

To get connected

- Go to sso.tamus.edu or click on the Single Sign On link on the System Benefits Administration website, www.tamus.edu/benefits.
- Log in using your universal identification number (UIN) and password. Enter your UIN number without any spaces or hyphens (e.g., 123456789). If you are a first-time user, you'll need to get your UIN from your supervisor. Then proceed with the password setup wizard.
- After you log in to HRConnect, a welcome screen will appear. This screen will give you instructions on using the site and, in some cases, provide messages from your Human Resources Office.
- There are tabs at the top of the screen: Personal Data, Payroll Data, Benefits Data, Leave Data, Training and Utilities. You may click on any tab to review content. You also may click on the HRConnect headline at the top of most screens, or the "main menu" link at the bottom of most screens, to return to the Main Menu.
- The Main Menu also includes a link to benefits information in Spanish.
- You may send questions to your HR office and view replies using the message center located on the main menu page. In addition, each screen has a place at the bottom for you to click to send a question or comment to your HR office.
- Many screens have links to more detailed information. Simply click on the link and a new window will pop up with additional information. To return to the previous screen you were viewing, simply close the pop-up window.
- Print any page you wish by using the print option under the file menu on your browser, or by clicking the print button.

Note: The system will automatically log you out after 20 minutes of no activity. Simply log in again to resume using the system.

A word about security

Through Single Sign On (SSO), HRConnect provides personal and confidential information. By asking you to provide your universal ID number (UIN) and password, the site provides two levels of security. However, you must be careful not to share this information with anyone because anyone who has both your UIN and password can access your information. If you believe someone has learned your password, select a new password through the SSO site. The old password will be deleted so no one, including you, can access your information with the old password.

If you have questions about HRConnect or the information available through HRConnect, contact your Human Resources office.



HRConnect
An online information
database that puts your
personal benefit and
employment information at
your fingertips.

Answers to your human resources-related questions are just a mouse click away!

Leave Data

HRCConnect provides information on various types of leave available to you. If your System member uses Leave Traq, HRCConnect provides a link to your leave balance.

Personal Data

The Personal Data branch includes information about you, including your:

- Name
- Title
- Employment date
- Emergency contact information
- Address
- Months of service credit for longevity or hazardous duty pay
- Telephone number
- Email address

You can change many of these items directly online.

Payroll Data

Have questions about your current pay? Get the answers by clicking here. The Payroll Data branch will show you your:

- Longevity pay
- Hazardous duty pay
- Retirement plan contributions
- Federal withholding tax information

In addition, you can view or print your paycheck stubs from the current and previous calendar years, and you can view your W2 forms and Total Compensation Statement.

You also can change your Direct Payroll Deposit and Federal Income Tax Withholding online.

Benefits Data

Click here for your own insurance and retirement plan information, including:

- Current premiums and coverage
- Covered dependents
- Plan summaries

You also can view all the insurance documents you've completed.

Training

Through TrainTraq, you can access many online training courses, including some required courses. When you take an online course, an electronic record is created. You and your Human Resources office can view your record through HRCConnect.

Utilities

- The maximum exclusion calculator will help you determine the highest contribution you can make to your Tax-Deferred Account (TDA).
- Linking to a TRS retirement calculator will help you estimate what your TRS benefit will be at retirement, if you participate in TRS.
- Using the net pay calculator, see how your take-home pay will be affected if you change some of your benefit, tax or retirement choices.
- The savings calculator can calculate how much you should be saving based on your retirement goals.
- Get an estimate of your future Social Security retirement benefits by linking to the Social Security website and using its calculator.
- Find answers to your benefit questions using the Knowledge Base searchable database.

