NEW!! Employee Self Service
• What is Employee Self Service?
  
  • A PeopleSoft application which will allow employees and students to access and/or update personal information 24/7.
• Update personal profile data without having to contact OHR*
• View/print pay advices, benefits, and other personal data information
• Select and/or maintain information regarding language(s) spoken

*Note: Employees must provide OHR documentation for Name or Marital Status changes.
Employee Self Service

• Where and How can I access ESS?
  
  • Everyone will receive a domain id by July 1st. Please see your departmental administrator.
  
  • Single Sign-On to the UTHSCSA Portal (http://inside.uthscsa.edu)
  
  • Accessible 24/7 from any computer, with internet access. (Mac or PC)
Employee Self Service

Preview of ESS

Link to training environment
What is UPK

- UPK Online Training Tool

- Anytime, Anywhere: 24/7
- Access from within HCM 8.9
- Access from Departmental websites
- Printable Job Aids
- Eliminates paper resources
• **Where and How can I access UPK?**

  • [DCATS Website](#)
  • Help feature from within HCM
  • Accessible 24/7 from any computer, with internet access. (Mac or PC)
Preview of UPK

UPK Link
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<th>Assistance</th>
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<tr>
<td><strong>Accessing ESS</strong></td>
<td>Department Administrator</td>
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<tr>
<td>Login help</td>
<td>TSR</td>
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<tr>
<td>Navigating online</td>
<td>Department Administrator or TSR</td>
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<tr>
<td>ESS online training with UPK</td>
<td><a href="http://www.uthscsa.edu/dcats/ess.asp">www.uthscsa.edu/dcats/ess.asp</a></td>
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