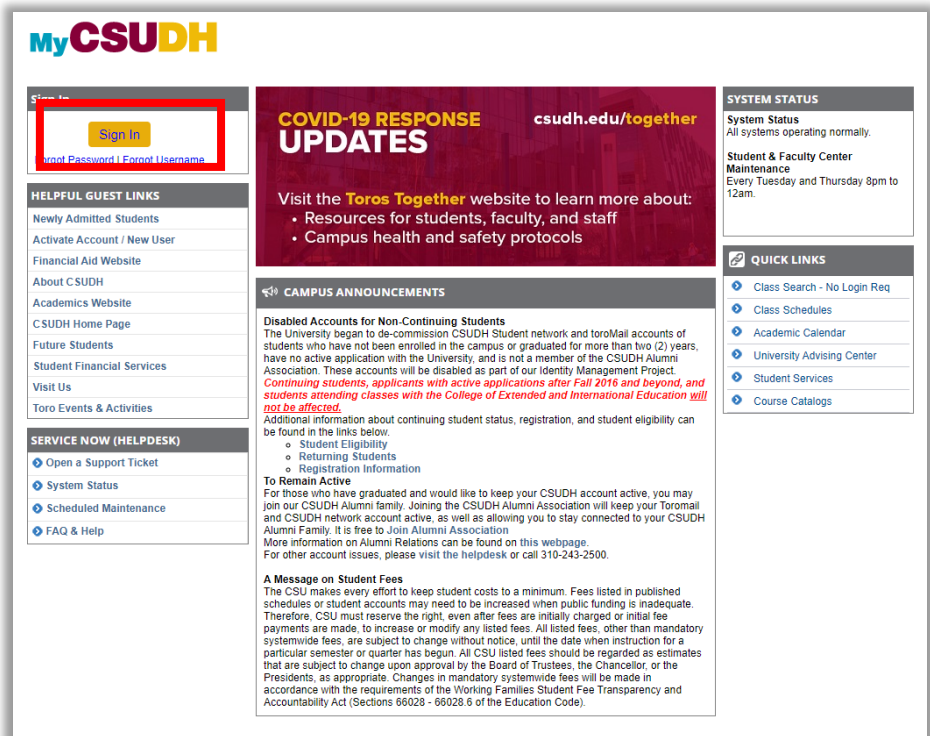


SELF-SERVICE FOR EMPLOYEES

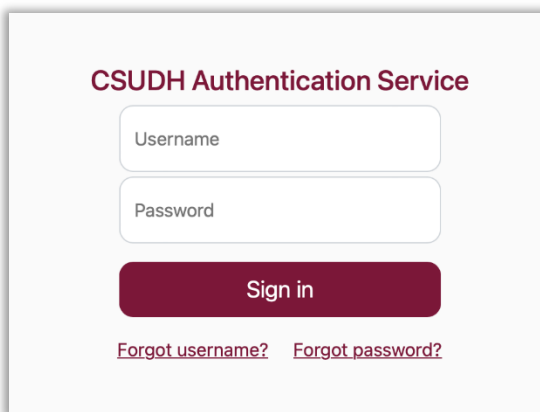
Through the Self-Service portal, you will be able to maintain your personal information such as, home address, phone numbers, emergency contact, email addresses, preferred name, review your current benefit elections, dependents, and beneficiaries; and review your paychecks online.

MAINTAIN YOUR PERSONAL INFORMATION

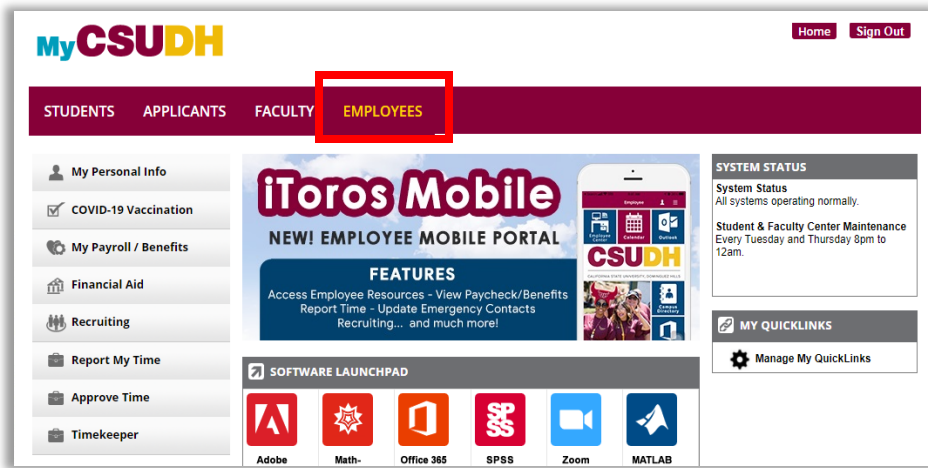
1. Login to the [MyCSUDH Portal](#), click **Sign-In**.



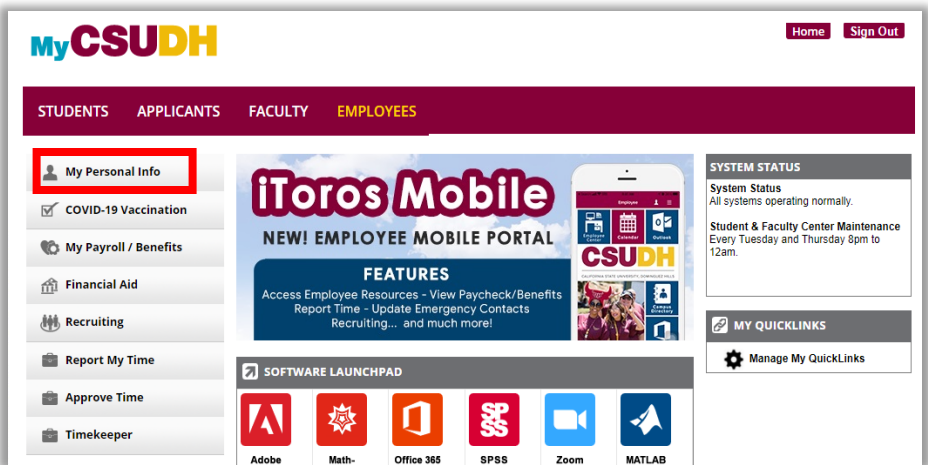
2. In the Authentication page, enter your campus username and password. Click **Sign in**.



3. In the top menu bar, click on the **Employees** tab.

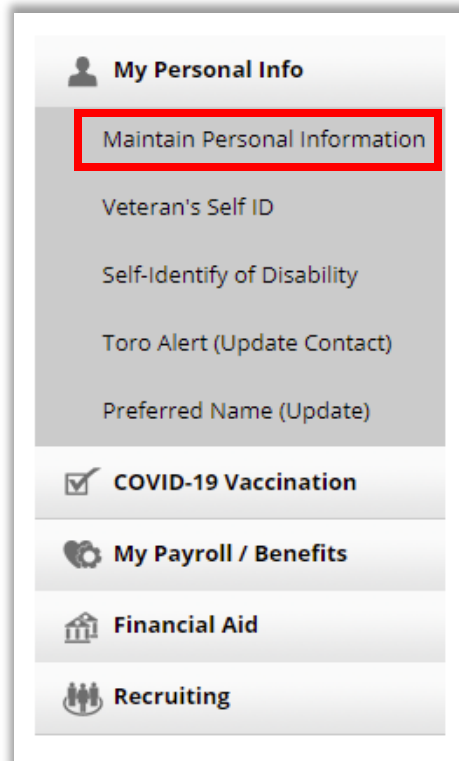


4. In the left navigation, select the **My Personal Info** link.



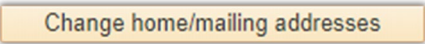

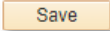
5. Click on **Maintain Personal Information** to gain access to your listed addresses, phone numbers, email addresses, and emergency contact(s) information.

Note: Personal information cannot be directly updated on this page; however, the buttons provided at the end of each section open the appropriate pages where the data may be updated. The information listed under Ethnic Groups and Employee Information cannot be updated electronically. To request a change to this information, please contact Human Resources Management at 310-243-3771.



To Change Home and Mailing Addresses


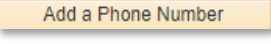

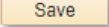
Your mailing address is your primary, legal address, and is used for payroll, taxation, and benefits mailings. Since mailing address supersedes home address, pay particular attention to update your mailing address with the appropriate information.

1. On the **Personal Information Page**, click the **Change home/ mailing addresses** button. 
2. On the **Home and Mailing Address Page**:
 - a. Click on the **Edit** button for the address that you wish to change. 
3. Enter/Update appropriate address fields.
 - a. You must complete, at a minimum, the **Address 1, City, State, and Postal (ZIP) Code** fields.
 - b. Enter the remaining address details, as appropriate.
4. Indicate when the address change is to become effective by entering a specific date in the **On This Date** field.
5. Click the **Save** button. 

Note: If you enter a future effective date for an address, the new address will not appear online until that date. You will be able to continue to use the **Employee Action Request** form to change your address. You must notify any vendors handling your payroll deductions (e.g., 401(k), 403(b), 457, Life Insurance) of address changes directly as they maintain their own personnel records.

To Add/Change/Delete a Phone Number

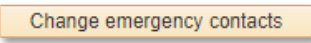

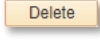

You may add, change, or delete a non-business phone number. Several types of phone numbers exist that you may add; however, only one of each type of phone number is allowed. To add or change a phone number:

1. On the **View Personal Information Page**, click the **Change phone numbers** button. 
2. On the **Phone Numbers Page**:
 - a. Click the **Add a Phone Number** button to add a new phone type or change an existing phone number. Select a **Phone Type** from the drop-down list. Enter the phone number, including area code (e.g., 310/951-1234), in the **Telephone** field. 
 - b. Click the **Delete** button to delete an existing phone number. 
3. Click the **Save** button. 

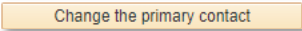
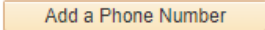
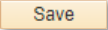
Note: Your campus phone number will be added to the system at a future date. It will always be your preferred phone type.

To Add/Change/Delete Emergency Contact Information

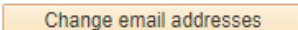
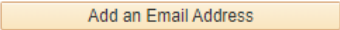

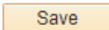
It is helpful if you provide the University with the name of at least one individual to contact in the event of an emergency. If

1. On the **View Personal Information Page**, click the **Change emergency contacts** button. 
2. On the **Emergency Contacts Page**:
 - a. Click the **Edit** button to change existing contact information. 
 - b. Click the **Delete** button to delete existing contact information. 
 - c. Click the **Add an Emergency Contact** button to add a new contact. 

you provide more than one emergency contact, you must indicate which individual is your primary emergency contact. When entering emergency contact information, you must indicate your contact's name, relationship to you, and phone number. Address details are optional, but preferred.

- d. Click the **Change the primary contact** button to designate a new primary contact. 
3. Enter your emergency contact's name in the **Contact Name** field.
4. Indicate their relationship to you by choosing the most appropriate value from the **Relationship to Employee** drop-down list (i.e., Spouse, Domestic Partner, Sister, Son, etc.).
5. You may provide the emergency contact's address (if your emergency contact has the same address and phone number as you, simply check the checkbox in the beginning of the **Address and Telephone** section.):
 - a. When entering the address, you must provide, at a minimum, **Address 1, City, State, and Postal (ZIP) Code**.
6. Enter your contact's phone number, including area code, in the **Telephone** field. To provide additional phone numbers where your contact may be reached during your regular working hours:
 - a. Click the **Add a Phone Number** button. 
 - b. From the **Phone Type** drop-down list, indicate the type of number you are providing (business, cellular, etc.).
 - c. Enter the number, including area code, in the **Phone Number** field.
7. Click the **Save** button. 

To Add/Change/Delete Email Address

1. On the **View Personal Information Page**, click the **Change email addresses** button. 
2. On the **Email Addresses Page**:
 - a. Click the **Add an Email Address** button to add a new email type. 
 - b. Click the **Delete** button to delete an existing email address. 
3. Indicate the type of email address you are providing by selecting a type from **the Email Type** drop-down list (i.e., Home, Other).
4. Enter the email address in the **Email Address** field. (*Note: your business email will always be your preferred email*).
5. Click the **Save** button. 

YOUR PREFERRED NAME

1. Login to the [MyCSUDH Portal](#), select **Sign-In**.

MyCSUDH

Sign In
[Forgot Password](#) | [Forgot Username](#)

HELPFUL GUEST LINKS

- Newly Admitted Students
- Activate Account / New User
- Financial Aid Website
- About CSUDH
- Academics Website
- CSUDH Home Page
- Future Students
- Student Financial Services
- Visit Us
- Toro Events & Activities

SERVICE NOW (HELPDESK)

- Open a Support Ticket
- System Status
- Scheduled Maintenance
- FAQ & Help

COVID-19 RESPONSE UPDATES [csudh.edu/together](#)

Visit the **Toros Together** website to learn more about:

- Resources for students, faculty, and staff
- Campus health and safety protocols

CAMPUS ANNOUNCEMENTS

Disabled Accounts for Non-Continuing Students
The University began to de-commission CSUDH Student network and toroMail accounts of students who have not been enrolled in the campus or graduated for more than two (2) years, have no active application with the University, and is not a member of the CSUDH Alumni Association. These accounts will be disabled as part of our Identity Management Project. **Continuing students, applicants with active applications after Fall 2016 and beyond, and students attending classes with the College of Extended and International Education will not be affected.** Additional information about continuing student status, registration, and student eligibility can be found in the links below.

- Student Eligibility
- Returning Students
- Registration Information

To Remain Active
For those who have graduated and would like to keep your CSUDH account active, you may join our CSUDH Alumni family. Joining the CSUDH Alumni Association will keep your Toromail and CSUDH network account active, as well as allowing you to stay connected to your CSUDH Alumni Family. It is free to Join Alumni Association. More information on Alumni Relations can be found on this webpage. For other account issues, please visit the helpdesk or call 310-243-2500.

A Message on Student Fees
The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

SYSTEM STATUS
System Status
All systems operating normally.
Student & Faculty Center Maintenance
Every Tuesday and Thursday 8pm to 12am.

QUICK LINKS

- Class Search - No Login Req
- Class Schedules
- Academic Calendar
- University Advising Center
- Student Services
- Course Catalogs

2. In the Authentication page, enter your campus username and password. Select **Sign in**.

CSUDH Authentication Service

Username

Password

Sign in

[Forgot username?](#) [Forgot password?](#)

3. In the top menu bar, select the **Employees** tab.

MyCSUDH [Home](#) [Sign Out](#)

STUDENTS **APPLICANTS** **FACULTY** **EMPLOYEES**

My Personal Info

- COVID-19 Vaccination
- My Payroll / Benefits
- Financial Aid
- Recruiting
- Report My Time
- Approve Time
- Timekeeper

iToros Mobile
NEW! EMPLOYEE MOBILE PORTAL

FEATURES
Access Employee Resources - View Paycheck/Benefits
Report Time - Update Emergency Contacts
Recruiting... and much more!

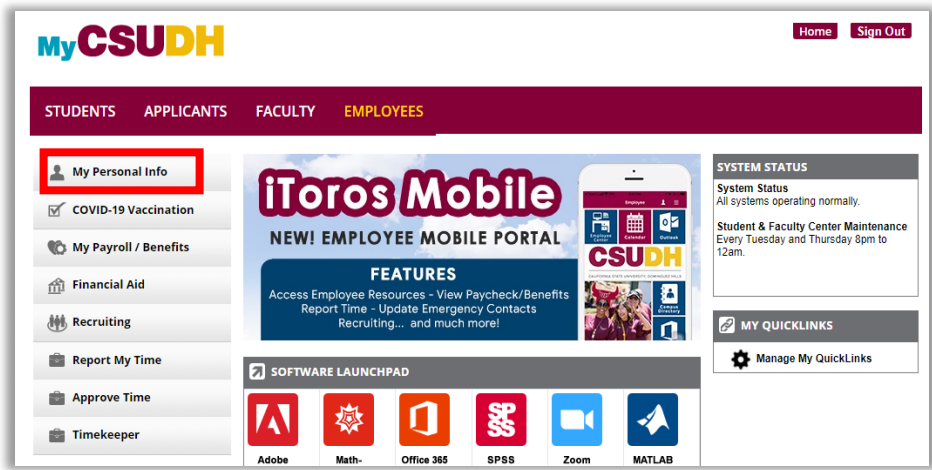
SOFTWARE LAUNCHPAD

- Adobe
- Math
- Office 365
- SPSS
- Zoom
- MATLAB

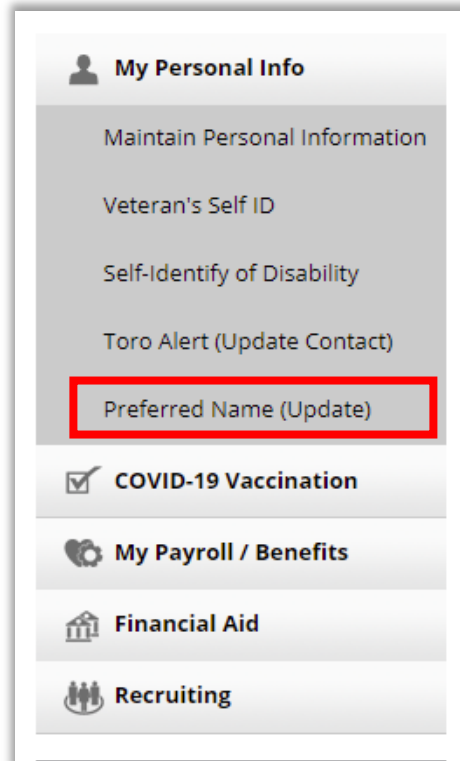
SYSTEM STATUS
System Status
All systems operating normally.
Student & Faculty Center Maintenance
Every Tuesday and Thursday 8pm to 12am.

MY QUICKLINKS
Manage My QuickLinks

4. In the left navigation, select the **My Personal Info** link.



5. Select **Preferred Name (Update)**.



- To add a preferred name, select **Add A New Name**.

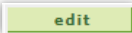

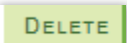
- Enter your preferred name, identify the date for **Date new name will take effect**, and select **Save**.

The university acknowledges that a preferred first name can and should be used where possible in the course of university-related purposes when an individual's legal name is not otherwise required.

Preferred name will reflect in systems such as Microsoft Outlook, CSU Learning training system, and employee self-service pages on myCSUDH. Your legal name will be used where it is required by university business or legal need such as:

- Enrollment verification
- Transcripts
- Diplomas
- Financial aid and scholarships documents
- Payroll and other financial matters
- Any legal document produced by the university
- Federal and state reporting

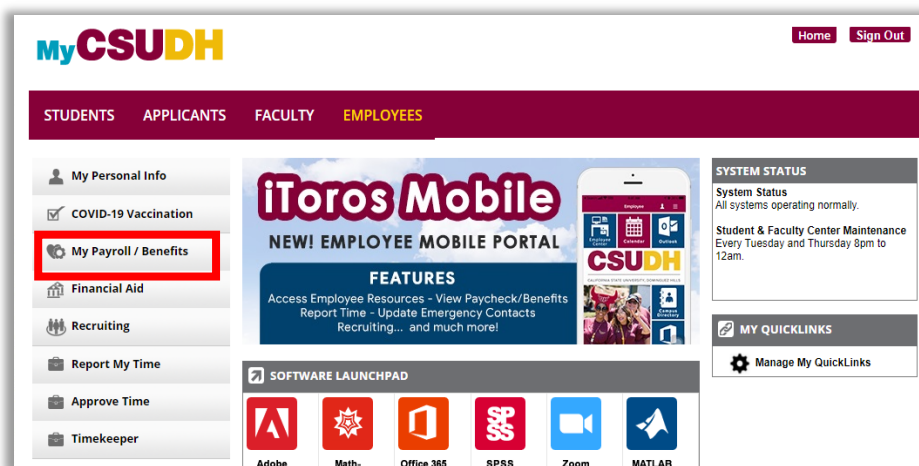
To Change/Delete Preferred Name

- On the **Preferred Name Page**, select **Edit**. 
- Enter your changes, indicate the date for **Date change will take effect**, and select **Save**. 
- On the **Preferred Name Page**, select **Delete**.
- Confirm the name and you want to delete, and select **Delete**. 

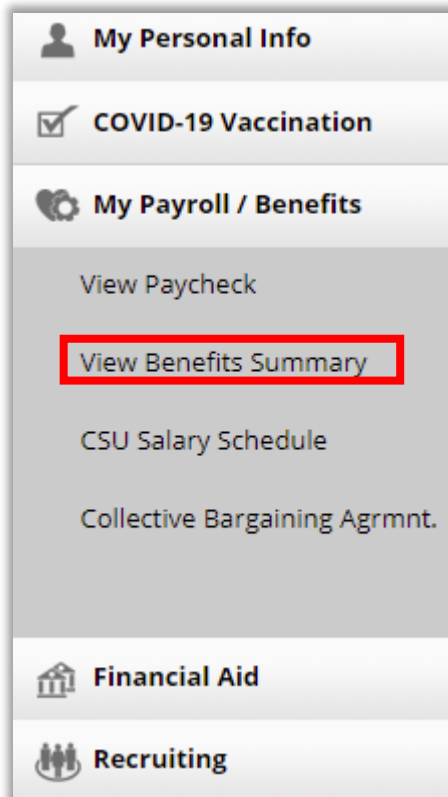
Review Your Current Benefit Elections (Faculty and Staff only)

You may view your benefits currently on record. The display shows the type of benefit, the description of your currently selected plan, and the level of coverage elected.

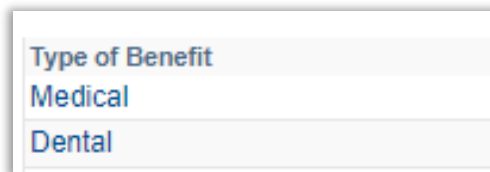
- a. Select **My Payroll/Benefits** link.



- b. Select **View Benefits Summary** link.



- c. Click on the **Medical** or **Dental** link under the **Type of Benefit** column to view the plan details.



- d. Click on the link representing your

Covered Dependents to view your Dependent/Beneficiary's Personal Information Page.

Note: Please contact the Benefits Department at 310/243-3771 to make corrections to your benefits and dependent/beneficiary information.

Health Open Enrollment Period

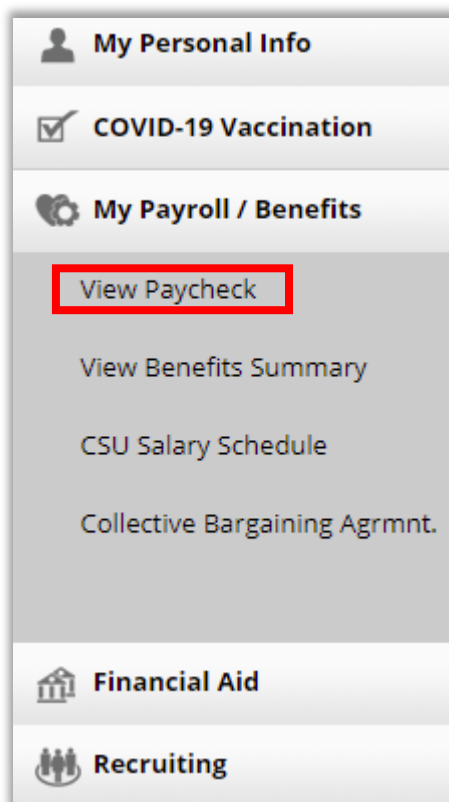
Open Enrollment occurs every fall in September through October. Information will be available leading up to that time in the Human Resources Office or on the [Benefits Services website](#).

The screenshot shows a web interface for a medical plan. At the top, there is a blue header bar with the word "Medical" in white. Below this, the following information is displayed: "Plan Name: Kaiser Permanente CA", "Plan Provider: [Kaiser foundation Health Plans](#)", "Coverage: Employee Only", and "Group Number: N/A". Below this information, there are two labels: "Customer Service:" followed by a blank space, and "Ext:" followed by a blank space. At the bottom of the screenshot, there are two tabs: "Covered Dependents" and "Relationship". Both tabs are highlighted with a red rectangular border.

View Your Pay Checks

You may view your most recent paycheck and past paychecks back to July 2006. Paycheck information for each pay period will be available approximately on or after the 5th day of the following month.

1. Select **My Payroll/Benefits** link and select the **View Paycheck** link.



2. Use the scroll bar, if needed, to scroll through the **Paycheck Selections**.

A screenshot of a web application showing a table titled "Paycheck Selection". The table has columns for "Paycheck Issue Date", "Company", "Pay_Begin_Date", and "Pay End Date". The "View Paycheck" link is highlighted in the first column of each row. A red box highlights the scroll bar on the right side of the table.

Paycheck Issue Date	Company	Pay_Begin_Date	Pay End Date
View Paycheck	CSU Dominguez Hills	08/02/2022	08/31/2022
View Paycheck	CSU Dominguez Hills	07/01/2022	08/01/2022
View Paycheck	CSU Dominguez Hills	06/01/2022	06/30/2022
View Paycheck	CSU Dominguez Hills	05/01/2022	05/31/2022
View Paycheck	CSU Dominguez Hills	04/01/2022	04/30/2022
View Paycheck	CSU Dominguez Hills	03/02/2022	03/31/2022
View Paycheck	CSU Dominguez Hills	02/01/2022	03/01/2022
View Paycheck	CSU Dominguez Hills	01/01/2022	01/31/2022

3. Click on the **View Paycheck** link for the paycheck that you want to view.

Paycheck Selection

Select Paycheck Find | View All | [2](#)

Paycheck Issue Date	Company	Pay Begin Date	Pay End Date			
View Paycheck	CSU Dominguez Hills	08/02/2022	08/31/2022			
View Paycheck	CSU Dominguez Hills	07/01/2022	08/01/2022			
View Paycheck	CSU Dominguez Hills	06/01/2022	06/30/2022			
View Paycheck	CSU Dominguez Hills	05/01/2022	05/31/2022			
View Paycheck	CSU Dominguez Hills	04/01/2022	04/30/2022			
View Paycheck	CSU Dominguez Hills	03/02/2022	03/31/2022			
View Paycheck	CSU Dominguez Hills	02/01/2022	03/01/2022			
View Paycheck	CSU Dominguez Hills	01/01/2022	01/31/2022			

4. Click on the **View a Different Paycheck** link to go back to the **Paycheck Selections** list and select a different paycheck.

View Paycheck

Company: CSU Dominguez Hills

Address: 1000 East Victoria Street
Carson, CA 90747

Net Pay: \$1,234.56

Pay Period: 08/02/2022 - 08/31/2022

Check Date: 08/02/2022

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)