



UNIVERSITY OF
ST. THOMAS
HOUSTON

EMPLOYEE SELF SERVICE

Log into MYSTTHOM

Profile



My Pay & Benefits



My Time



My Tax Documents



Manage Employees



Manage Employment Changes



Report Time



UST Resources



UST Strategic Planning



Click a tile to view information or perform a task.

Please note: Access to tiles and/or options behind a tile will depend on your permissions.

Profile

View your names, addresses, date of birth, gender, contact details, and emergency contact information. If you need to make changes to your personal data, contact Human Resources.

My Pay & Benefits

View your compensation history, direct deposit information, benefit elections summary, beneficiary and dependent information. Enter employee benefit information during open enrollment.

My Time

View absence balances. Non-exempt employees can view timesheets. Submit and cancel absence requests.

My Tax Documents

View your current W-4 Tax information and last year's W2 form. View and change your W4 Tax Data.

Manage Employees

Managers can view and approve timesheets, review absence balances, view and take action for absence requests, and delegate approval authority to someone in your absence.

Manage Employment Changes

Managers can view and submit IT Action Forms for terminating employees, transferring employees, and hiring employees. Please contact Human Resources if you need assistance.

Report Time

This tile is used by non-exempt employees who enter their webclock punches each work day. Indicate whether you are entering an "in" or "out" punch and click Submit.

UST Resources

View employee documents and forms, student documents and forms, shared governance, and internal reports.

UST Strategic Planning

View UST strategic planning documentation, mission reviews, task force reports, benchmarks, and metrics.