Directions for Employee Self Service
Human Resource Information

How To Access Employee Self Service:

1. Enter my.scranton web page
2. Enter your username (email name)
3. Enter your Password
4. Click on Login
5. Click on Employee Tab
6. Click on Self Service (UIS)
7. Click on Employee Menu Tab
8. Under Main Menu – Click on Employee Menu

You are now in Employee Self Service (ESS).

How To View Information in Employee Self Service:

Benefits and Deductions:

Purpose: View information on benefits data such as:

1. Retirement Plans

   - Click on history button to view the history of your retirement plan deductions (employee deduction and employer percentage contributions).
   - Click on contributions or deductions button to view the dollar amount of personal deductions and employer contributions toward you retirement plan during a certain date range. Note: You can also change the date range.

2. Health Benefits

   - Click on history button to view the history of your health plan deductions (employee deduction and employer dollar contributions)
   - Click on contributions or deductions button to view the dollar amount of personal deductions and employer contributions toward you health plan during a certain date range. Note: You can also change the date range.

3. Flexible Spending Accounts (Includes medical and dependent care accounts)

    - Click on history button to view the date your deduction started and the date it ended (if applicable)
    - NOTE: There will be not details for flexible spending medical/dependent care accounts because we use a third party to administer the sending accounts.
    - Click on contributions or deductions button to view the personal deduction and employer contribution (if any) during a certain date range toward your account. Note: You can also change the date range.

4. Miscellaneous Deductions (Includes such things as donations, advances, loans, long-term disability information etc.)

    - Click on history button to view the date your deduction started and the date it ended (if applicable)
    - Click on contributions or deductions button to view the dollar amount of personal deduction and employer contribution (if any) during a certain date range toward your deduction. Note: You can also change the date range.

Pay Information:

Purpose: Enables you to view earnings and deductions history

1. Deductions History: View specific information about employee and employer share of deduction amounts. Can specify particular dates ranges.

    - Select the date range.
    - Click on display button - this will show you employee and employer deductions on your paycheck for the date range you chose.
    - Click on a deduction to view detailed information about that deduction.
    - You can also change the date range on the detailed information for the deductions.

Jobs Summary:

Purpose: Enables you to view information about jobs you have held at the University including your current job

- Click on title of a job to show specific information about that particular job

Leaves Balances:

Purpose: Enables you to view information about leave balances (personal, sick and vacation). Shows leave time in hours.

- Click on type of leave to show detailed information about that type of leave.