

# Employee Self Service

The Employee Web Implementation Team is pleased to announce that the Employee Self Service web product is now available for all HACC employees.

The current features of Employee Self Service will allow you to view the following:

## Benefits and Deductions

Retirement

Health

Miscellaneous

Benefit Statement\*

## Pay Information

Direct Deposit Allocation

Earnings and Deductions History

Pay Stubs

## Tax Forms

W4 information

W2 form

## Jobs Summary

Position History

## Leave Balances

Personal, sick, vacation

## Miscellaneous

Benefit summaries for Classified and Professional Staff

Classified and Administrative pay schedule

EEO Statement

Employee Assistance Program (EAP)

External job postings

Faculty pay schedule

Family and Medical Leave Act (FMLA)

Hiring guidelines

Holiday schedule

Human Resources contacts

Ombudsperson

Pay date schedule

\*Contact Cheryl Kint at [cakint@hacc.edu](mailto:cakint@hacc.edu) or 780-3210 if you have questions regarding dependents listed under health and dental insurance on the benefit statement.

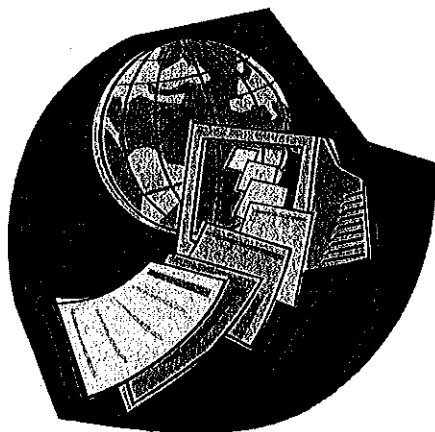
Under the **Personal Information** link you will be able to:

- View your address(es) and phone number(s)
  - To change your address, please complete a change of address form available on the Employee Services Main Page and forward to either Human Resources or Payroll.
- View and update your e-mail address(es)
  - You are encouraged to keep your e-mail address(es) updated so that important College information can accurately be distributed to you.
- View and update your emergency contacts

To access web services:

**NOTE:** The Banner system is case sensitive.

1. Go to <http://www.hacc.edu>.
2. Click on the **HACCWeb** link located on the left side of the main menu to get to the main HACCWeb Page.
3. Click on the **Enter Secure Area** link to get to the Login Page.
4. Using all **CAPITAL** letters enter your Employee ID as your **User ID**. Remember your employee ID is your name, ie JASMITH for John A Smith.
5. Enter your **PIN**. (Your PIN is initially your date of birth as mmddyy [e.g. Sept 18, 1954 = 091854]. You will be asked to change your PIN during your initial login. Your new PIN must be a 6-digit number, not your date of birth.) **Your PIN will expire in 140 days.**
6. The first time you log in you will be asked to create a **security question/answer**. If in the future you forget your PIN you will be able to reset your PIN to your date of birth by answering the security question.
7. The first time you log in you will see a security page entitled: Terms of Usage. After you have read this page, press **Continue**.
8. Once you are logged in, from the main menu click on any of the menu items that are listed. Click on **Employee Services** to view your HACC employee information.
9. If you want to update or change Personal Information, click **Personal Information** from the top link or on the main menu page. You may then change your PIN, your security question, your email address and view other personal information.
10. If you want to view and/or print your paystubs, click **Pay Information**.
11. When you are done, please be sure to click on the **EXIT** link in the upper right corner of your screen. Then press the close X in the upper right corner of your screen. It is very important for you to exit completely to keep your account secure.



*Questions?*

Contact Glenna Stump at 780-2350  
[ggstump@hacc.edu](mailto:ggstump@hacc.edu)