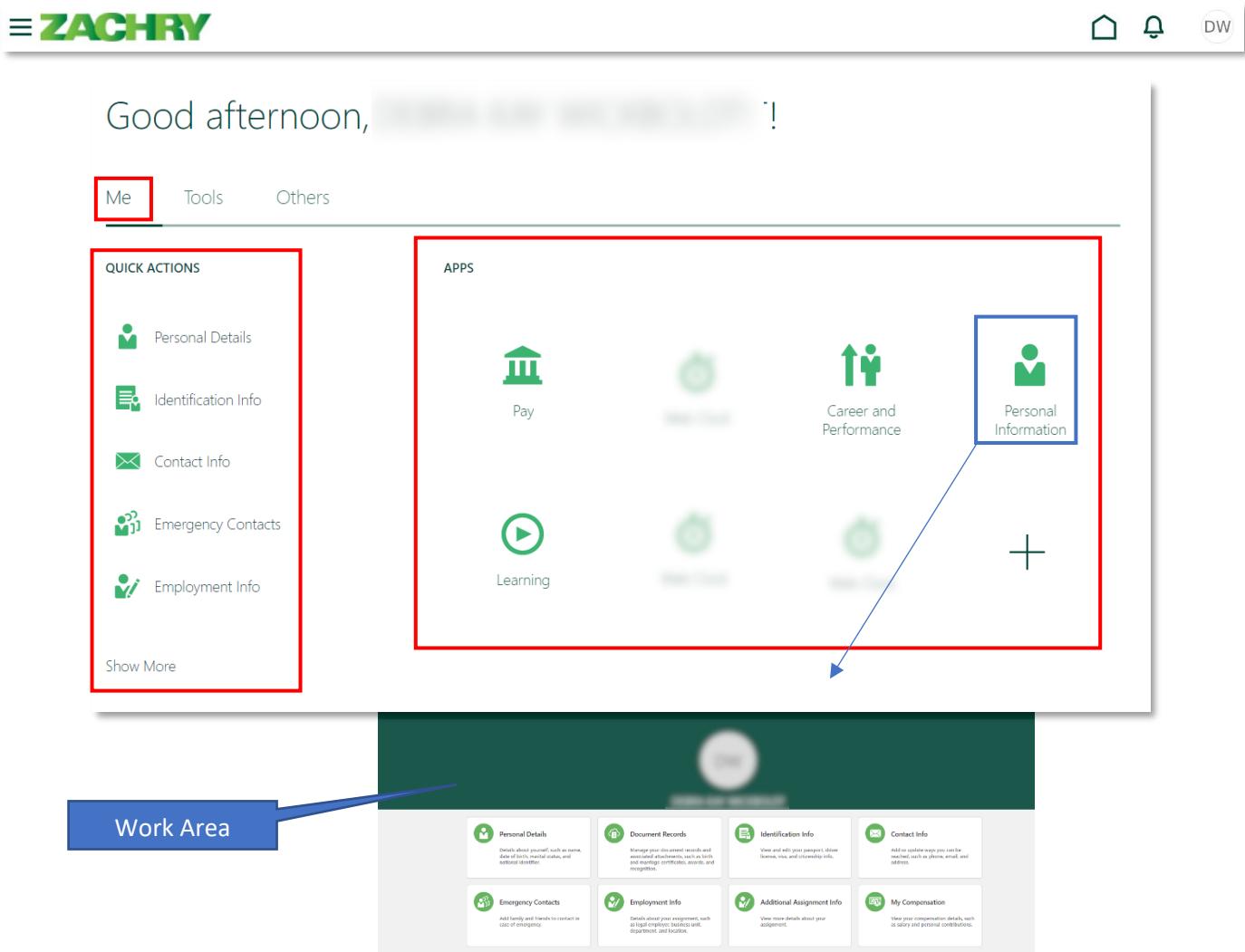


Step-by-Step Instructions

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.

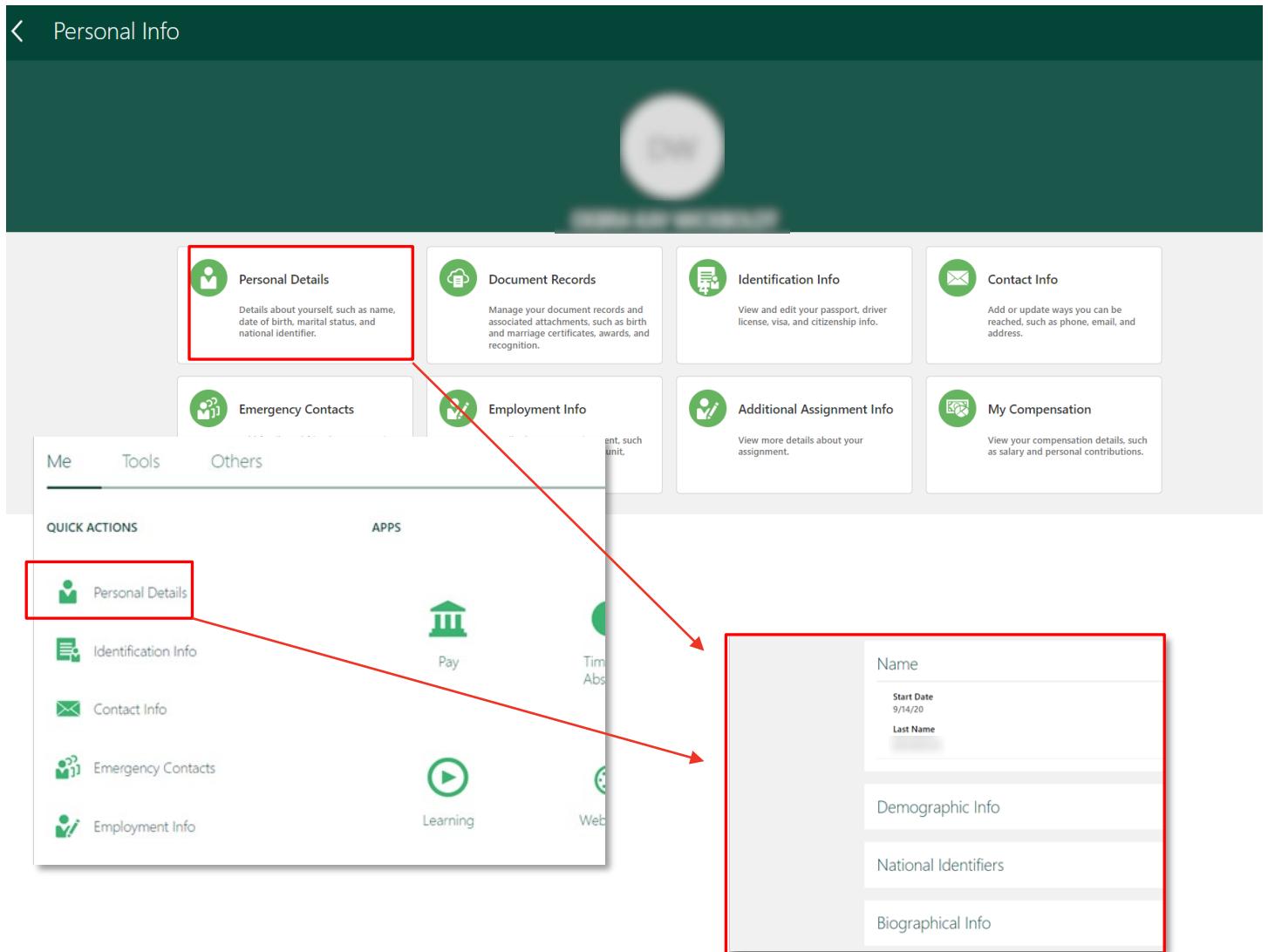


- All available **Apps** and **Quick Actions** associated with an Employee Self Service will be displayed as tiles on the Home Page under the **Me Tab** located on the **HCM Menu**
- Each **App** on the Home Page (e.g., *Pay*, *Personal Information*, etc.) will open a **Work Area** which is made up of 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

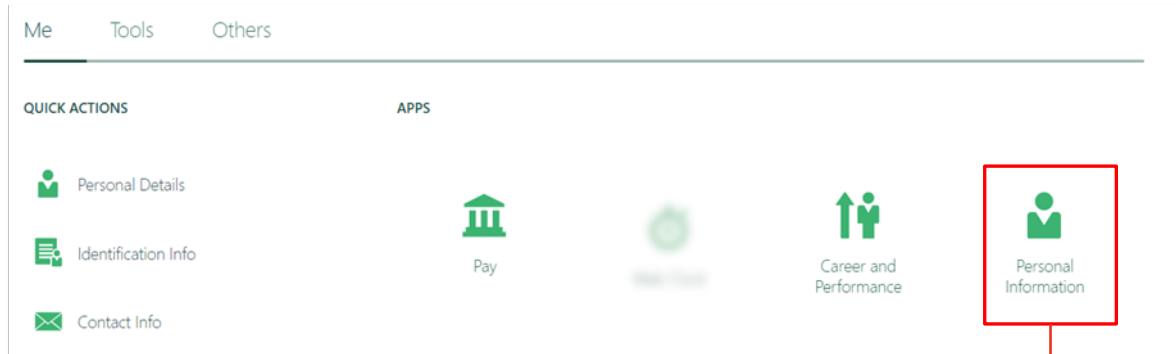
Quick Actions, available on the Home Page, will help you get to tasks faster.

- 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.

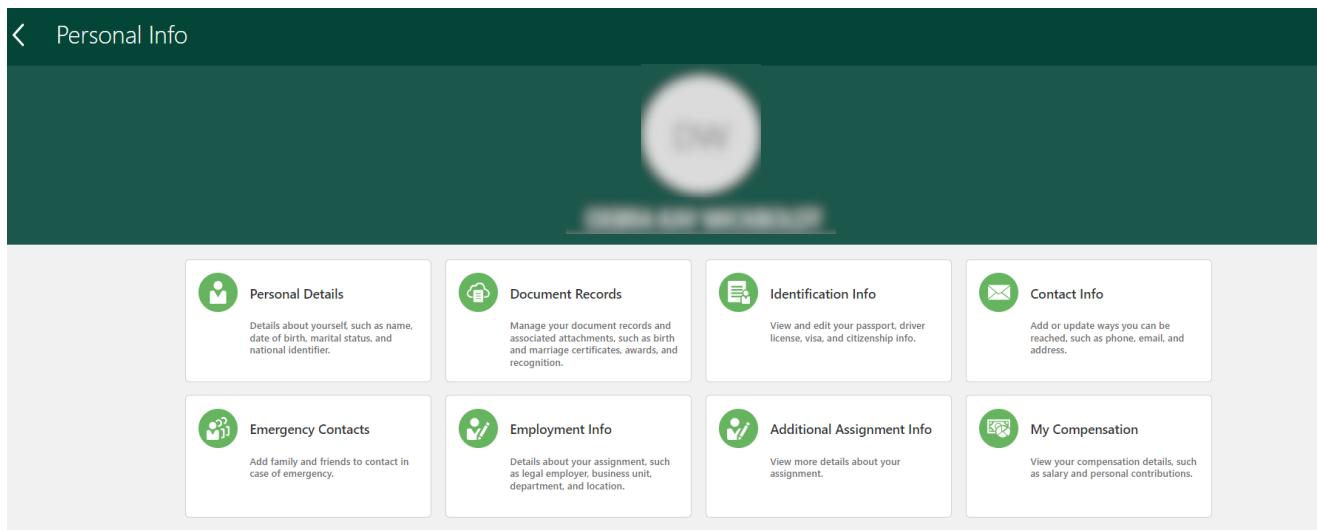


Work Area: Personal Information

- 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**.

The screenshot shows the Oracle Cloud HCM Home Page. At the top, there are three navigation tabs: 'Me', 'Tools', and 'Others'. Below these are two sections: 'QUICK ACTIONS' and 'APPS'. The 'APPS' section contains several icons with labels: 'Personal Details' (person icon), 'Identification Info' (document icon), 'Contact Info' (envelope icon), 'Pay' (building icon), 'Career and Performance' (two people icon), and 'Personal Information' (person icon). A red box highlights the 'Pay' icon, and a red arrow points down to the 'Pay' work area. The 'Pay' work area has a dark green header with a back arrow and the word 'Pay'. The main content area is dark and shows a blurred profile picture. At the bottom, there are four cards: 'My Payslips', 'Payment Methods', 'Year-End Documents', and 'Tax Withholding'. Each card has an icon and a brief description.

Icon	Link	Description
Building icon	My Payslips	View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.
Building icon	Payment Methods	Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.
Document icon	Year-End Documents	View, print, download and search year-end documents for current or prior tax years.
Document icon	Tax Withholding	Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.

- 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.

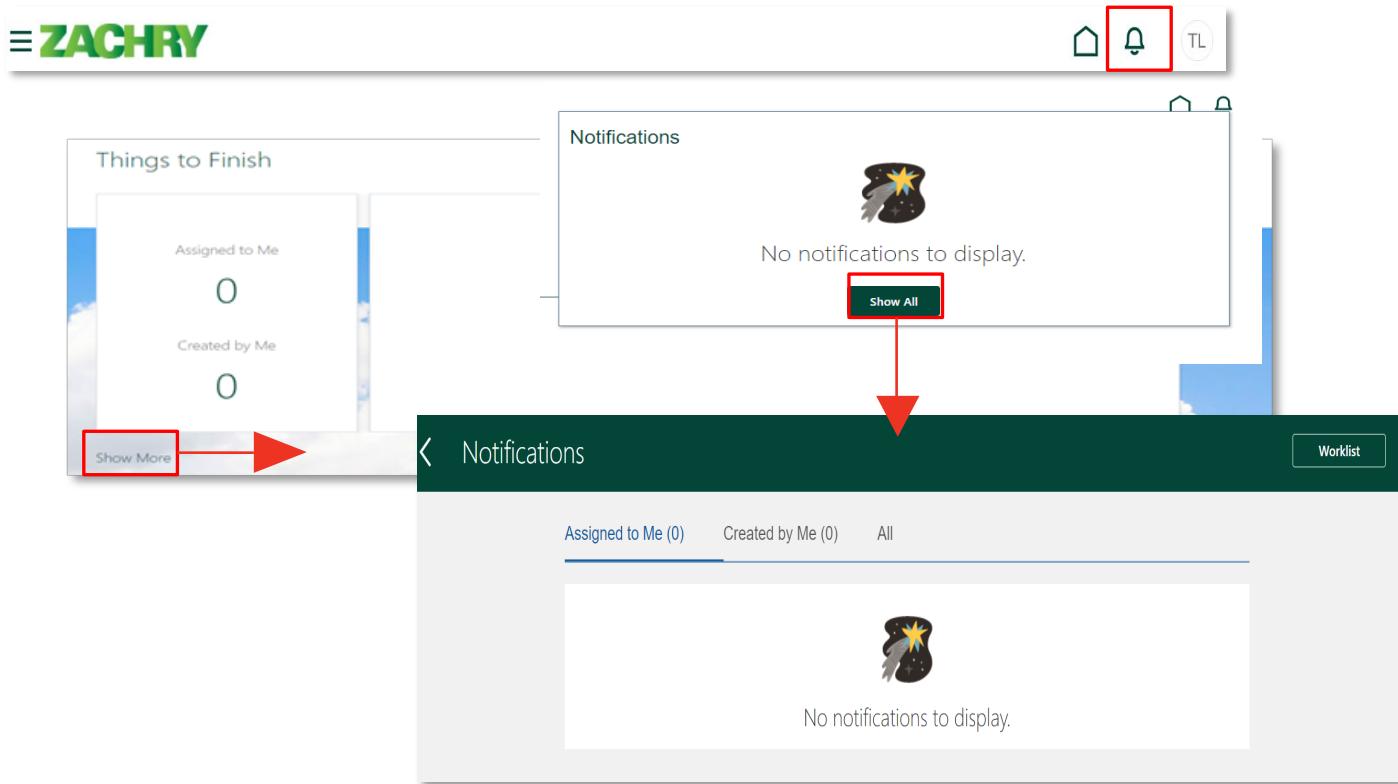
Work Area: Learning

- 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 **

The screenshot shows the Oracle Cloud HCM Home Page. At the top, there are three navigation tabs: 'Me', 'Tools', and 'Others', with 'Me' being the active tab. Below these are two sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section contains links to 'Personal Details', 'Identification Info', 'Contact Info', 'Emergency Contacts', and 'Employment Info'. The 'APPS' section contains icons for 'Pay' (with a green progress bar), 'Personal Information' (with a green progress bar), and 'Learning' (which is highlighted with a red box and a red arrow pointing down to the 'Learning' page). Below this is the 'Learning' work area, which has a dark green header with a back arrow and the word 'Learning'. The main content area contains a search bar with the placeholder 'Enter the learning item title or description keywords, or the learning item number to search the learning catalog.' and a 'Search for a learning item' button. Below the search bar are three summary cards: 'Overdue Learning' (0), 'Required Learning' (0), and 'Hours of Learning This Year' (0). At the bottom are three buttons: 'Current Learning' (View all overdue, in-progress, upcoming and pending enrollments.), 'View Transcript' (View all my learning enrollments.), and 'What to Learn' (Explore and discover interesting learning.).

- 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.