

Reference Guide to Employee Online Self-Service

Two ways to enter and verify Personal Information, Direct Deposit, and Tax Information:

1 Link to PeopleSoft: <https://kctcshr.kct.mycmsc.com/kcthrprd/signon.html>

or

2 HCTC Website (Intranet) Link: www.hazard.kctcs.edu

- Faculty & Staff
 - Employee Self Service

👉 (Sign In) User ID: example jdoe0001

Password: *****

After signing into PeopleSoft you can Verify, Enter or Edit the following information:

For Personal Information:

- Personal Details Tile
 - Verify Addresses (Home/Mailing)
 - Verify Contact Details (Phone/Email/Instant Message)
 - Verify Marital Status
 - Verify Name
 - Verify Ethnic Groups
 - Verify Emergency Contacts
 - Verify Additional Information

For Direct Deposit:

(KCTCS has temporarily disabled employee self-service for any direct deposit changes or entry. However, payroll is asking employees to verify that the information in PeopleSoft is correct.)

- Payroll Tile
 - Direct Deposit
 - Verify Direct Deposit Details for accuracy
- ➡ If account information is NOT showing or is incorrect, employee will need to:
 - Complete a Direct Deposit Form
 - Attach a "VOIDED" check or Printout of bank information
 - Forward Form to payroll by campus mail or in person to be entered by payroll

For Federal and State Tax:

- Payroll Tile
 - Tax Withholdings
 - Enter or verify number of allowances claiming for W-4 (Federal)
 - Enter or verify Additional Amount, if any, you want withheld from paycheck
 - Indicate or verify Tax Status
 - Enter or verify number of allowances claiming for K-4 (State)
 - Enter or verify Additional Amount, if any, you want withheld from paycheck
 - Submit
 - Verify Identity – Enter password:
 - Continue
- ✓ A Submit Confirmation will appear after continuing with information on success of entry