

Self-Service and Notification Function

Human Resources is committed to improving services by automating and streamlining HR processes that help reduce the number of paper transactions performed on a daily basis. We are pleased to announce Phase II of the self-service functions that provide employees with access to the SUNY System Administration portal using their Brockport email username and password at the following address:

www.suny.edu/hrportal

In phase II of Self Service, you will not only have the ability to access and update your address, view your paychecks and time and attendance records but you will also have the ability to view your personal records including, legal name, demographic information, and educational information. You will also have the capability of updating your home phone number and emergency contacts. If any viewable information needs to be changed, a personal form has been created to download, complete, and return to the Human Resources Office.

The Personal form informs the employee if any further documentation is required by Human Resources to complete the requested changes (for example, Social Security card for name changes and transcripts for degree information). Also a required Veterans and Disability form will be attached should an employee need to change any information pertaining to their Veteran and/or Disability status (located on the demographics page).

Additional enhancements to security have been made within self service. Employees who may be sharing computers will receive a self-service pop-up asking them to verify their date of birth to access only their personal information. This will be required each time an employee requests a self-service action.

For a demonstration of the self-service functions see - *Self Service: Security & View and Update Personal Information* which may be viewed at this link:

https://www.brockport.edu/support/human_resources/docs/self_service_demographics.pdf

Any questions regarding the new functions may be directed to the Office of Human Resources at 395-2126.