours worked, indicating time in and out, including unpaid breaks. Employees in positions classified as exempt are required to complete absence reports (noted as "Leave Report"). Banner Web Time Entry reporting must be accurate and submitted for processing promptly at the end of each work period. Time records require both the employee's and the supervisor's approval. Supervisors are directly responsible for the accuracy and timely submission of time records and will approve timesheets through their own SCC.

**If you have any questions regarding time reporting, please contact the Payroll Office at [payroll@hartford.edu](mailto:payroll@hartford.edu).**

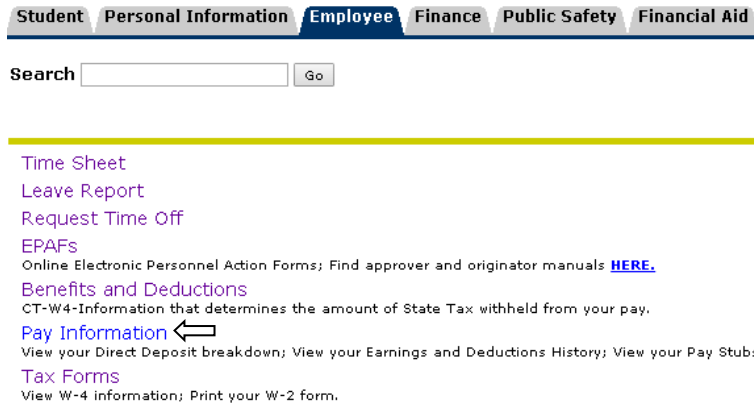


## Pay Information

To review your Direct Deposit information and review your Pay Stubs, select the Employee tab.

- ✓ Select “Pay Information”, then select “Direct Deposit Breakdown”.
  - The next page will display your current direct deposit information.
- ✓ To view your pay stubs – select “Pay Stub” and then the appropriate year
  - Select the check date to view the details of the pay stub.

**Note:** As a condition of employment, all employees hired on or after April 1, 2013 will be paid via direct deposit.



The screenshot shows a navigation menu with tabs for Student, Personal Information, Employee, Finance, Public Safety, and Financial Aid. The Employee tab is selected. Below the tabs is a search bar with a 'Go' button. A horizontal line separates the search bar from a list of menu items: Time Sheet, Leave Report, Request Time Off, EPAFs (with a sub-link 'HERE'), Benefits and Deductions (with a sub-link 'HERE'), Pay Information (highlighted with a blue arrow), and Tax Forms (with a sub-link 'HERE').

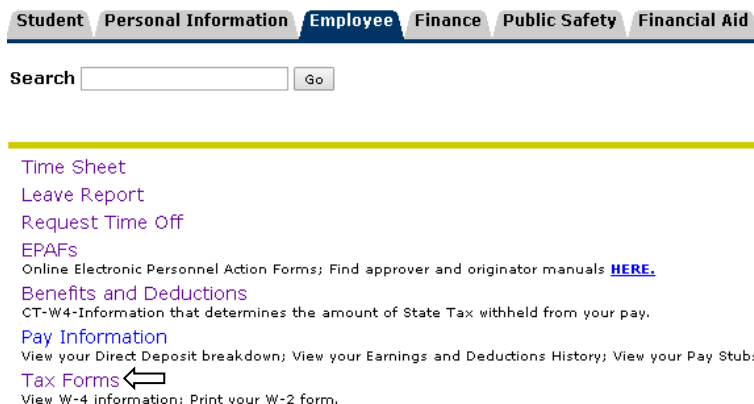
## Reviewing and/or Updating Your Tax Filing Status

To review and/or update your federal and CT state tax withholdings directly in the SSC, select the Employee tab.

- ✓ To update your **federal** tax filing status, select "Tax Forms", select "W-4 Tax Exemptions/Allowances", select "Update".
- ✓ To update your **CT state** tax filing status, select "Benefits and Deductions", select "Miscellaneous", select "Update".

**Note:** Your tax filing status will automatically default to the limits required by the Internal Revenue Service. Any questions regarding your tax filing status should be directed to your personal tax advisor.

**If you have any questions regarding tax filing status, please contact the Payroll Office at [payroll@hartford.edu](mailto:payroll@hartford.edu).**



This screenshot is identical to the one above, showing the same navigation menu and search bar. However, the 'Tax Forms' menu item is now highlighted with a blue arrow, indicating the next step in the process.