EMPLOYEE SELF-SERVICE USER TRAINING DOCUMENTATION FOR ORACLE FUSION

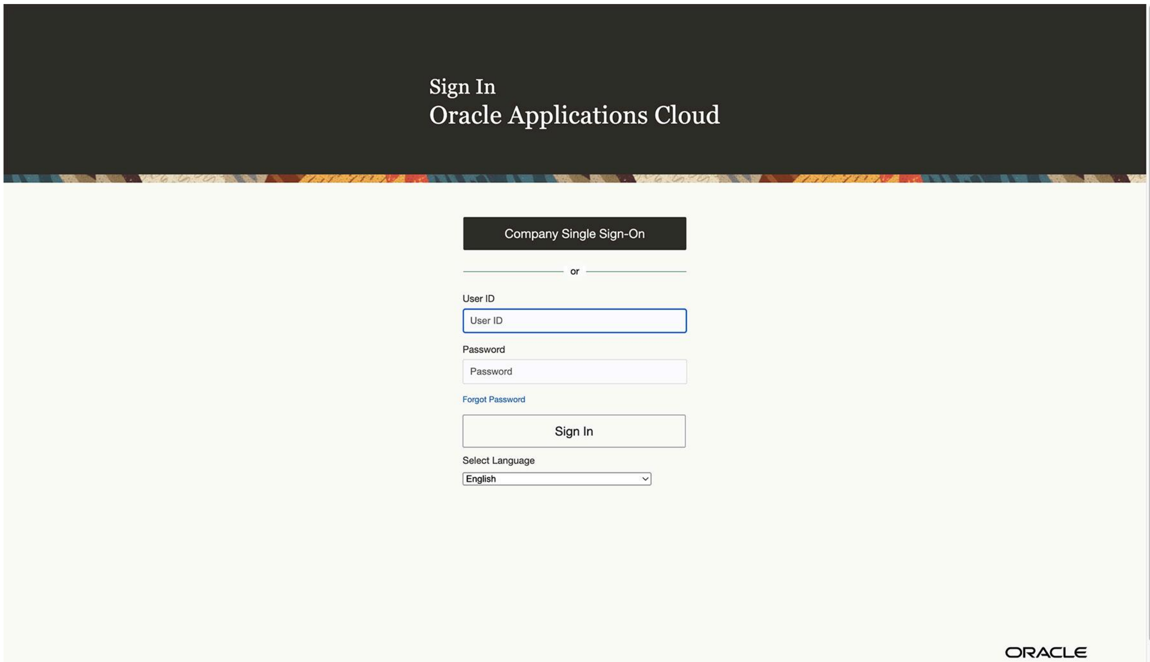
Contents

REVISED 12/04/2023

LOGGING INTO ORACLE FUSION

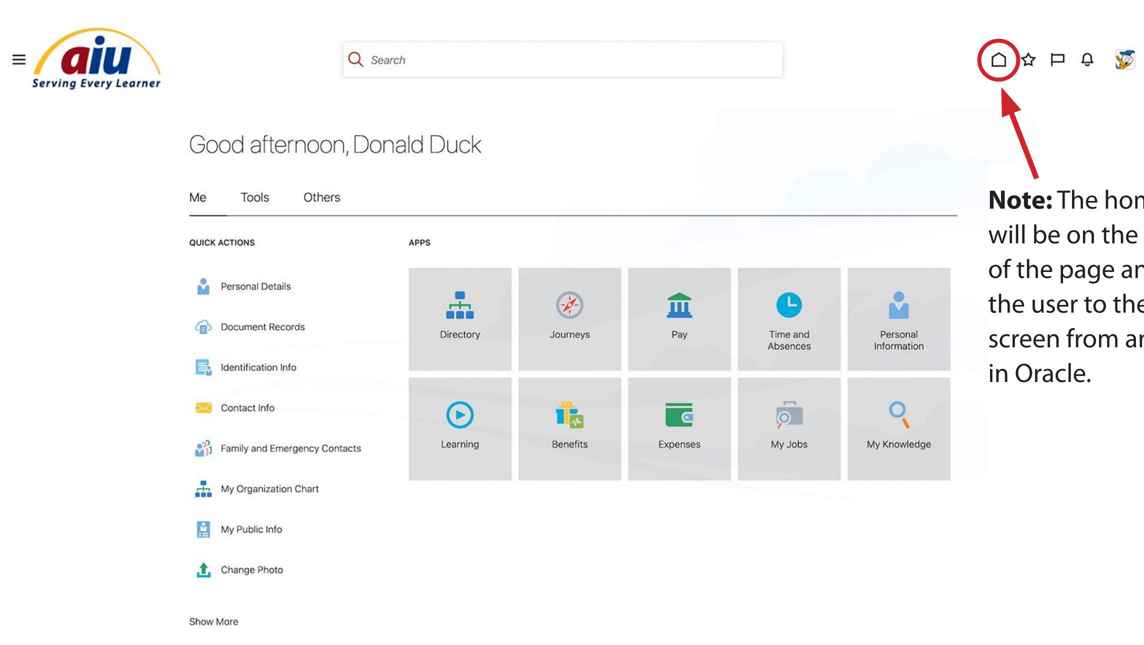
NOTE: CHROME AND FIREFOX ARE THE PREFERRED BROWSERS FOR ORACLE

Sign in to Oracle – Click here to launch the Oracle login page.



Oracle Fusion Homepage Navigation

Upon logging into the Oracle application, the user will start on the HOME or Navigation page. One of your views on the Home Page has a springboard based on the mobile response news-feed theme. The springboard provides icons that you can use to open work areas.



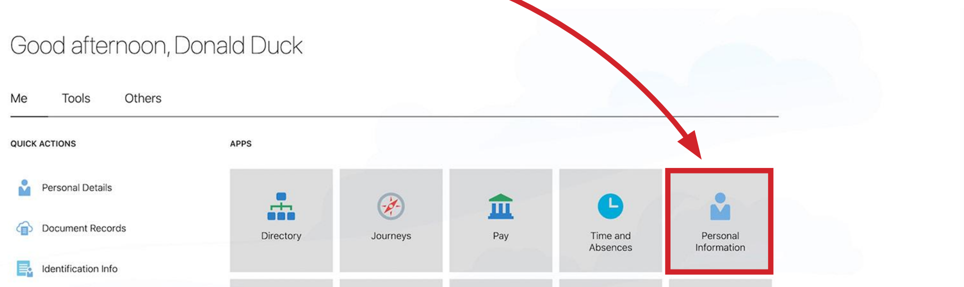
Note: The home button will be on the top right of the page and will take the user to the Navigator screen from anywhere in Oracle.

Add or Change Address

Step 1

Navigate to the Personal Information page.

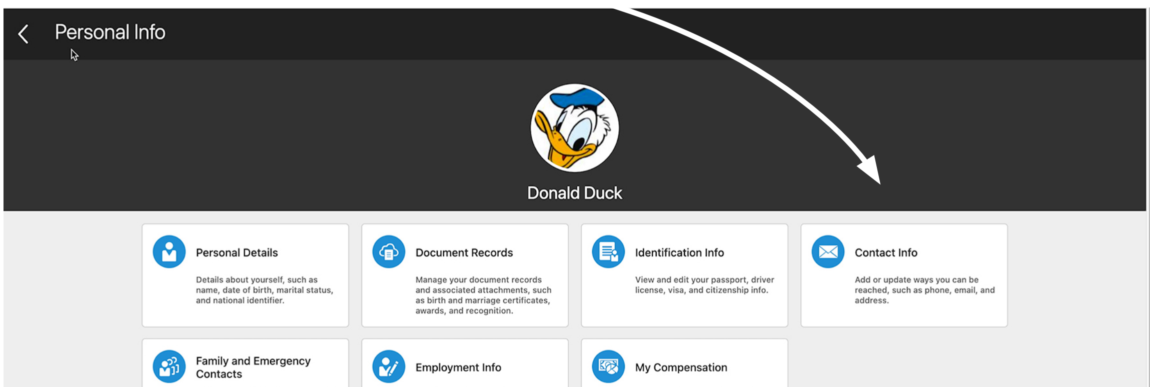
Click the **'Personal Information'** Icon.



Step 2

Edit My Details

Click on **'Contact Info'.**



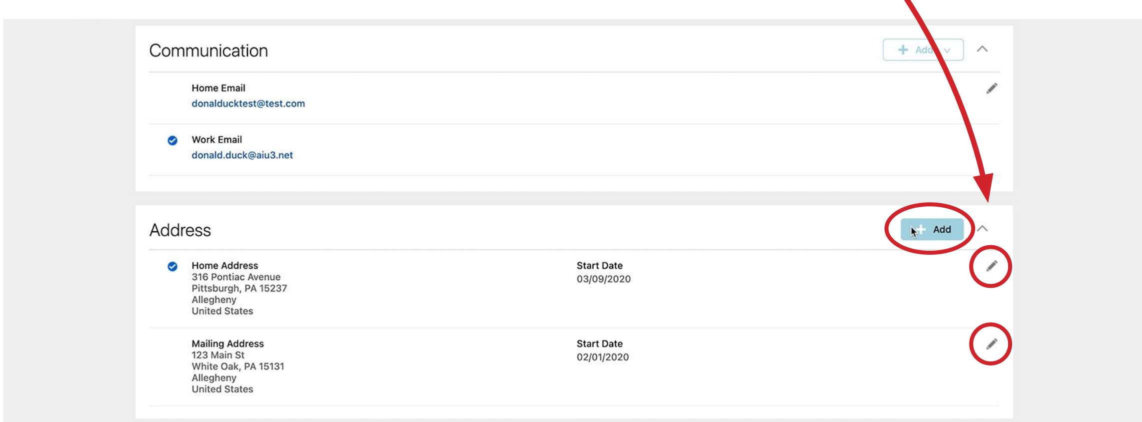
Step 3

Edit or Add Address

Click on the pencil icon to edit or click '+' to add.

Editing option should be used if you would like to update an already **existing address**.

Adding option should be used if you would like to create a **new address** (when none previously existed)



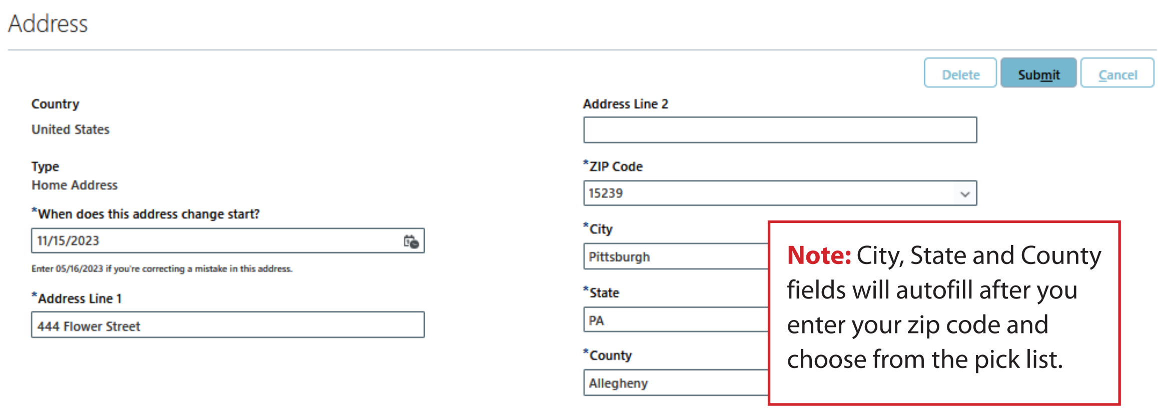
Step 4

Updating or Adding New Address

Add the following information if you are updating your EXISTING address.

- **When does this address change start –**
  This should be the date you occupied the residence, but not before your hire date.
- **Address Line 1 and Line 2** – Enter your street number and name
- **Zip Code** – Enter your zip code and choose your city, state, and county from the pop up window.

  When you choose from the pick list, the city, state and county will automatically populate in those fields.



Add the following information if you are adding a NEW address.

- **Type** – Choose your address type. You are required to have a primary address, which can be home or mailing address.

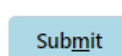
  If you already have an existing address type, please use the edit (pencil icon); do not add (+) a new address for an already existing address type.
- **Effective Start Date** – This should be the date you occupied the residence, but not before your hire date.
- **Address Line 1 and Line 2** – Enter your street number and name
- **Zip Code** – Enter your zip code and choose the correct city, state, and county from the pop up window.

  When you choose from the list, the city, state and county will automatically populate in those fields.

Step 5

Submit Address

Click **'Submit'** to save the address.



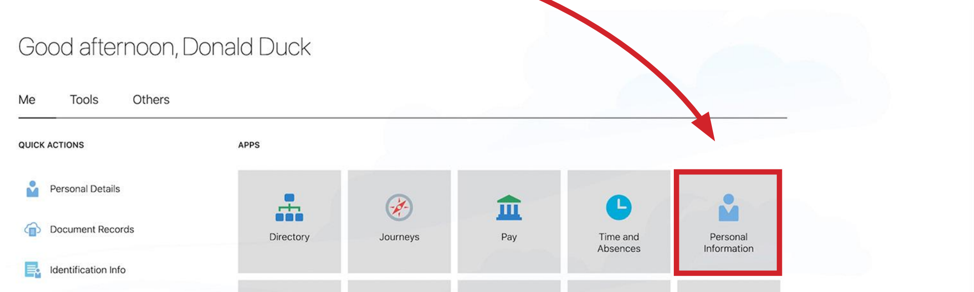
You will receive a notification that your change has been made and will be sent to the human resources department for approval.

Add or Change Phone Number

Step 1

Navigate to the Personal Information page.

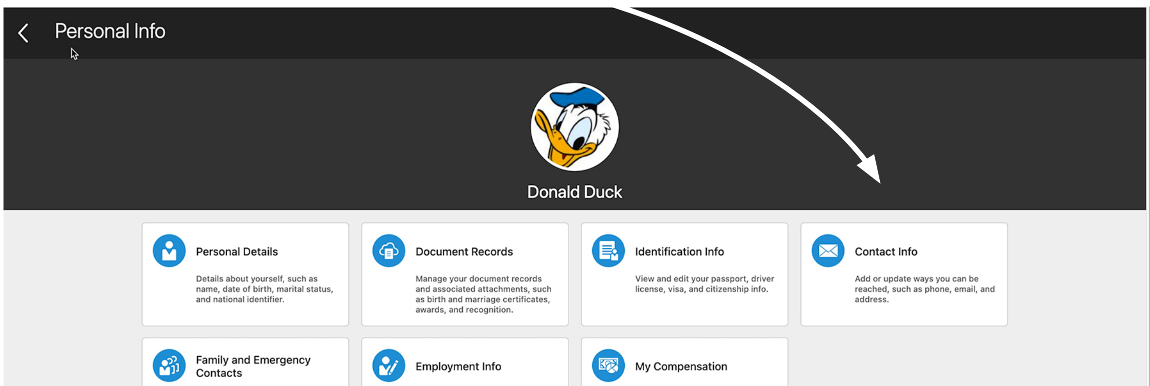
Click the **'Personal Information'** Icon.



Step 2

Edit My Details

Click on **'Contact Info'.**



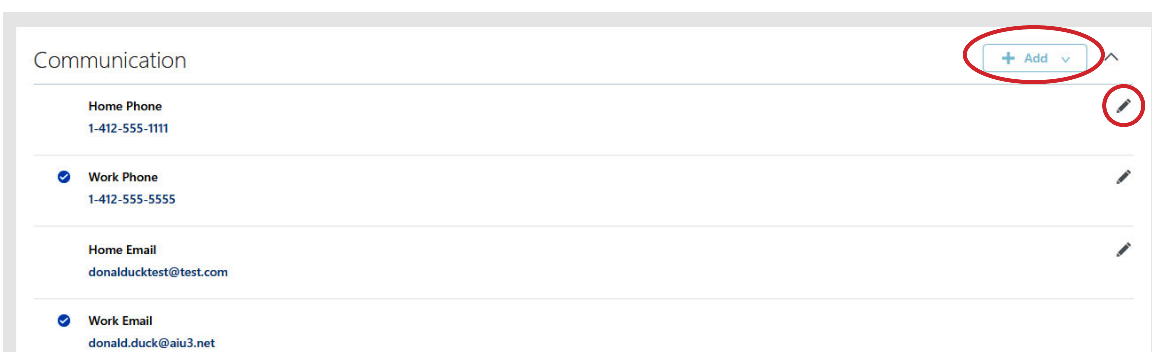
Step 3

Update or Adding a Phone Number

Click on the **pencil icon** to edit or click **'+ Add'** to add.

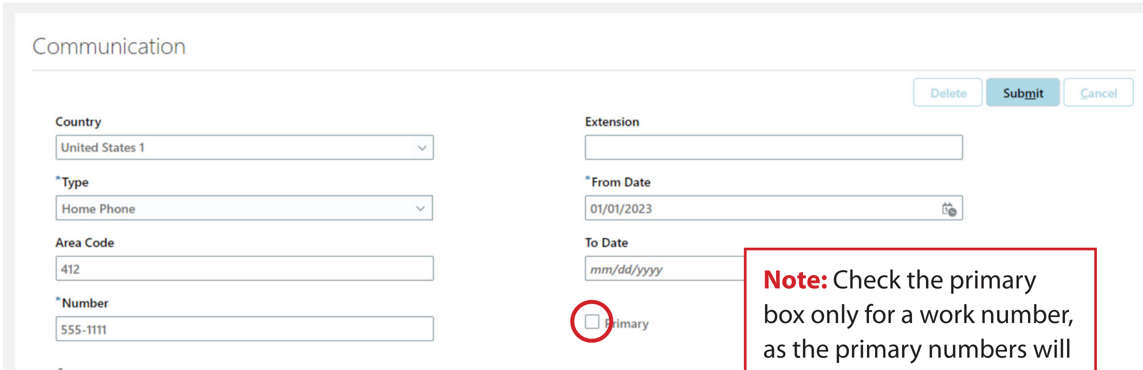
Editing option should be used if you would like to update an already **existing phone number.**

Adding option should be used if you would like to create a **new phone number** (when none previously existed)

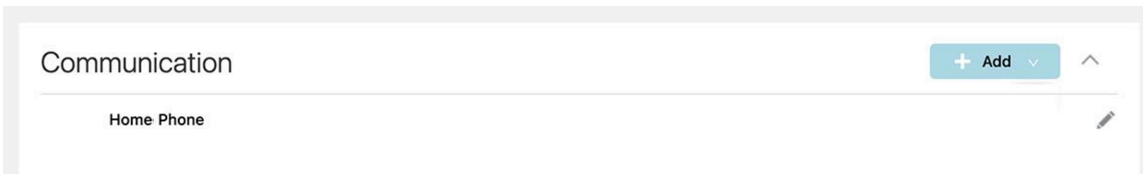


Step 3
continued

Update the information that needs to be updated..



Note: Check the primary box only for a work number, as the primary numbers will populate in the Directory.



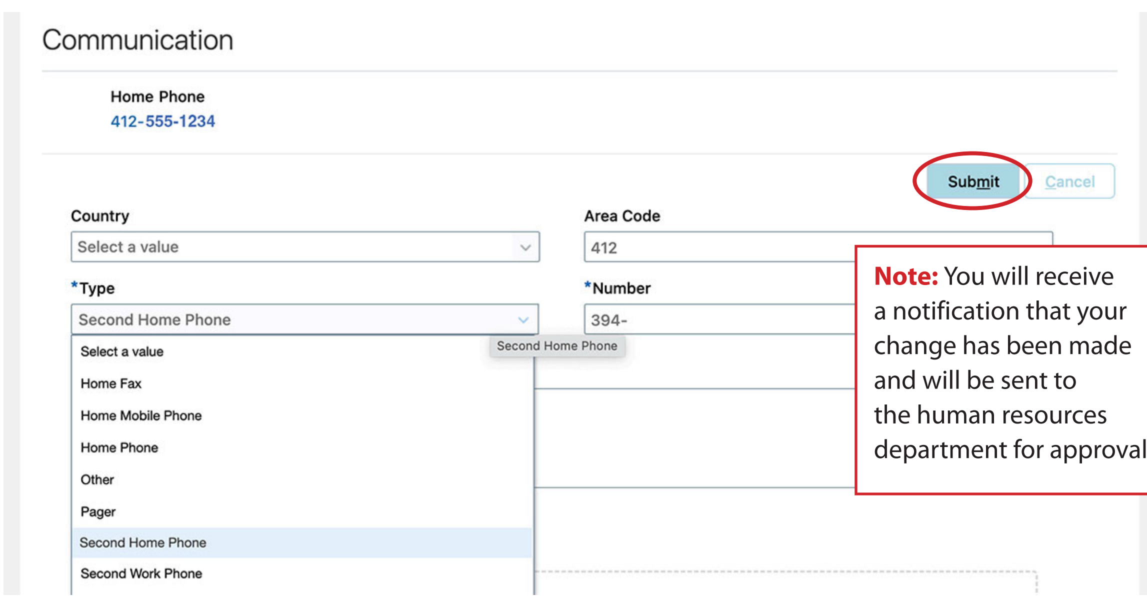
Add the following information if you are adding a NEW phone number.

- **Type** - choose your phone type. You are required to have your work phone number as your primary phone number. If you already have an existing phone type, please use the edit (pencil icon); do not add (+) a new address for an already existing phone type.
- **Area Code**
- **Number**
- **From Date** – enter the effective date of the phone number.
- **Note** that you can only have one of the same Type. ***Your primary phone number should be your company issued work or mobile phone number. The primary phone will be accessible in the Directory.***

Step 4

Submit

Click **'Submit'**.



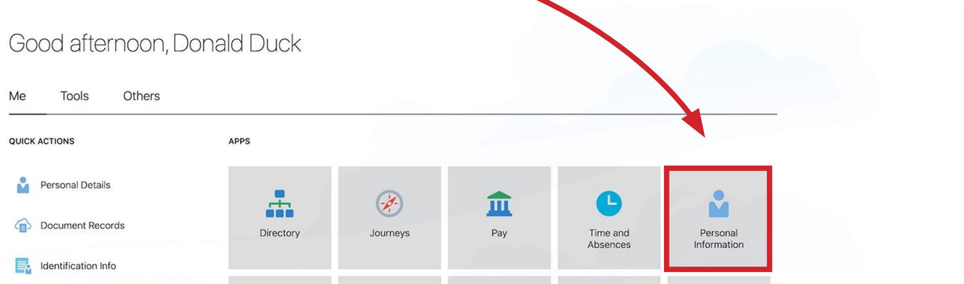
Note: You will receive a notification that your change has been made and will be sent to the human resources department for approval.

Add or Change Email

Step 1

Navigate to the Personal Information page.

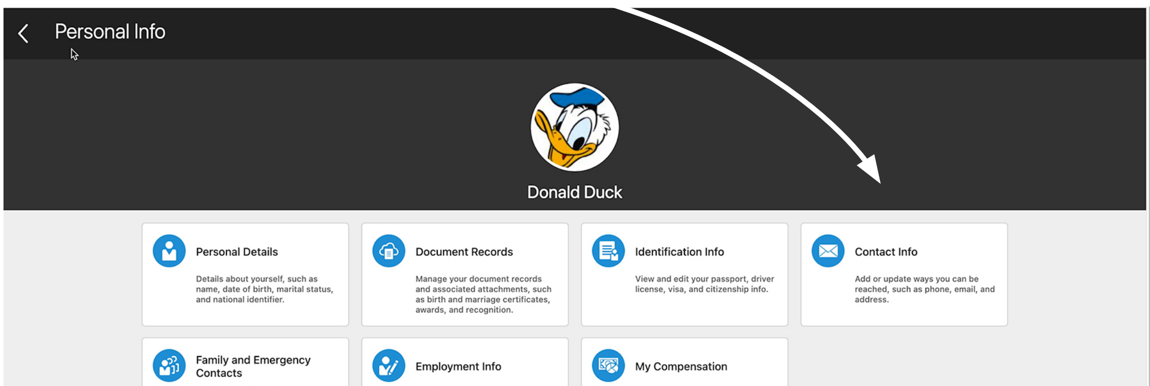
Click the **'Personal Information'** Icon.



Step 2

Edit My Details

Click on **'Contact Info'.**



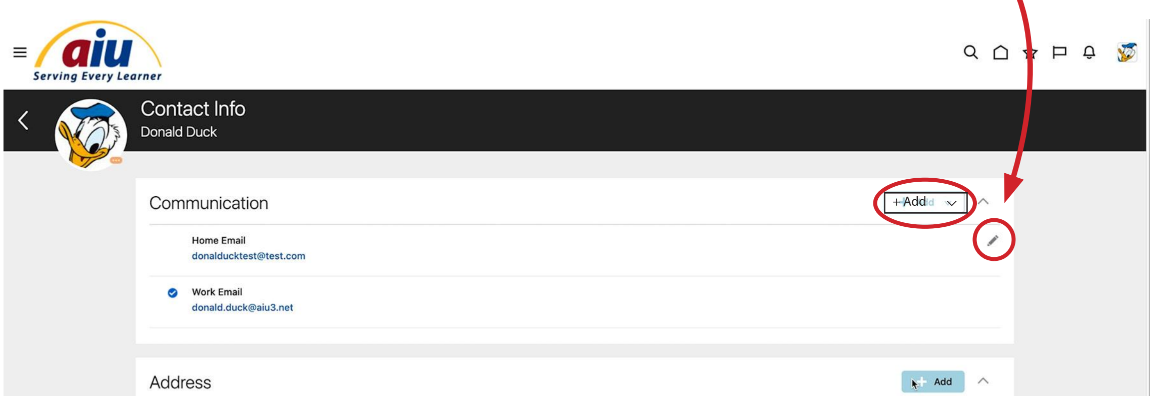
Step 3

Update or Adding an Email Address

Click on the **pencil icon** to edit or **click '+ Add'** to add.

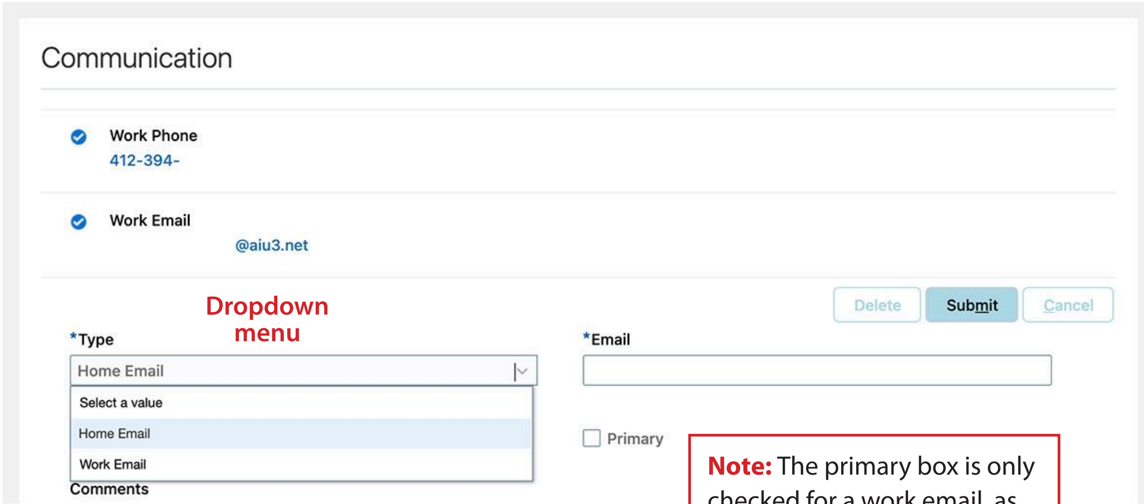
Editing option should be used if you would like to update an already **existing email address.**

Adding option should be used if you would like to create a **new email address** (when none previously existed)



Step 3 continued

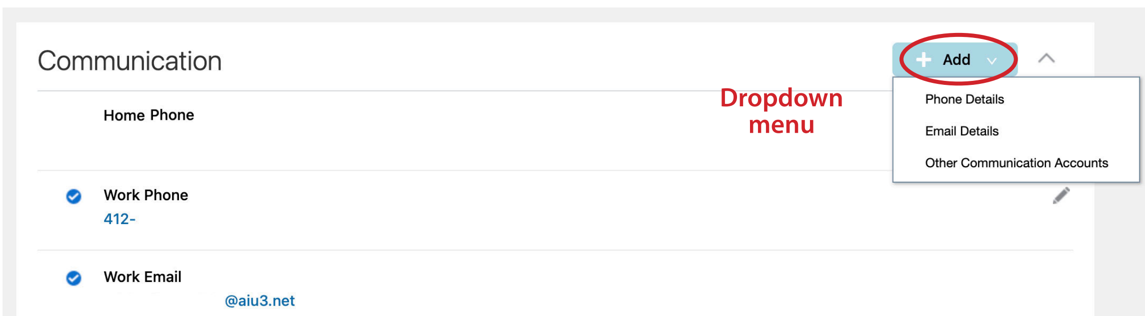
Update the information that needs to be updated.



Note: The primary box is only checked for a work email, as the primary email will autofill in the Directory.

To add an Email Address

Click on the **'+ Add'** then **'Email Details'**.



Add the following items:

- **Type** – Choose your email address type. You are required to have your work email as your primary email address. If you already have an existing email address type, please use the edit (pencil icon); do not add (+) a new email for an already existing email address type.

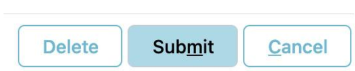
Email

- Note that you can only have one of the same 'Type'. Your work email should be identified as your primary email address. ***We encourage employees to record a personal email address to facilitate post-employment communication.***

Step 4

Submit

Click **'Submit'**.



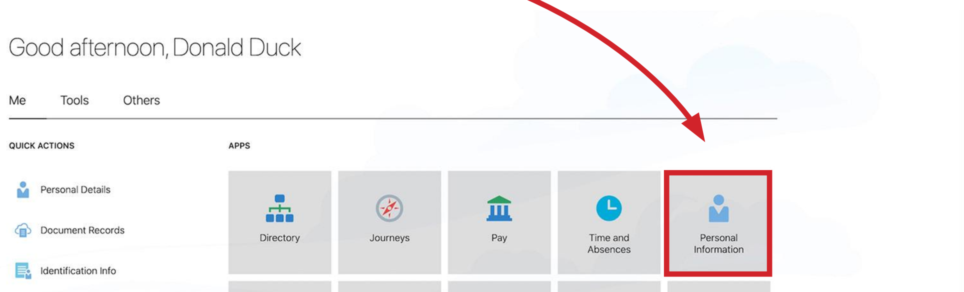
You will receive a notification that your change has been made and will be sent to the human resources department for approval.

Add or Change Contact

Step 1

Navigate to the Personal Information page.

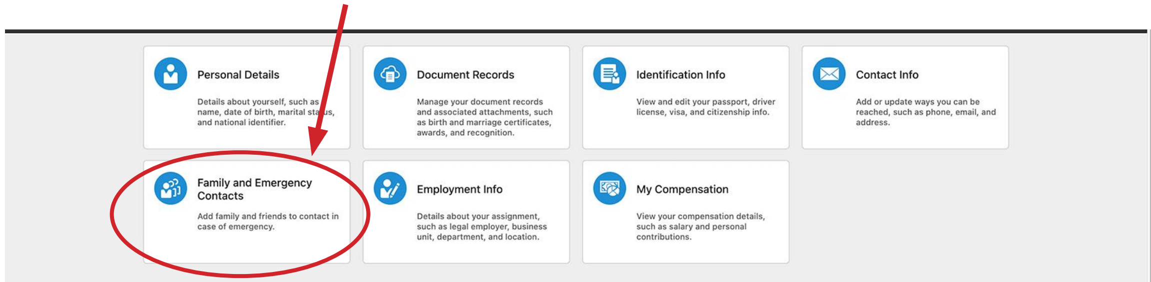
Click the **'Personal Information'** Icon.



Step 2

View Contacts

Click on **'Family and Emergency Contacts'**.



Step 3

View your emergency contacts*

Step 4

Edit or Add a Contact

To edit a contact, click on the name.
The name is a link to the contact record, which opens and can then be edited.

To add a new contact, click on the +Add button.

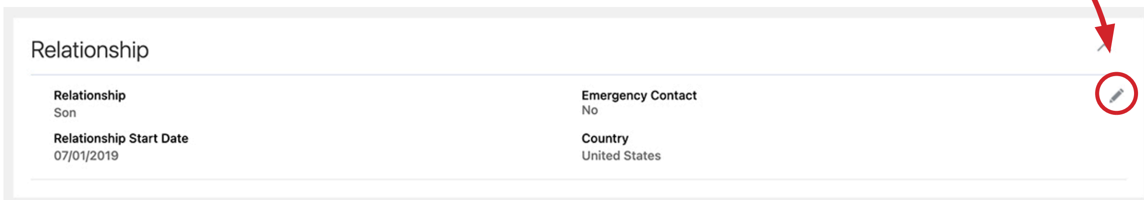
***Note: Family and Emergency Contacts is used to enter emergency contacts.** This section should not be used to enter dependents or beneficiaries for your benefits or life insurance. That information is entered in the Benefits section of Oracle.

Step 5

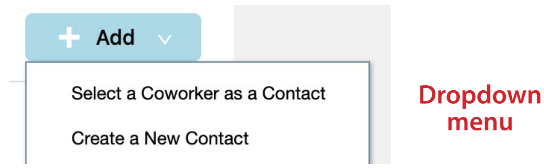
Edit or Add a Contact, continued

Updating an existing contact – Clicking on the contact name opens a window to edit the information. Locate the section that needs updated and click the **pencil icon**.

Note: **'When does this relationship change start'** should reflect the date of your change but this date can't be before your original effective date.



Creating a Contact – Click the **'+ Add'** button then select **'Create a New Contact'**.



Add the following information.

- **Last Name**
- **First Name**
- **Relationship** – Use the drop down menu to choose the most appropriate option.
- **What's the start date of this relationship?** This should be the effective date of your relationship.
- **Gender**
- **Date of Birth**
- **This person is an emergency contact** Check this box if your contact will be your emergency contact.
- **Phone Number**
- **Email**
- **Address** – you can elect to use your address or enter a new address by choosing the most appropriate option.

***Note: Family and Emergency Contact is used to enter emergency contacts.** This section should not be used to enter dependents or beneficiaries for your benefits or life insurance.

You will provide contact records in the Benefits section of Oracle for benefit related items.

Step 6

Submit

Click **'Submit'** once you have updated or submitted your contact information.

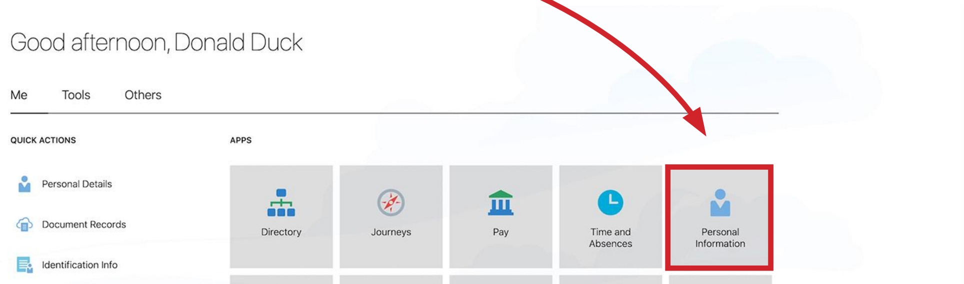
You will receive a notification that your change has been made.

Update or Add Marital Status

Step 1

Navigate to the Personal Information page.

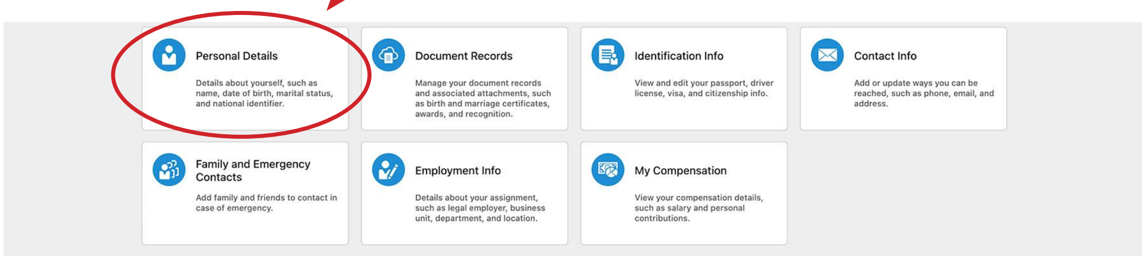
Click the **'Personal Information'** Icon.



Step 2

Edit My Details

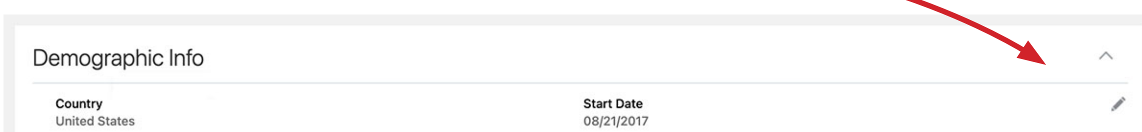
Click on **'Personal Details'**.



Step 3

Edit Marital Status

Under **'Demographic Info'**, click the **pencil icon**.

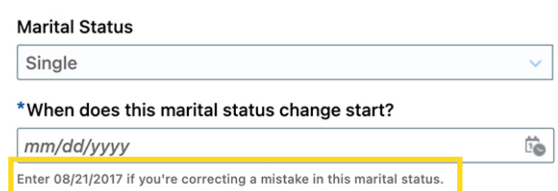


Step 4

Edit or Add Marital Status

Use the drop down list in the **'Marital Status'** field.

- Choose the most appropriate status.
- Enter the effective date of the marital status.



Note: The ***'When does this marital status change start?' can't be before your hire date*** or the effective date of your last update. We recognize that many employees were married prior to their start date but the system restricts the recorded effective date to be prior to the hire date.

Step 5

Submit Marital Status

Click **'Submit'**.

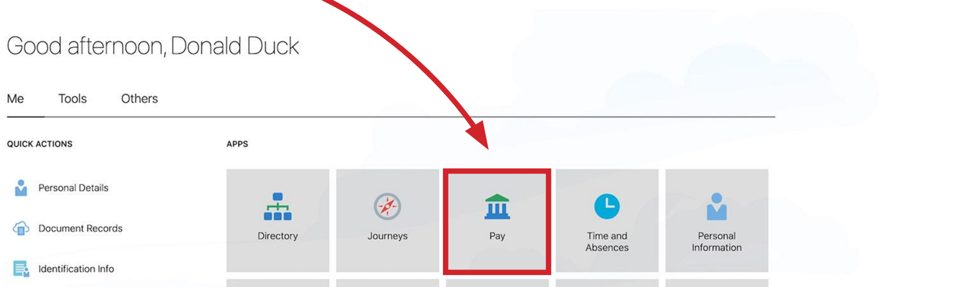
You will receive a notification that your change has been made and will be sent to the human resources department for approval.

Update or Add Payment Method

Step 1

Navigate to the Pay page.

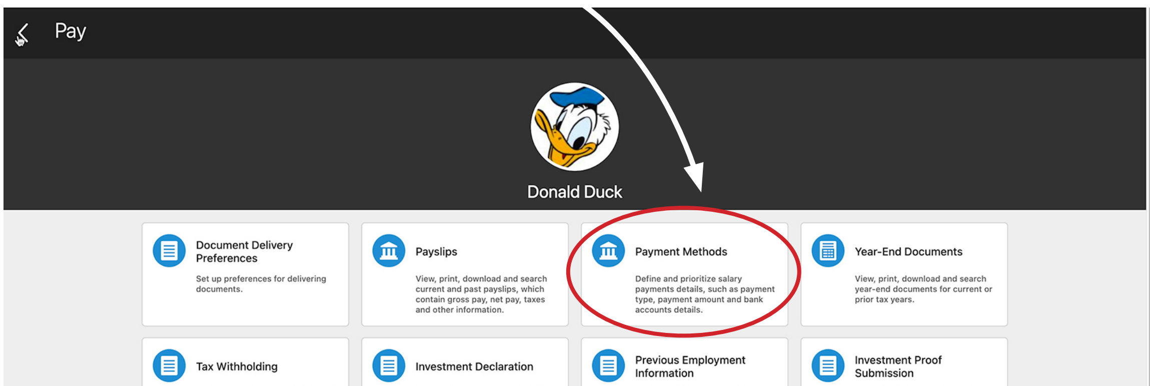
Click the **'Pay'** Icon.



Step 2

Edit Payment Methods

Click on **'Payment Methods'**.

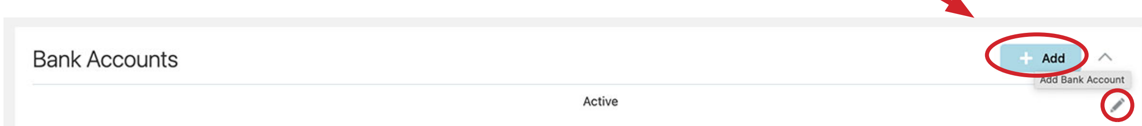


Step 3

Update or Add Bank Accounts

To update a bank account, select the pencil icon. Update the fields that have changed and click **'Save'**.

To add a new bank account, select the **+Add** button. Add your banking information and click **'Save'**.



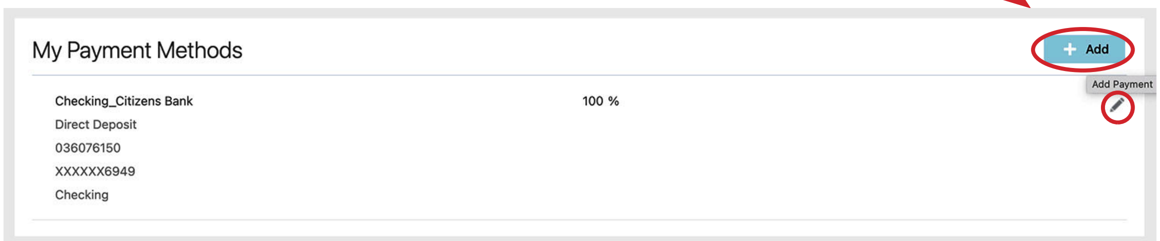
Adding a new bank account will bring up this screen.

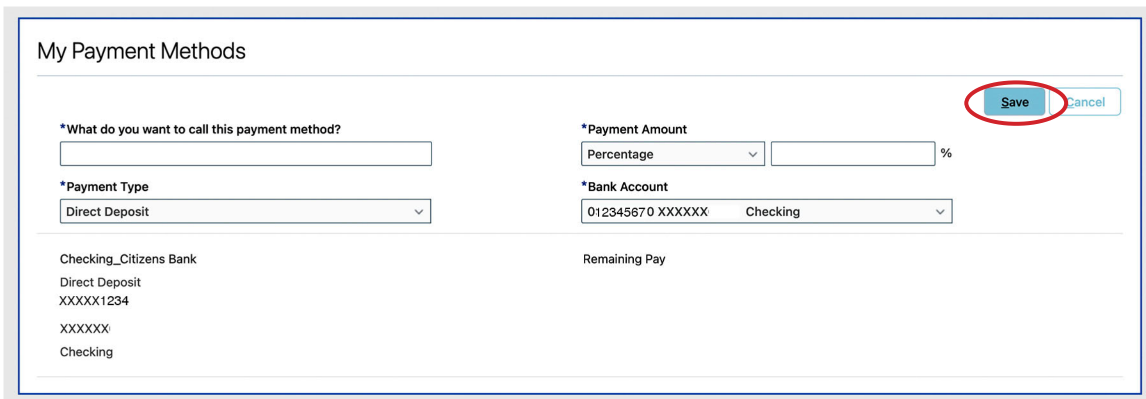
Step 4

Update or Add a Payment Method

To update your payment method, click the **pencil icon.**
Update the fields you want to change and click **'Save.'**

To add a new payment method click **'+ Add.'**
Complete the required fields and click **'Save.'**

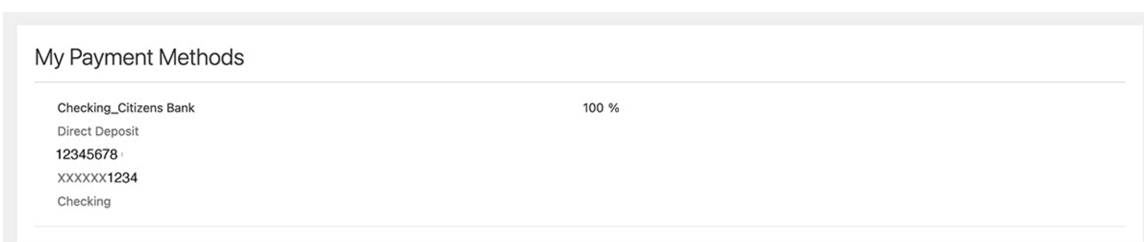




Step 5

Reviewing Payment Method

After you have entered your bank information and clicked Save, a summary page will populate. Review to ensure your information is correct.



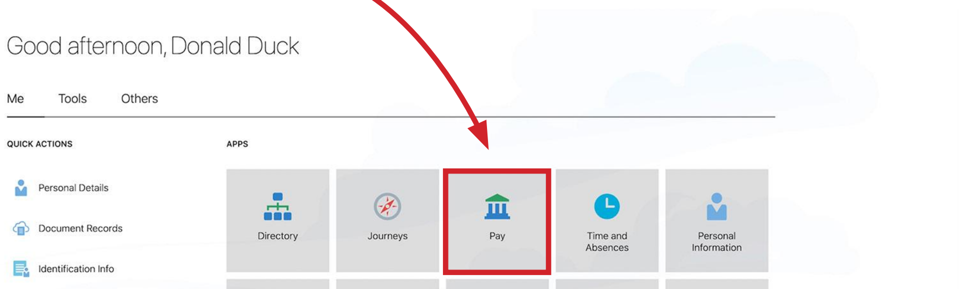
Note: Your employer may send a test or "prenote" file to your bank validating the information entered into the system. Depending on when the banking information was entered into the system it could take one to two pay cycles for the prenote process to complete. During this period, wages and expenses will be issued on a paper check.

Update or Add Tax Withholding

Step 1

Navigate to the Pay page.

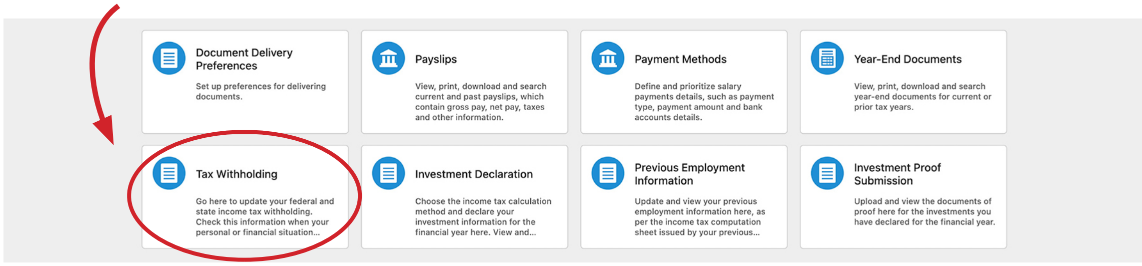
Click the **'Pay'** Icon.



Step 2

Edit Tax Withholding

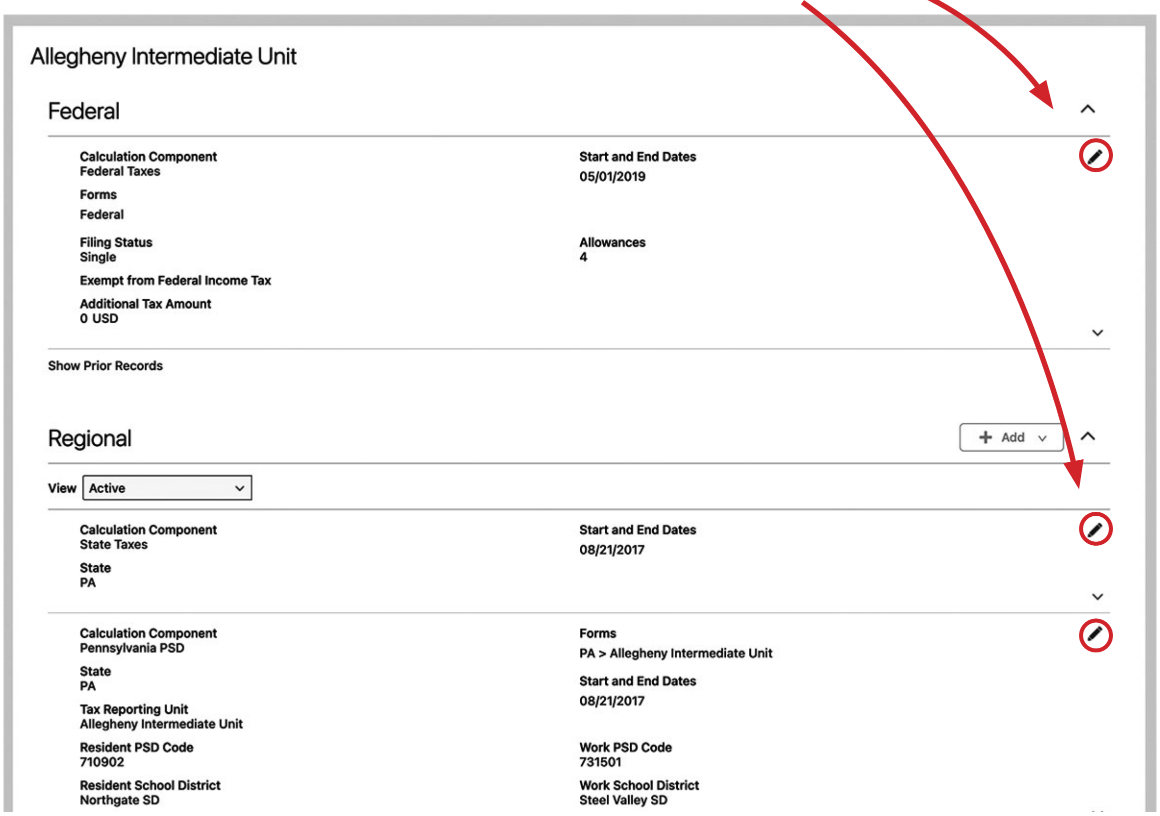
Click on **'Tax Withholding'**.



Step 3

Edit or Add Tax Withholding

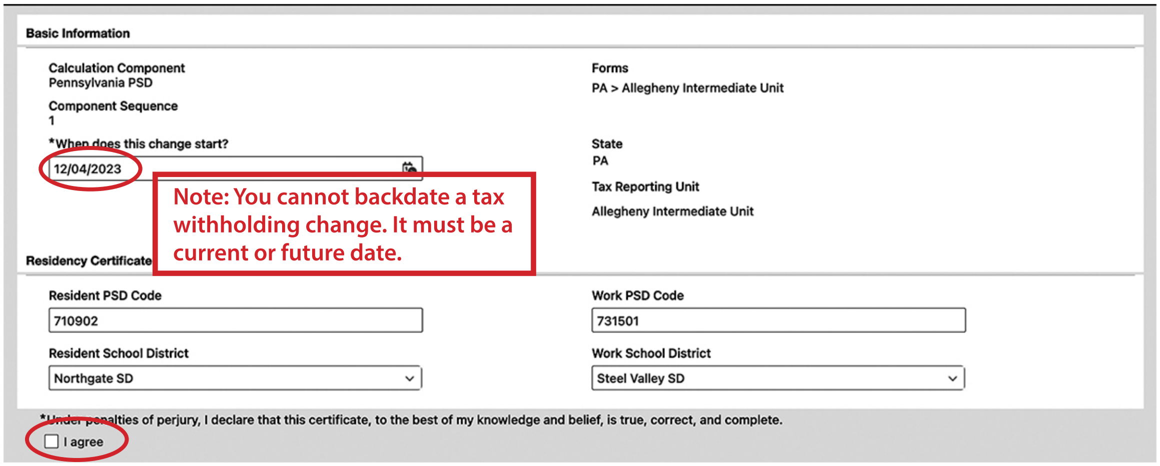
To update your tax withholding, find the tax type you would like to update Federal or Regional (state and local) and click the appropriate **pencil icon**.



Step 4

Updating or Adding Tax Withholding

Update the field(s) that changed, read and click the **"I Agree"** button and click **'Save'**.

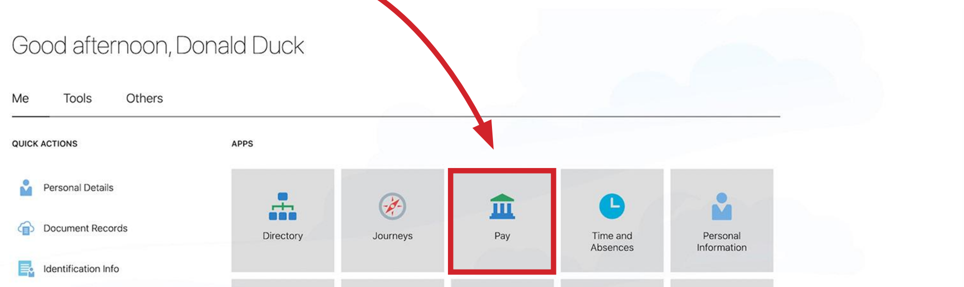


View Your Payslip

Step 1

Navigate to the Pay page.

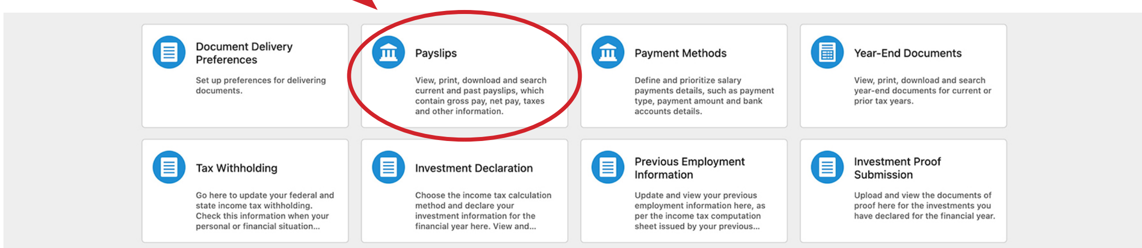
Click the **'Pay'** Icon.



Step 2

To view your Payslip

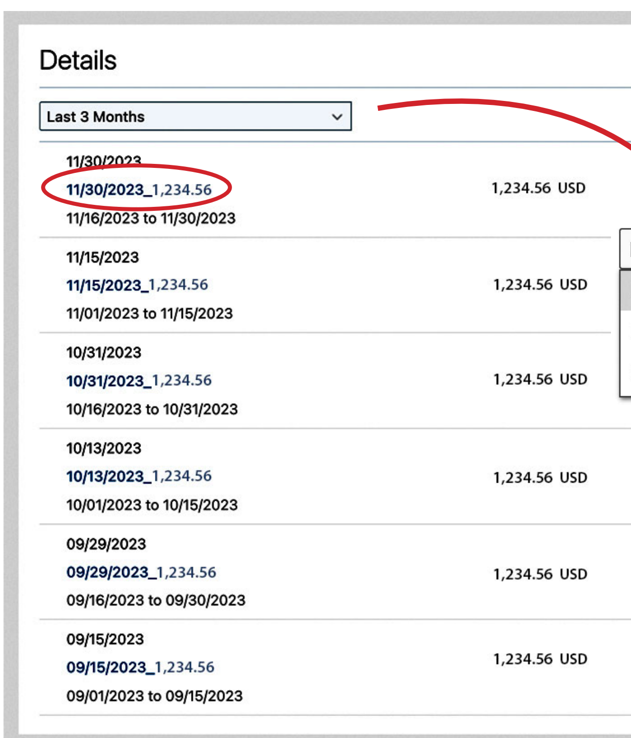
Click on **'Payslips'**.

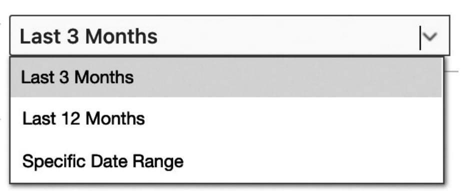


Step 3

View Payslip

Find the pay date on the left and click to download a PDF of the entire payslip.





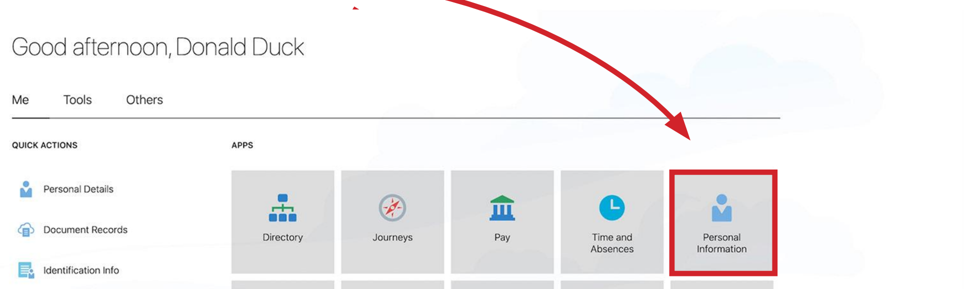
The screen defaults to view the last three months of payslips, but the dropdown allows an employee to select a specific pay date or range of pay dates.

Add Document

Step 1

Navigate to the Personal Information page.

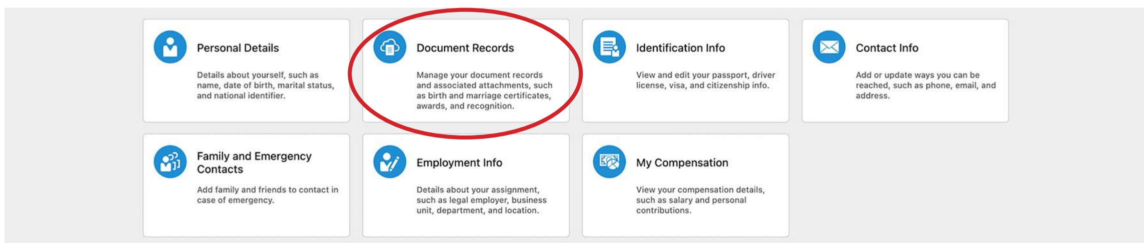
Click the **'Personal Information'** Icon.



Step 2

My Documents

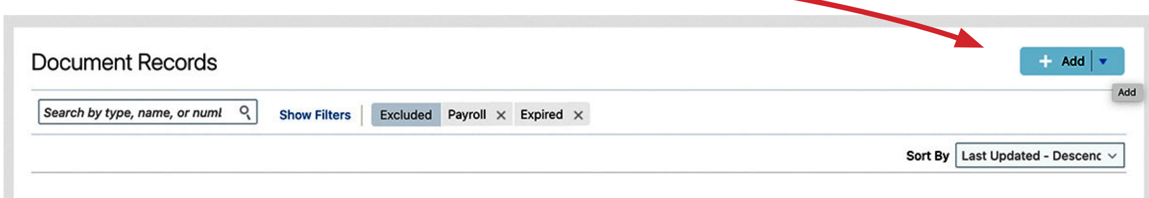
Click **'Document Records'**.



Step 3

Adding Documents

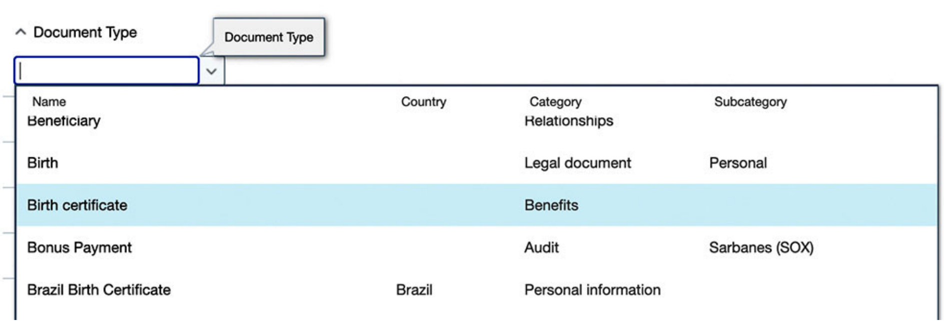
Click on the **'+ Add'** sign



Step 4

Choosing Document Type

Use the drop down menu and choose in the most appropriate Document Type by typing in the Document Type field.

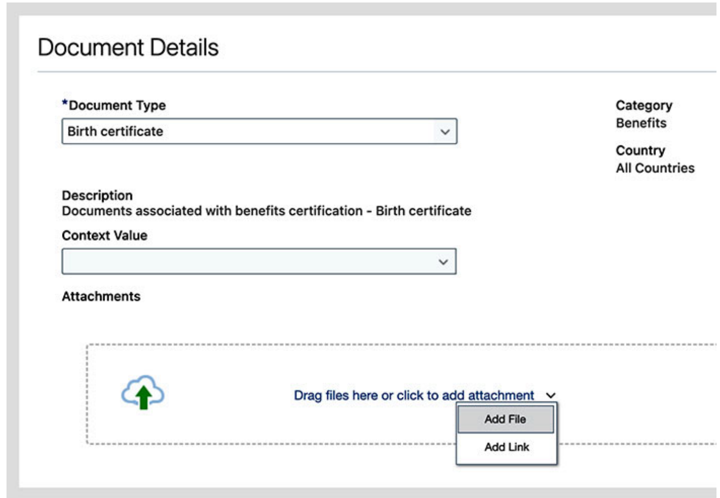


Step 5

Adding Document

Scroll down the page until you see Attachments.

Click in the **'Drag file here or click to add attachment'**. Then click **'Add File'**.



Step 6

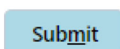
Choose Document

Navigate to your document and add.

Step 7

Submit Document

Scroll to the top of the page and click **'Submit'**.



Step 8

Review Upload

Once you have submitted your document, the Document Records page will populate. You can review the page to ensure you have uploaded and submitted your document by clicking the glasses icon.