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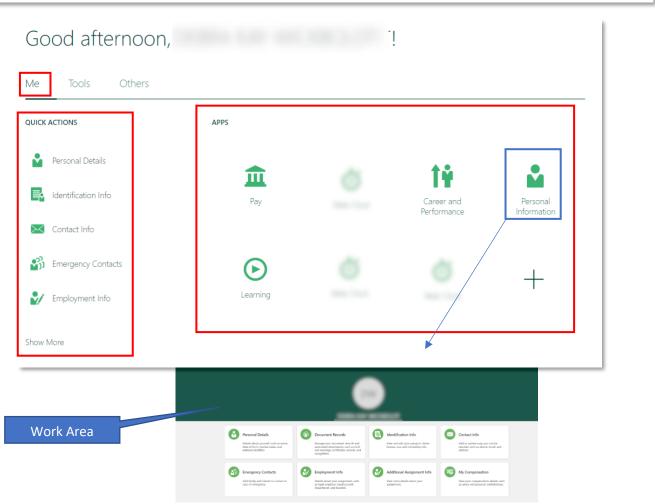
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Step-by-Step Instructions

Employee Home Page

Quick Tip: Click the Zachry logo or the Home icon in the Global Bar to return to your Home Page. Do not use the \leftarrow or \rightarrow browser commands when navigating within Oracle.

ZACHRY



- All available Apps and Quick Actions associated with an Employee Self Service will be displayed as tiles on the Home Page under the Me Tab located on the HCM Menu
- Each App on the Home Page (e.g., Pay, Personal Information, etc.) will open a Work Area which is made up of one or more tasks targeted for a particular audience.
- A Quick Actions menu will also be available on the Home Page. More items in Quick Actions can be accessed by clicking on Show More option in the bottom left screen.



Quick Actions

Quick Actions, available on the Home Page, will help you get to tasks faster.

For example, in the Personal Info Work Area, you can manage your personal details from the Personal Details page. You can get to this page faster by using the Quick Actions link on the Home Page.

<	Personal Info											
		Personal Details Details about yourself such as name, date of birth, marital status, and national identifier.	Document Reco Manage your docur associated attachm and marriage certifi recognition.	ment records and ents, such as birth	Identification Info View and edit your passport, dri license, visa, and citizenship info	ver	Contact Info Add or update ways you can be reached, such as phone, email, and address.					
	Me Tools	Emergency Contacts Others	Employment Ir	nfo ent. such unit.	Additional Assignment I View more details about your assignment.	nfo	Wy Compensation View your compensation details, such as salary and personal contributions.					
	QUICK ACTIONS	APPS										
	Personal Details		Pay	Tim		Name						
	Contact Info			ADS		Start Date 9/14/20 Last Name						
	🔐 Emergency Con	atacts	lacksquare									
	Employment Inf	fo	Learning	Web		Demogra						
				_		National I						
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PROJECT MAVERICK

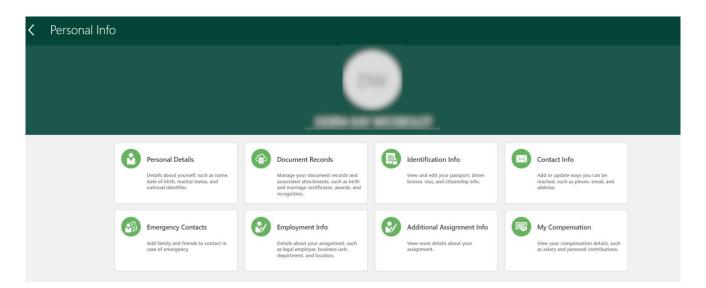
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Work Area: Personal Information

 By selecting the Personal Information in the Apps section on the Home Page, the user will be taken to the Personal Info Work Area.

Me	Tools Others			
QUICK	ACTIONS	APPS		
Ň	Personal Details	♠	tê	
4	Identification Info	Pay	Career and Performance	Personal Information
\times	Contact Info		r en ren i full fiele	

- In the Work Area users can access pages where they can:
 - See Personal Details such as name and date of birth.
 - View and edit Identification Info
 - Add or update Contact Info such as phone number and address.
 - Add family and friends as Emergency Contacts
 - View details about their Employment Info
 - View Additional Assignments (if applicable)
 - View their salary and contributions under My Compensation

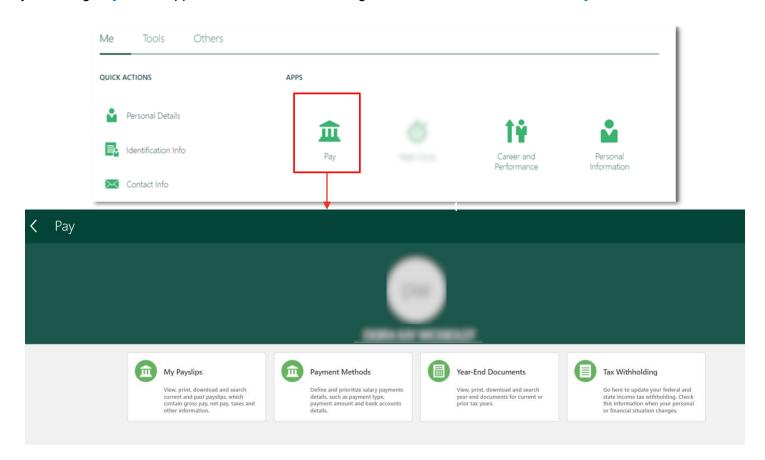


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Work Area: Pay

By selecting Pay in the Apps section on the Home Page, the user will be taken to the Pay Work Area.

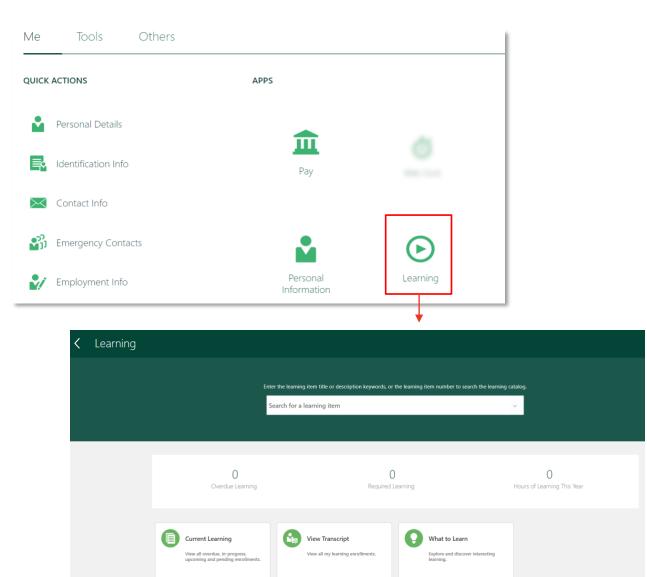


- In the Work Area the users can access pages where they can:
 - Define and prioritize their Payment Methods
 - Update their federal and state Tax Withholdings
 - My Payslips and Year-End Documents will not be used in Phase I.



Work Area: Learning

- By selecting Learning in the Apps section on the Home Page, the user will be taken to the Learning Work Area.
- **Note: This area applies to Craft and Site-Specific trainings. All other trainings will remain in Zachry LMS **



- In the Work Area users can access pages where they can:
 - View all overdue, in-progress, upcoming and pending enrollments in Current Learning
 - View all transcripts in View Transcripts

ESS Navigation Overview

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Things to Finish

ACHRY		
Things to Finish	Notifications	1
Assigned to Me	No notifications to display.	
Created by Me		
Show More	Notifications	Work
	Assigned to Me (0) Created by Me (0) All	
	No notifications to display.	

- Notifications appear in the Things to Finish section and under the Bell Icon on the Home Page. You can quickly see how many notifications are assigned to you and how many notifications were sent based on actions you performed.
- You can quickly dismiss, approve, or reject a notification if you don't require additional details to close it out.
- You can select **Show More** to see all your notifications.
- Selecting Show More under Things to Finish on the Home Page and Show All under the Bell icon displays the same notifications. These viewing options provide an alternate way of accessing your notifications.

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