
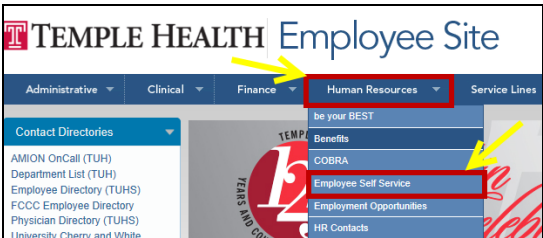

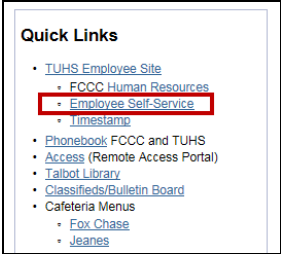

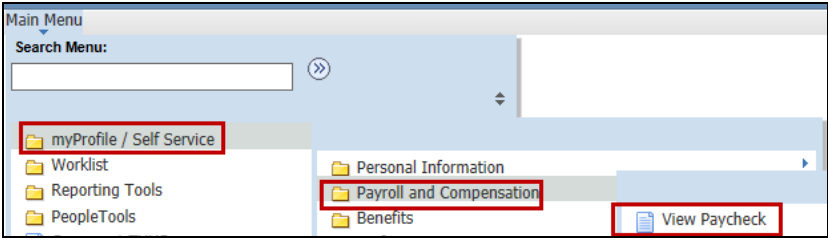
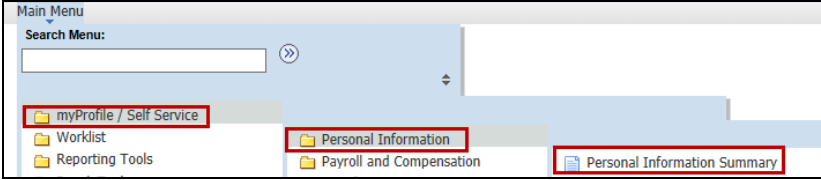
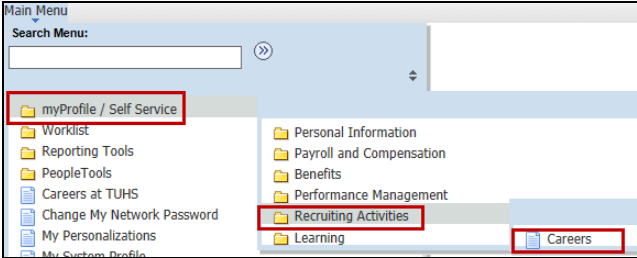


Employee Self Service Quick Reference Guide

July, 2017

LOG IN INSTRUCTIONS

Step	TUHS / FCCC Onsite Access Instructions
1.	If located at TUHS - Log into TUHS Network
1a.	Click Internet Explorer 
1b.	Click Human Resources , then Employee Self Service  Skip steps 1c & 1d and proceed to Step 2.
1c.	If located at FCCC – Log into FCCC Network, then sign into MYPORTAL.FCCC.EDU
1d.	Click Inside Fox Chase tab, then Employee Self Service  
2.	Enter in Network USERID and Password , then click Sign In 

Step	TUHS / FCCC Onsite Access Instructions
<p>3.</p>	<p>To view Paycheck</p> <p>Click <i>myProfile / Self Service</i> > <i>Payroll and Compensation</i> > <i>View Paycheck</i></p>  <p>The screenshot shows the 'Main Menu' with a search bar. Under the 'myProfile / Self Service' folder, the 'Payroll and Compensation' folder is highlighted. Within this folder, the 'View Paycheck' link is highlighted.</p>
<p>4.</p>	<p>To View or Update Personal Information</p> <p>Click <i>myProfile/Self Service</i> > <i>Personal Information</i> > <i>Personal Information Summary</i></p>  <p>The screenshot shows the 'Main Menu' with a search bar. Under the 'myProfile / Self Service' folder, the 'Personal Information' folder is highlighted. Within this folder, the 'Personal Information Summary' link is highlighted.</p>
<p>5.</p>	<p>To view current Job Openings</p> <p>Click <i>myProfile/Self Service</i> > <i>Recruiting Activities</i> > <i>Careers</i></p>  <p>The screenshot shows the 'Main Menu' with a search bar. Under the 'myProfile / Self Service' folder, the 'Recruiting Activities' folder is highlighted. Within this folder, the 'Careers' link is highlighted.</p>