Oracle
Employee Self-Service
Human Resources (SSHR)
User’s Guide
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Oracle Employee Self-Service

- **Overview**
  - This document is designed to assist first-time Oracle users with Login procedures for Oracle and to assist all Employees with using Oracle Self-Service.
  - With SSHR, an Employee may view Basic Details and initiate changes to:
    - Phone Numbers
    - Home Address
  - SSHR will update information for payroll, benefits, and W-2’s, thus eliminating forms, emails, and voicemail exchanges.
Oracle Employee Self-Service

- Personal Information Available in SSHR
  - Basic Details
    - Full Name
    - Date of Birth
    - Employee Number
    - Email Address
  - Phone Numbers (updates available)
    - Home
    - Mobile
  - Home Address (updates available)
    - Street Address
    - City, State, Zip, County
    - School District Code of Residence
Oracle Employee Self-Service

- Work Information Menu
  - Assignment and Salary Details
    - Position
    - Supervisor
    - Salary
    - Email Address
    - Location
    - Assignment Number (start and end dates)
    - Grade
To Access Oracle:

- Access Oracle at: http://oraprod00.aps.k12.co.us:8055/OA_HTML/AppsLogin
- Enter your Username
  - Your Username is normally your First Initial, Middle, Full Last Name (For Example: “mjbrown”)
- Enter your Password
  - If you are a new Oracle User, your Password will be sent to you via email;
  - If you have forgotten your Password, please contact the Helpdesk at: HELPDESK@aps.k12.co.us or (303) 344-8060, extension 28203.
• The next page will be the **Oracle Navigator Page**.
• Your Self-Service Responsibility in Oracle Self-Service will be titled:
  o “APS Employee Self-Service”
• To access Oracle Self-Service, click on the “**APS Employee Self-Service**” link.
• The next page will be the **Employee Self-Service Navigator Page**.

• Your Self-Service Responsibility includes two items:
  - Personal Information
  - Work Information

• Click on the **“Personal Information”** link to
  - View your Basic Details
  - View or update your Phone Numbers
  - View or update your Home Address
• From the **Personal Information Page**, you can:
  
  o View your Basic Details:
    
    ▪ Full Name
    ▪ Date of Birth
    ▪ Employee Number
    ▪ Organization Email Address
  
  o View or **update** your Phone Numbers:
    
    ▪ Home
    ▪ Mobile
  
  o View or **update** your Home Address

Notes: To access the Quick Reference Guide, click on the “**Self-Service Quick Reference**” button. To access this User’s Guide, click on the “**Self-Service User’s Guide**” button.
To update or change your Phone Numbers, click on the “Update” button next to Phone Numbers.
• To update or change an existing Phone Number:
  o please update the Phone Number with the following format: 303-123-4567
  o then click on the “Next” button.

• To add a new Phone Type:
  o click on the “Add Another Row”
  o select the Phone “Type” from the list of Values
  o then add the Phone Number with the following format: 303-123-4567
  o then click on the “Next” button.
• A **Review Page** will appear where you will see the Current and Proposed values for any changes you have entered.

• All changed values are indicated by the blue dot.

• If you need to make any further changes, click on the “**Back**” button to update your Phone Numbers again.

• Once you have reviewed your changes, click on the “**Submit**” button to save the change to the database.
• Next, you will see the **Confirmation Page** for your Phone Number change.
• To return to the **Personal Information Page**, click on “Return to Overview”; to return to the main Oracle Navigator, click on the “Home” button.
• To update or change your Home Address, click on the “Update” button next to Home Address on the Personal Information Page.
• Select the button next to the type of change you need to make:
  • Correct or amend the address; or
  • Enter a new address if you have moved.
• Then click on the “Next” button.
• Correct the Address Details that need to be updated.
• Then click on the “Next” button.

Note: To access the complete list of School District Codes, click on the “School District Codes of Residence” button.
• Enter the New Address Details for your new Home Address:

• Directions for Entering a New Permanent Address:
  • If you are entering a new address, please enter the **Effective Date** of your address change.
    • If you enter an address change date in the future, no further address changes will be possible using Self-Service until that date has passed.
    • 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:
    • 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**
    • the common School District Code choices are listed on the screen.
    • a complete list of School District Codes can be found by clicking on the “School District Codes of Residence” button toward the top of the screen.
    • clicking on the flashlight icon will bring up a popup window, where you can search the full list.
    • for assistance in determining your School District Code, please contact HR at (303) 344-8060, extension 28032.
  • Finally, click on the **Next** button.
• A **Review Page** will appear where you will see the Current and Proposed values for any changes you have entered.

• All changed values are indicated by the blue dot.

• If you need to make any further changes, click on the “Back” button to update your Phone Numbers again.

• Once you have reviewed your changes, click on the “Submit” button to save the change to the database.
• Next, you will see the **Confirmation Page** for your Address change.
• To return to main Oracle Navigator, click on the **“Home”** button.
• From the Oracle Navigation Page, select the “Work Information” link to view your work details.
From the Work Information Page, you can view your Work Details including:

- Position
- Supervisor
- Salary
- Email Address
- Location
- Assignment Number
- Assignment Start Date
- Assignment End Date
- Grade

For Employees with secondary assignments, the information for positions held from 1/1/2008 – current will be shown in the Assignment and Salary grid details.

For Employees without secondary assignments, only the current primary assignment is shown on the Work Information Page.

Note: To see a complete list of all APS Locations, click on the “Location/Site Details” button.

To return to the main Oracle Navigator, click on the “Home” button.
Summary

- You may make changes to your Phone Numbers or Home Address at any time.

- Your most recent Self-Service updates are saved in the database.

- All Personal Information updates are sent to HR and Payroll.
  - Please remember to notify PERA for Phone Number or Home Address changes

- If you need further assistance with Self-Service, please contact: HELPDESK@aps.k12.co.us

- Future Self-Service functionality will be rolled out in the near future.

- Thank You!