HR Self Service
Frequently Asked Questions

What information will be available through HR Self Service applications?

- Personal Information (View and Edit)
  - Home and Mailing Addresses
  - Phone Numbers
  - Email Addresses
  - Emergency Contact Information
- Payroll Information (View Only)
  - Current and Past Pay Statements
  - Voluntary Deductions
  - Direct Deposit Distributions

Is there a danger of identity theft or other loss of data?

There are several security measures currently in place, and additional measures taken with the roll-out of this application, that are intended to prevent against identity theft or other loss of data.

- Full-time Security Analyst responsible for monitoring and maintaining the University’s security structure.
- There is currently a double firewall structure in place to protect the PeopleSoft systems.
- The three-tier PeopleSoft architecture (web server, application server and database server) further insulates the data from intrusion.
- Table audits will be in place to record the user ID, date and time for each transaction made.

How secure are the user IDs and passwords?

- User ID and password are encrypted at sign-in.
- Distribution of user ID and passwords – User IDs and passwords will be distributed separately. The cover memo of the instruction packet sent to employees’ homes will indicate their user ID and also the date that an email containing their password will be sent. This method requires the employee to log into Novell and GroupWise to obtain the correct password.

Can one opt out of this application?

- No. At this point there is not an option for an employee to not have a user ID and password assigned to them.