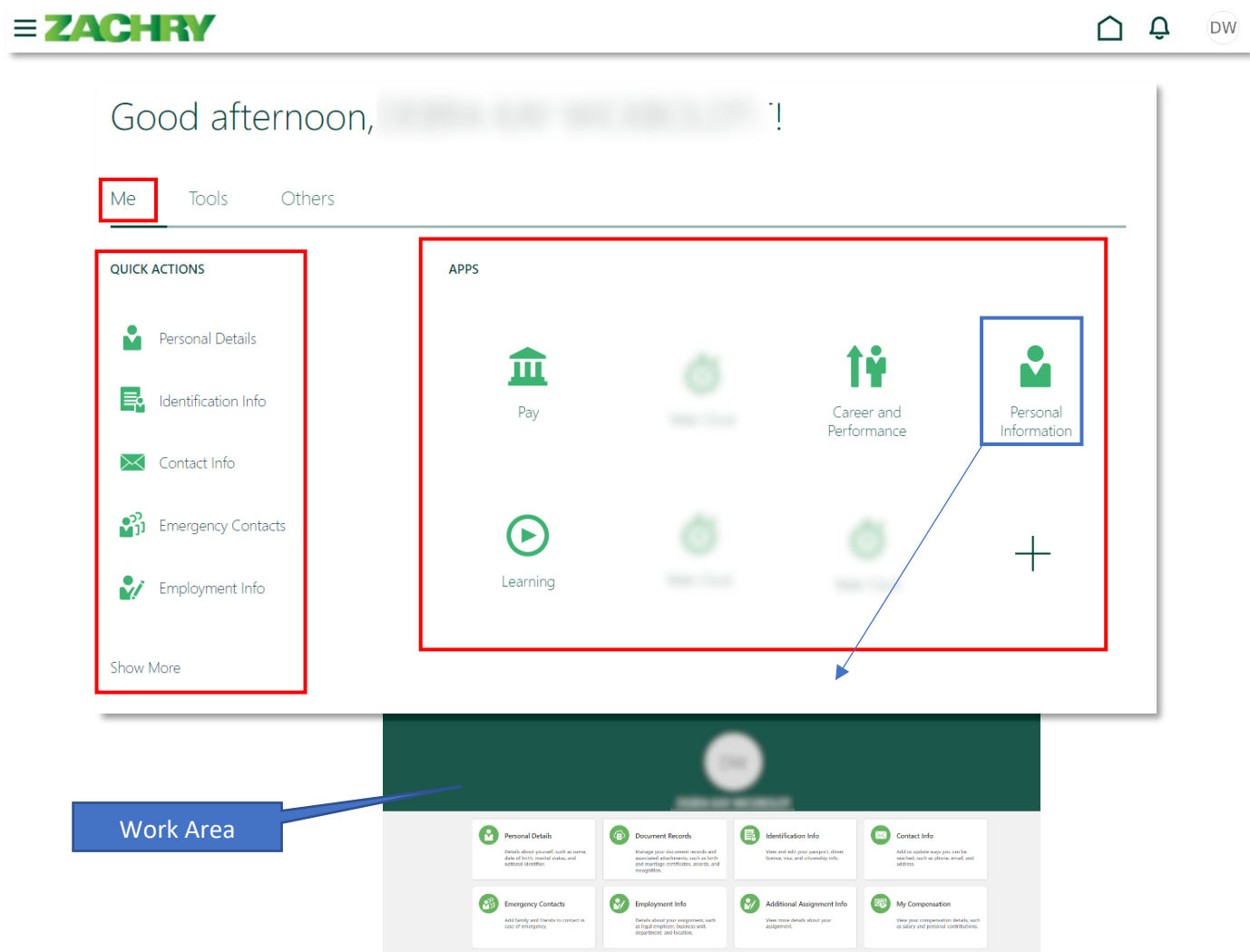## Step-by-Step Instructions

Employee Home Page

Quick Tip: Click the **Zachry logo** or the **Home icon** in the Global Bar to return to your Home Page. **Do not use the ← or → browser commands** when navigating within Oracle.


- All available **Apps** and **Quick Actions** associated with an Employee Self Service will be displayed as tiles on the Home Page under the **Me Tab** located on the **HCM Menu**
- Each **App** on the Home Page (*e.g., Pay, Personal Information, etc.*) will open a **Work Area** which is made up of one or more tasks targeted for a particular audience.
- A **Quick Actions** menu will also be available on the Home Page. More items in Quick Actions can be accessed by clicking on **Show More** option in the bottom left screen.

Quick Actions

Quick Actions, available on the Home Page, will help you get to tasks faster.

- For example, in the **Personal Info Work Area**, you can manage your personal details from the **Personal Details** page. You can get to this page faster by using the **Quick Actions** link on the Home Page.
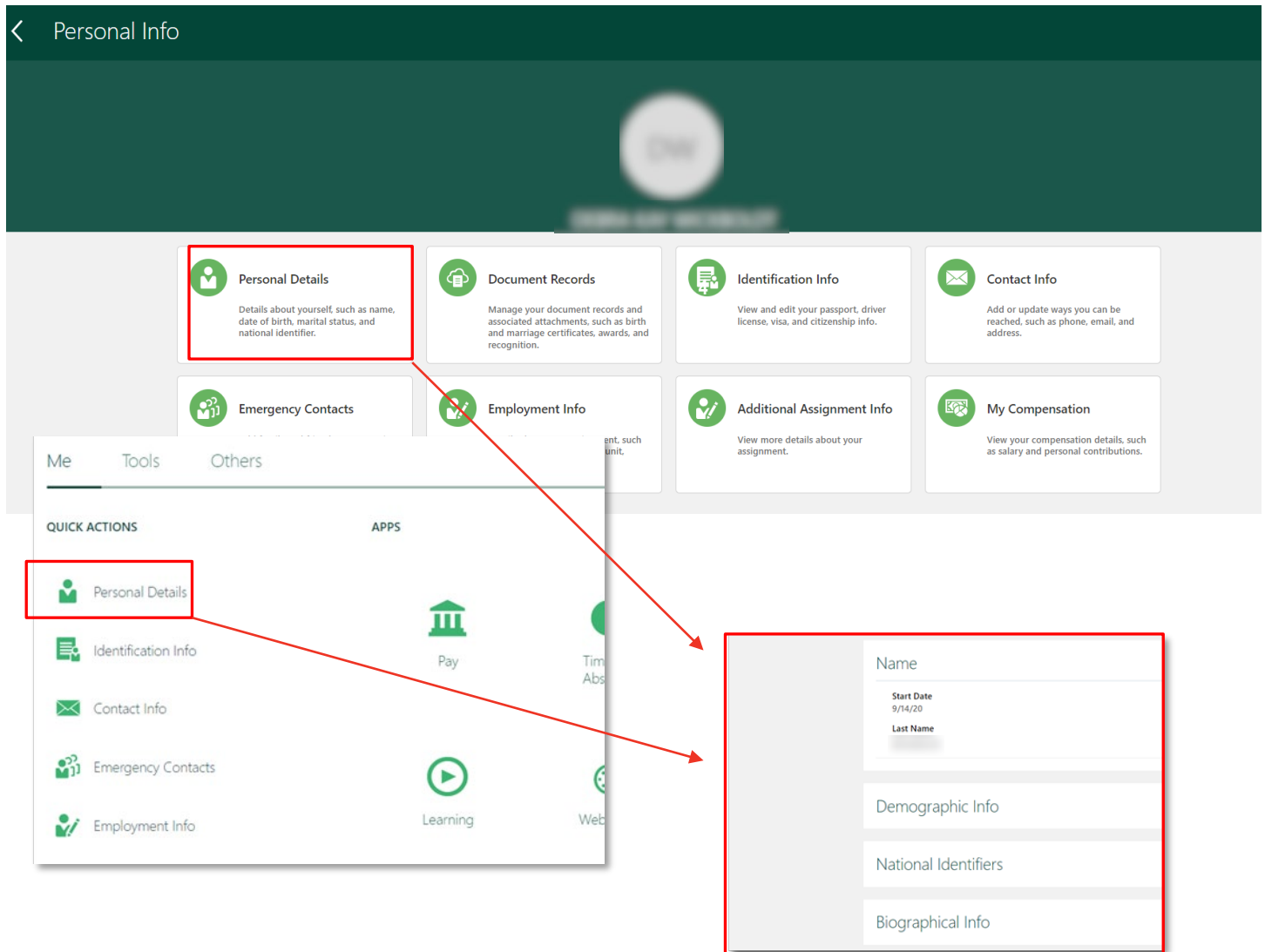
Work Area: Personal Information

- By selecting the **Personal Information** in the Apps section on the Home Page, the user will be taken to the **Personal Info Work Area**.
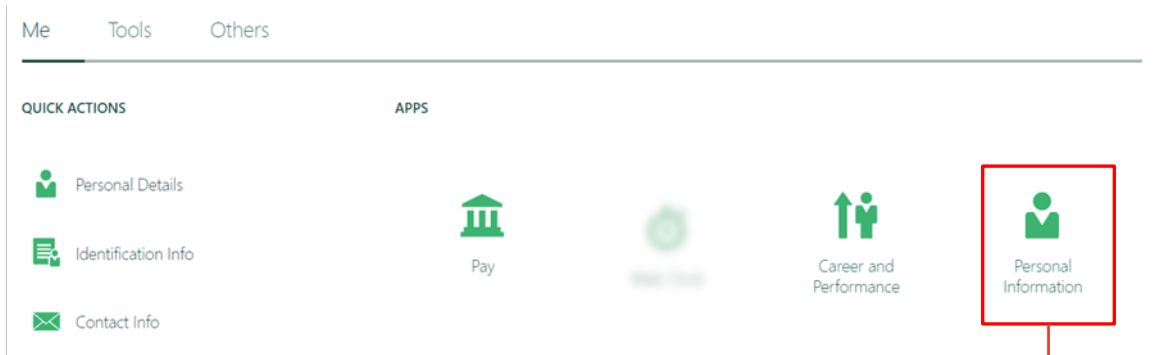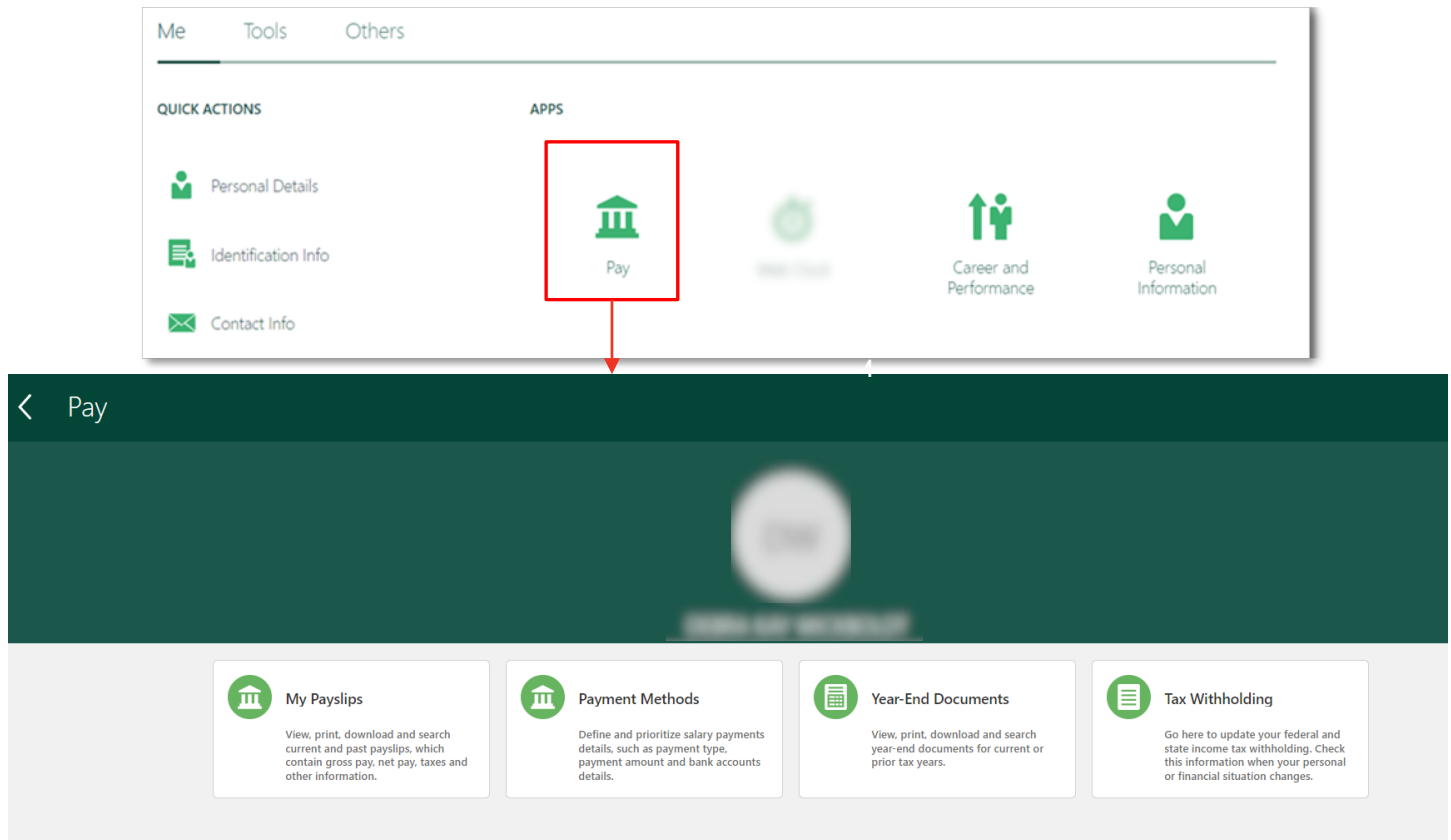

- In the Work Area users can access pages where they can:
    - See **Personal Details** such as name and date of birth.
    - View and edit **Identification Info**
    - Add or update **Contact Info** such as phone number and address.
    - Add family and friends as **Emergency Contacts**
    - View details about their **Employment Info**
    - View **Additional Assignments** (if applicable)
    - View their salary and contributions under **My Compensation**
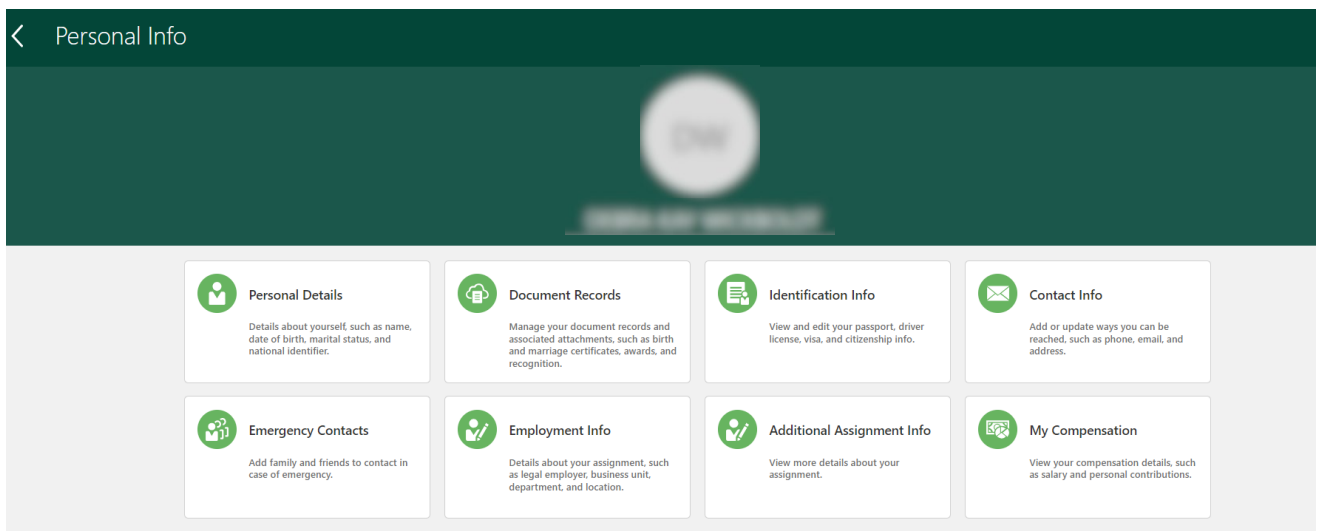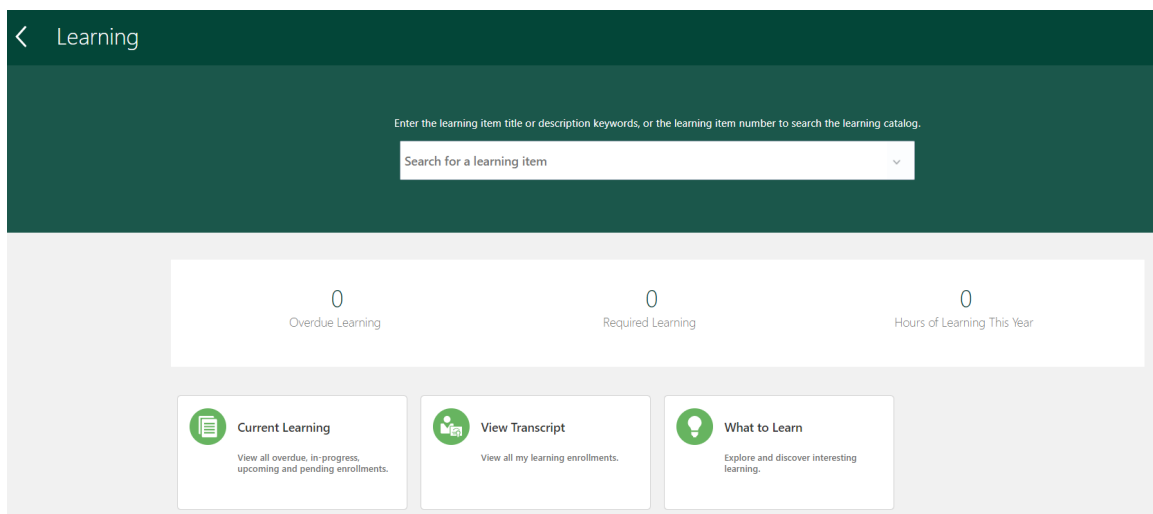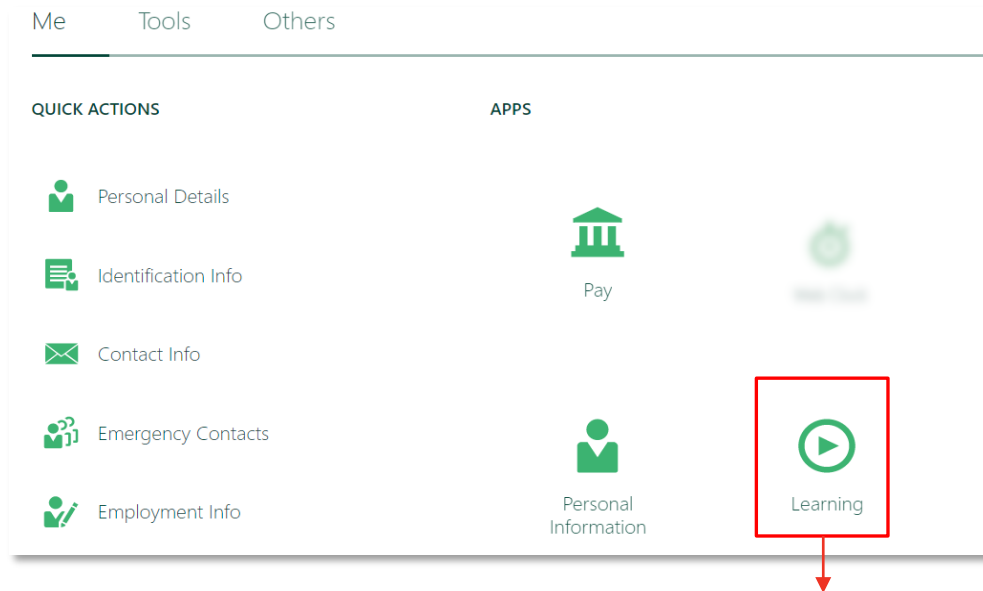
Work Area: Pay

By selecting **Pay** in the Apps section on the Home Page, the user will be taken to the **Pay Work Area.**

- In the Work Area the users can access pages where they can:

    - Define and prioritize their **Payment Methods**

    - Update their federal and state **Tax Withholdings**

    - **My Payslips** and **Year-End Documents** will not be used in Phase I.

Work Area: Learning

- By selecting **Learning** in the Apps section on the Home Page, the user will be taken to the **Learning Work Area**.

- ****Note:** This area applies to Craft and Site-Specific trainings. All other trainings will remain in Zachry LMS ******

- In the Work Area users can access pages where they can:
  - View all overdue, in-progress, upcoming and pending enrollments in **Current Learning**
  - View all transcripts in **View Transcripts**

Things to Finish
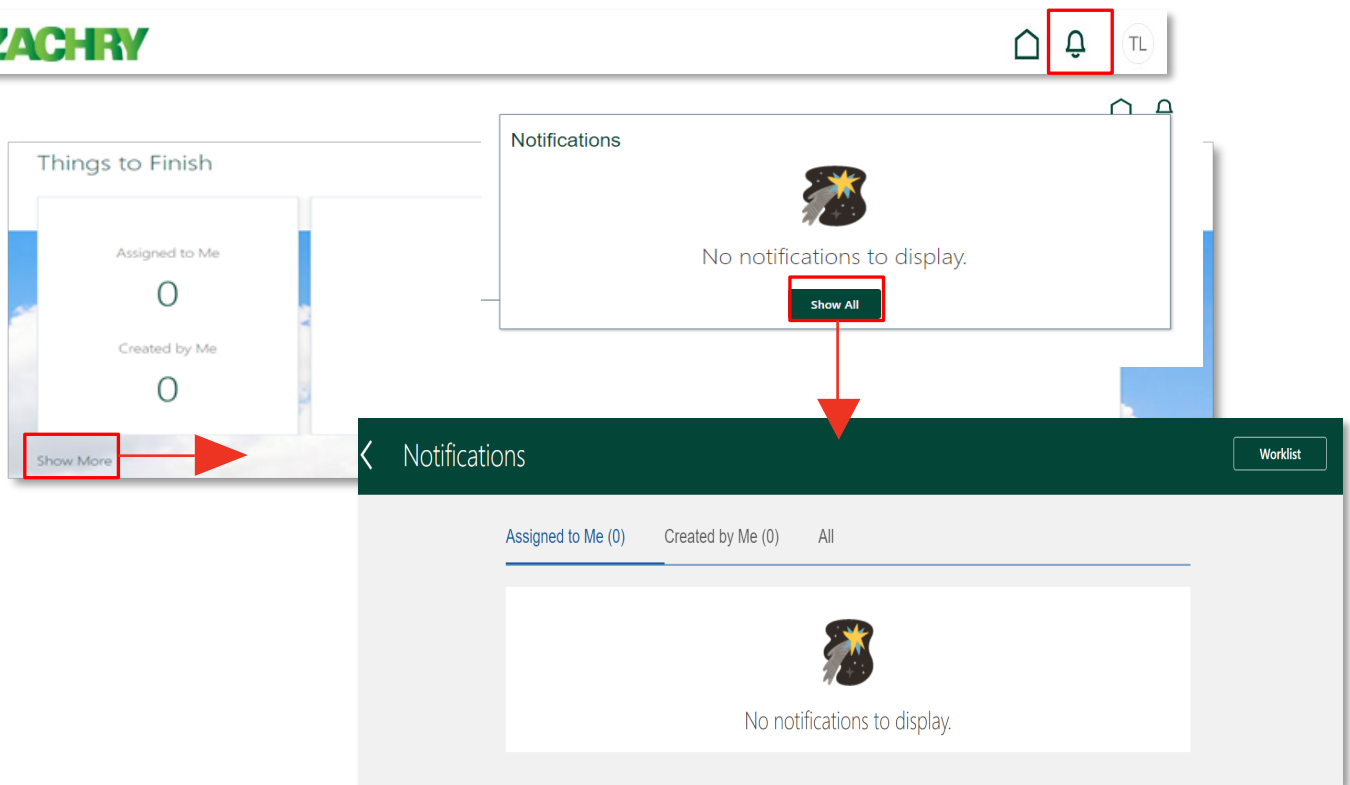
- Notifications appear in the **Things to Finish** section and under the **Bell Icon** on the Home Page. You can quickly see how many notifications are assigned to you and how many notifications were sent based on actions you performed.

- You can quickly dismiss, approve, or reject a notification if you don't require additional details to close it out.

- You can select **Show More** to see all your notifications.

- Selecting **Show More** under **Things to Finish** on the Home Page and **Show All** under the Bell icon displays the same notifications. These viewing options provide an alternate way of accessing your notifications.