

EMPLOYEE SELF-SERVICE USER TRAINING DOCUMENTATION FOR ORACLE FUSION

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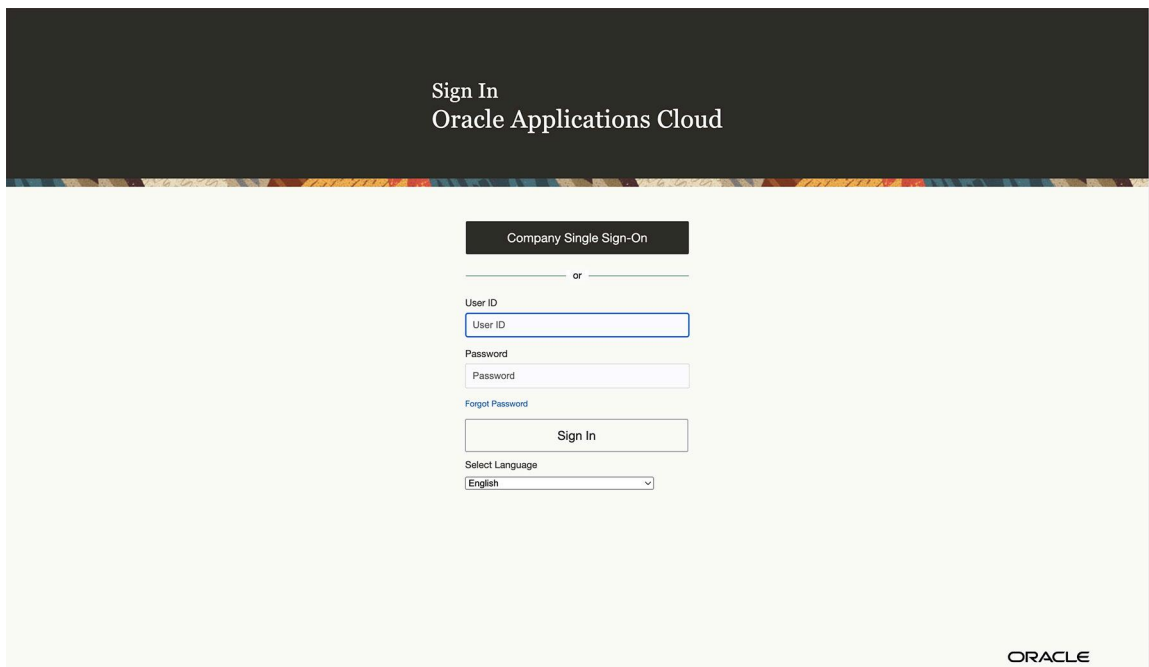
REVISED 12/04/2023

Employee Self-Service User Training

LOGGING INTO ORACLE FUSION

NOTE: CHROME AND FIREFOX ARE THE PREFERRED BROWSERS FOR ORACLE

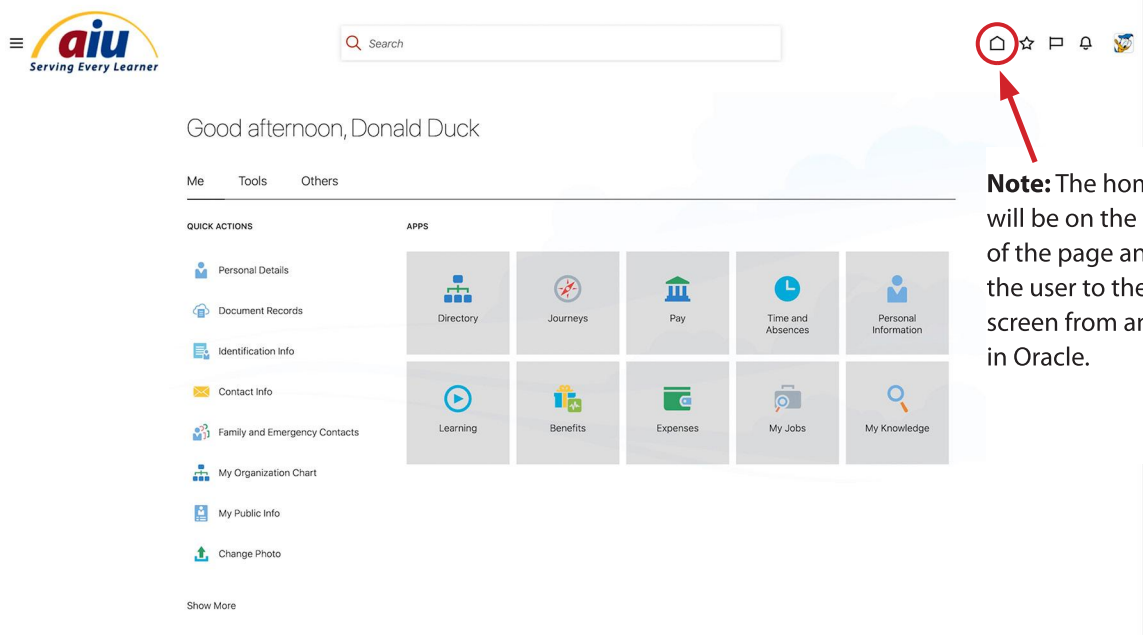
Sign in to Oracle – [Click here](#) to launch the Oracle login page.



The image shows the Oracle Applications Cloud Sign In page. At the top, it says "Sign In Oracle Applications Cloud". Below this is a "Company Single Sign-On" section. There are two input fields: "User ID" and "Password". Below the password field is a link for "Forgot Password". A "Sign In" button is located below the password field. At the bottom, there is a "Select Language" dropdown menu with "English" selected. The Oracle logo is in the bottom right corner.

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.



The image shows the Oracle Fusion homepage. At the top left is the Aiu logo with the tagline "Serving Every Learner". To the right is a search bar. Below the search bar is a greeting: "Good afternoon, Donald Duck". There are tabs for "Me", "Tools", and "Others". Below the tabs are two sections: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" section lists: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, and Change Photo. The "APPS" section shows a grid of icons: Directory, Journeys, Pay, Time and Absences, Personal Information, Learning, Benefits, Expenses, My Jobs, and My Knowledge. On the top right, there is a navigation bar with icons for home, favorites, notifications, and a user profile icon. A red circle and arrow point to the home icon.

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.

Good afternoon, Donald Duck

Me Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info

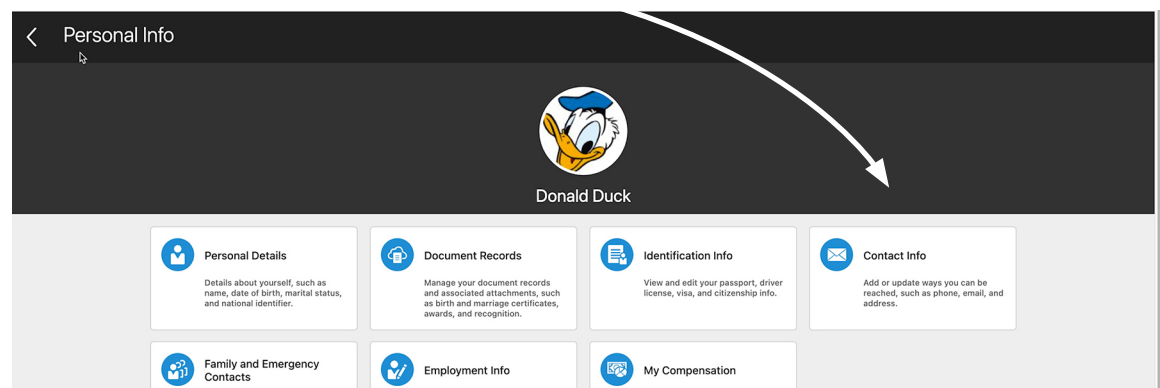
APPS

- Directory
- Journeys
- Pay
- Time and Absences
- Personal Information

Step 2

Edit My Details

Click on 'Contact Info'.



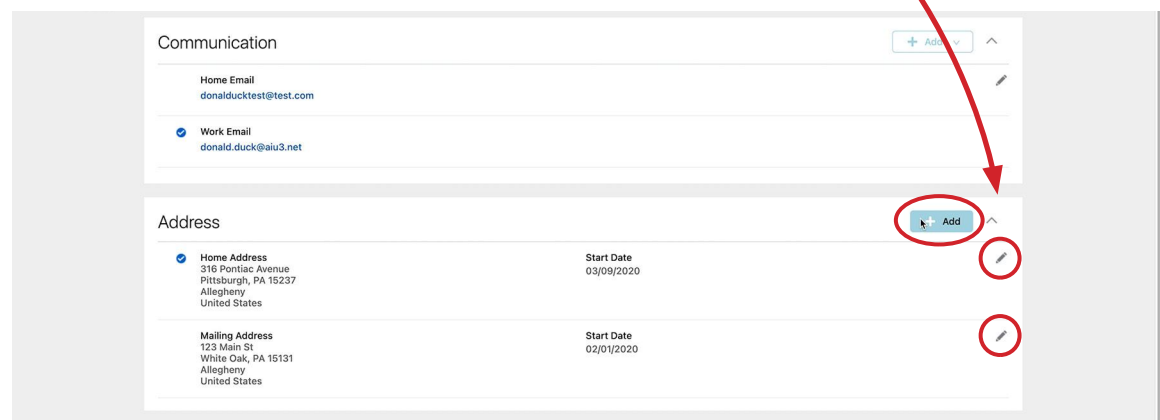
Step 3

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.

Address

Country

United States

Type

Home Address

*When does this address change start?

11/15/2023

Enter 05/16/2023 if you're correcting a mistake in this address.

*Address Line 1

444 Flower Street

Delete

Submit

Cancel

Address Line 2

*ZIP Code

15239

*City

Pittsburgh

*State

PA

*County

Allegheny

Note: City, State and County fields will autofill after you enter your zip code and choose from the pick list.

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.

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 Phone Number

Step 1

Navigate to the **Personal Information** page.

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

Good afternoon, Donald Duck

Me Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info

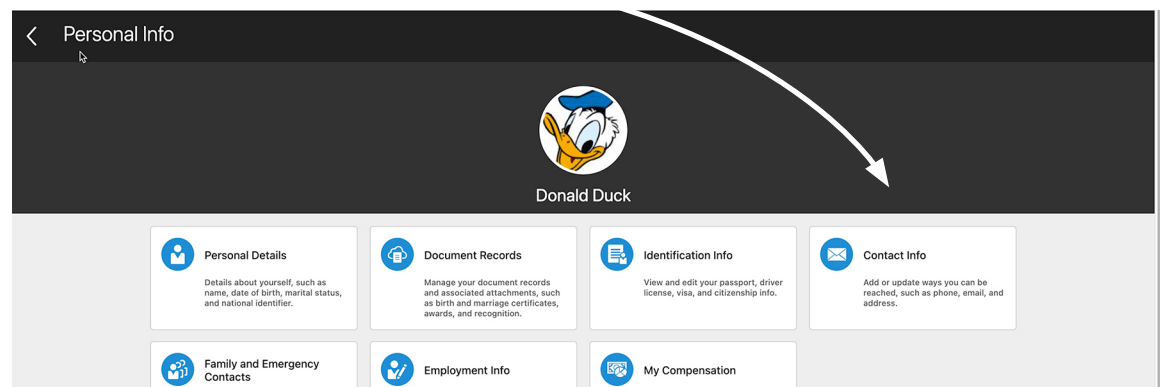
APPS

- Directory
- Journeys
- Pay
- Time and Absences
- Personal Information

Step 2

Edit My Details

Click on '**Contact Info**'.



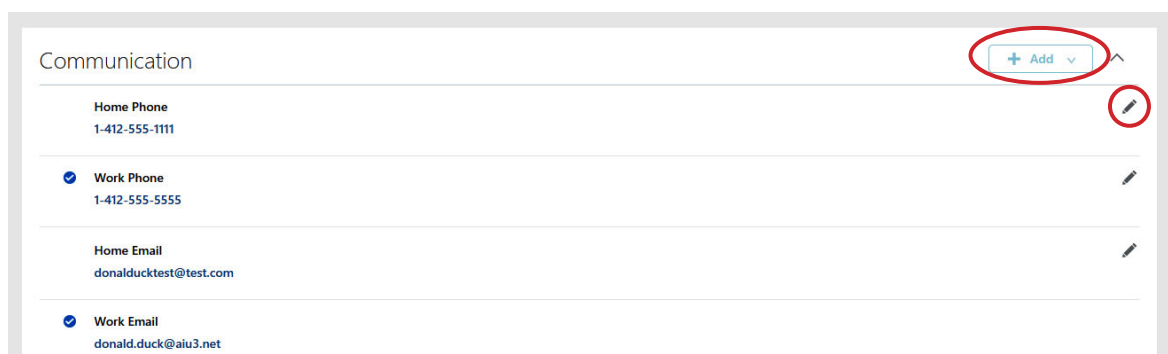
Step 3

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..

Communication

Country

United States 1

*Type

Home Phone

Area Code

412

*Number

555-1111

Extension

*From Date

01/01/2023

To Date

mm/dd/yyyy

☐ Primary

Delete

Submit

Cancel

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

Communication

+ Add

Home Phone

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'.

Communication

Home Phone

412-555-1234

Country

Select a value

*Type

Second Home Phone

Area Code

412

*Number

394-

Select a value

Second Home Phone

Home Fax

Home Mobile Phone

Home Phone

Other

Pager

Second Home Phone

Second Work Phone

Submit

Cancel

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.

Good afternoon, Donald Duck

Me Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info

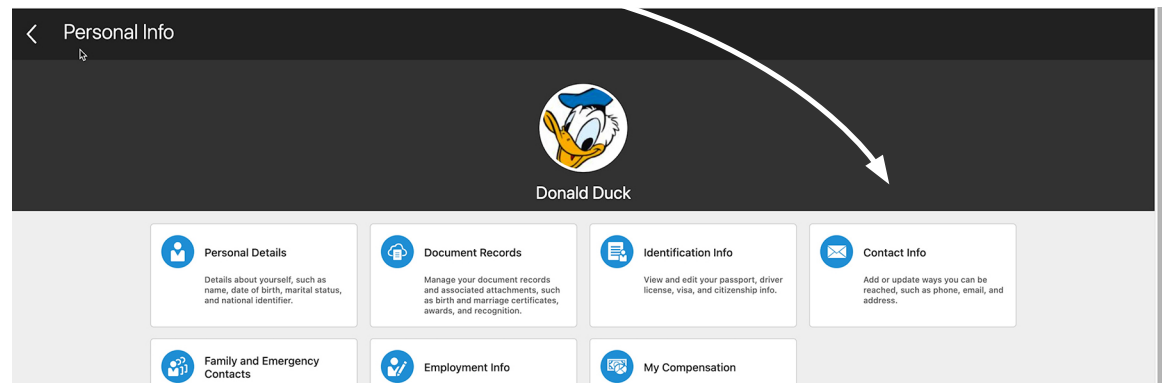
APPS

- Directory
- Journeys
- Pay
- Time and Absences
- Personal Information

Step 2

Edit My Details

Click on '**Contact Info**'.



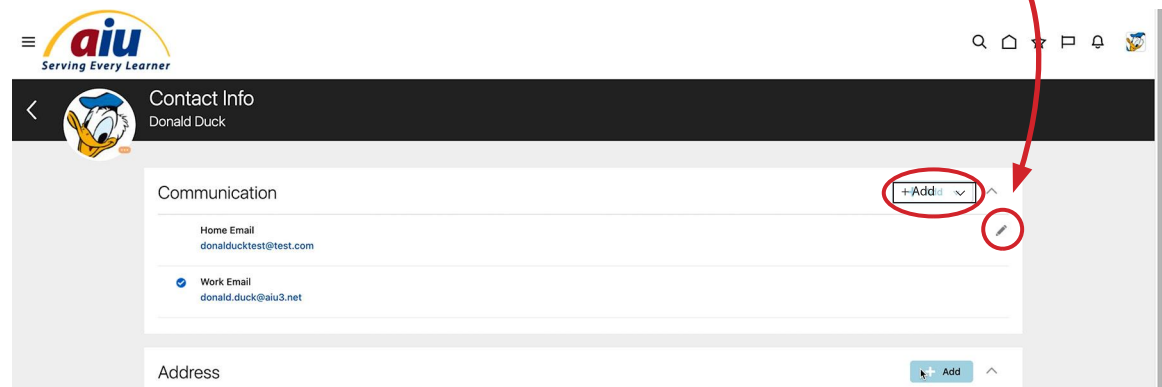
Step 3

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.

The screenshot shows the 'Communication' form. It has two sections: 'Work Phone' with a checked checkbox and the number '412-394-', and 'Work Email' with a checked checkbox and the email '@aiu3.net'. Below these is a '*Type' dropdown menu with options: 'Home Email', 'Select a value', 'Home Email', 'Work Email', and 'Comments'. To the right of the dropdown is a '*Email' input field. Below the input field is a 'Primary' checkbox. A red box highlights the 'Primary' checkbox with the following text: **Note:** The primary box is only checked for a work email, as the primary email will autofill in the Directory. At the bottom right are 'Delete', 'Submit', and 'Cancel' buttons.

To add an Email Address

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

The screenshot shows the 'Communication' form. It has three sections: 'Home Phone', 'Work Phone' with a checked checkbox and the number '412-', and 'Work Email' with a checked checkbox and the email '@aiu3.net'. To the right of the 'Work Email' section is a '+ Add' button. A red circle highlights the '+ Add' button. A dropdown menu is open below the '+ Add' button, showing options: 'Phone Details', 'Email Details', and 'Other Communication Accounts'. A red box highlights the 'Email Details' option. At the bottom right are 'Delete', 'Submit', and 'Cancel' buttons.

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'.

The screenshot shows three buttons: 'Delete', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box.

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.

Good afternoon, Donald Duck

Me Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info

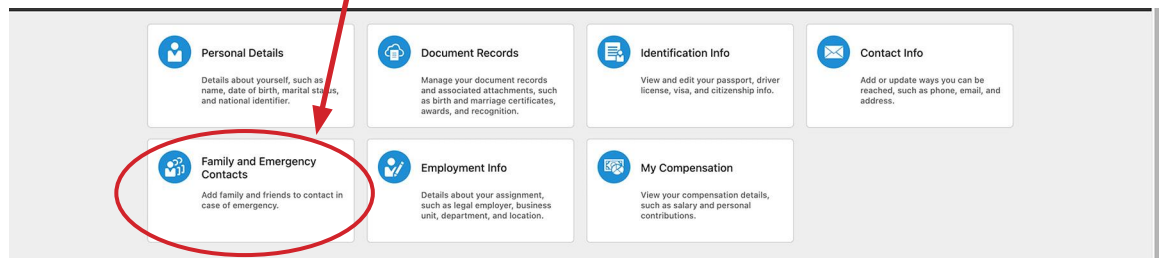
APPS

- Directory
- Journeys
- Pay
- Time and Absences
- Personal Information

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.

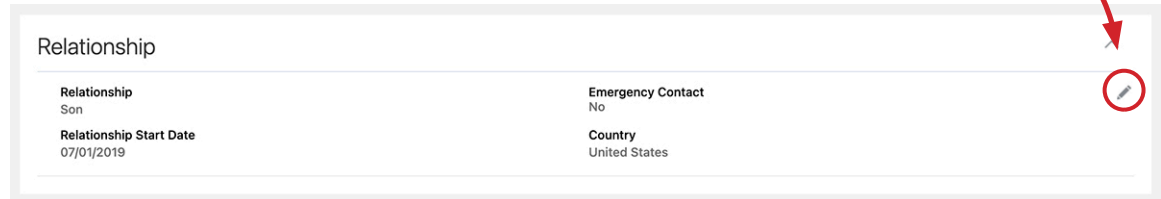
***Note: Family and Emergency Contacts is used to enter emergency contacts.** This section should not be used to enter dependents or beneficiaries for your benefits or life insurance. That information is entered in the Benefits section of Oracle.

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**.

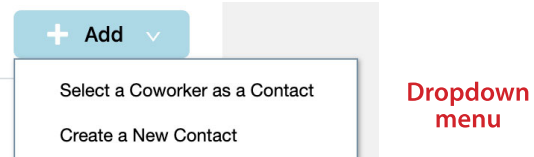
Note: **‘When does this relationship change start’** should reflect the date of your change but this date can’t be before your original effective date.



Relationship

Relationship Son	Emergency Contact No
Relationship Start Date 07/01/2019	Country United States

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



+ Add ▾

Select a Coworker as a Contact

Create a New Contact

Dropdown menu



Relationship

Dropdown menu

*Relationship

Son

Foster child

Friend

Granddaughter

Grandson

Nephew

Niece

Parent

Sister

Son

Emergency Contact

Country
United States

Submit Cancel

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.

Submit

Cancel

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.

Good afternoon, Donald Duck

Me Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info

APPS

- Directory
- Journeys
- Pay
- Time and Absences
- Personal Information

Step 2

Edit My Details

Click on **'Personal Details'**.

Personal Details: Details about yourself, such as name, date of birth, marital status, and national identifier.

Document Records: Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.

Identification Info: View and edit your passport, driver license, visa, and citizenship info.

Contact Info: Add or update ways you can be reached, such as phone, email, and address.

Family and Emergency Contacts: Add family and friends to contact in case of emergency.

Employment Info: Details about your assignment, such as legal employer, business unit, department, and location.

My Compensation: View your compensation details, such as salary and personal contributions.

Step 3

Edit Marital Status

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

Demographic Info

Country	United States	Start Date	08/21/2017
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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.

Marital Status

Single

*When does this marital status change start?

mm/dd/yyyy

Enter 08/21/2017 if you're correcting a mistake in this 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'**.

Submit

Cancel

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.

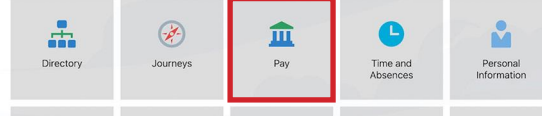
Good afternoon, Donald Duck

Me Tools Others

QUICK ACTIONS

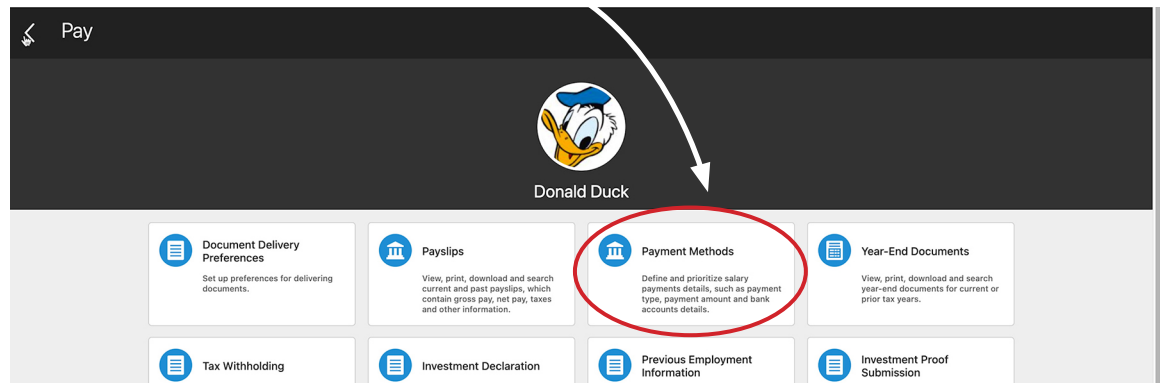
- Personal Details
- Document Records
- Identification Info

APPS



Step 2

Edit Payment Methods
Click on 'Payment Methods'.

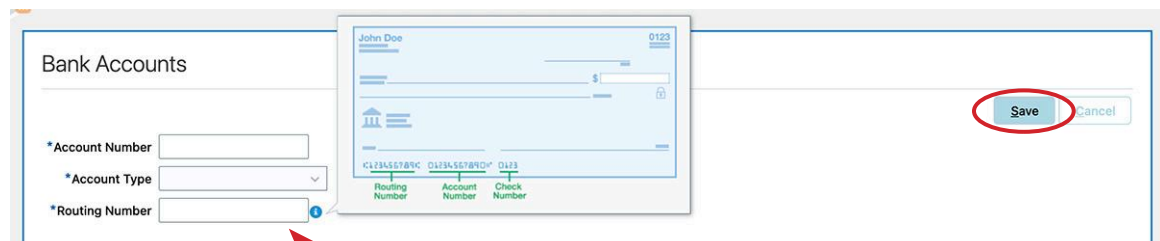
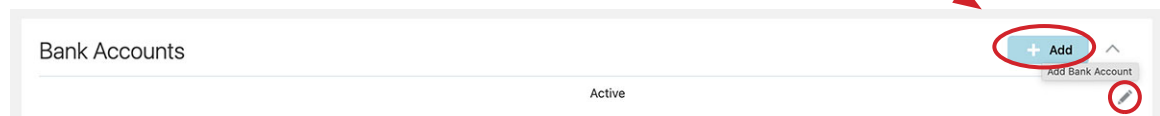


Step 3

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

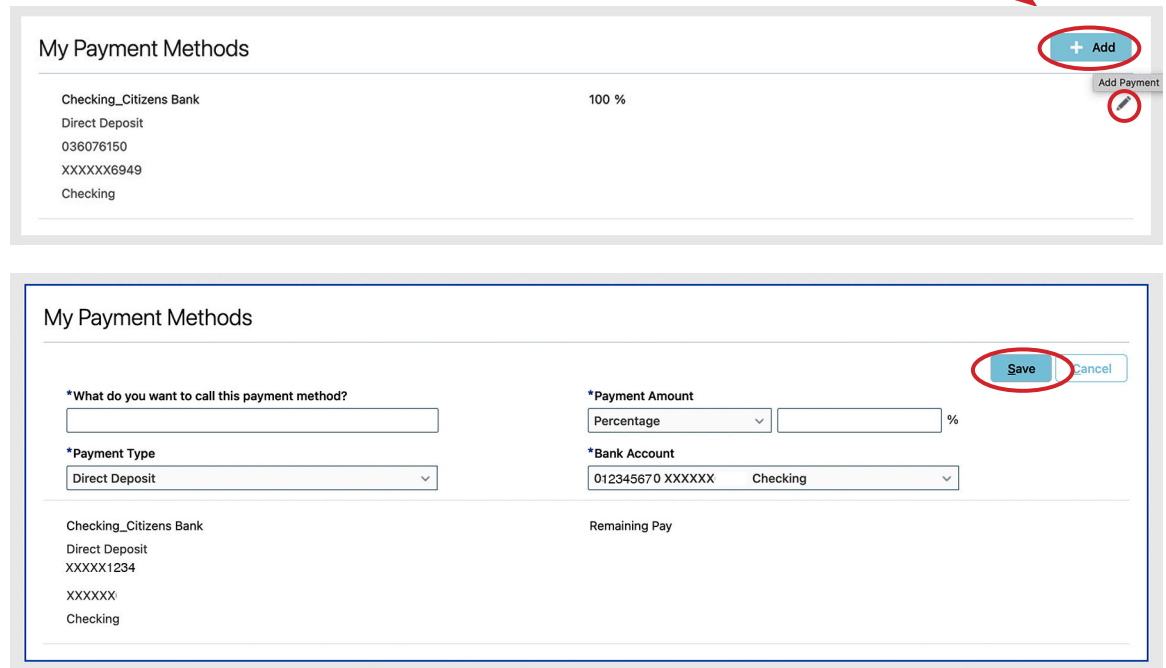
Update or Add a Payment Method

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.**'



The screenshot shows the 'My Payment Methods' page. At the top right, there is a blue button with a white plus sign and the text '+ Add'. This button is circled in red. A red arrow points from the text 'To add a new payment method click '+ Add.' to this button. Below the button, there is a table with one row of payment methods. The table has two columns: the first column contains the bank name, payment type, and account number, and the second column contains the percentage. The table is as follows:

Checking_Citizens Bank Direct Deposit 036076150 XXXXXX6949 Checking	100 %

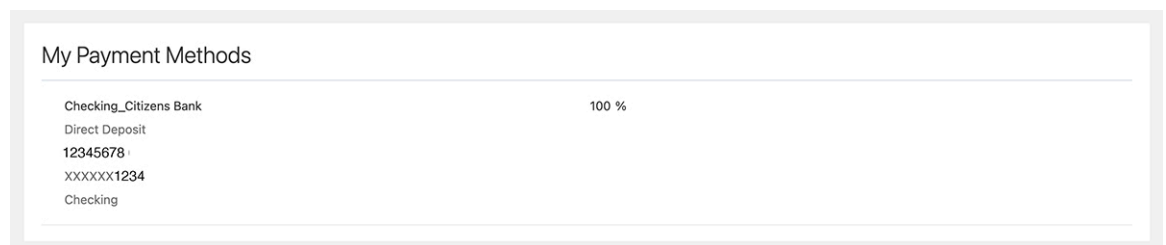
Below the table, there is a form to add a new payment method. The form has two columns. The left column has two fields: '*What do you want to call this payment method?' and '*Payment Type'. The right column has two fields: '*Payment Amount' and '*Bank Account'. The '*Payment Amount' field has a dropdown menu with 'Percentage' selected. The '*Bank Account' field has a dropdown menu with '012345670 XXXXXX' and 'Checking' selected. At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red. Below the form, there is a table with one row of payment methods. The table has two columns: the first column contains the bank name, payment type, and account number, and the second column contains the percentage. The table is as follows:

Checking_Citizens Bank Direct Deposit XXXXXX1234 XXXXXX Checking	Remaining Pay

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.



The screenshot shows the 'My Payment Methods' page. It displays a table with one row of payment methods. The table has two columns: the first column contains the bank name, payment type, and account number, and the second column contains the percentage. The table is as follows:

Checking_Citizens Bank Direct Deposit 12345678 XXXXXX1234 Checking	100 %

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.

Good afternoon, Donald Duck

Me Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info

APPS

- Directory
- Journeys
- Pay
- Time and Absences
- Personal Information

Step 2

Edit Tax Withholding

Click on 'Tax Withholding'.

Document Delivery Preferences
Set up preferences for delivering documents.

Payslips
View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.

Payment Methods
Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.

Year-End Documents
View, print, download and search year-end documents for current or prior tax years.

Tax Withholding
Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation...

Investment Declaration
Choose the income tax calculation method and declare your investment information for the financial year here. View and...

Previous Employment Information
Update and view your previous employment information here, as per the income tax computation sheet issued by your previous...

Investment Proof Submission
Upload and view the documents of proof here for the investments you have declared for the financial year.

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**.

Allegheny Intermediate Unit

Federal

Calculation Component Federal Taxes	Start and End Dates 05/01/2019	
Forms Federal		
Filing Status Single	Allowances 4	
Exempt from Federal Income Tax		
Additional Tax Amount 0 USD		

Show Prior Records

Regional

View Active

Calculation Component State Taxes	Start and End Dates 08/21/2017	
State PA		
Calculation Component Pennsylvania PSD	Forms PA > Allegheny Intermediate Unit	
State PA	Start and End Dates 08/21/2017	
Tax Reporting Unit Allegheny Intermediate Unit		
Resident PSD Code 710902	Work PSD Code 731501	
Resident School District Northgate SD	Work School District Steel Valley SD	

Step 4

Updating or Adding Tax Withholding

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

Basic Information	
Calculation Component Pennsylvania PSD	Forms PA > Allegheny Intermediate Unit
Component Sequence 1	
*When does this change start? 12/04/2023	State PA
	Tax Reporting Unit Allegheny Intermediate Unit
Note: You cannot backdate a tax withholding change. It must be a current or future date.	
Residency Certificate	
Resident PSD Code 710902	Work PSD Code 731501
Resident School District Northgate SD	Work School District Steel Valley SD
*Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. ☐ I agree	

View Your Payslip

Step 1

Navigate to the Pay page.

Click the 'Pay' Icon.

Good afternoon, Donald Duck

Me Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info

APPS

- Directory
- Journeys
- Pay
- Time and Absences
- Personal Information

Step 2

To view your Payslip

Click on 'Payslips'.

The screenshot shows a grid of service tiles. The 'Payslips' tile is circled in red. It contains the text: 'View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.'

Step 3

View Payslip

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

The screenshot shows a table of payslip details. The first entry is circled in red. A dropdown menu is open on the right, showing options: 'Last 3 Months', 'Last 12 Months', and 'Specific Date Range'.

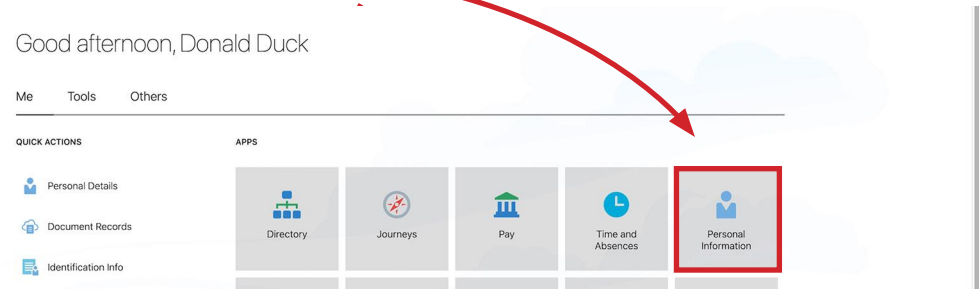
Details	
Last 3 Months	
11/30/2023	
11/30/2023_1,234.56	1,234.56 USD
11/16/2023 to 11/30/2023	
11/15/2023	
11/15/2023_1,234.56	1,234.56 USD
11/01/2023 to 11/15/2023	
10/31/2023	
10/31/2023_1,234.56	1,234.56 USD
10/16/2023 to 10/31/2023	
10/13/2023	
10/13/2023_1,234.56	1,234.56 USD
10/01/2023 to 10/15/2023	
09/29/2023	
09/29/2023_1,234.56	1,234.56 USD
09/16/2023 to 09/30/2023	
09/15/2023	
09/15/2023_1,234.56	1,234.56 USD
09/01/2023 to 09/15/2023	

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

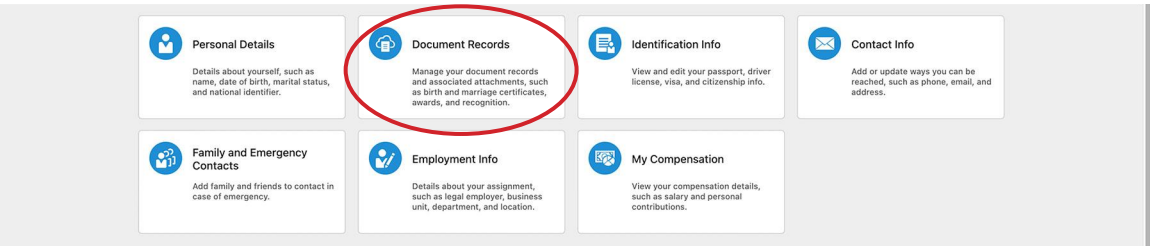
Step 1

Navigate to the **Personal Information** page.
Click the **'Personal Information'** icon.



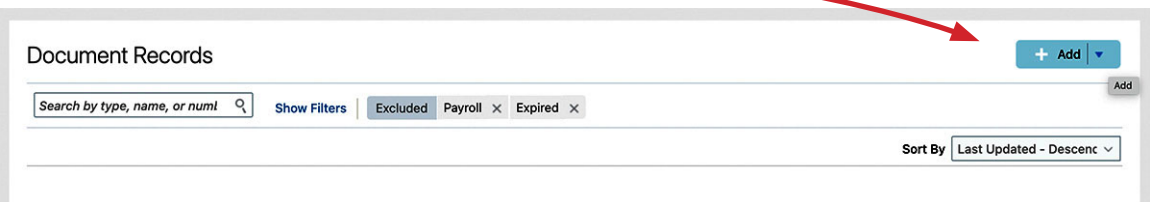
Step 2

My Documents
Click **'Document Records'**.



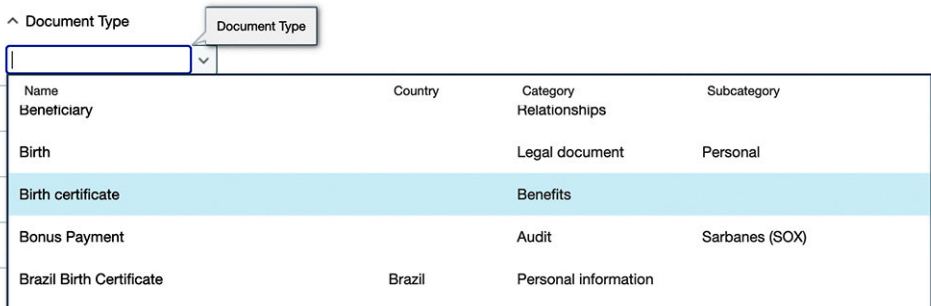
Step 3

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.

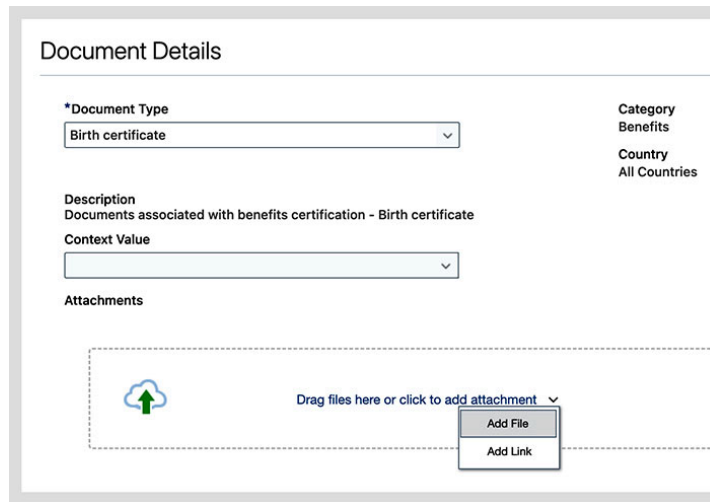


Step 5

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'**.



The screenshot shows the 'Document Details' form. It includes a dropdown for 'Document Type' set to 'Birth certificate', a 'Category' of 'Benefits', and a 'Country' of 'All Countries'. The 'Description' is 'Documents associated with benefits certification - Birth certificate'. There is a 'Context Value' dropdown. Below these is the 'Attachments' section, which contains a dashed box with a cloud and arrow icon, the text 'Drag files here or click to add attachment', and two buttons: 'Add File' and 'Add Link'.

Step 6

Choose Document

Navigate to your document and add.

Step 7

Submit Document

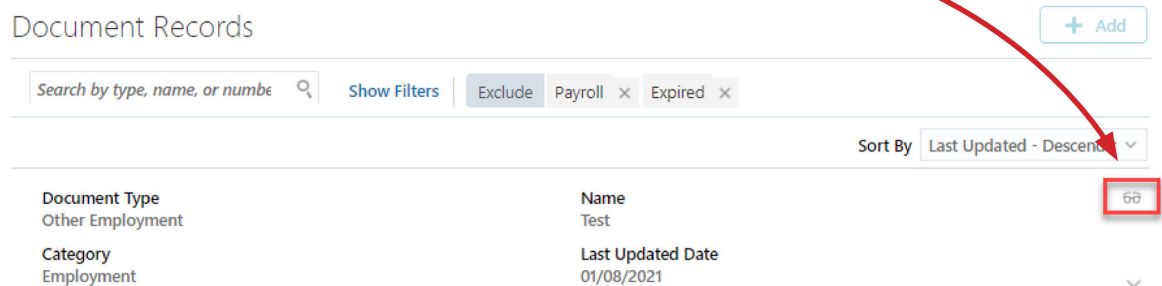
Scroll to the top of the page and click **'Submit'**.

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.



The screenshot shows the 'Document Records' page. It has a search bar with the placeholder 'Search by type, name, or number', a 'Show Filters' button, and filter tags for 'Exclude', 'Payroll', and 'Expired'. A 'Sort By' dropdown is set to 'Last Updated - Descending'. A table lists document records with columns for 'Document Type', 'Name', 'Category', and 'Last Updated Date'. A red box highlights a glasses icon in the top right corner of the table area, with a red arrow pointing from the text in Step 8 to it.

Document Type	Name	Category	Last Updated Date
Other Employment	Test	Employment	01/08/2021