

Employee Self-Service

Employee Dashboard

What is Employee Self-Service?

Employee Self-Service allows employees to view their contact information, available leave, pay stubs, current employee benefits, payroll deductions, tax statements and more. Employees will also use Self-Service to access their Timesheet or Leave Report to submit hours of work and/or leave taken.

What is the Employee Dashboard?

The Employee Dashboard is your portal for a number of UWF related tasks and displays your employee information in one, convenient place. Employees may use the Employee Dashboard to view:

- Personal Information
- Leave Balances
- Pay Stubs
- Direct Deposit Information
- Deductions History
- Year-to-Date Earnings
- Benefits Summary
- W-2 Wage and Tax Statements

Employees may also use the Employee Dashboard to:

- Submit Timesheets or Leave Reports
- Review and Change W-4 Federal Income Tax Withholdings

Explore the new look of the Employee Dashboard

- Log in to [MyUWF](#)
 - Search for Employee Dashboard and favorite the app.
- The Employee Dashboard has 4 main sections:
 - Personal Information
 - Leave Balances
 - Pay Information, Earnings, Benefits, Taxes, Job Summary and Employee Summary
 - My Activities

Employee Self-Service Employee Dashboard

Employee Dashboard

Nicole Zamary

Personal Information

Leave Balances as of 03/28/2024

Annual Leave in hours	272.00	Sick Leave in hours	150.25
Special Comp Leave in hours	0.00	Overtime Comp Leave in hours	0.00

Full Leave Balance Information

Pay Information

Latest Pay Stub: 03/22/2024

All Pay Stubs

Direct Deposit Information

Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

Enter Time

Enter Leave Report

Approve Time Sheets

Approve Leave Report

Personal Information Section

When you click the **Personal Information** button, you will see the information UWF has on file for you. The information displayed in the **Personal Information** section of the Employee Dashboard is visible to the employee only. Information displayed here includes:

- Name and UWF ID
- Original Hire Date with UWF
- Birthday
- Campus and Employee Permanent Addresses
- Campus and Employee Permanent Phone Numbers
- UWF email address
- Emergency Contacts

Employee Self-Service

Employee Dashboard

Employee Dashboard • Personal Information

Status: Active
Hired: 12/14/2009
Birthday: 09/30
[Update Personal Information](#)

Personal Information

Addresses

Campus Work Address
020E
0123B
Pensacola
Florida 32514

Phones

Campus Work Address
850 4742608

Employee Permanent Address

Emails

Campus Email Address
@uwf.edu

Review your personal information to ensure it is correct. If changes need to be made, click on the **Update Personal Information** link to go to the **Personal Information** app in MyUWF. To change your addresses or phone numbers, use the **Contact & Privacy Information** app under the **Personal Information** app of MyUWF. No other information can be updated. If you find errors with your data, please contact Human Resources.

Leave Balances Section

Review your Leave Balances and click the **Full Leave Balance Information** link for more details.

Leave Balances as of 02/14/2024

Annual Leave in hours	405.00	Sick Leave in hours	854.75	Special Comp Leave in hours	40.00
Overtime Comp Leave in hours	0.00				

[Full Leave Balance Information](#)

The types of leave balances shown will depend upon your employee class and what types of leave are available to you. Color coding allows an easy, at-a-glance reference regarding leave balances.

Green = leave available

Yellow = zero leave

Red = negative/insufficient leave.

Employee Self-Service Employee Dashboard

Upon clicking the **Full Leave Balance Information** link, you will be shown all types of leave available to you and the current balances. To view the details for a specific leave type, click on a **Leave Type** (blue text), such as Annual Leave, Sick Leave, etc.

Leave Balances as of 02/14/2024

Annual Leave		Sick Leave		Special Comp Leave	
Beginning Balance	352.00	Beginning Balance	786.75	Beginning Balance	0.00
Earned	172.00	Earned	163.75	Earned	40.00
Taken	119.00	Taken	95.75	Taken	0.00
Annual Leave in hours	405.00	Sick Leave in hours	854.75	Special Comp Leave in hours	40.00

Overtime Comp Leave	
Beginning Balance	0.00
Earned	30.00
Taken	30.00
Overtime Comp Leave in hours	0.00

The example shown above is for a non-exempt employee who has Annual Leave, Sick Leave, Special Comp Leave and a zero balance on Overtime Comp Leave.

The following image shows how one's leave balances may be displayed after clicking on **Full Leave Balance Information** and then clicking on **Annual Leave**.

[Employee Dashboard](#) • [Leave Balance Information](#) • [Leave Details](#)

Leave Type: Annual Leave
Leave Accrual and Usage from 01/01/2024 to 12/31/2024
[Prior Years](#) [Leave History](#)

EARNED AND TAKEN

Payroll Type: Bi-Weekly Pay Period: 03/03/2024 - 03/16/2024 Date Paid: 03/22/2024	Payroll Type: Bi-Weekly Pay Period: 02/18/2024 - 03/02/2024 Date Paid: 03/08/2024	Payroll Type: Bi-Weekly Pay Period: 02/04/2024 - 02/17/2024 Date Paid: 02/23/2024
Taken: 0.00 in hours	Taken: 0.00 in hours	Taken: 0.00 in hours
Earned: 7.00 in hours	Earned: 7.00 in hours	Earned: 7.00 in hours

Pay Information, Earnings, Benefits, Taxes, Job Summary, and Employee Summary Sections

In order to view details related to your position with UWF, click the arrows on the right side of the menu of interest to expand the section and obtain additional information. Each of the links can be clicked on to view more information within the section.

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Pay Information ▼			
Latest Pay Stub: 10/06/2023	All Pay Stubs	Direct Deposit Information	Deductions History
Earnings ▼			
Year to Date Earnings: \$0.00	Earnings By Date Range	Earnings By Position	
Benefits ▼			
Current Summary			

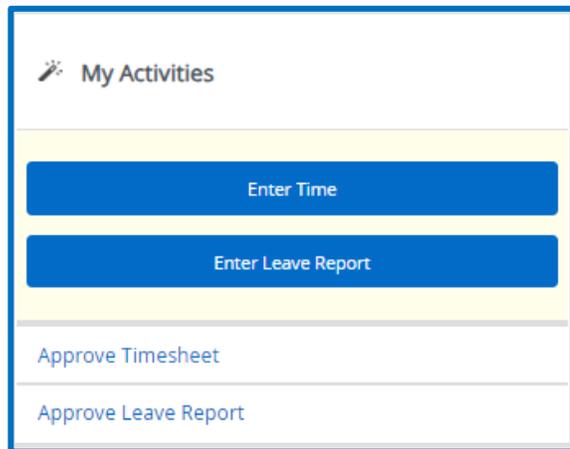
Taxes ▼		
Federal Tax	W-4 Employee's Withholding Allowance Certificate	W-2 Wage and Tax Statement
Filing Status: Married Filing Jointly	Electronic Regulatory Consent	W-2c Corrected Wage and Tax Statement
Status: Active		
NRA Ind: No		
2C Ind: No		
Additional Withholding: 35.00		
Dependent Amount:		
Dependents under 17:		
Other Dependents:		
Other Income:		
Deductions:		

Job Summary ▼	
	Job Information
Assistant Director 107720-00, Human Resources	
Employee Summary ▼	
Status: Active	Original Hire Date: 12/14/2009
Full Time Part Time Indicator: Full-Time	
Home Department: Human Resources	
Employee Class: University Work Force Ex FT	

My Activities Section

This is where you can perform your regular tasks in Employee Self-Service. Different employees will see different menu options in the **My Activities** section.

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Additional training materials are available for the **My Activities** menu sections related to Timesheets and Leave Reports. These can be found on the Human Resources web page located under the [Time & Leave Reporting](#) page.

Additional training information includes:

- Reviewing Leave Balances
- Submitting Timesheets
- Submitting Leave Reports
- Approving Timesheets and Leave Reports