



**Step**      **Action**

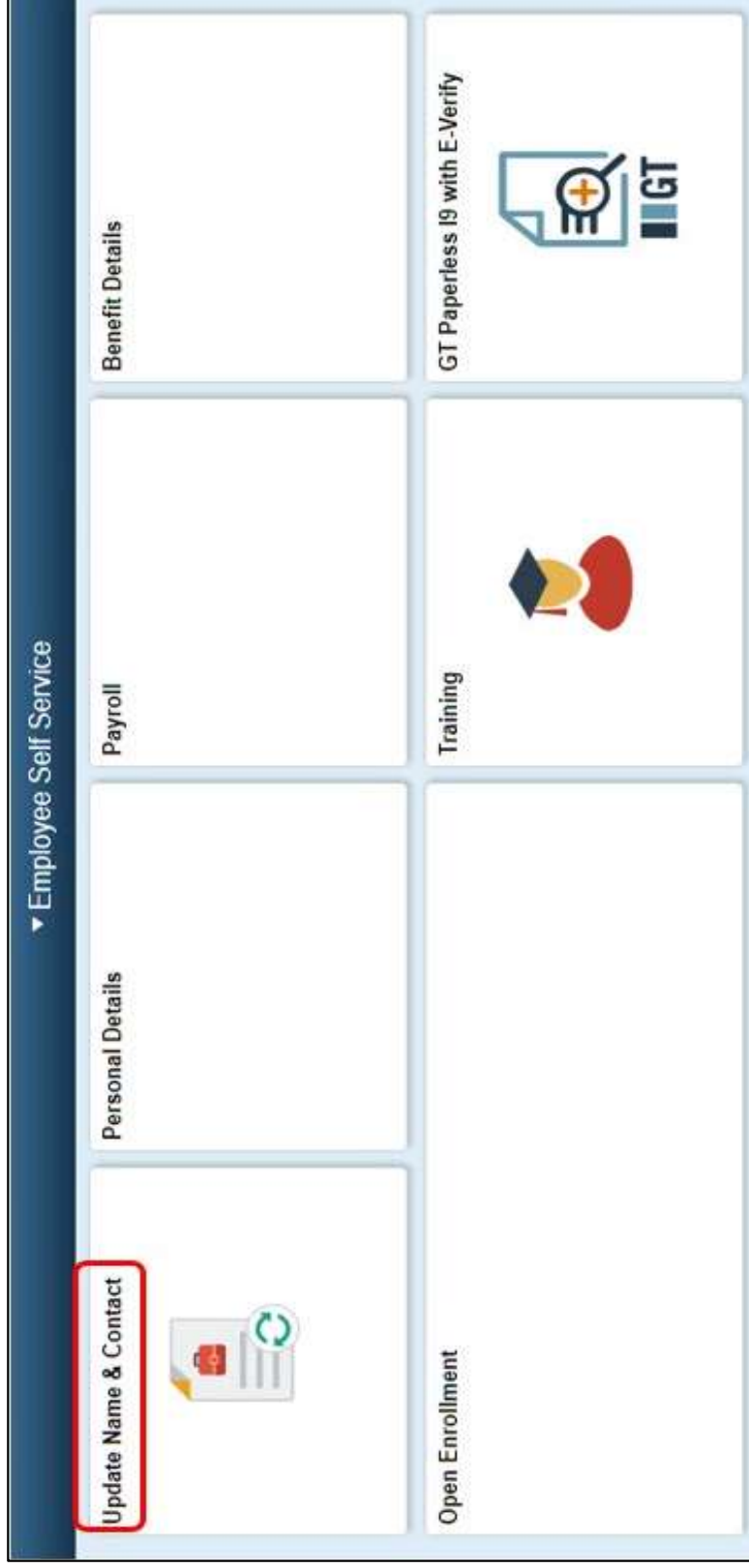
**Navigation:** Employee Self Service

1      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.








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.








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> 



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

 <b>View Addresses</b>
 Marital Status
 Ethnic Groups
 Emergency Contacts
 Additional Information
 Disability
 Veteran Status

- ← View your address here. It cannot be updated here. Use the “Update Name & Contact” tile in Employee Self-Service for updates.
- ← View or update your marital status here. A benefits life event can be started with an update here.
- ← View or update your race and ethnicity information here.
- ← View or update who should be contacted on your behalf in the case of an emergency.
- ← View other personal data here, such as birthdate.
- ← View or update your disability information here.
- ← View or update your veteran status information here.



5 Next, we will click on the "Payroll" tile.

A screenshot of the Employee Self Service dashboard. At the top, a dark blue header bar contains the text 'Employee Self Service' with a downward-pointing arrow. Below the header, the dashboard is organized into a grid of six tiles. The top row contains three tiles: 'Update Name &amp; Contact' (with a document icon and a refresh arrow), 'Personal Details', and 'Benefit Details'. The bottom row contains three tiles: 'Open Enrollment' (with a document icon), 'Payroll' (with a red rectangular highlight around the text), and 'Training' (with a graduation cap icon). To the right of the 'Training' tile is a larger tile labeled 'GT Paperless 19 with E-Verify' (with a magnifying glass icon and the letters 'GT').



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.



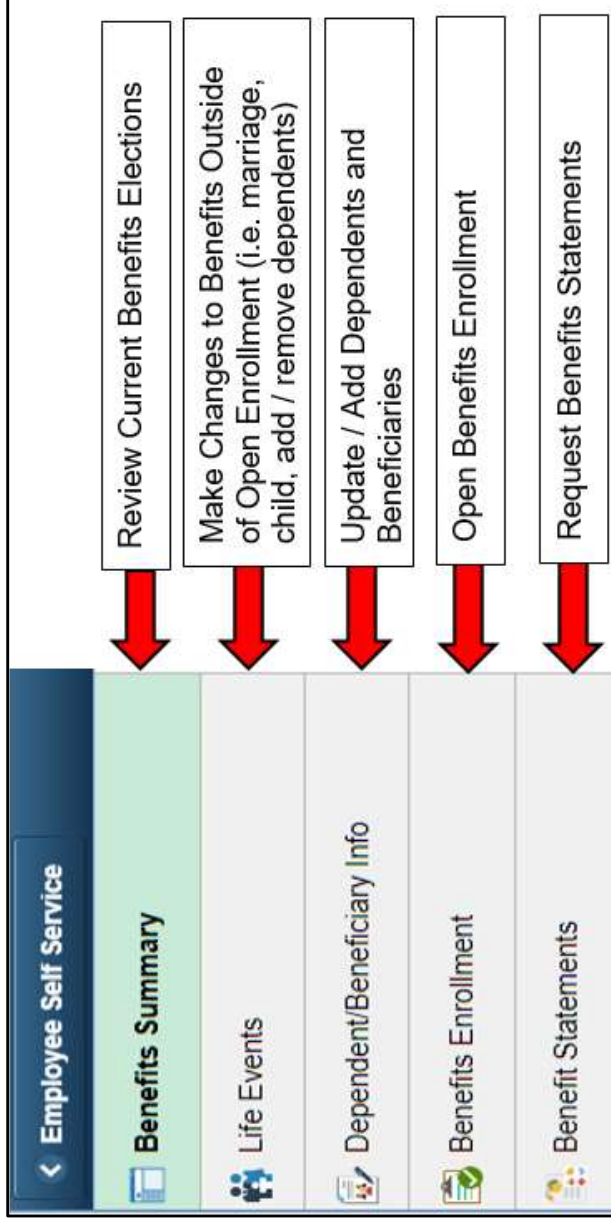
7  
Next, we will review the Benefit Details tile.

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> 



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/hrta/?cmd=login>
- HSC Legacy HR PeopleSoft (Do not enter data): <https://httrn.hsc.net.ou.edu/psp/TRNH920/?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.




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> 



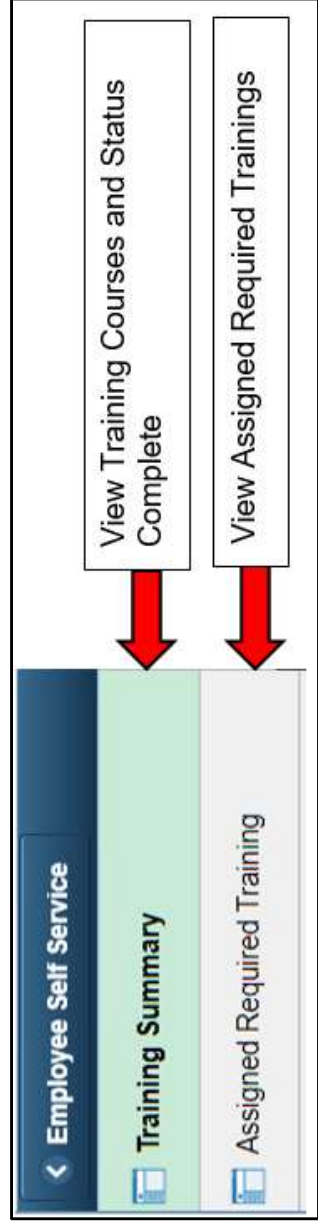
Next, we will review the Training tile.

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 19 with E-Verify</b> 



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





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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.

Employee Self Service

Update Name & Contact 	Personal Details	Payroll	Benefits
Open Enrollment		Training 	GT Paperless I9 with E-Verify 

ALERT: Most employees will never need to use this tile. HR will provide guidance if ever needed.