

[S.T.E.P.] HR Tips: UGA Self-Service Website

Did you know that the UGA Self-Service website has more to offer employees than just a convenient way to view their current and past electronic pay stubs? It's the place to go to access and/or update information related to their employment.

The Self-Service site provides employees with:

- A means to review and update their home address and phone number in the University's records
- An up-to-date record of the accrued annual and sick leave hours, as well as links for Leave Request or Leave Without Pay Request forms.
- A look at their information as stored in the UGA personnel/payroll database, as well as who to contact if the information is incorrect.
- UGA's Training and Development class schedule link and access to the online class registration.

To access this system, go to <https://employee.uga.edu/FacStaff/index.jsp>, enter your MyID (the same as your UGA email sign-on name) and password (the same as your UGA email password).

Check it out!

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HR Tips is brought to you by the Libraries' Human Resources department and will be issued periodically. Suggestions for tips are welcome. Submit your tips, or any questions you might have, to libjobs@uga.edu.

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