Employee Self Service
Quick Start Guide
Human Capital Management

HCM Web site
hcm.asu.edu
Go to the HCM Web site to get the latest news and information, as well as frequently asked questions, and self service guides.

Interactive
asu.edu/interactive
To access the HCM Self Service Portal, go to ASU Interactive Web site, and select Employee Self-Service from the Faculty & Staff section.

Employee Self Service Main Menu

Your Personal Information
Go here to change your address, phone number, email address, and update emergency contact information.

Payroll and Compensation
Go here to view your paychecks, pay advices, W-4 information, as well as update your direct deposit information.

Access to the Web Clock
Non-exempt (hourly) employees, go here to punch in and out each day, as well as view time reported.

Requesting Paid Time Off
Exempt (salaried) employees, go here to request time off. Non-exempt employees will continue to use the paper Request for Paid Time Off form.

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New HR Forms

There are newly revised forms for HR processing that will be available in July, as part of HCM implementation. Remember to always get a fresh form from www.asu.edu/hr/forms when you need one, so that you have the latest revision.

Declaration for Change
This form is used for declaring a change to your marital status (name change), dependents status, or disability benefit coverage.

Time Adjustment Form
This form is used to make adjustments to the time reported to HR for hours worked. This is the form that is used, for example, when an employee has forgotten to clock in, and needs to make an adjustment.

Request for Leave of Absence
This form is used to request an extended leave of absence from work. Such leave requests include Extended Leave, Military Leave, Family Leave, Parental Leave, and Workers Compensation.

Request for Paid Time Off
This form is for Non-exempt (hourly) employees only, and is used to request paid time off, including vacation time, sick time, and other time.

Time Sheet
This form is for Non-exempt (hourly) employees only, and is used to submit hours worked.