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

1. After logging into your personal home page in Oracle Cloud HCM, follow this Personal Data 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)

   - 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.

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.

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.