



CORE Oklahoma

State of Oklahoma Department of Corrections Employee Self Service Manual



Revised August, 2010



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EMPLOYEE SELF-SERVICE

Objectives

1. Sign On and Navigate
2. View Records
 - Personal Information Summary (Address, Phone Numbers)
 - Paycheck
 - Voluntary Deductions
 - Direct Deposit
 - Compensation History

Overview

Employee Self-Service is a web-based application that provides employees with information related to their employment. The release of Employee Self-Service provides the employee the ability to view human resource and payroll data in the Human Resource/Payroll System.

Employee Self-Service provides an excellent opportunity for you to ensure that the HR/Payroll information is accurate and kept up to date. The information can affect the accuracy of your employment data, including the pay and benefits you receive.

One of the advantages of the Employee Self Service system is the data is real-time data.

The following table describes the components that will be used.

Page Name	Page Description
Personal Information	Personal Information Summary (Address, Phone Numbers)
General Profile Information	Password, Personalizations
Payroll and Compensation	View Paychecks, Voluntary Deductions, Direct Deposit, View Compensation History



STEP I – SIGNING INTO YOUR SYSTEM

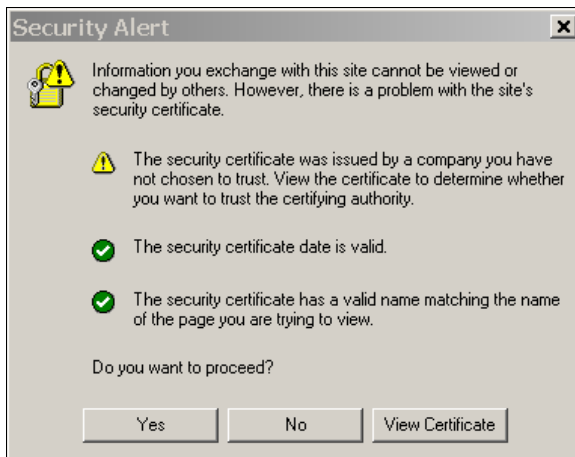
1. Call the Office State Finance Help Desk to activate your Employee Self Service Account

OSF Help Desk Phone Numbers: 405 521-2444 or 866 521-2444 (Toll Free)

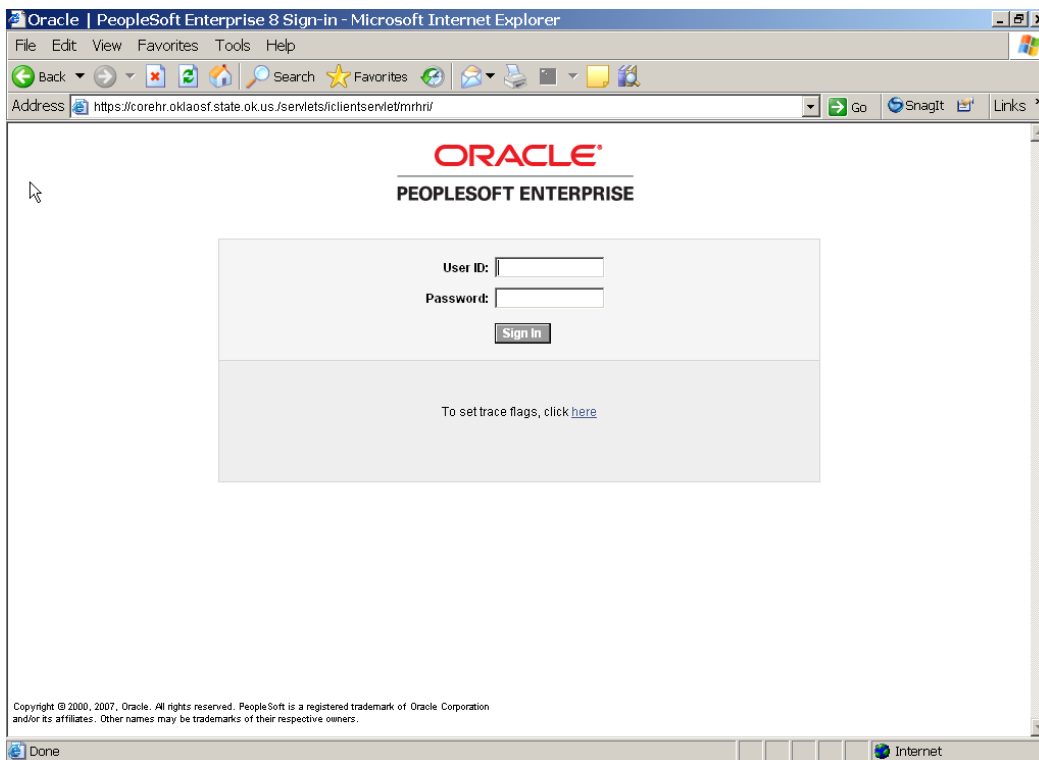
2. Open your Internet web browser – Explorer.

3. **Enter** Employee Self Service Link: <https://corehr.ok.gov/mrhri/signon.html>

4. You may see a security alert message; **click**  to proceed.



The PeopleSoft sign-in page will appear:



5. Enter your User ID and the Password supplied by the OSF Help Desk. User ID and Password are case sensitive.

User ID – your 6 digit Employee ID

Password: – The initial password will be provided by the OSF Help Desk.

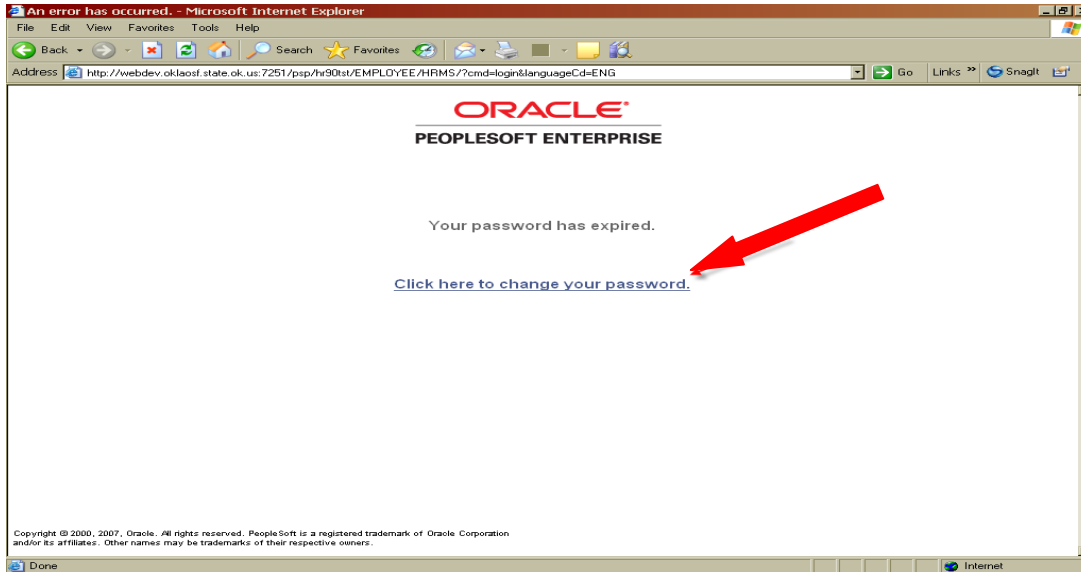
OSF Help Desk Phone Numbers: 405 521-2444 or 866 521-2444 (Toll Free).

NOTE: Passwords always appear as asterisks in the display as you type them. If the password is entered incorrectly three (3) times, **ESS** will automatically lock out the user. After the initial log in, if you stop before the third incorrect entry, you may still use the Forgot Your Password link to reset your password. To have your password reset due to lock out, call the Office of State Finance Help Desk Phone Numbers are 405 521-2444 or 866 521-2444 (Toll Free).

Click .

The PeopleSoft online system will validate your User ID and Password.

The first time you sign on to the system the following screen will appear.

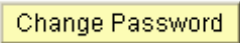


6. Click [Click here to change your password.](#)

Current Password – When you call the OSF Help Desk, you will receive the initial/current password. An asterisk (*) in front of a field indicates it is a required field to complete.

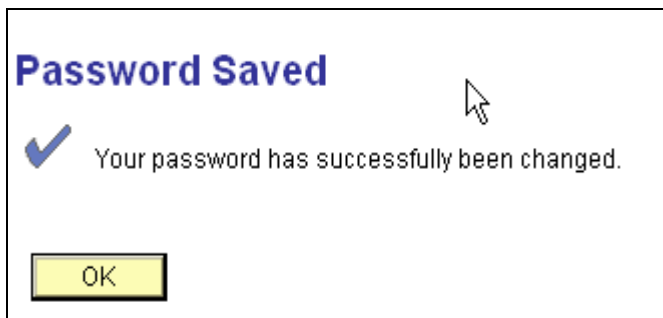
New Password – Type in a new password. New password must be at least 8 (eight) characters and contain at least 1 (one) number. You can use both CAPITAL and/or lower case characters. Your password will expire every 90 days.

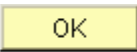
Confirm Password – Retype the new password.

Click  and the following message will appear.



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Click 

The system will display the following:



NOTE: There are three (3) menu options on the top right hand corner of the web page Home, Help, and Sign out.

- "Home" will take you to the first page. If you get lost, selecting "Home" will bring you back to the beginning.
- "Sign Out" option will log you out.
- "Help" option is not functional at this time.



STEP II – CHANGING MY SYSTEM PROFILE

In order for the Office of State Finance Help Desk to ensure you are the person requesting a password reset, you must complete the **General Profile Information Page** under [My System Profile](#) link. In addition, in order for you to use the Forgot Your Password steps, you must have completed the Change or set up forgotten password help process.

Navigation: My System Profile

ORACLE

Home | Add to Favorites | Sign out

Menu

Search: []

- My Favorites
- Workforce Administration
- Enterprise Learning
- Set Up HRMS
- OK Custom Reports/Processes
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile**

[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code: []

Default Mobile Page: []

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: []

From Date: [] (example: 12/31,2000)

To Date: [] (example: 12/31,2000)

Workflow Attributes

Email User Worklist User


[Miscellaneous User Links](#)

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	jeanie.robards@osf.ok.gov

Save

Click [Change or set up forgotten password help](#)

A screenshot of the Oracle self-service interface. The top left shows the Oracle logo. Below it is a "Menu" section with a search bar and a list of options: "My Favorites", "Self Service", "Change My Password", "My Personalizations", and "My System Profile". The "Change My Password" option is highlighted. To the right of the menu is a section titled "Change or set up forgotten password help". Below this title is the instruction: "Enter a question and your response below. These will be used to authenticate you." There are two input fields: "Question:" and "Response:". The "Question:" field is a dropdown menu with a red arrow pointing to it. Below the dropdown is the text "Select from the list of questions." The "Response:" field is a text input box with a red arrow pointing to it. At the bottom of the form are two buttons: "OK" and "Cancel".

Question – **Select**  drop down menu and choose a question.

Response – **Enter** the answer to the question selected.

Click .

For information about resetting a forgotten password, please see page 18.



PERSONAL INFORMATION COMPONENTS

Navigation: Self Service > Personal Information > Personal Information Summary

The system displays the following:

ORACLE

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Menu

Search:

- My Favorites
- Self Service
 - Personal Information
 - Personal Information Summary
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts
 - Payroll and Compensation
 - Change My Password
 - My Personalizations
 - My System Profile

Personal Information

Test Tester

Name

Test Tester

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	11/19/1979	USA	3812 NW 38th Oklahoma City, OK 73130-7621 55

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Home	405/522-1750		<input type="checkbox"/>
Main	405/522-1725		<input checked="" type="checkbox"/>

Emergency Contacts

Name	Relationship to Employee

Email Addresses

Email Type	Email Address	Preferred
		<input type="checkbox"/>

Marital Status

Marital Status: Unknown As of:

Ethnic Groups

Description	Primary
White	<input checked="" type="checkbox"/>

Employee Information

Gender: Female

Date of Birth: 07/09/1953

Birth Country:

Birth State:

Smoker:

Date Entitled to Medicare:

Military Status: Not Indicated

Original Start Date: 11/19/1979

Highest Education Level: A-Not Indicated

Contact the Human Resources department if any of your Employee Information is incorrect.

[Return to Personal Information](#)

NOTE:
Emergency Contacts are maintained in the Oracle HR system, not in PeopleSoft.

NOTE: Employees will not be able to update any of the information on the Personal Information Page because the agency has chosen View Only access. **Contact your facility/unit Human Resources representative if changes to the data are required (HRMS will send appropriate forms to Personnel).**



PAYROLL VIEWS

Navigate to the Payroll and Compensation Components

Navigation: Self Service > Payroll and Compensation

The system will display the following:

The screenshot shows the Oracle Self Service interface. At the top left is the Oracle logo. A navigation menu on the left lists options like "My Favorites", "Self Service", "Personal Information", "Payroll and Compensation" (which is expanded to show "View Paycheck", "Voluntary Deductions", "Direct Deposit", and "Compensation History"), "Change My Password", "My Personalizations", and "My System Profile". The main content area is titled "Payroll and Compensation" and includes a search bar and a description: "Review your pay and compensation history. Update your direct deposit and other deduction or contribution information." Below this are four tiles: "View Paycheck" (Review current and prior paychecks), "Voluntary Deductions" (Add or update your voluntary deductions), "Direct Deposit" (Add or update your direct deposit information), and "Compensation History" (Review compensation history for base, variable, and stock options). The top right of the interface has links for "Home", "Add to Favorites", and "Sign out".

Links to choose:

- View Paycheck
- Voluntary Deductions
- Direct Deposit
- Compensation History

Select the information you want to view.



View Paycheck

Step I – Navigate to the Payroll and Compensation Components

Navigation: Self Service > Payroll and Compensation > View Paycheck

The system will display the following:

The screenshot shows the Oracle View Paycheck interface. On the left is a navigation menu with options like 'View Paycheck', 'Voluntary Deductions', 'Direct Deposit', and 'Compensation History'. The main content area displays a table of payroll records. The table has the following columns: Check Date, Company, Pay Begin Date, Pay End Date, Net Pay, Paycheck Number, and PDF File. The 'Check Date' column contains links for various dates from 2007-12-31 to 2008-07-31. The 'Company' column contains the text 'Agency Name'. The 'Net Pay' column shows values ranging from \$2673.21 to \$2981.23. The 'Paycheck Number' column shows values ranging from 500880484 to 501210926. There are also 'Find', 'View All', 'First', and 'Last' buttons at the top of the table.

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2008-07-31	Agency Name	07/01/2008	07/31/2008	\$2611.46	501210926	
2008-06-30	Agency Name	06/01/2008	06/30/2008	\$2611.47	501149108	
2008-05-30	Agency Name	05/01/2008	05/31/2008	\$2711.46	501094809	
2008-04-30	Agency Name	04/01/2008	04/30/2008	\$2711.47	501059719	
2008-03-31	Agency Name	03/01/2008	03/31/2008	\$2711.46	501010214	
2008-02-29	Agency Name	02/01/2008	02/29/2008	\$2711.47	500979139	
2008-01-31	Agency Name	01/01/2008	01/31/2008	\$2673.21	500911641	
2007-12-31	Agency Name	12/01/2007	12/31/2007	\$2981.23	500880484	

Select the check date you want to review by clicking on the blue [Check Date](#) link. The most current paycheck date will give you year-to-date totals even if the net pay is zero.

PLEASE NOTE: Paycheck data is available to be viewed as soon as the payroll has been processed each month. However, the funds are not deposited and available to the employee until **the scheduled payday (usually the last working day of each month).**

Pay Begin Date: 02/01/2010
 Pay End Date: 02/28/2010
 Check Date: [02/26/2010](#)





Payroll Advice

Dept of Environmental Quality 707 North Robinson Oklahoma City, OK 73101-1677			Pay Group: M11-292 Monthly Exempt Sun Business Unit: 29200 Pay Begin Date: 05/01/2010 Advice #: 000000502098614 Pay End Date: 05/31/2010 Advice Date: 07/07/2010					
SHAWANNA ATTEBERY Employee ID: 999999 Department: 2100001-Customer Services Div Operatio Location: 300 Pay Rate: \$3,416.84 Monthly		TAX DATA: Federal OK State Marital Status: Single Single Allowances: 0 0 Addl. Pct.: Addl. Amt.: 20.00 40.00						
HOURS AND EARNINGS					TAXES			
Description	Current	YTD	Description	Current	YTD			
Regular	2,996.31	9,386.46	Fed Withholding	347.75	1,432.51			
Benefit Allowance	1,164.32	4,657.28	Fed MED/EE	43.73	156.70			
Remaining Benefit Allowance	54.22	216.88	Fed OASDI/EE	186.96	670.02			
Salary Administrative Leave	0.00	128.13	OK Withholding	149.00	577.00			
Holiday - Salary	0.00	315.40						
Longevity	0.00	850.00						
Sick Leave Salaried	0.00	315.40						
Total:	4,214.85	15,554.15	Total:	727.44	2,836.23			
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
SoonerSave	100.00	300.00	EE Supplemental Life After-Tax	5.70	17.10	SoonerSave	25.00	100.00
OPERS	104.87	373.80	DP Dependent Life Standard Aft	4.32	12.96	OPERS	464.43	1,655.40
Medical Reimbursement	35.00	105.00						
Vision Service Plan Before-Tax	14.96	44.88						
EEHealthChoice High Before-Tax	442.80	1,771.20						
DPHealthChoice High Before-Tax	625.88	2,503.52						
HealthChoice Dental Before	60.56	242.24						
EE Disability Before - Tax	9.10	36.40						
EE Basic Life Before - Tax	4.56	18.24						
EE Supplemental Life Before-Tax	6.46	25.84						
Total:	1,404.19	5,421.12	Total:	10.02	30.06	* Taxable		
TOTAL GROSS		FED TAXABLE GROSS	TOTAL TAXES		TOTAL DEDUCTIONS	NET PAY		
Current:	4,214.85	2,810.66	727.44	1,414.21	2,073.20			
YTD:	15,554.15	10,133.03	2,836.23	5,451.18	7,266.74			
						NET PAY DISTRIBUTION		
						Advice #000000502098614		
						Total: 2,073.20		

MESSAGE: ESS View Paycheck

Dept of Environmental Quality Date 07/07/2010 Advice No. 502098614
 707 North Robinson
 Oklahoma City, OK 73101-1677

Deposit Amount: \$2,073.20

To The Account(s) Of

SHAWANNA ATTEBERY

Location: Environmental Quality

DIRECT DEPOSIT DISTRIBUTION		
Account Type	Account Number	Deposit Amount
Checking		2,073.20
Total:		2,073.20

This is not a check

This page will now print on one page. The following screen prints break down each section of the payroll advice.



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General

Pay Group:	M11-292 Monthly Exempt Sun	Business Unit:	29200
Pay Begin Date:	05/01/2010	Advice #:	000000502098614
Pay End Date:	05/31/2010	Advice Date:	07/07/2010

Tax Data

TAX DATA:	Federal	OK State
Marital Status:	Single	Single
Allowances:	0	0
Addl. Pct.:		
Addl. Amt.:	20.00	40.00

Paycheck Year-to-Date

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current:	4,214.85	2,810.66	727.44	1,414.21	2,073.20
YTD:	15,554.15	10,133.03	2,836.23	5,451.18	7,266.74

Earnings

HOURS AND EARNINGS					
Description	Rate	Current		YTD	
		Hours	Earnings	Hours	Earnings
Regular			2,996.31		9,386.46
Benefit Allowance			1,164.32		4,657.28
Remaining Benefit Allowance			54.22		216.88
Salary Administrative Leave			0.00		128.13
Holiday - Salary			0.00		315.40
Longevity			0.00		850.00
Sick Leave Salaried			0.00		315.40



Taxes

TAXES		
Description	Current	YTD
Fed Withholding	347.75	1,432.51
Fed MED/EE	43.73	156.70
Fed OASDI/EE	186.96	670.02
OK Withholding	149.00	577.00
Total:	727.44	2,836.23

REMINDER: The most current paycheck date will provide year-to-date totals and leave balances even if the net pay is zero.

Before Tax Deductions, After Tax Deductions and Employer Paid Benefits

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
SoonerSave	100.00	300.00	EE Supplemental Life After-Tax	5.70	17.10	SoonerSave	25.00	100.00
OPERS	104.87	373.80	DP Dependent Life Standard Aft	4.32	12.96	OPERS	464.43	1,655.40
Medical Reimbursement	35.00	105.00						
Vision Service Plan Before-Tax	14.96	44.88						
EEHealthChoice High Before-Tax	442.80	1,771.20						
DPHealthChoice High Before-Tax	625.88	2,503.52						
HealthChoice Dental Before	60.56	242.24						
EE Disability Before - Tax	9.10	36.40						
EE Basic Life Before - Tax	4.56	18.24						
EESupplemental Life Before-Tax	6.46	25.84						
Total:	1,404.19	5,421.12	Total:	10.02	30.06	* Taxable		

Net Pay Distribution

NET PAY DISTRIBUTION	
Advice #000000502098614	2,073.20
Total:	2,073.20



Voluntary Deductions

Navigation: Self Service > Payroll and Compensation > Voluntary Deductions

The screenshot shows the Oracle Self Service interface for Voluntary Deductions. On the left is a navigation menu with options like 'My Favorites', 'Self Service', 'Personal Information', 'Payroll and Compensation', and 'Voluntary Deductions'. The main content area is titled 'Voluntary Deductions' and shows the user 'Test Tester'. Below the title is a table with columns: Deduction Type, Start Date, Stop Date, Status, Deduction, Goal Amount, and Goal Balance. An 'Add Deduction' button is located at the bottom of the page.

NOTE: Be patient, the voluntary deductions can take time to load.

Direct Deposit

Navigation: Self Service > Payroll and Compensation > Direct Deposit

The screenshot shows the Oracle Self Service interface for Direct Deposit. The navigation menu on the left is similar to the previous page, but 'Direct Deposit' is selected. The main content area is titled 'Direct Deposit' and shows the user 'Test Tester'. Below the title is a table with columns: Account Type, Routing Number, Account Number, Deposit Type, Amt Pct, and Deposit Order. A row is visible for 'Checking' with 'Percent' as the deposit type and '100%' as the amount percentage. 'Edit' and 'Delete' buttons are present for this row. An 'Add Account' button is at the bottom left, and 'Pay Statement Print Option' is at the bottom right.

NOTE: This is a view only page and the Edit, Delete and Add Account buttons have been grayed out.



Compensation History

The screenshot shows the Oracle HR Self-Service interface. On the left is a navigation menu with options like 'My Favorites', 'Self Service', 'Personal Information', 'Payroll and Compensation', and 'Compensation History'. The main content area is titled 'Compensation History' and shows details for 'Test Tester' from 01/01/1900 to 01/08/2009. Below this is a 'Salary History' table with columns for Date of Change, Action, Reason, Annual Salary, and Compensation per Frequency.

Date of Change	Action	Reason	Annual Salary	Compensation per Frequency
10/01/2006	Pay Rt Chg	C21 Cost of Living Increase	49,188.346 USD	4,099.028850 USD Monthly
07/01/2006	Pay Rt Chg	C32 Skill-based pay to base	46,846.044 USD	3,903.837000 USD Monthly
07/01/2005	Pay Rt Chg	C21 Cost of Living Increase	46,846.044 USD	3,903.837000 USD Monthly
01/01/2005	Pay Rt Chg	C29 Skill Based Pay Adjustment	46,111.086 USD	3,842.590500 USD Monthly
11/19/1979	Hire	Conversion from Legacy System	43,915.320 USD	3,659.610000 USD Monthly

Click [Date of Change](#) column blue link to view additional information.

Click [Return to Employee Self Service](#) link or

Click [Return to Payroll and Compensation](#) link.



Reset Forgotten Password

Overview

In the Employee Self Service, (ESS) application, there is a capability to Reset your own password after the initial log-in, however, you must be aware of a few issues.

NOTE: If you have not previously set up your challenge question in the My System Profile link within ESS application, please call the Office State Finance Help Desk at 405 521-2444 or 866 521-2444 (Toll Free) to reset your password.

NOTE: If the password is entered incorrectly three (3) times, ESS will automatically lock out the user. If you stop before the third incorrect entry, you may still use the Forgot Your Password link to reset your password. To have your password reset due to lock out, call the Office of State Finance Help Desk Phone Numbers are 405 521-2444 or 866 521-2444 (Toll Free).

Following are dates when ESS will not be available.

Maintenance Schedule:

- 2nd Saturday of each month
- 4th Saturday of each month
- 2nd Weekend of each quarter

Maintenance Schedule Link:

[http://www.ok.gov/OSF/OSF_Help_Desk/Helpdesk - PeopleSoft System Availability.html](http://www.ok.gov/OSF/OSF_Help_Desk/Helpdesk_-_PeopleSoft_System_Availability.html)



Step 1

A screenshot of the Oracle PeopleSoft Enterprise login page. At the top, the Oracle logo is in red, and "PEOPLESOFT ENTERPRISE" is in black. Below this is a login form with two input fields: "User ID:" and "Password:". A "Sign In" button is positioned below the password field. At the bottom of the form, there is a blue hyperlink that reads "Forgot your password?". A red arrow points from the right side of the page towards the "Forgot your password?" link.

Click the [Forgot your password?](#) link.

Step 2

A screenshot of the "Forgot My Password" screen. The title "Forgot My Password" is in blue. Below the title, there is explanatory text: "If you have forgotten your password, you can have a new password reset for you here. Enter your User ID below. This will be used to find your profile, in order to authenticate you." There is a "User ID:" label followed by an input field containing the number "100001". A yellow "Continue" button is located below the input field. A red arrow points from the right side of the page towards the "100001" text in the input field.

In the User ID Field: **Enter** your six (6) digit Employee User ID number.

Click  .



Step 3

Forgot My Password

User ID: 100001

Please answer the following question below for user validation.

Question: Favorite Pet Name

Response:

System Prompts: Security Question you previously answered.

In the Response Field, enter your response to the question.

Click .



Step 4

Password Reset

✓ Your password has been reset to: **P8PA23WA5**

For ID: 100001

Please close all your PeopleSoft sessions and then open a new session to sign in again using this new password. Once you sign on, the system will prompt you to reset your password.

The reset password is temporary.

SUGGESTION: Write down the Temporary Password and note the Temporary Passwords are a mixture of numbers and CAPITAL letters.

Password Reset

✓ Your password has been reset to: **P8PA23WA5**

For ID: 100001

Please close all your PeopleSoft sessions and then open a new session to sign in again using this new password. Once you sign on, the system will prompt you to reset your password.

Highlight and copy the RESET CODE. **HINT:** Control C to copy the Reset Code.

Exit Employee Self Service.

Click File; **Click** Exit.



Step 5

ORACLE®
PEOPLESOFT ENTERPRISE

User ID:

Password:

[Forgot your password?](#)

Log into Employee Self Service.

Employee Self Service Login Link: <https://corehr.ok.gov/mrhri/signon.html>

Enter User ID Number. In the Password field type the Temporary Password or:

Hint: Control V will paste the previously copied temporary password.

System Prompts: **"Your password has expired."**

ORACLE®
PEOPLESOFT ENTERPRISE

Your password has expired.

[Click here to change your password.](#)

Click link: [Click here to change your password.](#)



Step 6

Change Password

User ID: 100001
Description: Elmer Fudd

*Current Password:

*New Password:

*Confirm Password:

In the Current Password field, type the Temporary Password.
REMEMBER: Temporary Passwords are a mixture of numbers and ALL CAPITAL letters.
HINT: Control V will paste the previously copied temporary password.

Enter New Password: The password **must be eight (8) characters and include at least one (1) number, and cannot be a previously used password and characters can be upper and lower case.**

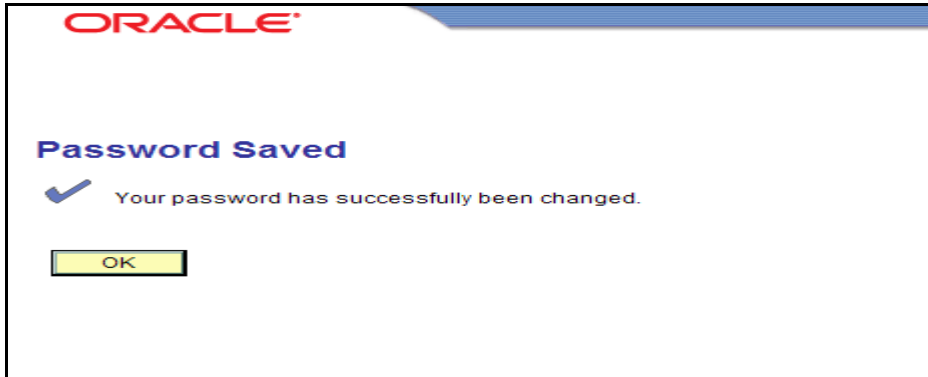
Enter New Password in the Confirm Password field.

NOTE: The Confirm Password field must be entered exactly as the New Password field. If the password is entered incorrectly three (3) times, **ESS** will automatically lock out the user. If you stop before the third incorrect entry, you may still use the Forgot Your Password link to reset your password. To have your password reset due to lock out, call the Office of State Finance Help Desk Phone Numbers are 405 521-2444 or 866 521-2444 (Toll Free).



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Click **Change Password**.



Click **OK**.

You have successfully reset your password and should be viewing the ESS Main menu page.

