



Self-Service (Autoservicio)

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This page is used to enter and request updates to your demographic and payroll information. Your information as it currently exists in your record is displayed.

- The fields that you are allowed to view and update are determined by a district setting.
- Your current information is displayed in the **Current** and **New** column.
 - The **Current** column is display only.
 - The **New** column is only enabled if the district allows updates to the data. If the **New** column fields are enabled, you can enter your changes and click **Update**. The data is saved and submitted for approval. Pending requests are highlighted yellow after the changes are submitted. If approval is not required, the updates are made immediately.
 - If the requests are pending an approval you can continue to change your request until it has been approved and the database has been updated.
 - If the fields are not automatically updated, an email message is sent to the applicable approver prompting them to approve the updates.
 - An automatic reply email containing the changes and informing you that the changes are pending approval.
- To delete information, delete the data in the **New** column and click **Update**.
- Direct deposit bank accounts to be deleted are highlighted red.
- If you want to cancel or undo your requested changes, click **Undo**. A message is displayed confirming that you want to cancel the request. Click **OK** to cancel your requested changes. Or, click **Cancel** to close the message without changing your request.
- If a change is made more than once for the same field, the last change overrides the previous one.
- Some fields may require that you to submit documentation to your employer. If documentation is required, the fields are identified in the automatic reply email message.

Update your demographic record:

- Under **Legal Name**:

Field	Description
Title	Click  to select your legal title. If this field is not required by the LEA, you can leave it blank.
Last	Type your 25-character maximum last name. This field is required.
First	Type your 17-character maximum first name. This field is required.
Middle	Type your 14-character maximum middle name.

Field	Description
Generation	Click ▼ to select your generation code.

Under **Marital Status:**

Local	Click ▼ to select your marital status.
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Under **Driver's License:**

Number	Type your driver's license number. The field can be a maximum of 19 characters.
State	Click ▼ to select the two-character abbreviation of the state in which you hold a driver's license.

Under **Restriction Codes:**

Local	Click ▼ to select the code that indicates whether to restrict your email address, phone number, and street address from local distribution.
Public	Click ▼ to select the code that indicates whether to restrict your email address, phone number, and street address from public distribution.

Under **Emergency Contact Information:**

Name	Type the name of the person to contact in case of an emergency. The field can be a maximum of 26 characters.
Phone Number	Type the three-digit area code, seven-digit phone number, and four-digit maximum extension number of your emergency contact.
Relationship	Type the relationship with your emergency contact. The field can be a maximum of 25 characters.
Emergency Notes	Type any important notes that may be pertinent about you in an emergency situation. The field can be a maximum of 25 characters.


Under **Email:**

When an email address is updated, email messages are sent to both the old and new email addresses notifying you of the change.


Work E-mail Address	Type your work email address. The field can be a maximum of 45 characters.
Verify E-mail Address	Type the same address that you entered in the previous Work E-mail Address field.
Home E-mail Address	Type your home email address. The field can be a maximum of 45 characters.
Verify E-mail Address	Type the same address that you entered in the previous Home E-mail Address field.

Under **Mailing Address:**

Number	Type the street number for your mailing address. The field can be a maximum of eight characters.
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Street/P.O. Box	Type the street name or post office box number for your mailing address. The field can be a maximum of 20 characters.
Apt	Type the apartment number for your mailing address. The field can be a maximum of seven characters.
City	Type the name of your city for your mailing address. The field can be a maximum of 17 characters.
State	Click  to select the two-character abbreviation of your state for your mailing address.
Zip	Type the five-digit zip code for your mailing address.
Zip+4	Type the additional four digits of your zip code.


Under **Alternate Address:**

Number	Type the street number for your mailing address. The field can be a maximum of eight characters.
Street/P.O. Box	Type the street name or post office box number for your mailing address. The field can be a maximum of 20 characters.
Apt	Type the apartment number for your mailing address. The field can be a maximum of seven characters.
City	Type the name of your city for your mailing address. The field can be a maximum of 17 characters.
State	Click  to select the two-character abbreviation of your state for your mailing address.
Zip	Type the five-digit zip code for your mailing address.
Zip+4	Type the additional four digits of your zip code.


Under **Phone Numbers:**

Home	Type the three-digit area code and seven-digit phone number of your home phone.
Cell	Type the three-digit area code and seven-digit phone number of your cell phone.
Business	Type the three-digit area code, seven-digit phone number, and four-digit maximum business extension number of your business phone.

Update your payroll record:

Payroll Frequency	Click  to select the pay frequency for which you wish to view or change payroll information.
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Under **Marital Status:**

W4 Marital Status	Click  to select your marital status to be used in payroll calculations.
Nbr of Exemptions	Type the number of exemptions you are claiming.

Under **Direct Deposit Bank Accounts:**

Note: The number of direct deposit accounts is determined by the LEA. If the LEA only allows one direct deposit bank and one already exists, you will not be allowed to enter and save a second one unless you delete the first one. If the LEA allows zero direct deposit banks and you have one or more, the banks will remain until you make a change. Once you attempt to make a change to

the bank, the system will not allow you to save the change.

Primary	Select to indicate whether the bank account is the primary account for your paycheck to be directly deposited. Only one account can be selected as the primary account.
Bank	Click  to select a bank. A window opens with a list of all available bank names and their respective routing numbers. Click the routing number to select a bank, the bank name and routing number are displayed.
Bank Acct Nbr	Type the bank account number associated with the bank code. The field can be a maximum of 17 characters. This account number is used for the direct deposit of your paycheck. This account number must be associated with the bank name entered in the Bank field.
Bank Acct Type	Click  to select the code to indicate the account type (e.g., checking or savings
Bank Acct Amt	Type the amount to be deposited into the account at the bank indicated. The primary account displays a blank account amount. All secondary accounts must contain an amount. Those amounts are distributed, and the remainder of the paycheck will be sent to the primary account. The bank account amount cannot exceed 9,999,999.99.

- Click **Add** to add a new financial institution to which your paycheck is to be directly deposited.
- Click **Delete** to delete a financial institution from your record.



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