

Oracle Employee Self-Service Quick Reference

Access Oracle	
1	<p>Login to Oracle Employee Self-Service:</p> <ul style="list-style-type: none"> • Access Oracle at: http://oraprod00.aps.k12.co.us:8055/OA_HTML/AppsLogin • Enter your Username • Enter your Password
Update a Phone Numbers	
1	Select the “APS Employee Self-Service” responsibility from the Oracle Navigator.
2	Select the “Personal Information” link.
3	Click on the “Update” button next to Phone Numbers.
4	To update a phone number, simply change the “Phone Number” details with the following format: 303-123-4567.
5	Click on the “Next” button.
6	Review your changes from the “Review Page” .
7	Finally, click the “Submit” button.
Add a New Phone Number	
1	Select the “APS Employee Self-Service” responsibility from the Oracle Navigator.
2	Select the “Personal Information” link.
3	Click on the “Update” button next to Phone Numbers.
4	To add a new phone number, click on “Add Another Row” button.
5	Select a “Phone Type” from the list of values.
6	Enter the new “Phone Number” details with the following format: 303-123-4567.
7	Click on the “Next” button.
8	Review your changes from the “Review Page” .
9	Finally, click the “Submit” button.
Enter a New Home Address	
1	Select the “APS Employee Self-Service” responsibility from the Oracle Navigator.
2	Select the “Personal Information” link.
3	Click on the “Update” button next to Home Address.
4	To enter a new Home Address, select the “Enter a new permanent address if you have moved” option.
5	Click on the “Next” button.
6	Update the Address details with the correct information.
7	<p>Enter the new Address details for your new Permanent Home Address:</p> <ul style="list-style-type: none"> • Enter the Effective Date of your address change. (If you are correcting an address, no Effective Date is needed.) • Enter your Street Address in Address Line 1 (Please use standard Postal Abbreviations such as St, Ave, Rd, etc.) • If applicable, enter your Apartment Number or Unit Number in Address Line 2. • Enter your City; then click on the flashlight icon and a popup window will appear: <ul style="list-style-type: none"> ○ select the radio button next to the correct combination for your City, State, and Zip Code; ○ then click on the Select button. ○ If your City’s Zip Code is a range, you will also need to enter the value for the Zip Code. • Enter your 4-digit School District Code of Residence <ul style="list-style-type: none"> ○ the common School District Code choices are listed on the screen. ○ for assistance in determining your School District Code, contact HR at (303) 344-8060, extension 28032.
8	Click on the “Next” button.
9	Review your changes from the “Review Page” .
10	Finally, click the “Submit” button.
Update a Home Address	
1	Select the “APS Employee Self-Service” responsibility from the Oracle Navigator.
2	Select the “Personal Information” link.
3	Click on the “Update” button next to Home Address.
4	To update a home address, select the “Correct or amend the address” option.
5	Click on the “Next” button.
6	Update the Address details with the correct information.
7	Click on the “Next” button.
8	Review your changes from the “Review Page” .
9	Finally, click the “Submit” button.
View Work Information	
1	Select the “APS Employee Self-Service” responsibility from the Oracle Navigator.
2	Select the “Work Information” link.
3	From the Work Information Page , you can view your work details.