

Performed by: Employees without Zachry E-mail (Craft Professionals)

1. After logging into your personal home page in Oracle Cloud HCM (<https://hcm.zhi.com>), follow this Personal Info Checklist:

- Under the **Me** tab, navigate to the “**Personal Information**” button under **APPS**. To navigate between pages, use the left arrow next to the icon with your initials. **Do not** use the back arrow on your web browser. **Verify that the below information is reflected accurately:**
- Personal Details
 - Verify that your **Name** is accurate. (View Only)
 - Verify that your **Demographic Information** is accurate. (Can Update Yourself)
- Employment Info (View Only)
 - Under “Assignment” > Verify your **Department** is accurate.
 - Under “Assignment” > Verify your **Location** is accurate.
 - Under “Managers” > Verify your **Line Manager** (Foreman) is accurate.
- Emergency Contacts (Can Update Yourself)
 - Add **Emergency Contacts**, as this information was not migrated to Oracle Cloud HCM and is currently blank under your profile.
- Contact Information (Can Update Yourself)
 - Update your **Phone Numbers**.
 - Update or add new **Addresses** with correct City, ZIP and County.



2. Under the **Me** tab, navigate to the **Pay** button under **APPS**. It is highly encouraged that you **update the following personal information using the new self-service functionality:**

- Payment Method (Can Update Yourself)
 - Verify that your **Bank Account** and **Payment Method** information are correct.
- Tax Withholding (Can Update Yourself)
 - Verify that your **Federal and State Tax Withholding information** is correct.

3. If you are a Manager with Direct Reports, under the **My Team** tab, navigate to the “**My Team**” under **APPS**. **Verify that the below information is reflected accurately:**

- Under “**Workers**” > All current **Direct Reports** (Crew) are correct. (View Only)

For information you “Can Update Yourself”, you can access instruction guides on employee.zhi.com and click on “[Oracle Cloud HCM – Training Guides](#)” under Important Links.

IF YOU FIND ANY ERRORS WITH VIEW ONLY INFORMATION OR NEED SUPPORT WITH USING SELF-SERVICE, PLEASE CONTACT YOUR SITE PAYROLL OFFICE FOR ASSISTANCE.