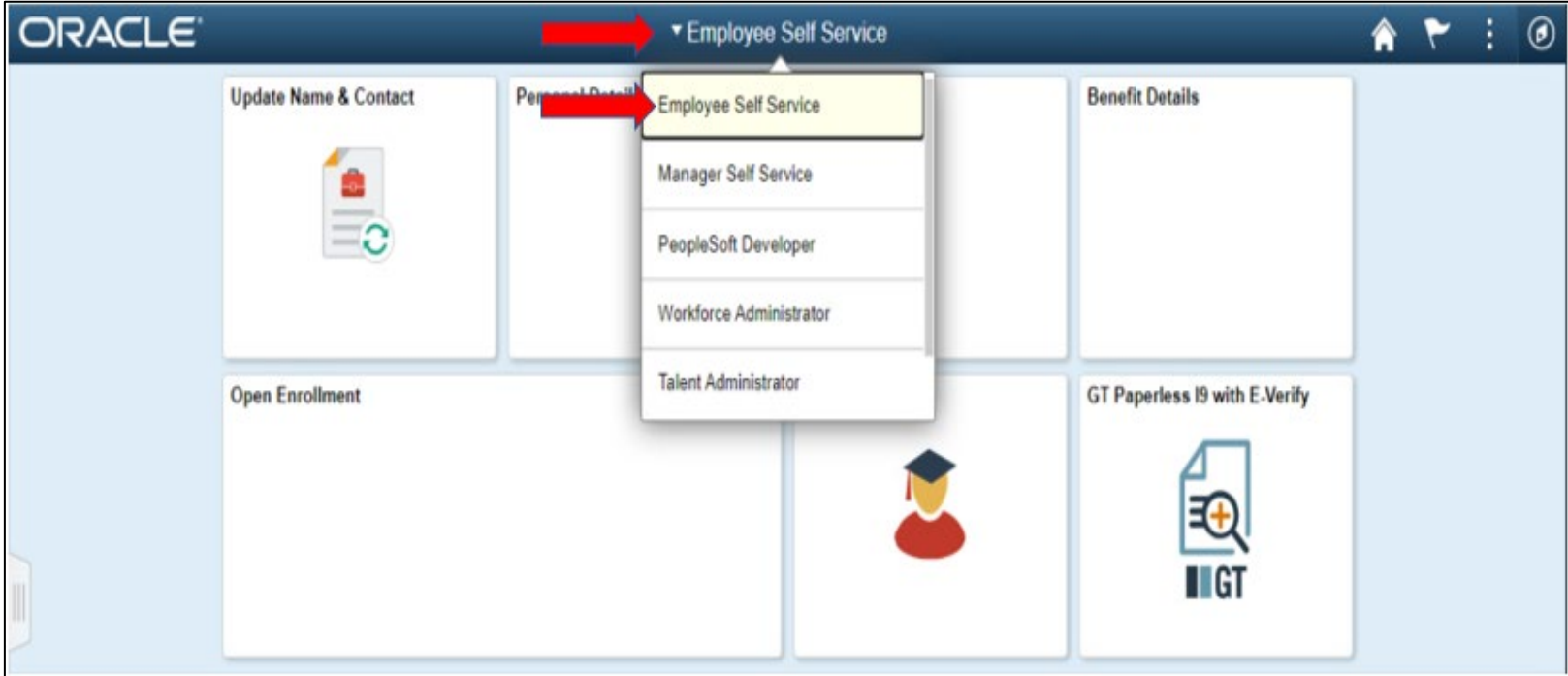




Step	Action
<b>Navigation:</b> Employee Self Service	
1	<p>Using center drop down menu in PeopleSoft, select “Employee Self Service”. NOTE: The options you see in this menu depend on your security access in the system.</p>  <p>The screenshot shows the Oracle PeopleSoft interface. At the top, the Oracle logo is on the left, and a navigation bar contains a dropdown menu labeled 'Employee Self Service'. A red arrow points to this dropdown. The dropdown menu is open, showing options: 'Employee Self Service' (highlighted in yellow), 'Manager Self Service', 'PeopleSoft Developer', 'Workforce Administrator', and 'Talent Administrator'. Another red arrow points to the 'Employee Self Service' option in the dropdown. The main content area has several tiles: 'Update Name &amp; Contact' with a document icon, 'Personal Details' with a person icon, 'Benefit Details' with a document icon, 'Open Enrollment' with a document icon, a user profile tile with a graduation cap icon, and 'GT Paperless I9 with E-Verify' with a document icon and 'GT' logo.</p>



2 First, we will look at the “Update Name & Contact” tile. You will be able to update your name and contact information when you click on this tile. You can find more information in a separate video and instructions about this tile called “How to Update Personal Data.”


























3

Next, we will look at the Personal Details tile.

A screenshot of the 'Employee Self Service' dashboard. The dashboard has a dark blue header with a dropdown arrow and the text 'Employee Self Service'. Below the header are six white tiles with light blue borders. The tiles are arranged in two rows. The top row contains four tiles: 'Update Name & Contact' (with a document and refresh icon), 'Personal Details' (highlighted with a red border), 'Payroll', and 'Benefit Details'. The bottom row contains three tiles: 'Open Enrollment', 'Training' (with a graduation cap icon), and 'GT Paperless I9 with E-Verify' (with a document and magnifying glass icon).

Employee Self Service			
Update Name & Contact	Personal Details	Payroll	Benefit Details
Open Enrollment	Training	GT Paperless I9 with E-Verify	



4	<p>Within the Personal Details tile of Self Service, you can review and/or update the following items:</p> <table border="1"><tr><td data-bbox="289 269 690 358"> <b>View Addresses</b></td><td data-bbox="701 285 1877 358">← View your address here. It cannot be updated here. Use the “Update Name &amp; Contact” tile in Employee Self-Service for updates.</td></tr><tr><td data-bbox="289 367 690 448"> Marital Status</td><td data-bbox="701 375 1843 448">← View or update your marital status here. A benefits life event can be started with an update here.</td></tr><tr><td data-bbox="289 456 690 537"> Ethnic Groups</td><td data-bbox="701 464 1495 496">← View or update your race and ethnicity information here.</td></tr><tr><td data-bbox="289 545 690 626"> Emergency Contacts</td><td data-bbox="701 553 1864 586">← View or update who should be contacted on your behalf in the case of an emergency.</td></tr><tr><td data-bbox="289 634 690 716"> Additional Information</td><td data-bbox="701 643 1394 675">← View other personal data here, such as birthdate.</td></tr><tr><td data-bbox="289 724 690 805"> Disability</td><td data-bbox="701 732 1377 764">← View or update your disability information here.</td></tr><tr><td data-bbox="289 813 690 894"> Veteran Status</td><td data-bbox="701 821 1449 854">← View or update your veteran status information here.</td></tr></table>	 <b>View Addresses</b>	← View your address here. It cannot be updated here. Use the “Update Name & Contact” tile in Employee Self-Service for updates.	 Marital Status	← View or update your marital status here. A benefits life event can be started with an update here.	 Ethnic Groups	← View or update your race and ethnicity information here.	 Emergency Contacts	← View or update who should be contacted on your behalf in the case of an emergency.	 Additional Information	← View other personal data here, such as birthdate.	 Disability	← View or update your disability information here.	 Veteran Status	← View or update your veteran status information here.
 <b>View Addresses</b>	← View your address here. It cannot be updated here. Use the “Update Name & Contact” tile in Employee Self-Service for updates.														
 Marital Status	← View or update your marital status here. A benefits life event can be started with an update here.														
 Ethnic Groups	← View or update your race and ethnicity information here.														
 Emergency Contacts	← View or update who should be contacted on your behalf in the case of an emergency.														
 Additional Information	← View other personal data here, such as birthdate.														
 Disability	← View or update your disability information here.														
 Veteran Status	← View or update your veteran status information here.														



5

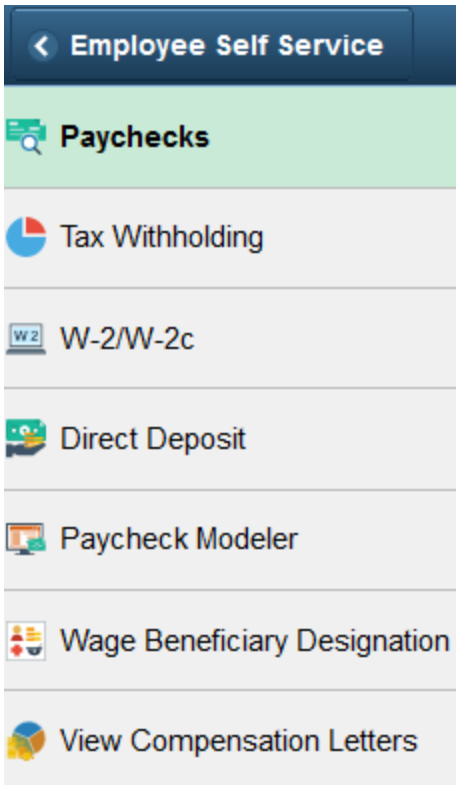
Next, we will click on the “Payroll” tile.





6

Within the Payroll tile of Self Service, you can review and/or update the following items:



← View your paycheck statements. Use the funnel icon for more dates.

← View or update W-4 tax form for income tax withholdings.

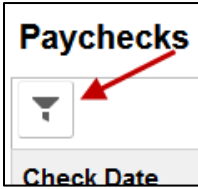
← View W-2 tax forms.

← View or update the banking information for the direct deposit of your paycheck

← View the hypothetical results of certain pay-related changes you could make. Find more information on the payroll website.

← View or update who would receive your paycheck in the case of death.

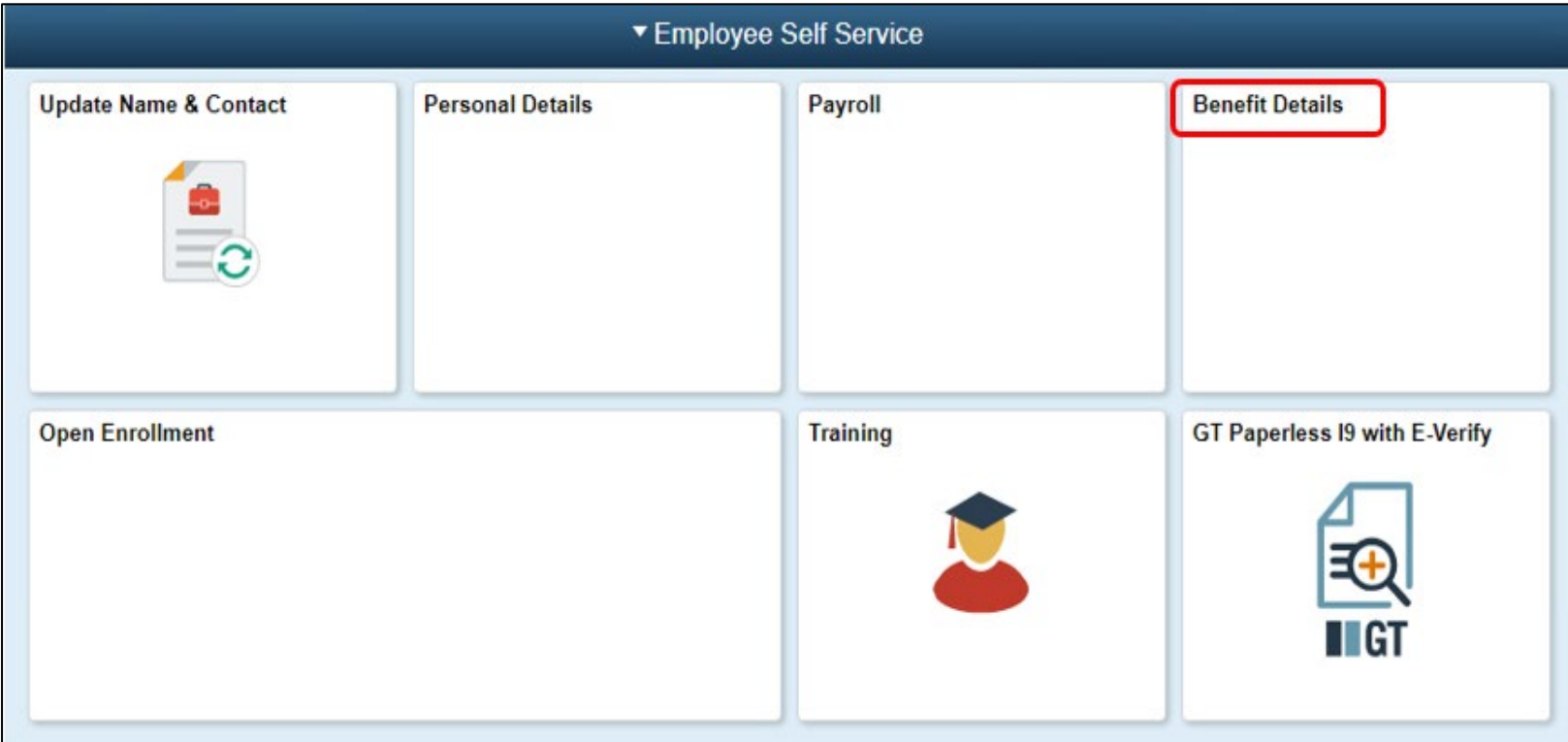
← View letters describing your total compensation from the university.





7

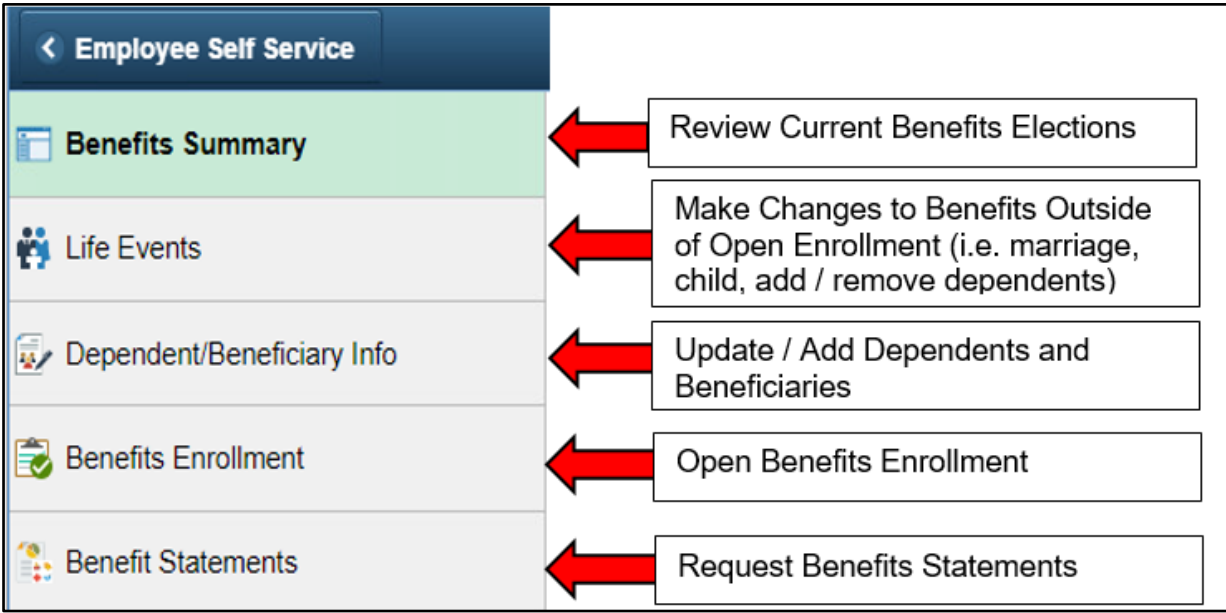
Next, we will review the Benefit Details tile.





8

Within the Benefit Details tile of Self Service, you can review and/or update the following items:



Benefits statements for Plan Year 2021 and earlier can be found in the retired legacy PeopleSoft systems. Look for “View Confirmation Letter” in Employee Self-Service here:

- Norman Legacy HR PeopleSoft Norman (Do not enter data): <https://hrdev.ou.edu:8600/psp/hrtal/?cmd=login>
- HSC Legacy HR PeopleSoft (Do not enter data): <https://httrn.hsc.net.ou.edu/psp/TRNHC920/?cmd=login>

Contact Human Resources with questions at [ohr@ou.edu](mailto:ohr@ou.edu).

NOTE: To access legacy HR PeopleSoft, you must be working inside the OU online environment in one of these ways: on-campus, Virtual Private Network (VPN), Virtual Desktop Interface (VDI), or remote desktop. You may also need DUO dual authentication. Contact the IT Service Desk for assistance, if needed.





9 Next, we will look at the “Open Enrollment” tile. When Open Enrollment is active, you will be able to change your benefits elections by clicking on this tile.

A screenshot of the 'Employee Self Service' dashboard. The dashboard has a dark blue header with a dropdown arrow and the text 'Employee Self Service'. Below the header are six white tiles arranged in a 2x3 grid. The top row contains 'Update Name &amp; Contact' (with a document and refresh icon), 'Personal Details', 'Payroll', and 'Benefit Details'. The bottom row contains 'Open Enrollment' (highlighted with a red border), 'Training' (with a graduation cap icon), and 'GT Paperless I9 with E-Verify' (with a document and magnifying glass icon). The 'GT' logo is visible at the bottom of the last tile.



10

Next, we will review the Training tile.

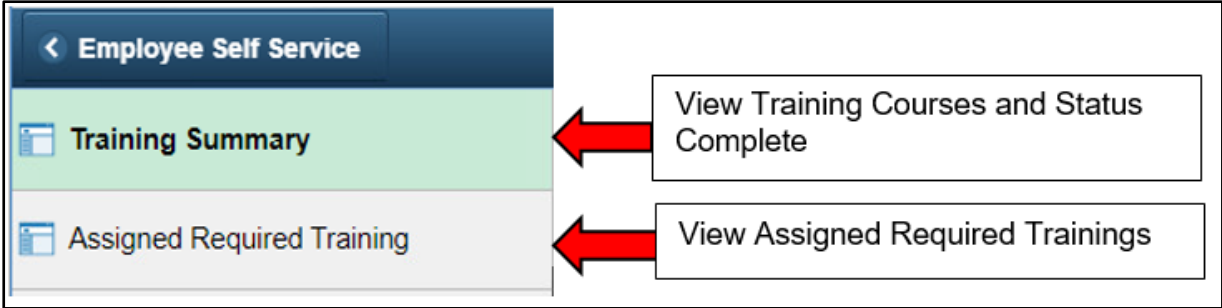
Employee Self Service

<b>Update Name &amp; Contact</b> 	<b>Personal Details</b>	<b>Payroll</b>	<b>Benefit Details</b>
<b>Open Enrollment</b>	<b>Training</b> 	<b>GT Paperless I9 with E-Verify</b> 	



11

Within the Training tile of Self Service, you can review and/or update the following items:





12

The last tile in Employee Self-Service is the GT Paperless I9 with E-Verify tile. There will be no data in this tile for most employees and you will *not* need to use this tile unless instructed by Human Resources.