



CORE Oklahoma

State of Oklahoma Employee Self Service Manual

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Document History

Doc Rev	Date	Description
1.0	02/03/2009	Initial Document
1.1	06/15/2009	Revised to update screen shots to comply with Federal Section 508 accessibility standards
1.2	06/25/2009	Included the General Profile Page
1.3	09/17/2009	Included reminder concerning year-to-date totals that are only <u>reflected on the most current paycheck</u>
1.4	10/22/2009	Provided leave balances reflected in hours, as well as message and reminder about printing the payroll advice.
1.5	02/24/2010	Inserted Forgot Your Password Section
1.6	03/31/2010	Activation of the Employee Self Service account will be provided by the OSF Help Desk. The Leave Statement was added.



Employee Self Service

Objectives

1. Sign On and Navigate
2. Update Records
 - Phone Number
 - Email Address
 - Emergency Contacts
3. View Records
 - Personal Information Summary
 - Paycheck
 - Voluntary Deductions
 - Direct Deposit
 - Compensation History

Overview

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

ESS 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 ESS system is the data in real-time data.

The following table describes the components that will be used.

Page Name	Page Description
Personal Information	Personal Information Summary, Phone Numbers, Email Addresses, Emergency Contacts
General Profile Information	Password, Personalizations, Alternate User, Workflow Attributes, Email
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:

A screenshot of the Oracle PeopleSoft Enterprise login interface. At the top, the Oracle logo is displayed in red, followed by "PEOPLESOFT ENTERPRISE" in black. Below this, there is a login form with two input fields: "User ID:" and "Password:". A "Sign In" button is positioned below the password field. A link for "Forgot your password?" is located below the "Sign In" button. The background of the login area is light gray.

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 login, 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.

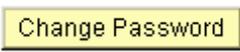


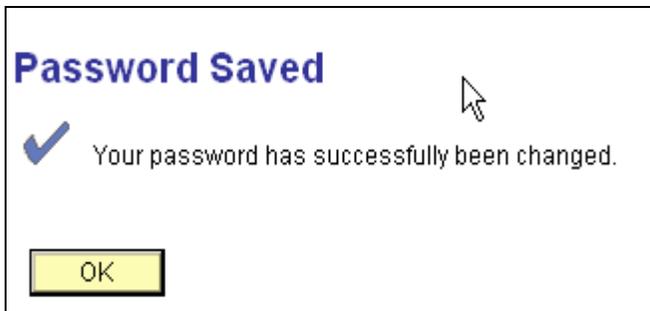
6. Click [Click here to change your password](#) link.

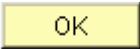
Current Password – When you call the OSF Help Desk, you will receive the initial/current password. An asterisk (*) in front of a field indicates it is a required field to complete.

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.

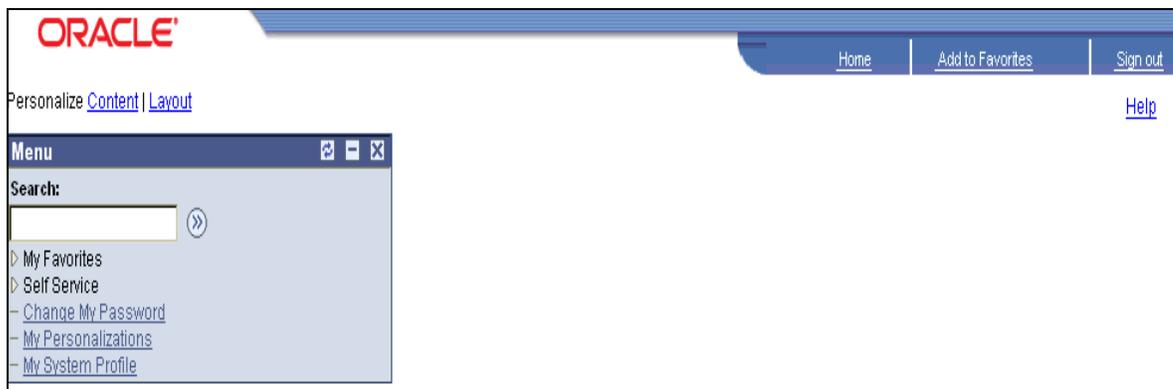
Confirm Password – Retype the new password.

Click  and the following message will appear.



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

The screenshot shows the Oracle HRMS interface. At the top left is the Oracle logo. Below it is a 'Menu' sidebar with a search box and a list of navigation items: My Favorites, Workforce Administration, Enterprise Learning, Set Up HRMS, OK Custom Reports/Processes, Reporting Tools, PeopleTools, Change My Password, My Personalizations, and My System Profile. The main content area has a top navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. A red arrow points to the link 'Change or set up forgotten password help' in this bar. Below the navigation bar are several sections: 'Personalizations' with fields for preferred language (English), reports and email language (English), currency code, and default mobile page; 'Alternate User' with fields for alternate user ID, from date, and to date; 'Workflow Attributes' with checkboxes for 'Email User' and 'Worklist User'; and 'Miscellaneous User Links'. At the bottom is an 'Email' section with a table of email accounts. The table has columns for 'Primary Email Account', 'Email Type', and 'Email Address'. One account is listed with 'Business' type and email address 'jeanie.robards@osf.ok.gov'. A 'Save' button is at the bottom left of the email section.

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



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Menu

Search:

- My Favorites
- Self Service
 - Change My Password
 - My Personalizations
 - My System Profile

Change or set up forgotten password help

Enter a question and your response below. These will be used to authenticate you.

Question:

Response:

- In what city does your nearest sibling live?
- In what city were you born?
- Mother's Maiden Name**
- What is your best friend's name from childhood?
- What is your dog's name?
- What is your father's middle name?
- What is your maternal grandmother's maiden name?
- What school did you attend for sixth grade?
- What was your childhood nickname?
- Which phone number do you remember from childhood?

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

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

Click .



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](#)

Email Customize | Find | 1 of 1 | Last

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

Save

The Personalizations and Alternate User sections will not be utilized at this time.

In the Email Section: **Select** the Primary Email Account box, on the Email Type field, **click** [] drop down menu and choose **Business** and in the Email Address field **enter** your agency's Email address. To add another e-mail address, **click** [+], choose Email Type and **enter** email address. If more than one (1) type of Email is entered, one (1) of the Emails must have the Primary Email Account box checked. If you do not have Email, **enter** your supervisor's Email address.

NOTE: The Emails on the General Profile Information Page and Personal Information Page provides separate functions within the various PeopleSoft modules. After the Email(s) have been entered on both pages, the system will provide employees with proper and timely notifications.

REMINDER: Your Email(s) must be updated whenever there is a change to the address.

Click .



Forgot Your 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



Step 1

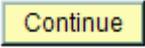
A screenshot of the Oracle PeopleSoft Enterprise login page. The page features the Oracle logo and "PEOPLESOFT ENTERPRISE" text at the top. Below this, there is a login form with fields for "User ID:" and "Password:", a "Sign In" button, and a blue underlined link that says "Forgot your password?". A red arrow points to the "Forgot your password?" link.

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

Step 2

A screenshot of the "Forgot My Password" screen. The title is "Forgot My Password" in blue. Below the title, there is a message: "If you have forgotten your password, you can have a new password reset for you here." followed by "Enter your User ID below. This will be used to find your profile, in order to authenticate you." Below this text is a "User ID:" label and a text input field containing the number "100001". A red arrow points to the input field. At the bottom of the form is a yellow "Continue" button.

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

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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.”**

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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 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).

Click .

Password Saved

Your password has successfully been changed.



To save your new password, **click** .



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





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 | Help

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"/>

Change phone numbers

Emergency Contacts

Name	Relationship to Employee

Change emergency contacts

Email Addresses

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

Change email addresses

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](#)

EXCEPTION: The employee will not be able to update any of the information on the Personal Information Page if your agency has chosen View Only. On the Personal Information Page, the



employee will only be able to view their personal information. Contact your Agency's Human Resource Division if changes to the data are required.



Personal Information Changes – Phone Number(s)

Navigation: *Self Service > Personal Information > Phone Numbers*

The system will display the following:

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Home

New Wir

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

Phone Numbers

Test Tester

Enter your phone numbers below.

Phone Numbers	*Telephone	Extension	Preferred
Add a Phone Number			

* Required Field

Save

[Return to Self Service](#)

Click  and the fields will become available.

*Phone Type	*Telephone	Extension	Preferred	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>

Phone Numbers Phone Type – Select  drop down menu and choose Phone Type.

Telephone – Enter phone number.

Extension – Enter Extension, (if part of phone number).

Preferred box – Select for the preferred phone number.

Click  at the bottom of the page.



Add additional Phone Numbers

Add a Phone Number

Click and a blank row will be added.

Phone Numbers				
Phone Type	Telephone	Extension	Preferred	
Home	405/522-1712		<input checked="" type="checkbox"/>	Delete
			<input type="checkbox"/>	Delete

Phone Numbers Phone Type – **Select** and choose Phone Type.

Telephone – **Enter** phone number.

Extension – **Enter** Extension, (if part of phone number).

Preferred box – Only one box must be checked as preferred.

Save

Click

NOTE: To change/correct previously entered phone numbers, type over the exiting data or **click**

Delete

Save

Click

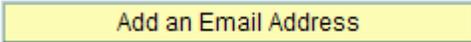


Personal Information Changes – Email Addresses

Navigation: Self Service > Personal Information > Email Addresses

The system will display the following:

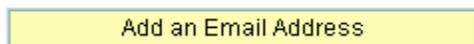


Click  and the fields will become available.

Email Addresses

Shirley Robards

*Email Type	*Email Address	Preferred	
Other	jeanie.robards@osf.ok.gov	<input checked="" type="checkbox"/>	Delete
Home	robards@yahoo.com	<input type="checkbox"/>	Delete



Email Type – Select  drop down menu and choose **Other** as the Email type.

Email Address – Enter agency Email address and **check** the preferred box. Click  to add another type of Email. If more than one (1) type of Email is entered, one (1) of the Emails **must** have the Preferred box checked. If you do not have Email, **enter** your supervisor’s agency Email address.

NOTE: The Emails on the General Profile Information Page and Personal Information Page provides separate functions within the various PeopleSoft modules. After the Email(s) have been entered on both pages, the system will provide employees with proper and timely notifications.

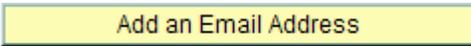
REMINDER: Update your Email(s) whenever there is a change.



Click



Add Email address.

Click  and a row will be added.

Email Addresses

Test Tester

Email Addresses			
**Email Type	*Email Address	Preferred	
Home	testtester@oal.com	<input checked="" type="checkbox"/>	Delete
		<input type="checkbox"/>	Delete

Email Type – Select  drop down menu and choose Email type.

Email Address – Enter Email address. One (1) of the Emails **must** have the Preferred box checked.

Click  at the bottom of the page.

REMINDER: Update your Email(s) whenever there is a change.



Personal Information Changes – Emergency Contact

Navigation: *Self Service > Personal Information > Emergency Contact*

The system will display the following:

The screenshot displays the Oracle Self Service interface for Emergency Contacts. On the left is a navigation menu with options like 'Personal Information', 'Phone Numbers', 'Email Addresses', and 'Emergency Contacts'. The main content area shows the title 'Emergency Contacts' and a table with two columns: 'Contact Name' and 'Relationship to Employee'. Below the table is a yellow button labeled 'Add an Emergency Contact', which is highlighted with a red arrow.

Click  and the fields will become available.



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*Contact Name:

*Relationship to Employee:

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address

Country: [Change Country](#)

Address: [Edit Address](#)

Phone

Telephone:

Other Telephone Numbers

Emergency Contacts	
Phone Type	Phone Number

* Required Field

[Return to Emergency Contacts](#)

Contact Name – Enter the contact name

Relationship to Employee – Select the drop down menu and choose relationship.

If the address is the same as the employee check the box .

If the telephone number is the same as the employee check the box .

Select the drop down menu on the Address Type field and choose correct type.

Select the drop down menu on the Phone Type field and choose correct type.

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address Type:

Phone Type:



If the contact address is different than employee complete the following:

Address	
Country:	Change Country 
Address:	Edit Address

Click [Change Country](#) link.

Search by:	Country <input type="text" value="USA"/>
<input type="button" value="Look Up"/>	<input type="button" value="Cancel"/> Advanced Lookup
Search Results	
View All First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last	
Country	Description
USA	United States

Type "USA" and **select** [USA](#) link.

Address	
Country:	Change Country
Address:	Edit Address 

Click [Edit Address](#) link.



Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: **State:** **Postal:**

County:

Address 1: – Enter address fields. Do not use punctuation in abbreviations (i.e., St. or N.W. or Ave.) Use mixed case only, and do not use all caps.

State: - Enter **OK** for Oklahoma or **click** the magnifying glass for the “Lookup” menu (**enter** the first letter to narrow your search for the proper two (2) letter abbreviation. **Select** the proper state.

Look Up State

Search by: begins with

[Advanced Lookup](#)

Search Results

View All First 1-3 of 3 Last

State	Description
OH	Ohio
OK	Oklahoma
OR	Oregon

Postal – Enter the Zip Code

Click to return to previous page.

Click .



If the contact phone number is different than employee, complete the following steps:

Phone	
Telephone:	<input type="text" value="405551712"/>

To enter new information, enter the text in the blank field. To change existing information, type over the data and **click** .

To add other emergency contact phone numbers **select** and phone type and phone number will become available.

Other Telephone Numbers		
Emergency Contacts		
Phone Type	Phone Number	
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Phone Type – **Select** the drop down menu and **select** phone type.

Phone Number – **Enter** phone number.

Click .

NOTE: To change existing information, type over the data and **click** .



View Only Access

Navigation: *Self Service > Payroll and Compensation*

The system will display the following:

A screenshot of the Oracle Self Service interface. The top navigation bar includes the Oracle logo, a search field, and links for Home, Add to Favorites, and Sign out. A left-hand menu is expanded to show "Payroll and Compensation" options: View Paycheck, Voluntary Deductions, Direct Deposit, and Compensation History. The main content area, titled "Payroll and Compensation", contains 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).

Select the information you want to view.



View Paycheck

Navigation: *Self Service > Payroll and Compensation > View Paycheck*

The system will display the following:

ORACLE

Home | Add to Favorites | Sign Out

New Window | Help | Customize Page

View Paycheck

Review your available paychecks below. Select the check date of the paycheck you would like to review.

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

Select the check date you want to review. **Click [blue Check Date](#) link.** The most current paycheck date will provide the year-to-date totals and leave balances even if the net pay is zero. After selecting the check link, you can print the advice page.

A zero net pay check is due to sick and/or annual leave time reported after the regular payroll has processed. An additional payroll is processed to update leave balances resulting in zero net pay.

The following screen prints break down each section of the paycheck.



General

View Paycheck

Test Tester

Company:	[REDACTED]	Net Pay:	\$2,611.46
Address:	[REDACTED]	Pay Begin Date:	07/01/2008
	[REDACTED]	Pay End Date:	07/31/2008
	[REDACTED]	Check Date:	07/31/2008

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General

Name:	[REDACTED]	Business Unit:	[REDACTED]
Employee ID:	[REDACTED]	Pay Group:	[REDACTED]
Address:	[REDACTED]	Department:	[REDACTED]
	[REDACTED]	Location:	[REDACTED]
		Job Title:	[REDACTED]
		Pay Rate:	\$4,099.02 Monthly

Tax Data

Tax Data	
Fed Marital Status: Married	OK Marital Status: Married, use regular table
Fed Allowances: 0	OK Allowances: 0
Fed Addl Percent: 0.000	OK Addl Percent: 0.000
Fed Addl Amount: \$100.00	OK Addl Amount: \$0.00



Paycheck Summary

Paycheck Summary					
Period	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	5,206.92	3,698.79	931.53	1,663.93	2,611.46
YTD	36,448.44	25,791.53	5,958.93	11,747.51	18,742.00

Earnings and Taxes

Earnings					Taxes		
Description	Hours	Rate	Amount	YTD Amount	Description	Amount	YTD Amount
Regular			4,099.03	27,747.27	Fed Withholdng	490.03	2,871.46
Ben Allow			964.66	6,752.62	Fed MED/EE	57.53	402.68
Hol Slry	8.00	23.648243	189.19	945.94	Fed OASDI/EE	245.97	1,721.79
RBenAllow			143.23	1,002.61	OK Withholdng	138.00	963.00
Regular	-8.00	23.648243	-189.19	0.00			
Total:			5,206.92	36,448.44	Total:	931.53	5,958.93

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



Leave Balances

Leave Balances	
Description	YTD Amount
Sick	1321.97
Vacation	541.55
Total YTD Amount:	1863.52

Leave Balances reflect the hours available.

NOTE: Leave Balances are only available to agencies utilizing the PeopleSoft Leave System.



View Leave Statement

Leave Accrual Report

Step 1 – Navigate to the Payroll and Compensation Components

Navigation: *Self Service > Payroll and Compensation > View Leave Statement (0457)*

The system will display a list of Pay Periods with Leave Statement Reports available for viewing and printing:

Pay Period Begin Date	Pay Period End Date	Agency
2009-08-01	2009-08-31	Office of State Finance
2009-07-01	2009-07-31	Office of State Finance
2009-06-01	2009-06-30	Office of State Finance
2009-05-01	2009-05-31	Office of State Finance
2009-04-01	2009-04-30	Office of State Finance
2009-03-01	2009-03-31	Office of State Finance
2009-02-01	2009-02-28	Office of State Finance
2009-01-01	2009-01-31	Office of State Finance

Step 2 – Click Pay Period End Date link you wish to view the Leave Accrual Statement. The Leave Accrual Statement will appear in a separate window. Print statement as needed.



CORE Oklahoma

State of Oklahoma
Office of State Finance
Agency 090
Employee Monthly Leave Accrual Report
for August 2009

Date Printed: 01/27/2010
Time Printed: 10:08:AM
Page Number: 1
Mail Drop ID:

EmpID: 123456 Name: Smith, John

DAY	WEEKDAY	ANNUAL	SICK	ENFRG LIMIT	COMP TIME	HOLID/ PERSON	ORG. LIMIT	MILIT W/PAY	SHARE	NATL GUARD
BEGIN BAL		212.873328	153.123328	15.500000	152.000000	0.000000	0.000000	0.000000	0.000000	0.000000
08/10	Mon	0.000000	0.000000	0.000000	8.000000	0.000000	0.000000	0.000000	0.000000	0.000000
08/11	Tues	0.000000	0.000000	0.000000	8.000000	0.000000	0.000000	0.000000	0.000000	0.000000
08/12	Wed	0.000000	0.000000	0.000000	8.000000	0.000000	0.000000	0.000000	0.000000	0.000000
08/13	Thur	0.000000	0.000000	0.000000	8.000000	0.000000	0.000000	0.000000	0.000000	0.000000
08/14	Fri	0.000000	0.000000	0.000000	8.000000	0.000000	0.000000	0.000000	0.000000	0.000000
08/27	Thur	0.000000	0.000000	0.000000	2.000000	0.000000	0.000000	0.000000	0.000000	0.000000
TOTAL USED		0.000000	0.000000	0.000000	42.000000	0.000000	0.000000	0.000000	0.000000	0.000000
LOST		0.000000								
ACCRUED		9.655128	9.655128		14.250000	0.000000				
EXPIRED					1.500000					
ADJUSTED		0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
TRANSFERRED		0.000000	0.000000				RECEIVED SHARE		0.000000	
RECEIVED		0.000000	0.000000				RETURNED SHARE		0.000000	
END BAL		222.528456	162.778456		122.750000	0.000000			0.000000	
FTD USED		0.000000	31.750000	15.500000	56.000000	0.000000	0.000000	0.000000	0.000000	0.000000

*Note: For information regarding the annual leave maximum refer to Merit Rule 530:10-15-11(b) (5).



Voluntary Deductions

Navigation: *Self Service > Payroll and Compensation > Voluntary Deductions*

The system will display the following:

ORACLE

Home | Add to Favorites

New Window | Help | Custom

Menu

Search:

- My Favorites
- Self Service
 - Personal Information
 - Payroll and Compensation
 - View Paycheck
 - Voluntary Deductions**
 - Direct Deposit
 - Compensation History
 - Change My Password
 - My Personalizations
 - My System Profile

Voluntary Deductions

Test Tester

Review, add or update your voluntary deductions information.

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance
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Add Deduction

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



Direct Deposit

Navigation: *Self Service > Payroll and Compensation > Direct Deposit*

The system will display the following:

ORACLE

Home | Add to Favorites

New Window | Help | Custom

Menu

Search:

- My Favorites
- Self Service
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 - View Paycheck
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 - Compensation History
 - Change My Password
 - My Personalizations
 - My System Profile

Direct Deposit

Test Tester

Review, add or update your direct deposit information.

Direct Deposit Detail					
Account Type	Routing Number	Account Number	Deposit Type	Amt.Pct	Deposit Order
Checking	██████	██████	Percent	100%	1

Add Account

Pay Statement Print Option

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



Compensation History

The system will display the following:

Home | Add to

[New Window](#)

Menu

Search:

- My Favorites
- Self Service
 - Personal Information
 - Payroll and Compensation
 - [View Paycheck](#)
 - [Voluntary Deductions](#)
 - [Direct Deposit](#)
 - Compensation History
 - [Change My Password](#)
 - [My Personalizations](#)
 - [My System Profile](#)

Compensation History

Test Tester

From: 01/01/1900 **To:** 01/08/2009

Employee Job Information

EmpID: ██████████

Department: ████████████████████

Job Title: ████████████████████████████████

Employee Status: Active

Salary History

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

Variable Cash Compensation

Award Date	Type	Award Value

Variable Non-Cash Compensation

Type

Stock Option Details

Type	Ticker Symbol	Number of Shares	Grant Price (Per Share)*
		0.000000	0.000000

* Grant price is based on Grant Date

[Return to Employee Self Service](#)
[Return to Payroll and Compensation](#)

- Click Date of Change [blue link](#) to view additional information.
- Click [Return to Employee Self Service](#) link.
- Click [Return to Payroll and Compensation](#) link.