

HRMS Basics – Adjunct Faculty

HRMS Overview

As an employee of the Maricopa Community Colleges, you have access to a variety of personal tools to view and update pertinent information in the Human Resources Management System (HRMS). In this Quick Reference Card, you will find information on:

- HRMS Login
- Address Changes
- Viewing/Printing Paycheck
- Direct Deposit
- Tax Documents (W-4, W-2)
- Worklist
- Training Information and Registration (HRMS, Acknowledgements, Canvas)

Note: The recommended browser for HRMS is Internet Explorer. Google Chrome is not a supported browser.


Log into HRMS

1. Open Internet Explorer.
2. Go to: <http://www.maricopa.edu/employees>.
3. Under Login, click on HRMS.
4. Sign into HRMS with your Maricopa Enterprise ID (MEID) and Password.

Address Changes

Whenever you have an address change, it is important to update your information in HRMS. Important mailings, such as W-2 information, will be sent to the address recorded in HRMS.

1. Follow this path: Main Menu > Self Service > Personal Information > Home and Mailing Address.
2. Click the Edit pencil.

Address Type	Status	As Of	Country	Address	Edit
Home	Current	10/03/1985	USA	[Redacted]	

3. In the Edit Address Window, make all of your necessary changes.

Change As Of: [Date Picker] (example: 01/31/2000)

Country: United States [Change Country](#)

Address 1: [Text Field]

Address 2: [Text Field]

Address 3: [Text Field]

City: [Text Field] State: AZ [Arizona](#)

Postal: [Text Field]

[Save](#) [Cancel](#)

4. Click Save.
5. Click OK to verify.
6. Sign out of HRMS when finished.

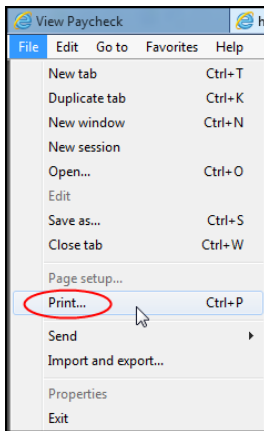
Note: Your campus may also have systems that need updating. Please contact your college Human Resources department to notify them of your address change.

View and Print Paycheck

1. Follow this path: Main Menu > Self Service > Payroll and Compensation > View Paycheck.

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File	View Contract Detail
2014-07-24	Maricopa Community Colleges	07/05/2014	07/18/2014	*****	*****	✓	
2014-07-10	Maricopa Community Colleges	06/21/2014	07/04/2014	*****	*****	✓	
2014-06-26	Maricopa Community Colleges	06/07/2014	06/20/2014	*****	*****	✓	
2014-06-12	Maricopa Community Colleges	05/24/2014	06/06/2014	*****	*****	✓	
2014-05-29	Maricopa Community Colleges	05/10/2014	05/23/2014	*****	*****	✓	
2014-05-15	Maricopa Community Colleges	04/26/2014	05/09/2014	*****	*****	✓	
2014-05-02	Maricopa Community Colleges	04/12/2014	04/25/2014	*****	*****	✓	
2014-04-18	Maricopa Community Colleges	03/28/2014	04/11/2014	*****	*****	✓	

- Paychecks since 5/31/2012 are in PDF.
2. Under the "Check Date" column, click the date of the paycheck to view/print.
- Your PDF paycheck opens in a separate browser window.
 - If this is an earlier, non-PDF paycheck, it displays in another HRMS screen.
3. In your Internet Explorer toolbar, click File, click Print, and then click Print again in the print window.



- If you do not see a toolbar, hover over the paycheck and you will see a mini toolbar display: Click the Print icon.



4. Close the PDF paycheck window.
5. In the upper-right corner of your HRMS screen, click the Sign Out link.

Direct Deposit

To verify your direct deposit information:

1. Follow this path:
Main Menu > Self Service > Payroll and Compensation > Direct Deposit.

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order

Note: If you have not yet set up direct deposit, or need to add an additional account, contact your college Human Resources department.

There is a required form you need to complete and submit to the Maricopa District Office Human Resources department.

You may continue to receive a paper check for 1-2 pay cycles until the direct deposit information has been fully processed.

Tax Information – W4

1. Follow this path to view your **W-4** information: Main Menu > Self Service > Payroll and Compensation > W-4 Tax Information.

W-4 Tax Information

Home Address

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate. Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card. You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption:

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

2. Verify your information.
3. Make any necessary changes.
4. Click Submit.

Tax Information – W2

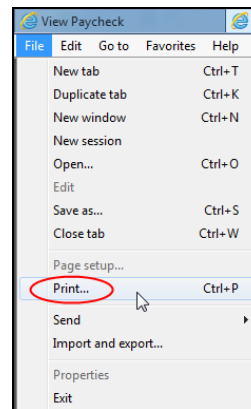
1. Follow this path to view your **W-2** information: Main Menu > Self Service > Payroll and Compensation > View W-2/W-2c Forms.
2. To view and print your W-2, click on the Year End Form link.

View W-2/W-2c Forms

Select Year End Form

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2013	MCD	W-2	01/30/2014	Year End Form	Filing Instructions

- Your W-2 form will display in a new tab or window.
3. In your Internet Explorer toolbar, click File, click Print, and then click Print again in the print window.



- If you do not see a toolbar, hover over the paycheck and you will see a mini toolbar display: Click the Print icon.

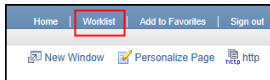


Worklist

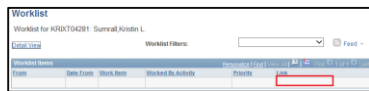
Your worklist displays your additional contracts (ex: teaching overload or development).

You need to approve each contract.

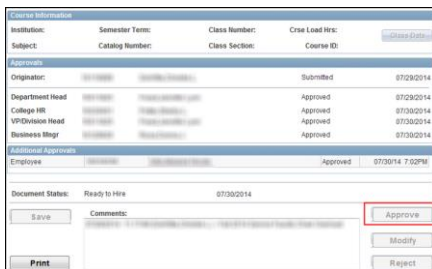
1. Follow this path: Main Menu > Worklist > Worklist.
- You can also access this page by clicking Worklist in the top right-hand side of HRMS.



2. Click on the link to your contract.



- You will not see a contract until it is ready for your approval.
 - After clicking on your contract, you will be taken to the specific Job Hire Document for that contract.
3. Review the information and click Approve.



4. Click Print to send an electronic copy of the contract information to your Maricopa email account.



Note: You can only click Print to send yourself an electronic copy while you are still in that Job Hire Document. Once you exit that screen, you will not be able to get back to the document to print.

5. Click Sign out.

Training Registration

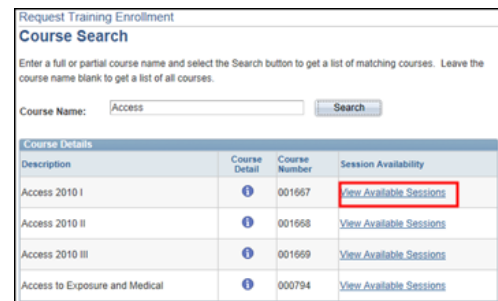
The Maricopa Community Colleges offer a variety of training opportunities for all employees. To search for course offerings and to register for classes:

1. Follow this path: Main Menu > Self Service > Learning and Development > Request Training Enrollment.
2. Click on Search by Course Name or Course Number.
3. Enter the course name or number.
4. Press Enter or click Search.

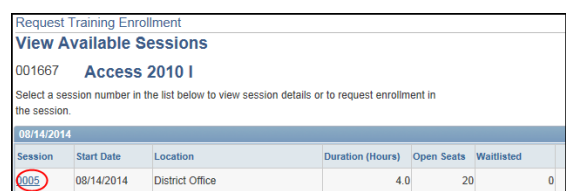
Note: If you are unsure of the entire name of the class or the course number, type in a keyword from the training title into the Course Name field and search.

You can also use the % sign as a wildcard to peruse through all available courses. This can take a few minutes to load.

5. Click on "View Available Sessions."



6. Click the needed Session Number.



7. Review course information, click Continue.
8. To complete the enrollment, click Submit, and click OK on the success screen.
9. Enroll in another class or click Sign out.

Training Summary

Your Training Summary lists all past completed trainings and your current enrollment.

1. Follow this path: Main Menu > Self Service > Learning and Development > Training Summary.
 - The courses are automatically sorted by end date. Click on any column heading to re-sort the summary page.
2. Click the Course Name to view details.
3. Click OK to exit.
4. Scroll to the bottom of your page and select Maricopa Tracking to display your completed Disclosures and Acknowledgements Summary.



5. Click Sign out.

Training Cancellation

Go to your Training Summary to cancel any current class enrollments.

1. Follow this path:
Main Menu > Self Service > Learning and Development > Training Summary.
2. On the right side of your Training Summary, click the Cancel button for the course you want to cancel.
 - You may need to scroll right to see the Cancel button.



A screenshot of a 'Training Summary' table. The table has columns for Course Name, Start Time, End Time, Facility Name, Room No., Course Start Date, Course End Date, and Status. The 'Cancel' button in the Status column of the first row is highlighted with a red circle.

Course Name	Start Time	End Time	Facility Name	Room No.	Course Start Date	Course End Date	Status
XXXX-2014-01	0800	0900PM	Student Office	Technology Training Center	08/21/2014	08/21/2014	Enrolled Cancel

3. When you see the confirmation message, click OK to cancel your enrollment.
4. Click Sign out.

Annual Acknowledgements and Disclosures

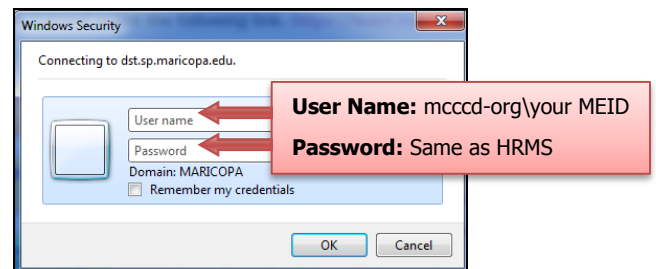
As an employee of the Maricopa Community Colleges, you must complete certain mandatory annual Acknowledgements and Disclosures.

Others are completed on a semester basis depending on need.

1. To view Acknowledgements and Disclosures, go to: <http://www.maricopa.edu/disclosure/>.
2. Click on the Acknowledgements and Disclosures that need to be completed.



- You will receive an authentication prompt.
3. Enter your username and password.
Your username is slightly different from HRMS. It will be mcccc-org\your MEID.
Your username is not case sensitive.
For example, mcccc-org\kxtri081244.



4. Click OK.

- Follow the prompts to complete any given Acknowledgement and Disclosure.

Note: Depending on the form, there may be dropdown menus or radio buttons containing questions that need answering; there may be text boxes for you to enter information.

- Click the Next button to proceed.
- Click Finish.

Mandatory Courses

As a Maricopa Community Colleges employee, you are required to take:

- Legal Issues: Public Sector Employment
- MCCCD Public Stewardship
- FERPA

You are automatically enrolled into these online classes in Canvas (See the next page).

Job Specific Mandatory Courses

Depending on your job duties, you may also be required to complete additional classes (ex. MCCCD Driver Trainer Program and Bloodborne Pathogens Online). For those types of classes, you will **not** be automatically enrolled. You will need to register using HRMS (See page 6). You will then need to log into Canvas (See the next page).

Canvas Login

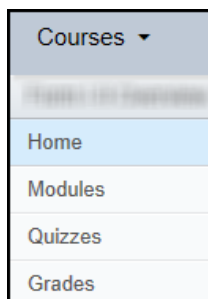
- Open Internet Explorer.
- Go to: <http://www.maricopa.edu/employees>.
- Under Login, click on Canvas.
- Sign into Canvas with your Maricopa Enterprise ID (MEID) and Password.

- On the left, click on the Courses dropdown arrow to display the courses in which you are enrolled.



Note: For Canvas classes for which you are not automatically enrolled, it can take up to 1-3 hours for your registration to process into Canvas.

- To participate in the class, click on the name of the class.
 - You will see a menu on the left-hand side displaying: Home, Modules, Quizzes, and Grades.



- Click on the appropriate link.
- When finished, click Logout.

Support Lines

Technology Training Services	480-731-8287
District Canvas Support	480-731-8618
District Human Resources	480-731-8452
District Payroll	480-731-8457
District Technology Helpdesk	480-731-8632