



TEXAS SOUTHERN UNIVERSITY

## My Employee Portal *User Guide*

### Pay Information

1. Navigate to MyTSU portal landing page click, ‘**Human Resource**’



2. Choose “**Employee Self Service**”



“**Employee**” dashboard will launch.

3. View “**Pay Information**” section to activate each drop-down menu
  - *Pay Information*
    - Latest pay stub
    - All pay stubs
    - Direct deposit information
    - Deductions history

- **Earning**
  - Year to date earning
  - Earnings by date range
  - Earnings by position
  
- **Benefits**
  - Current summary
  
- **Taxes**
  - Withholding allowance certificate
  - Wages and tax statements
  - Electronic consents
  - Employer provided Health Insurance Offer and Coverage statement
  
- **Job Summary**
  - Job information
  
- **Employee Summary**

|                  |   |
|------------------|---|
| Pay Information  | ▼ |
| Earnings         | ▼ |
| Benefits         | ▼ |
| Taxes            | ▼ |
| Job Summary      | ▼ |
| Employee Summary | ▼ |

Contact a representative in the Office of Human Resources for more information.

Phone: (713) 313-7521  
 Fax: (713) 313-4347  
 Email: [hrinfo@tsu.edu](mailto:hrinfo@tsu.edu)

Technical support is available 24/7 by emailing IT Service Center:  
**[itservicecenter@tsu.edu](mailto:itservicecenter@tsu.edu)** or submitting a case: **<http://itservicecenter.tsu.edu>**

As always, we appreciate your support as we continue to improve the tools that ensure  
 “Excellence in Achievement.”

|   |   |
|---|---|
|  TEXAS SOUTHERN UNIVERSITY<br>Office of Information Technology | <b>GET IT HELP</b><br>The IT Service Center is open 24/7/365<br>for your convenience. To report an<br>IT problem, go to: <a href="http://itservicecenter.tsu.edu">itservicecenter.tsu.edu</a><br>To request assistance,<br>Email: <a href="mailto:ITServiceCenter@tsu.edu">ITServiceCenter@tsu.edu</a><br>Self-Service: <a href="http://ITServiceCenter.tsu.edu">http://ITServiceCenter.tsu.edu</a><br>Call: 713-313-4357 or 713-313-HELP |
|---|---|