

## Overview

This step-by-step guide will show you how to navigate through the various pieces of employee self-service using the MyFresnoState portal (<http://my.fresnostate.edu/>). Using the portal makes navigation simple and is recommended for most users. However, you may also use employee self-service in the native PeopleSoft production.

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## Sign in to the MyFresnoState/PeopleSoft

To enter your absences, you must first log in to your MyFresnoState portal.

The MyFresnoState homepage displays.

1. Go to MyFresnoState (<http://my.fresnostate.edu/>).
2. Click the MyFresnoState “Sign In” button.

The Oracle PeopleSoft Enterprise Sign In page displays.

1. Enter your Fresno State ID and Password.
2. Click the “Login” button.

*Note: If you have difficulty logging in, contact the Help Desk at 278-5000.*

## View the Personal Information Summary

### Navigate to your Personal Information Summary

1. Click the **Personal Information Summary** link in the Personal Information section of the employee page.

**MY FRESNO STATE**  
 Favorites | Main Menu > Employee Self Service  
 Workflow  
 Main Menu >  
**Employee Self Service**  
 Self service pages for employees to view and update information about their personal information, job, benefits and payroll.  
**Personal Information Summary**  
 Review a summary of your personal information.  
**My Volunteer Record**  
 Enter volunteer service hours.  
**Benefits**  
 Review health, insurance, savings, or other benefits information. Review and update dependent personal information.  
 Benefits Summary  
 Health Care Summary  
 Savings Summary  
 3 More...

### The Personal Information Page displays.

From the page you can view your Name, change your Address, Email, Phone and Emergency Contacts and also view your Marital Status, Gender and Date of Birth.

Use the scroll bar to see additional information on this page.

**Personal Information**  
 Walter White  
 Name  
 Walter White  
**Addresses**  

Address Type	Status	As Of	Country	Address
Home	Current	09/18/2014	USA	308 Negra Arroyo Lane Albuquerque, NM 87111
Mailing	Current	09/18/2014	USA	308 Negra Arroyo Lane Albuquerque, NM 87111

 Change home/mailling addresses  
**Phone Numbers**  

Phone Type	Phone Number	Extension	Preferred
Home	222/222-2222		<input checked="" type="checkbox"/>

 Change phone numbers  
**Emergency Contacts**  

Name	Relationship to Employee	Primary Contact
Jane Doe	Sibling	<input checked="" type="checkbox"/>
John White	Child	<input type="checkbox"/>

 Change emergency contacts  
**Email Addresses**  

Email Type	Email Address
Home	wwhite@aol.com

 Change email addresses  
 Marital Status: Unknown As of: 08/20/2014  
**Ethnic Groups**  

Description
Not Specified

Now let's look back at each section individually.

## Review Your Name

Navigate to the Name section at the top of the summary page.

At this time, only the primary (or legal) name is displayed. You must visit the Academic Personnel or Human Resources Office and provide appropriate documentation to change your primary name.

### Personal Information

Walter White

Name

Walter White

If any of the information above is incorrect, please contact the appropriate administrative office listed below.

Faculty members should contact Academic Personnel by phoning 559-278-3027.

Staff employees should contact Human Resources by phoning 559-278-2032.

## Update Your Address

Navigate to the **Address** section near the top of the summary page.

Only the Home and Mailing addresses can be added/updated.

*Please note that the Home address is used for the mailing of your W2 information.*

1. Click the **Change home/ mailing addresses** button.

**The Addresses page displays.**

2. Click the **Edit** button next to an existing address to make a change; click the **Add a New address** button to add a new address.

*Please note, only the Home and Mail address are available for add/update.*

*The example in this guide shows you how to edit an existing mailing address.*

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	09/18/2014	USA	308 Negra Arroyo Lane Albuquerque, NM 87111
Mailing	Current	09/18/2014	USA	308 Negra Arroyo Lane Albuquerque, NM 87111

[Change home/ mailing addresses](#)

### Home and Mailing Address

Walter White

Below is a list of your current addresses. Home address is your permanent address, typically a street address. Mailing address is the address where you would like to receive all mail sent to you from the university. To change an address, click the appropriate link.

Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	09/18/2014	USA	308 Negra Arroyo Lane Albuquerque, NM 87111	<a href="#">Edit</a>
Mailing	Current	09/18/2014	USA	308 Negra Arroyo Lane Albuquerque, NM 87111	<a href="#">Edit</a>

[Return to Personal Information](#)

**The Edit Address page displays.**

3. Update the address fields as appropriate.

*Please follow the standard address rules shown on the page and enter your address in Mixed Case.*

- *Do not use commas or periods.*
- *Use the # sign to indicate an apartment number*
- *Use mixed case, as opposed to all uppercase or lowercase letters.*

4. Indicate the date the change takes effect.
5. Click **Save**

### Edit Home Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:   California Postal:

County:

On this date:   (example: 01/31/2000)

The Save Confirmation page appears indicating the save was successful.

6. Click **OK**.

Home and Mailing Address

### Save Confirmation

 The Save was successful.



The Address page is displayed with the updated information.

### Home and Mailing Address

Walter White

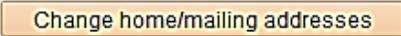
Below is a list of your current addresses. Home address is your permanent address, typically a street address. Mailing address is the address where you would like to receive all mail sent to you from the university. To change an address, click the appropriate link.

Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	11/25/2014	USA	559 Fresno State Ave Fresno, CA 93740	
Mailing	Current	11/25/2014	USA	559 Fresno State Ave Fresno, CA 93740	

[Return to Personal Information](#)

*When you return to the Personal Information Summary, the data is updated and indicates the date the update was made.*

Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	11/25/2014	USA	559 Fresno State Ave Fresno, CA 93740	
Mailing	Current	11/25/2014	USA	559 Fresno State Ave Fresno, CA 93740	



## Update Your Phone Number.

Navigate to the **Phone Numbers** section of the summary page.

1. Click the **Change phone numbers** button.

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Home	222/222-2222		<input checked="" type="checkbox"/>

[Change phone numbers](#)

The **Phone Numbers** page displays.

2. Click the **Add a Phone Number** button to add a new number.

### Phone Numbers

Walter White

Below is a list of your phone numbers. You may enter several phone types, including your local home number, permanent home, cell, or work number, etc. To add a phone number, click Add a Phone Number. You may indicate your Preferred contact phone number by selecting the Preferred phone checkbox. If you select more than one checkbox, the last checkbox you selected will be saved as the Preferred phone number.

Phone Numbers			
Phone Type	*Telephone	Extension	Preferred
Home	<input type="text" value="222/222-2222"/>	<input type="text"/>	<input checked="" type="checkbox"/>

[Add a Phone Number](#)

A new row is inserted.

3. Click the drop down arrow on the Phone Type box
4. Select the type of phone you wish to add.

### Phone Numbers

Walter White

Below is a list of your phone numbers. You may enter several phone types, including your local home number, permanent home, cell, or work number, etc. To add a phone number, click Add a Phone Number. You may indicate your Preferred contact phone number by selecting the Preferred phone checkbox. If you select more than one checkbox, the last checkbox you selected will be saved as the Preferred phone number.

Phone Numbers			
Phone Type	*Telephone	Extension	Preferred
Home	<input type="text" value="222/222-2222"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

- Business
- Campus
- Dormitory
- FAX
- Main
- Message
- Mobile
- Other
- Permanent
- Work

5. Enter the Telephone and Ext (if applicable)
6. Indicate which phone number is Preferred (only one can be preferred)
7. Click **Save**

*You may only have one of each Phone Type and must always select one as preferred.*

**The Save Confirmation page displays indicating the save was successful.**

8. Click **OK**

**The Phone Numbers page displays.**

### Phone Numbers

Walter White

Below is a list of your phone numbers. You may enter several phone types, including your local home number, permanent home, cell, or work number, etc. To add a phone number, click Add a Phone Number. You may indicate your Preferred contact phone number by selecting the Preferred phone checkbox. If you select more than one checkbox, the last checkbox you selected will be saved as the Preferred phone number.

Phone Type	*Telephone	Extension	Preferred	
Home	222/222-2222		<input checked="" type="checkbox"/>	Delete
Mobile	559/123-7654		<input type="checkbox"/>	Delete

Add a Phone Number

\* Required Field

Save

Return to Personal Information

### Phone Numbers

## Save Confirmation

 The Save was successful.

OK

### Phone Numbers

Walter White

Below is a list of your phone numbers. You may enter several phone types, including your local home number, permanent home, cell, or work number, etc. To add a phone number, click Add a Phone Number. You may indicate your Preferred contact phone number by selecting the Preferred phone checkbox. If you select more than one checkbox, the last checkbox you selected will be saved as the Preferred phone number.

Phone Type	*Telephone	Extension	Preferred	
Home	222/222-2222		<input checked="" type="checkbox"/>	Delete
Mobile	559/123-7654		<input type="checkbox"/>	Delete

Add a Phone Number

\* Required Field

Save

Return to Personal Information

**When you return to the Personal Information Summary, all numbers are listed.**

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Mobile	559/123-7654		<input type="checkbox"/>
Home	222/222-2222		<input checked="" type="checkbox"/>

[Change phone numbers](#)

## Delete a Phone Number

Navigate to the **Phone Numbers** section of the summary page.

1. Click the **Change phone numbers** button.

The **Phone Numbers** page displays.

2. Click the **Delete** button next to the phone number you wish to remove.

The **Delete Confirmation** page displays.

3. Click **Yes - Delete** to delete the phone number (Click **No – Do Not Delete** if you do not wish to delete the number)

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Mobile	559/123-7654		<input type="checkbox"/>
Home	222/222-2222		<input checked="" type="checkbox"/>

[Change phone numbers](#)

### Phone Numbers

Walter White

Below is a list of your phone numbers. You may enter several phone types, including your local home number, permanent home, cell, or work number, etc. To add a phone number, click Add a Phone Number. You may indicate your Preferred contact phone number by selecting the Preferred phone checkbox. If you select more than one checkbox, the last checkbox you selected will be saved as the Preferred phone number.

Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	
Home	<input type="text" value="222/222-2222"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
Mobile	<input type="text" value="559/123-7654"/>	<input type="text"/>	<input type="checkbox"/>	<a href="#">Delete</a>

[Add a Phone Number](#)

\* Required Field

[Save](#)

[Return to Personal Information](#)

### Phone Numbers

## Delete Confirmation

? Are you sure you want to delete Phone Number (Mobile)?

[Yes - Delete](#) [No - Do Not Delete](#)

4. Click **Save**

## Phone Numbers

Walter White

Below is a list of your phone numbers. You may enter several phone types, including your local home number, permanent home, cell, or work number, etc. To add a phone number, click Add a Phone Number. You may indicate your Preferred contact phone number by selecting the Preferred phone checkbox. If you select more than one checkbox, the last checkbox you selected will be saved as the Preferred phone number.

Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	
Home	<input type="text" value="222/222-2222"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

\* Required Field

[Return to Personal Information](#)

## Update Your Emergency Contacts

Navigate to the Emergency Contacts section of the summary page.

1. Click the **Change emergency contacts** button.

Emergency Contacts		
Name	Relationship to Employee	Primary Contact
Jane Doe	Sibling	<input checked="" type="checkbox"/>
John White	Child	<input type="checkbox"/>

[Change emergency contacts](#)

The Emergency Contacts page displays.

2. Click the **Edit** button next to the contact you wish to update.

### Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Emergency Contacts			
Contact Name	Relationship to Employee		
Jane Doe	Sibling	<a href="#">Edit</a>	<a href="#">Delete</a>
John White	Child	<a href="#">Edit</a>	<a href="#">Delete</a>

Primary Contact: Jane Doe [Change the primary contact](#)

[Add an Emergency Contact](#)

[Return to Personal Information](#)

**The Emergency Contact Detail page displays.**

3. Make the appropriate update; in this example, we are adding a phone number.

Emergency Contacts

**Emergency Contact Detail**

\*Contact Name:

\*Relationship to Employee:

**Address and Telephone**

Contact has the same address as the employee

Contact has the same telephone number as the employee

**Address**

Country:  [Change Country](#)

Address:  [Edit Address](#)

**Phone**

Telephone:

**Other Telephone Numbers**

*Phone Type	Phone Number	
<input type="text" value="Home"/>	<input type="text" value="559/123-4567"/>	<input type="button" value="Delete"/>

**Other Telephone Numbers**

*Phone Type	Phone Number	
<input type="text" value="Home"/>	<input type="text" value="559/123-4567"/>	<input type="button" value="Delete"/>
<input type="text" value="Mobile"/>	<input type="text"/>	<input type="button" value="Delete"/>

Contacts

- 4. Click **Save** when all updates are made.

Other Telephone Numbers		
*Phone Type	Phone Number	
Home	559/123-4567	Delete
Mobile	559/765-4321	Delete

\* Required Field

[Return to Emergency Contacts](#)

The Save confirmation page displays indicating that your save was successful.

- 5. Click **OK**

Emergency Contacts

### Save Confirmation

The Save was successful.

## Add an Emergency Contact

Navigate to the Emergency Contacts section of the summary page.

1. Click the **Change emergency contacts** button.

Emergency Contacts		
Name	Relationship to Employee	Primary Contact
Jane Doe	Sibling	<input checked="" type="checkbox"/>
John White	Child	<input type="checkbox"/>

[Change emergency contacts](#)

The Emergency Contacts page displays.

2. Click the **Add an Emergency Contact** button.

### Emergency Contacts

Walter White

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Emergency Contacts			
Contact Name	Relationship to Employee		
Jane Doe	Sibling	<a href="#">Edit</a>	<a href="#">Delete</a>
John White	Child	<a href="#">Edit</a>	<a href="#">Delete</a>

**Primary Contact:** Jane Doe [Change the primary contact](#)

[Add an Emergency Contact](#)

[Return to Personal Information](#)

The Emergency Contact Detail page displays.

3. Enter the appropriate information for the contact you are adding

*Please note: if the contact has the same address and/or phone as you, check the box and the data will populate accordingly.*

4. Click **Save** when all data has been entered.

The Save Confirmation page displays indicating the save was successful.

5. Click **OK**

### Emergency Contact Detail

Walter White

\*Contact Name:

\*Relationship to Employee:

**Address and Telephone**

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address Type:

**Address**

Country: United States

Address: 559 Fresno State Ave  
Fresno, CA 93740

**Phone**

Telephone:

**Other Telephone Numbers**

*Phone Type	Phone Number

\* Required Field

### Emergency Contacts

#### Save Confirmation

The Save was successful.

The Emergency Contacts page displays, showing all contacts you have entered.

## Emergency Contacts

Walter White

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Emergency Contacts			
Contact Name	Relationship to Employee		
Jane Doe	Sibling	Edit	Delete
John White	Child	Edit	Delete
Wendy White	Spouse	Edit	Delete

Primary Contact: Wendy White

[Change the primary contact](#)

[Add an Emergency Contact](#)

[Return to Personal Information](#)

## Make another Emergency Contact the Primary Contact

Navigate to the Emergency Contacts page.

1. Click the **Change the Primary Contact** button

### Emergency Contacts

Walter White

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Emergency Contacts			
Contact Name	Relationship to Employee		
Jane Doe	Sibling	Edit	Delete
John White	Child	Edit	Delete
Wendy White	Spouse	Edit	Delete

Primary Contact: Wendy White

Change the primary contact

Add an Emergency Contact

Return to Personal Information

### The Change Primary Contact Page displays.

2. Click the drop down arrow on the Primary Contact box.
3. Select the contact you wish to make primary.
4. Click **Save**.

### Emergency Contacts

#### Change Primary Contact

Walter White

Primary Contact:

Wendy White  
Jane Doe  
John White  
Wendy White

Save

Return to Emergency Contacts

### The Save confirmation page displays indicating the save was successful.

5. Click **OK**

### Emergency Contacts

#### Change Primary Contact

Walter White

Primary Contact:

Wendy White  
Jane Doe  
John White  
Wendy White

Save

Return to Emergency Contacts

The Emergency Contacts page displays indicating the new Primary Contact.

## Emergency Contacts

Walter White

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Emergency Contacts			
Contact Name	Relationship to Employee		
Jane Doe	Sibling	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
John White	Child	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Wendy White	Spouse	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Primary Contact: John White

[Return to Personal Information](#)

## View/Add an Email Address

Navigate to the Email Addresses session of the summary page.

1. Click the **Change email addresses** button.

### The Email Addresses page displays.

Your CSU Fresno State email address is pushed into the system nightly and is marked as preferred. Another email cannot be marked as preferred.

You may delete the email addresses, but it will reappear the next day after the process is run.

You are not required to add another email address, but you may do so if you'd like.

2. Click the **Add an Email Address** button.
3. Click the drop down arrow on the Email Type box
4. Select the type of email you wish to add.

Email Addresses	
Email Type	Email Address
Home	wwhite@aol.com

[Change email addresses](#)

### Email Addresses

Walter White

Below is a list of your email addresses. To add a new address, click Add an Email Address. Each address must have a unique type, and should be in the form of name@address.ext (e.g., jdoe@hotmail.com).

*Email Type	*Email Address	Preferred	
Home	wwhite@aol.com	<input checked="" type="checkbox"/>	<a href="#">Delete</a>

[Add an Email Address](#)

\* Required Field

[Save](#)

[Return to Personal Information](#)

### Email Addresses

Walter White

Below is a list of your email addresses. To add a new address, click Add an Email Address. Each address must have a unique type, and should be in the form of name@address.ext (e.g., jdoe@hotmail.com).

*Email Type	*Email Address	Preferred	
Home	wwhite@aol.com	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<a href="#">Delete</a>

[Address](#)

[Address](#)

[Address](#)

\* Required Field

[Save](#)

[Return to Personal Information](#)

5. Enter the Email Address
6. Click **Save**

## Email Addresses

Walter White

Below is a list of your email addresses. To add a new address, click Add an Email Address. Each address must have a unique type, and should be in the form of name@address.ext (e.g., jdoe@hotmail.com).

Email Addresses			
*Email Type	*Email Address	Preferred	
Home	<input type="text" value="wwhite@aol.com"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Campus	<input type="text" value="wwhite@mail.csufresno.edu"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>

\* Required Field

[Return to Personal Information](#)

**The Save Confirmation page displays.**

7. Click **OK**

Email Addresses

## Save Confirmation



The Save was successful.

The Email Addresses page displays showing all email addresses you entered.

## Email Addresses

Walter White

Below is a list of your email addresses. To add a new address, click Add an Email Address. Each address must have a unique type, and should be in the form of name@address.ext (e.g., jdoe@hotmail.com).

Email Addresses			
*Email Type	*Email Address	Preferred	
Home	<input type="text" value="wwhite@aol.com"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Campus	<input type="text" value="wwhite@mail.csufresno.edu"/>	<input type="checkbox"/>	

\* Required Field

[Return to Personal Information](#)

When you return to the Personal Information Summary, both addresses are displayed.

Email Addresses	
Email Type	Email Address
Campus	<input type="text" value="wwhite@mail.csufresno.edu"/>
Home	<input type="text" value="wwhite@aol.com"/>

## Delete an Email Address

Navigate to the Email Addresses section of the summary page.

1. Click the **Change email addresses** button.

Email Addresses	
Email Type	Email Address
Campus	wwhite@mail.csufresno.edu
Home	wwhite@aol.com

[Change email addresses](#)

The Email Addresses page displays.

2. Click the **Delete** button next to the email address you wish to remove.

### Email Addresses

Walter White

Below is a list of your email addresses. To add a new address, click Add an Email Address. Each address must have a unique type, and should be in the form of name@address.ext (e.g., jdoe@hotmail.com).

*Email Type	Email Address	Preferred	
Campus	wwhite@mail.csufresno.edu	<input checked="" type="checkbox"/>	
Home	wwhite@aol.com	<input type="checkbox"/>	<a href="#">Delete</a>

[Add an Email Address](#)

\* Required Field

[Save](#)

[Return to Personal Information](#)

The Delete Confirmation page displays.

3. Click **Yes – Delete** to delete the email address (Click **No – Do Not Delete** if you do not wish to delete the email address)

### Email Addresses

## Delete Confirmation

? Are you sure you want to delete Email Address (Home)?

[Yes - Delete](#) [No - Do Not Delete](#)

The Email Addresses page displays with only the addresses you did not delete.

4. Click **Save**

### Email Addresses

Walter White

Below is a list of your email addresses. To add a new address, click Add an Email Address. Each address must have a unique type, and should be in the form of name@address.ext (e.g., jdoe@hotmail.com).

Email Addresses			
*Email Type	Email Address	Preferred	
Campus	wwhite@mail.csufresno.edu	<input checked="" type="checkbox"/>	

[Add an Email Address](#)

\* Required Field

[Save](#)

[Return to Personal Information](#)

## Review Your Marital Status, Gender and Date of Birth

Navigate to the bottom of the summary page.

Information related to your Marital Status, Gender and Date of Birth can only be updated by Human Resources/Payroll. Please review your information and contact Human Resources/Payroll if a change needs to be made.

<b>Marital Status:</b>	Unknown	<b>As of:</b>	08/20/2014
<b>Ethnic Groups</b>			
<b>Description</b>			
Not Specified			
<b>Employee Information</b>			
<b>Gender:</b>	Male		
<b>Date of Birth:</b>	09/07/1959		
<b>Birth Country:</b>	United States		
<b>Birth State:</b>			
<b>Smoker:</b>			
<b>Date Entitled to Medicare:</b>			
<b>Military Status:</b>	Not indicated		
<b>Original Start Date:</b>	08/20/2014		
<b>Highest Education Level:</b>	Not Indicated		
If any of the information above is incorrect, please contact the appropriate administrative office listed below. Faculty members should contact Academic Personnel by phoning 559-278-3027. Staff employees should contact Human Resources by phoning 559-278-2032.			

## Review Your Benefits

Navigate to the Benefits Summary.

1. Click the Benefits Summary link

### The Benefits Summary page displays.

This page lists all current benefits you are enrolled in. You may view your benefits for another time period by changing the date and clicking the Go button.

2. Click the hyperlinked name of the benefit you wish to review (for this guide we will look at Medical)

*Please note that there is no additional data to view for Flexible Spending plans. The CSU only tracks the annual pledge amount for this benefit.*

## MY FRESNO STATE

Favorites | Main Menu > Employee Self Service

Workflow

Main Menu >

**Employee Self Service**  
Self service pages for employees to view and update information about their personal information, job, benefits and payroll.

**Personal Information Summary**  
Review a summary of your personal information.

**My Volunteer Record**  
Enter volunteer service hours.

**Benefits**  
Review health, insurance, savings, or other benefits information. Review and update dependent personal information.

- [Benefits Summary](#)
- [Health Care Summary](#)
- [Savings Summary](#)
- [3 More...](#)

### Benefits Summary

Walter White

For clarification contact Employment and Benefit Services at 559-278-2032. To review deductions for voluntary plans, including savings plus plans (457 and 401k), refer to your online paycheck.

History prior to 03/26/2005 is not available for the following benefits: Vision, Life Insurance, Disability. To view your benefits as of another date, enter the date and click Go:

Type of Benefit	Plan Description	Coverage or Participation
Medical	BLUE SHIELD NETVALUE CA	Employee+Dependents
Dental	Delta Enhanced II	Employee+Dependents
Vision	Vision Service Plan	Empl.or Empl.& Deps
Life and AD and D	Standard (100K / M80)	\$100,000
Long-Term Disability	Long Term Disability (MPP)	66.67% of Salary

**The Medical summary page displays.**

This page shows your current coverage for the benefit you selected. You will see your plan name and provider, the type of coverage you have and any dependents you have covered.

3. Click the hyperlinked name of the Plan Provider to open a separate window and view their site.
4. Click the hyperlinked name of a dependent you wish to review.

## Medical

Walter White

To view your benefits as of another date, enter the date and click Go:

12/01/2014 

Go

### Medical

**Plan Name:** BLUE SHIELD NETVALUE CA

**Plan Provider:** [Blue Shield HMO](#)

**Coverage:** Employee+Dependents

**Group Number:**

**Customer Service:** 800/334-5847

**Ext:**

### Covered Dependents

Name	Relationship
John White	Child

**The Dependent/Beneficiary Personal Information page displays.**

- 5. Use your scroll bar to view all information on the page.

## Dependent Personal Information

Walter White

Dependent's personal information :

### Personal Information

**First Name:** John  
**Middle Name:**  
**Last Name:** White  
**Name Prefix:**  
**Name Suffix:**  
**Gender:** Male  
**Date of Birth:**  
**SSN:** (Social Security Number)  
**Relationship to Employee:** Child

### Status Information

**Marital Status:** Single  
**Student:** No  
**Disabled:** No  
**Smoker:** No

6. Click the Return to View Health Care Plan hyperlink.
7. Return to the Benefits Summary Page.

## Dependent Personal Information

Walter White

Dependent's personal information

### Personal Information

**First Name:** John  
**Middle Name:**  
**Last Name:** White  
**Name Prefix:**  
**Name Suffix:**  
**Gender:** Male  
**Date of Birth:**  
**SSN:** (Social Security Number)  
**Relationship to Employee:** Child

### Status Information

**Marital Status:** Single  
**Student:** No  
**Disabled:** No  
**Smoker:** No

### Address and Telephone

Same Address as Employee

**Country:** United States  
**Address:** 1234 N Fresno St Ave  
 Fresno, CA 93740  
 Fresno

Same Phone as Employee

**Phone:** 559/278-1111  
[Return to View Health Care plan](#)

# Review Your Dependent Information

## Navigate to Dependent/Beneficiary Info.

1. Click the Dependent/Beneficiary Info link

**Benefits** Edit "Benefits" Folder

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

<b>Benefits Information</b> Review health, insurance, savings, pension or other benefits information. <a href="#">Health Care Summary</a> <a href="#">Savings Summary</a> <a href="#">Savings Contribution Summary</a> 3 More...	<b>Dependents and Beneficiaries</b> Review and update dependent and beneficiary personal information. <a href="#">Dependent/Beneficiary Coverage</a> <a href="#">Health Care Dependent Summary</a> <a href="#">Insurance Beneficiary Summary</a> <a href="#">Savings Beneficiary Summary</a>	<b>Benefits Summary</b> Review a summary of current, past or future benefit enrollments.
<b>Life Events</b> Initiate a life event to record your marriage or the birth or adoption of your child. <a href="#">Birth/Adoption</a> <a href="#">Marriage</a>	<b>Dependent/Beneficiary Info</b> Review or update dependent and beneficiary information.	<b>Insurance Summary</b> Review a summary of your life and AD&D insurance.
<b>Benefits Enrollment</b> Enroll in benefits.		

## The Dependent and Beneficiary Coverage summary page displays.

2. Click the hyperlinked name of a dependent if you wish to review their personal data.

### Dependent and Beneficiary Coverage Summary

Walter White

To view your benefits as of another date, enter the date and click Go:

Dependent/Beneficiary Name	Relationship	Type of Benefit	Description
John White	Child		
		Medical	Blue Shield NetValue Advantage
		Dental	Delta Enhanced II

Go to: [Dependent/Beneficiary Summary](#)

# Review Your Job & Compensation History

## Navigate to Compensation History.

1. Click the **Compensation History** link under the Self Service page.

**Self Service**  
Navigate to your self service information and activities.

<p><b>Fresno HCM</b> Includes all self-service related reports, processes, queries and pages.</p> <ul style="list-style-type: none"> <li><a href="#">Benefit Dependent SSN Update</a></li> <li><a href="#">My Volunteer Record</a></li> </ul>	<p><b>Request Official Transcript</b> Request copies of your official academic transcript mailed to selected addresses.</p>	<p><b>Time Reporting</b> Report and review your time, schedules, request absences and more.</p> <ul style="list-style-type: none"> <li><a href="#">Employee Balance Inquiry</a></li> <li><a href="#">Report Time</a></li> <li><a href="#">View Time</a></li> </ul>
<p><b>Personal Information</b> Review and update your personal information.</p> <ul style="list-style-type: none"> <li><a href="#">Personal Information Summary</a></li> <li><a href="#">Home and Mailing Address</a></li> <li><a href="#">Phone Numbers</a></li> <li><a href="#">4 More...</a></li> </ul>	<p><b>Payroll and Compensation</b> Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.</p> <ul style="list-style-type: none"> <li><a href="#">View Paycheck</a></li> <li><a href="#">Compensation History</a></li> </ul>	<p><b>Benefits</b> Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.</p> <ul style="list-style-type: none"> <li><a href="#">Benefits Information</a></li> <li><a href="#">Dependents and Beneficiaries</a></li> <li><a href="#">Benefits Summary</a></li> <li><a href="#">3 More...</a></li> </ul>
<p><b>Learning and Development</b> Add or review information about profiles of skills and competencies, interest lists, training and development.</p> <ul style="list-style-type: none"> <li><a href="#">Training Summary</a></li> <li><a href="#">Request Training Enrollment</a></li> <li><a href="#">Professional Training</a></li> </ul>	<p><b>Recruiting Activities</b> Recruiting Activities</p> <ul style="list-style-type: none"> <li><a href="#">Careers</a></li> </ul>	<p><b>Class Search / Browse Catalog</b> Find classes that match your selection criteria, or browse the course catalog by subject.</p> <ul style="list-style-type: none"> <li><a href="#">Class Search</a></li> </ul>
<p><b>Enrollment</b> View appointments, plan and enroll in classes, view student and exam schedules.</p> <ul style="list-style-type: none"> <li><a href="#">Enrollment Dates</a></li> <li><a href="#">My Class Schedule</a></li> </ul>	<p><b>Student Admission</b> Apply for admission and check your application status.</p> <ul style="list-style-type: none"> <li><a href="#">Application Status</a></li> </ul>	

## The Job & Compensation History page displays.

This page shows the majority of your job-related changes at CSU Fresno. Most of the data is related to a change in compensation; however, you may see some transactions listed that were not compensation related.

2. Click the hyperlinked date of a transaction to see more information.

### Compensation History

Walter White

From: 01/01/1900 To: 12/31/2014 [View Another Date Range](#)

**Employee Job Information**

**Empl ID:**

**Department:** Human Resources

**Job Title:** Cnfdntl Tech Support 12 Mo

**Payroll Status:** Active

**Grade Level:** Assistant I

**Anniversary Code:** Psl I

**Anniversary Date:** 07/2008

Salary History				
Date of Change	Action	Reason	Compensation per Frequency	
07/01/2013	Pay Rt Chg	General Salary Increase	3,597.00	Monthly
07/01/2010	Pay Rt Chg	Furlough OFF Pay Reduction	3,549.00	Monthly
07/31/2009	Pay Rt Chg	Furlough ON Pay Reduction	3,549.00	Monthly
07/01/2008	Pay Rt Chg	In Range Progression	3,549.00	Monthly
07/01/2007	Pay Rt Chg	General Salary Increase	3,446.00	Monthly
07/01/2007	Pay Rt Chg	Service Salary Increase	3,331.00	Monthly
01/01/2007	Pay Rt Chg	General Salary Increase	3,298.00	Monthly
01/01/2007	Pay Rt Chg	In Range Progression	3,265.00	Monthly

**The Select Date Range page displays.**

This page shows allows you to select a specific date range for you Compensation History inquiry.

3. Click the **View Another Date Range** button.
4. Select/Type the dates in the **From Date** and **To Date** boxes you wish to view.
5. Click the **Continue** button.

## Select Date Range

**Walter White**  
Cnfdntl Tech Support 12 Mo

Select From and To dates for your Compensation History Inquire, leave blank to default to all history.

**From Date:**   (example: 12/31/2000)

**To Date:**   (example: 12/31/2000)

[Return to Compensation History](#)

The Compensation History page displays with the new Date Range selected.

## Compensation History

Walter White

From: 01/01/2001      To: 12/31/2005

Employee Job Information

**Empl ID:**

**Department:** Human Resources

**Job Title:** Cnfdntl Tech Support 12 Mo

**Payroll Status:** Active

**Grade Level:** Range A

**Anniversary Code:** Psl I

**Anniversary Date:** 07/2006

Salary History

Date of Change	Action	Reason	Compensation per Frequency	
07/01/2005	Pay Rt Chg	General Salary Increase	2,945.00	Monthly
07/01/2005	Pay Rt Chg	Service Salary Increase	2,885.00	Monthly
07/01/2002	Pay Rt Chg	General Salary Increase	2,828.00	Monthly
07/01/2001	Pay Rt Chg	General Salary Increase	2,786.00	Monthly

# Review Your Paycheck Information

## Navigate to Paycheck Data.

1. Click the Paycheck Data link

## The View Paycheck page displays.

This page displays most of the information you see on your hard copy paystub. Not all pay information is stored in PeopleSoft, so some items you see on your paystub will not be shown here. A few of these are

- W2 Information
- Tax descriptions
- Leave balances

2. Use your scroll bar to view the rest of the information.

## View Paycheck

Walter White

### Company:

California State Univ, Fresno

### Address:

5241 N Maple Ave  
Fresno, CA 93740

**Net Pay:** \$2,657.37

**Pay Begin Date:** 07/31/2014

**Pay End Date:** 08/31/2014

**Check Date:** 09/01/2014

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

### General

<b>Name:</b>	Walter White	<b>Business Unit:</b>	FRSNO
<b>Employee ID:</b>		<b>Pay Group:</b>	Master Payroll
<b>Address:</b>	1234 N Fresno St Ave Fresno, CA 93740 Fresno	<b>Department:</b>	45435 - Human Resources
		<b>Location:</b>	Joyal Administration
		<b>Job Title:</b>	Cnfdntl Tech Support 12 Mo
		<b>Pay Rate:</b>	\$3,597.00 Monthly

### Tax Data

<b>Fed Marital Status:</b>	Single	<b>CA Marital Status:</b>	Single, or Married with two or more incomes
<b>Exemptions:</b>	2	<b>Exemptions:</b>	2

### Paycheck Summary

Period	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	3,597.00	3,410.28	711.77	227.86	2,657.37

Earnings				Taxes	
Description	Hours	Rate	Amount	Description	Amount
Regular			2,640.00	Fed Withholdng	277.93
				Fed Medicar-EE	40.31
				Fed Soc Sec-EE	172.36
				CA Withholdng	51.41
<b>Total:</b>			<b>2,640.00</b>	<b>Total:</b>	<b>542.01</b>

Before-Tax Deductions		After Tax Deductions		Employer Paid Benefits	
Description	Amount	Description	Amount	Description	Amount
PERS-EE	158.40	Flex Cash	-140.00	Flex Cash	140.00
				VSP	7.50
				LIFE INS	7.50
				PERS-ER	640.99
				Fed Medicar-ER	40.31
				Fed Soc Sec-ER	172.36
				* Taxable	
<b>Total:</b>	<b>158.40</b>	<b>Total:</b>	<b>-140.00</b>	<b>Total:</b>	<b>1,008.66</b>

Paycheck information is reflected monthly and should not be used as confirmation of payment for direct deposit to your financial institution. This information should not be used for W2 purposes as an official W2 will be issued from the State of California annually. If you have any questions regarding this information, please call the Payroll office at 278-2032.

[View Paycheck Help](#)

### View Paycheck

Walter White

**Company:** California State Univ, Fresno

**Address:** 5241 N Maple Ave  
Fresno, CA 93740

**Net Pay:** \$2,657.37

**Pay Begin Date:** 07/31/2014

**Pay End Date:** 08/31/2014

**Check Date:** 09/01/2014

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General			
<b>Name:</b>	Walter White	<b>Business Unit:</b>	FRSNO
<b>Employee ID:</b>		<b>Pay Group:</b>	Master Payroll
<b>Address:</b>	1234 N Fresno St Ave Fresno, CA 93740 Fresno	<b>Department:</b>	45435 - Human Resources
		<b>Location:</b>	Joyal Administration
		<b>Job Title:</b>	Cnfdntl Tech Support 12 Mo
		<b>Pay Rate:</b>	\$3,597.00 Monthly

Scroll to the top of the page.

3. Click the View a Different Paycheck hyperlink

**The View Paycheck search page displays.**

From this page, you can look at any check you have received.

4. Click the hyperlinked date of the check you wish to review.

**View Paycheck**  
 Walter White  
 Review your available paychecks below. Select the check date of the paycheck you would like to review.

▼ Select Paycheck						Find   View 8      	First <input type="checkbox"/> 1-100 of 200 <input type="checkbox"/> Last
Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File	
<a href="#">2014-09-01</a>	California State Univ, Fresno	07/31/2014	08/31/2014	\$2657.37	5436598	<input type="checkbox"/>	
<a href="#">2014-07-31</a>	California State Univ, Fresno	07/01/2014	07/30/2014	\$2657.37	5126838	<input type="checkbox"/>	
<a href="#">2014-07-01</a>	California State Univ, Fresno	06/01/2014	06/30/2014	\$2657.37	9823919	<input type="checkbox"/>	
<a href="#">2014-06-01</a>	California State Univ, Fresno	05/01/2014	05/31/2014	\$2657.37	9509064	<input type="checkbox"/>	
<a href="#">2014-05-01</a>	California State Univ, Fresno	04/01/2014	04/30/2014	\$2657.37	9208415	<input type="checkbox"/>	
<a href="#">2014-04-01</a>	California State Univ, Fresno	03/01/2014	03/31/2014	\$2657.37	8909038	<input type="checkbox"/>	
<a href="#">2014-03-01</a>	California State Univ, Fresno	01/31/2014	02/28/2014	\$2657.85	8610227	<input type="checkbox"/>	
<a href="#">2014-02-14</a>	California State Univ, Fresno	01/31/2014	02/28/2014	\$248.29	8537028	<input type="checkbox"/>	
<a href="#">2014-01-31</a>	California State Univ, Fresno	01/01/2014	01/30/2014	\$2625.77	8302592	<input type="checkbox"/>	
<a href="#">2014-01-01</a>	California State Univ, Fresno	12/01/2013	12/31/2013	\$2625.77	8011260	<input type="checkbox"/>	
<a href="#">2013-12-01</a>	California State Univ, Fresno	10/31/2013	11/30/2013	\$2635.04	7653558	<input type="checkbox"/>	
<a href="#">2013-10-31</a>	California State Univ, Fresno	10/01/2013	10/30/2013	\$2635.04	7335278	<input type="checkbox"/>	
<a href="#">2013-10-01</a>	California State Univ, Fresno	08/30/2013	09/30/2013	\$2640.04	7037291	<input type="checkbox"/>	
<a href="#">2013-08-30</a>	California State Univ, Fresno	07/31/2013	08/29/2013	\$2640.04	6740093	<input type="checkbox"/>	
<a href="#">2013-07-31</a>	California State Univ, Fresno	07/01/2013	07/30/2013	\$2640.04	6419725	<input type="checkbox"/>	
<a href="#">2013-07-01</a>	California State Univ, Fresno	05/31/2013	06/30/2013	\$2640.04	6131232	<input type="checkbox"/>	
<a href="#">2013-05-31</a>	California State Univ, Fresno	05/01/2013	05/30/2013	\$2640.04	5837682	<input type="checkbox"/>	
<a href="#">2013-05-01</a>	California State Univ, Fresno	04/01/2013	04/30/2013	\$2640.04	5550299	<input type="checkbox"/>	
<a href="#">2013-04-01</a>	California State Univ, Fresno	03/01/2013	03/31/2013	\$2640.04	5261144	<input type="checkbox"/>	
<a href="#">2013-03-01</a>	California State Univ, Fresno	01/31/2013	02/28/2013	\$2640.04	9970770	<input type="checkbox"/>	
<a href="#">2013-01-31</a>	California State Univ, Fresno	01/01/2013	01/30/2013	\$2640.04	9688216	<input type="checkbox"/>	
<a href="#">2013-01-01</a>	California State Univ, Fresno	11/30/2012	12/31/2012	\$2635.98	9398350	<input type="checkbox"/>	
<a href="#">2012-11-30</a>	California State Univ, Fresno	10/31/2012	11/29/2012	\$2704.25	9091169	<input type="checkbox"/>	
<a href="#">2012-10-31</a>	California State Univ, Fresno	10/01/2012	10/30/2012	\$2704.25	8809649	<input type="checkbox"/>	