Oracle HRMS Training

Human Resources – Employee Self Service

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Oracle Employee Self Service

Oracle Employee Self Service is similar to the Lawson ErNie system where employees are allowed to view, update or maintain personal or professional information. The information includes such things as address, emergency contact, PTO Balances, and history data. This is another avenue to access your personal and professional information.

This is a self-paced course broken into four (4) modules which are designed to walk you through the functions available to employees through the Oracle Employee Self Service.

Oracle Employee Self Service

Modules:

- Getting Started with Employee Self Service (ESS)

- 1.0 My Personal Data
  - 1.1 How to update your personal Information
  - 1.2 How to view your Company Property Information
  - 1.3 How to update your driver's license on record

- 2.0 My Benefits Data
  - 2.1 How to view your employee financial profile
  - 2.2 How to view your PTO balance

- 3.0 My Professional Data
  - 3.1 How to view and update your work preferences
  - 3.2 How to update your school(s) and education qualifications
  - 3.3 How to update your professional qualifications
  - 3.4 How to update your competency profile

- 4.0 My History Data
  - 4.1 How to view your Employment Summary

Getting Started

How do I get started?

The Employee Self Service (ESS) portal can be accessed using Internet Explorer or other web browser tools. Launch Internet Explorer and navigate to the Oracle Application using the following URL: https://phoenixweb.avisbudget.com/pls/portal

Employee Self Service

- Getting Started with Employee Self Service (ESS)

- 1.0 My Personal Data
  - 1.1 How to update your personal Information
    - Basic information
    - Phone Number
    - Address
    - Contacts
  - 1.2 How to view your Company Property Information
  - 1.3 How to update your driver's license on record

- 2.0 My Benefits Data
  - 2.1 How to view your employee financial profile
  - 2.2 How to view your PTO balance

- 3.0 My Professional Data
  - 3.1 How to view and update your work preferences
  - 3.2 How to update your school(s) and education qualifications
  - 3.3 How to update your professional qualifications
  - 3.4 How to update your competency profile

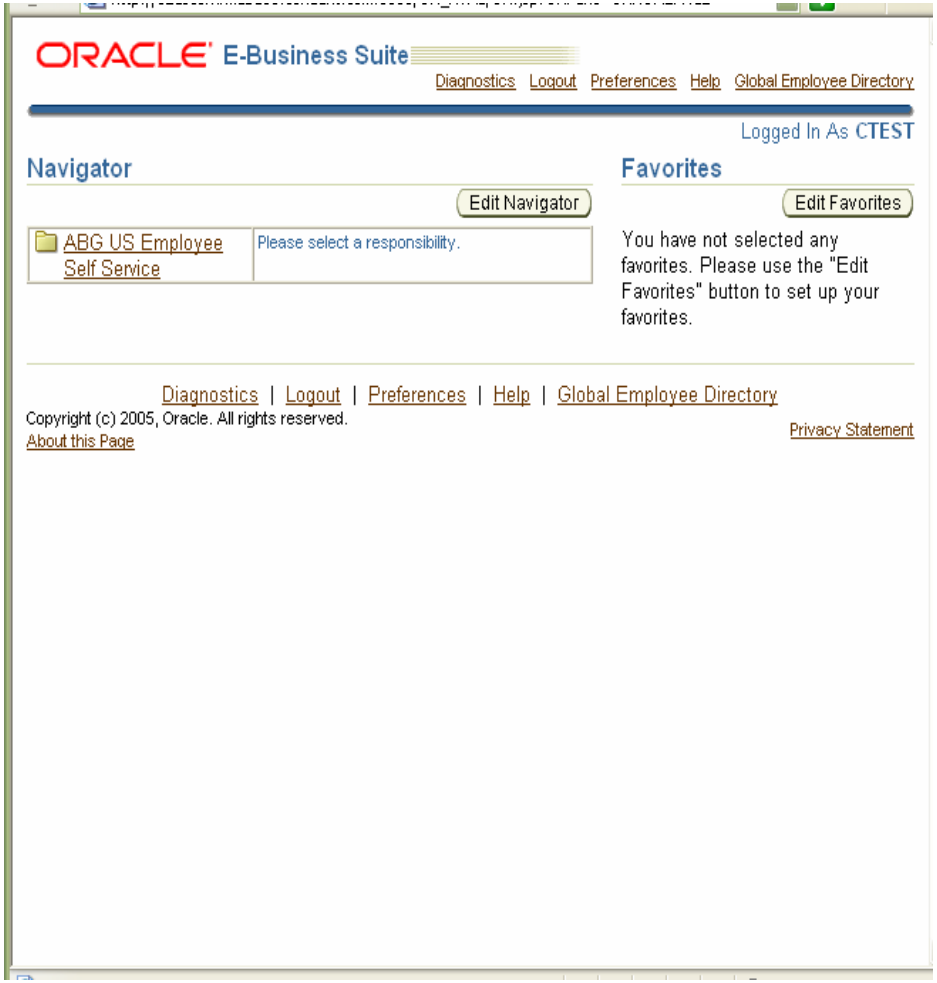
- 4.0 My History Data
  - 4.1 How to view your Employment Summary

Employee Self Service

- After you log into (https://phoenixweb.avisbudget.com/pls/portal), the menu appears with the appropriate ESS responsibility (ies).
- Select ABG **US Employee Self Service** to launch Employee Self Service for US employees
- There are several links that are present on every page throughout the application.
  - **Home** (visible after choosing a responsibility) – Returns you back to the ESS Navigator page
  - **Logout** – Exit out of Oracle Applications and returns the user to the log in screen
  - **Preferences** – Update language settings, change the date format or reset password on this page.
  - **Help** – Access to online help
  - **Global Employee Directory** – A list of all active ABG employees in the HRMS system

Note:

- The responsibilities for Avis Budget employees are:
  - **ABG Canada Self Service** – Active Canadian employees
  - **ABG US Employee Self Service** – Active US employees
  - **ABG Expat Canada Self Service** – Active Non-Canadian employees working in Canada (which is not their home country)
  - **ABG Expat US Self Service** – Active Non-US employees working in the United States (which is not their home country)
  - **ABG Inactive Non-US Employee Self Service** – Non-active employees not in the US
  - **ABG Inactive US Employee Self Service** – Non-active US employees
  - **ABG TAP Self Service** – Employee Self Service for active US TAP employees

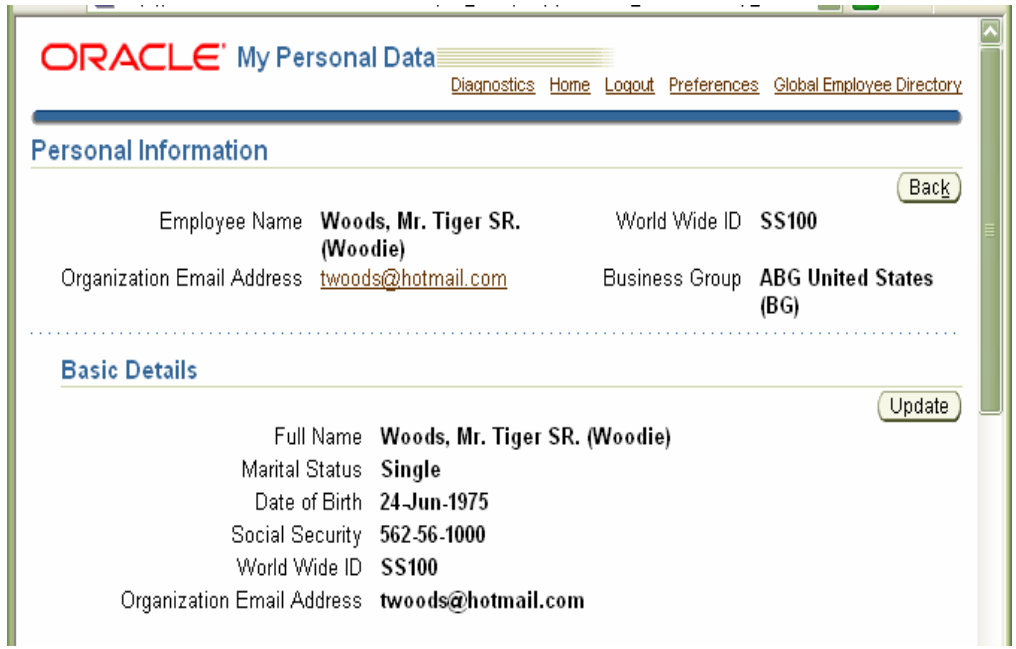


My Personal Data

- After selecting your ESS responsibility, the following menu items appear in the Navigator screen:
  - My Personal Data
    - Personal Information
    - Company Property
    - Drivers License
  - My Benefits Data
    - Employee Financial Profile
    - PTO Balance Information
  - My Professional Data
    - Work Preferences
    - Schools and Education
    - Professional Data
  - My History Data
    - Personal Details
- To begin the ESS tutorial, select the **Personal Information** menu option

My Personal Data

- After selecting the Personal Information menu option, the **My Personal Data** form displays. This displays your current personal information. To modify and or add data to any one of these section on this form, Basic Details, click **Update** or **Add** button in that section.
- After selecting Add/Update, the **Choose Option** form displays.
- Select the type of change you want to make:
  - **Correct or complete the current details** - The updated values override the old record values and inherit the same effective dates.
  - **Enter new information…**- Updated values are written to the database as a new row. The old values remain effective up to and including yesterday.

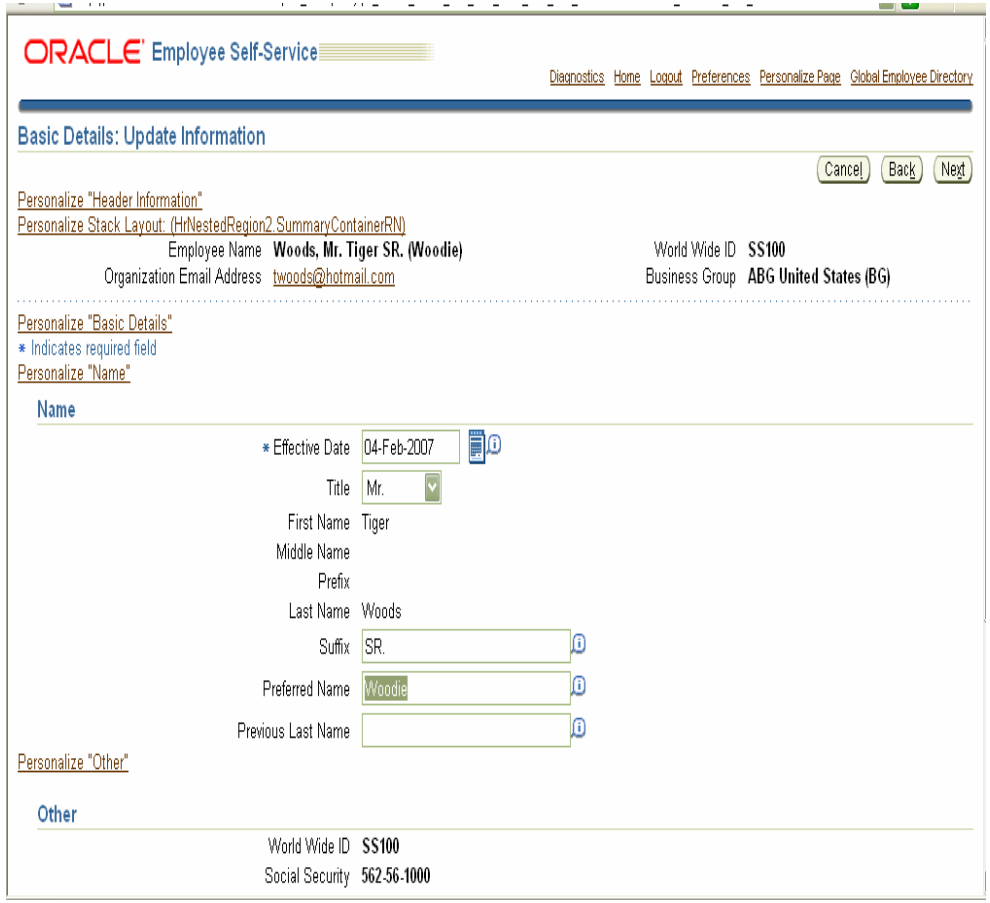


Note:

- Oracle will store all information made in the system as history once changes are made
- Date Tracking. Oracle allows the ability to enter information such as an address change and the date the new information will take effect through functionality known as Date Tracking. For example: Today is January 1, 2007 and an employee is scheduled to move on February 4, 2007. They can input the information on January 1, 2007 and indicate the new address will take effect on February 4, 2007 by entering the date in the Effective Date field.

My Personal Data

- After selecting Enter New Information, **The Basic Details: Update Information Page** is displayed.
- Enter the desired changes and be sure to enter the correct effective date
- Update fields include: Effective Date, Title, Suffix, Marital Status, Email Address, and “Mail To” Preference can be updated on this page.
- Click the **Next** button to continue
- Click the **Back** button to cancel the action. If you cancel, it will ask you, “Do you want to cancel this action?” Click Yes or No

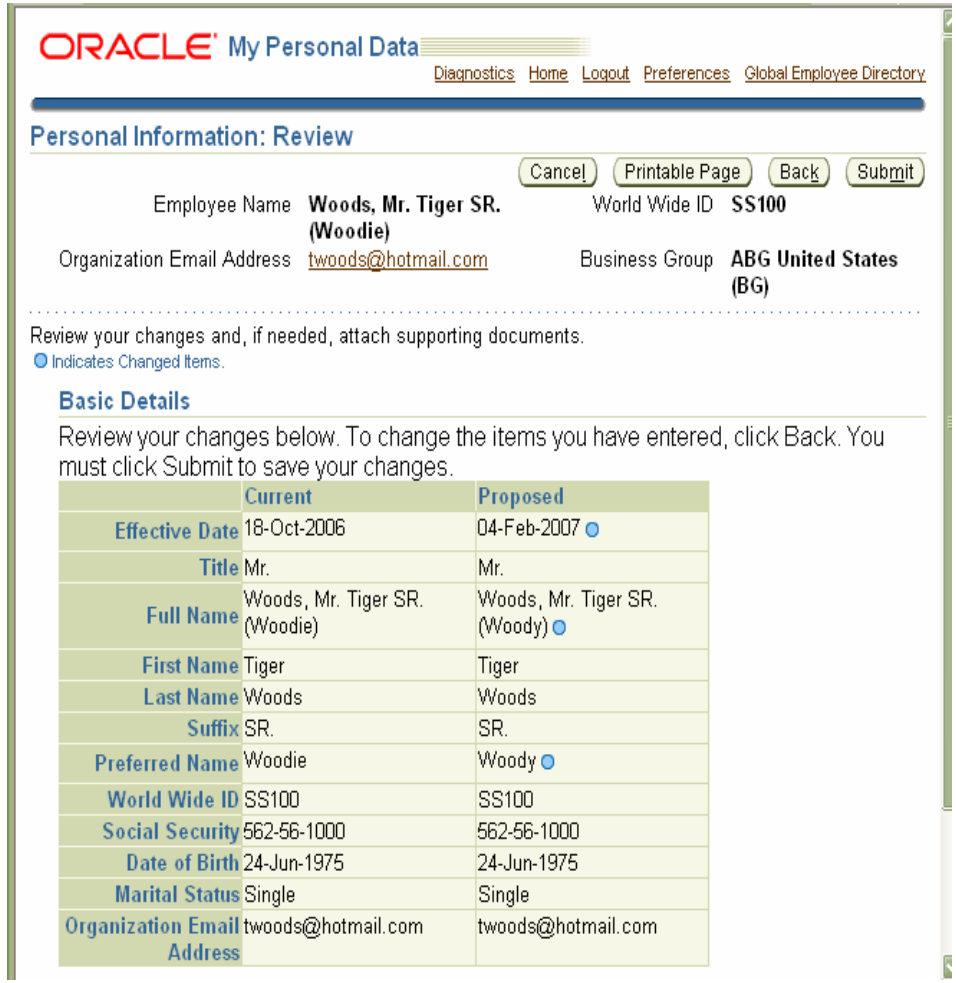


Notes:

- All date fields will have a calendar symbol like beside them.
- All fields with a next to them have helpful hints related to completing the field.
- Required fields are marked with *****
- Lines that do not have an outline around them are not updatable. To modify contact your HR Representative or TAP.

My Personal Data

- After clicking the Next button, the **Personal Information: Review** form displays. This page provides a summary of changes made during the current ESS session.
- Review your changes. All items that have been changed will have a blue dot next to them like .
- Click **Submit** to confirm your changes.
- Click **Printable Page** to print the summary of information.
- Click **Cancel** or **Back** to make corrections.

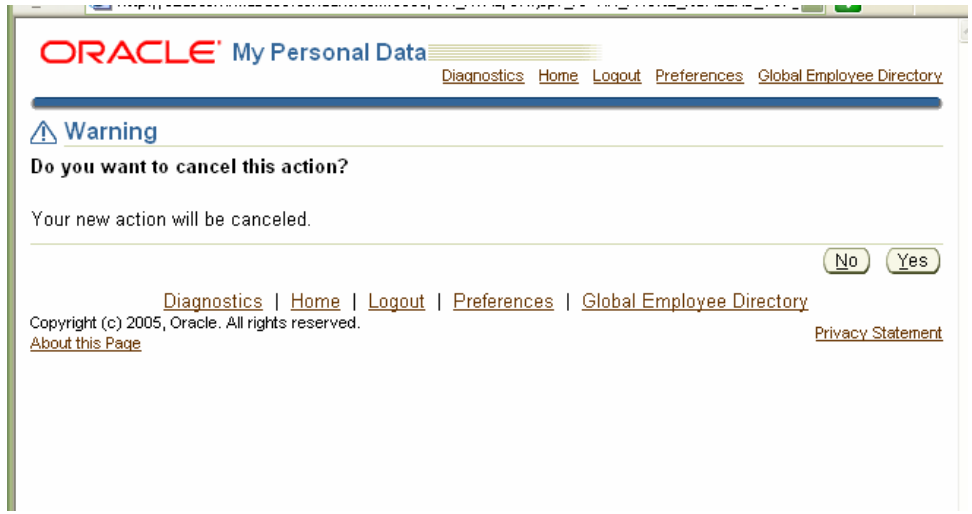


	Current	Proposed
Effective Date	18-Oct-2006	04-Feb-2007
Title	Mr.	Mr.
Full Name	Woods, Mr. Tiger SR. (Woodie)	Woods, Mr. Tiger SR. (Woody)
First Name	Tiger	Tiger
Last Name	Woods	Woods
Suffix	SR.	SR.
Preferred Name	Woodie	Woody
World Wide ID	SS100	SS100
Social Security	562-56-1000	562-56-1000
Date of Birth	24-Jun-1975	24-Jun-1975
Marital Status	Single	Single
Organization Email Address	twoods@hotmail.com	twoods@hotmail.com

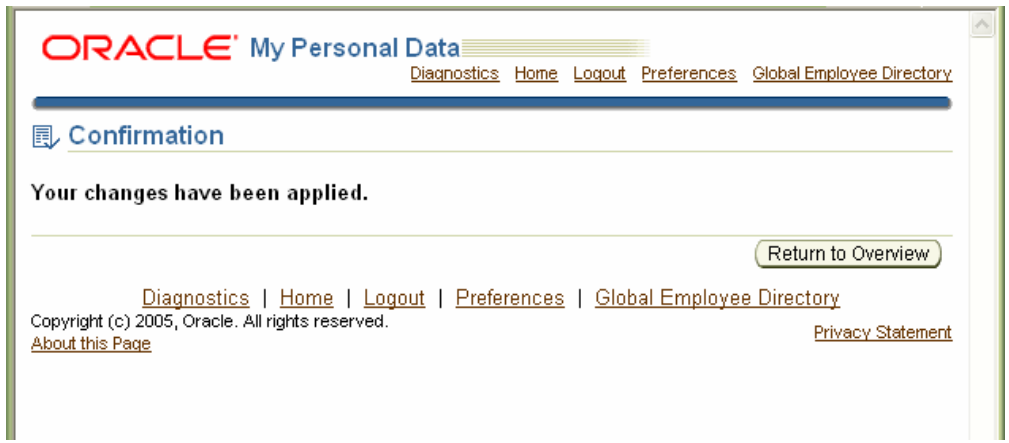
My Personal Data

Note:

- If the **Cancel Button** is selected, a **Warning** page will appear to confirm the choice.
- Click the **No** button to return back to the previous page
- Click the **Yes** button to discard all changes and return to the **Personal Information** page.

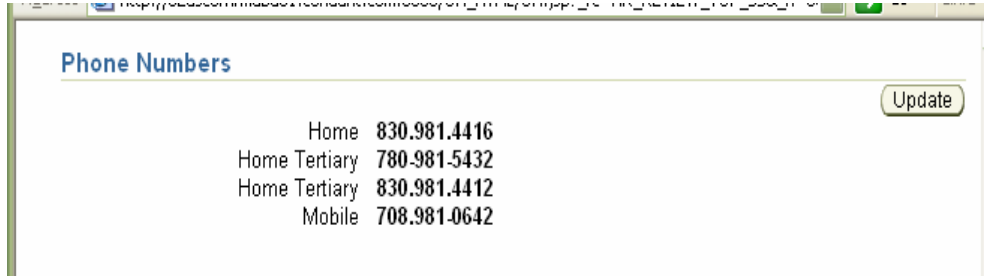


- After clicking the Submit button, the **Confirmation** form displays stating changes have been applied.
- Click the **Return to Overview** button to return to the Personal Information page.



My Personal Data

- The **My Personal Data** form also displays your current phone numbers
- To add, change, modify phone numbers, click the **Add** or **Update** button in the Phone Numbers section on the My Personal Data form

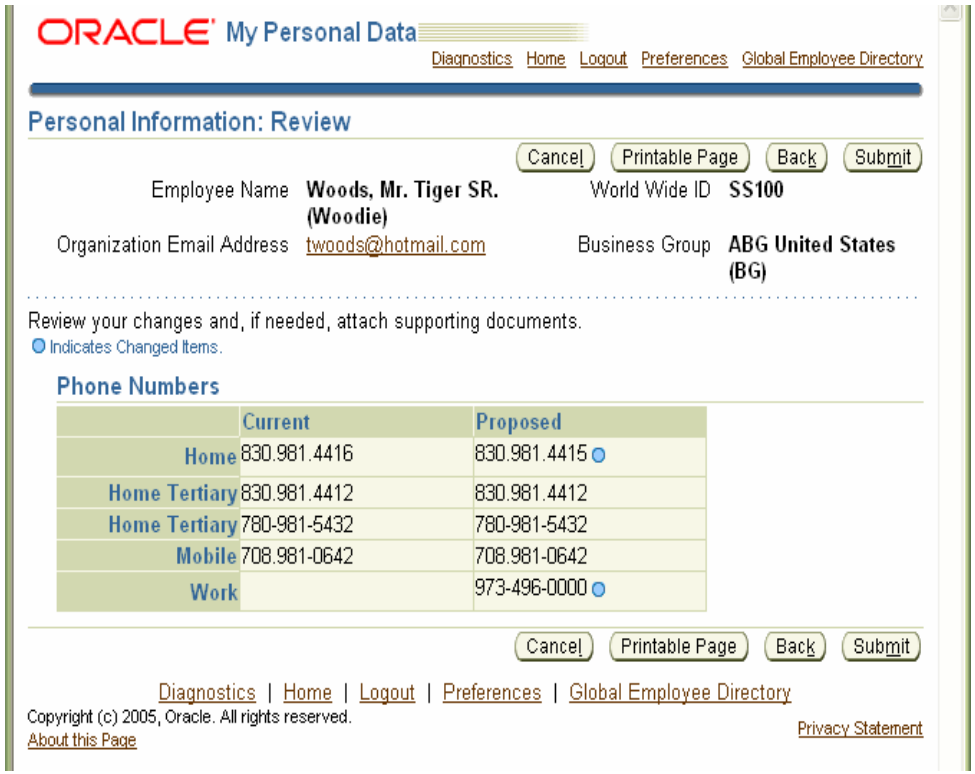


Note:

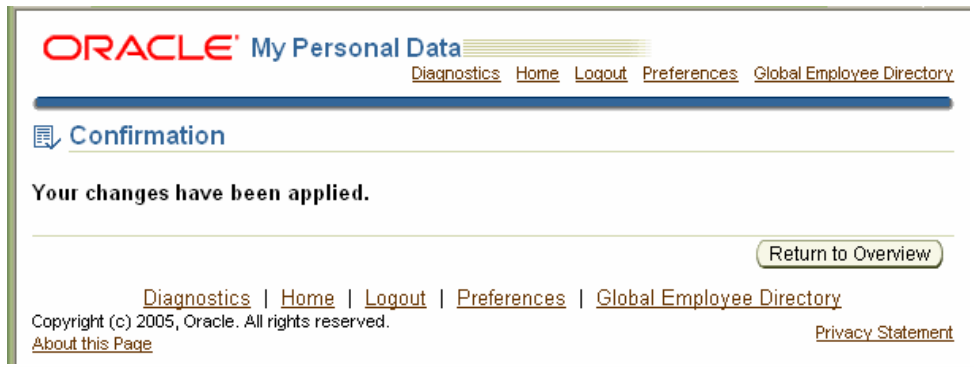
- If there are no phone numbers stored, the **Add** button will appear in place of Update that is currently showing in the graphic.
- After selecting Update in the Phone Numbers section, the **Phone Numbers: Enter and Maintain** form displays.
- For an entry, click the **down arrow** to view the list of values and select the **Type** of number to change.
- Enter the phone number for the selected type in the **Number** field.
- To delete an existing phone number, click the trash can symbol in the **Delete** column.
- To add more numbers click the **Add Another Row** button
- Once the phone number information is complete click the **Next** button.

My Personal Data

- After clicking the Next button, the **Personal Information: Review** form displays. This page provides a summary of changes made during the current ESS session.
- Review your changes. All items that have been changed will have a blue dot next to them like .
- Click **Submit** to confirm your changes.
- Click **Printable Page** to print the summary of information.
- Click **Cancel** or **Back** to make corrections.



- After clicking the Submit button, the **Confirmation** form displays stating changes have been applied.
- Click the **Return to Overview** button to return to the Personal Information page.



My Personal Data

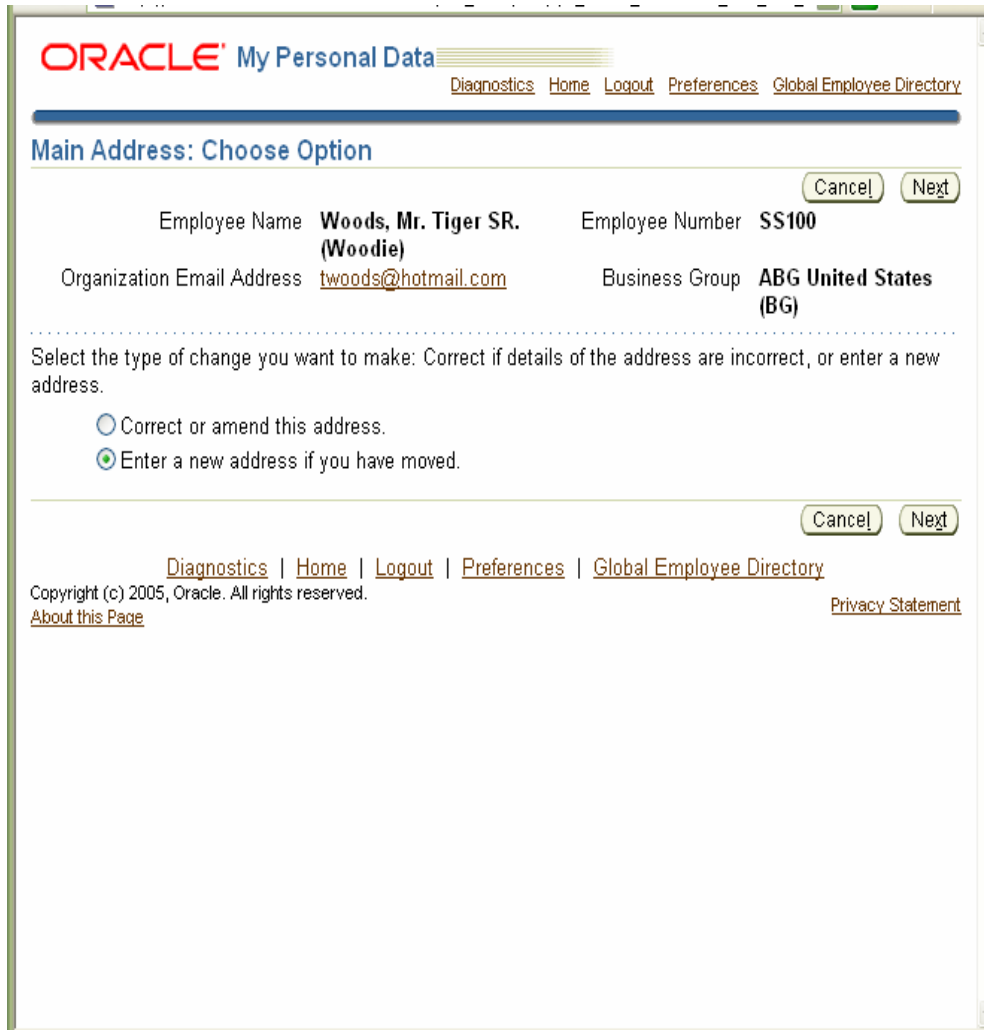
- The **My Personal Data** form also displays your current addresses
- To add, change, modify the Home Address, Mailing Address, or Other Address, click the **Add** or **Update** button in the corresponding address section of the My Personal Data form.

Note:

- If the Mailing Address section is blank, the **Add** button will appear in place of Update. Other Address may not be present until it is first populated by the HR Representative.

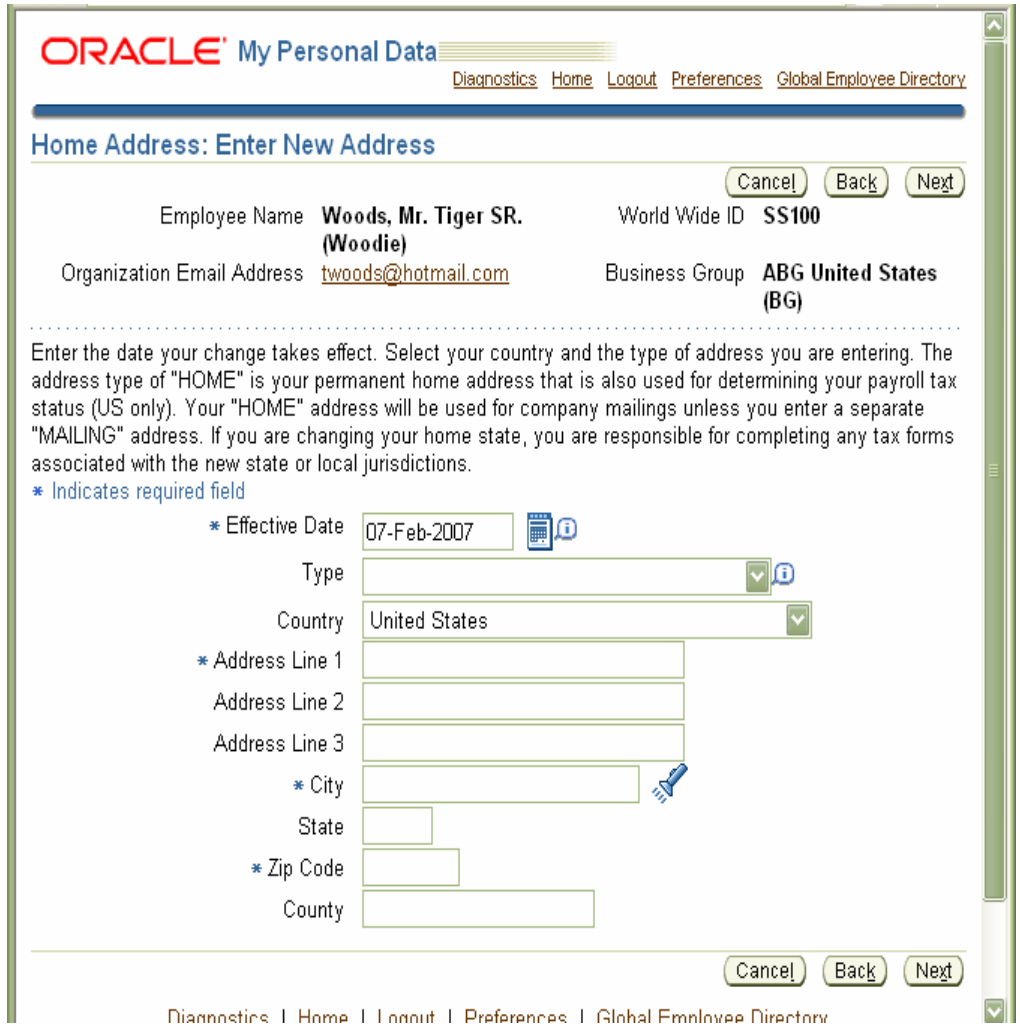
My Personal Data

- After selecting Update in the Home Address section, the **Choose Option** form displays.
- Select the type of change you want to make:
  - **Correct or amend this address.** - The updated values override the old record values and inherit the same effective dates.
  - **Enter new address if you have moved.**- Updated values are written to the database as a new row. The old values remain effective up to and including yesterday.
- Click the **Next** button to continue with address changes.
- Click the **Cancel** button and **Yes** on the **Warning** page to discard changes and return to the **Personal Information** page.



My Personal Data

- After selecting the Add/Update button in the Address section, the **Choose Option** form displays. Select the type of change you want to make:
  - **Correct or amend this address.** - The updated values override the old record values and inherit the same effective dates.
  - **Enter new address if you have moved.**- Updated values are written to the database as a new row. The old values remain effective up to and including yesterday.
- Click the **Next** button to continue with address changes.
- Click the **Cancel** button and **Yes** on the **Warning** page to discard changes and return to the **Personal Information** page.
- After selecting Enter New Information, the **Home Address: Enter New Address** page displays. This displays your current address information. To modify and or add data to any of these sections on this form click **Update** or **Add** button in that section.
- Enter the date when the changes should become effective in the Effective Date field.
- Select Type to enter the type of Home Address:
  - Benefit Address-Address for enrollment
  - Home- Primary Address
  - Mail- Address to receive pay check
- Fill in all of the information to change and the effective date and then click the **Next** button to continue. -Or - Click the Back button to restart or Cancel to undo changes.



My Personal Data

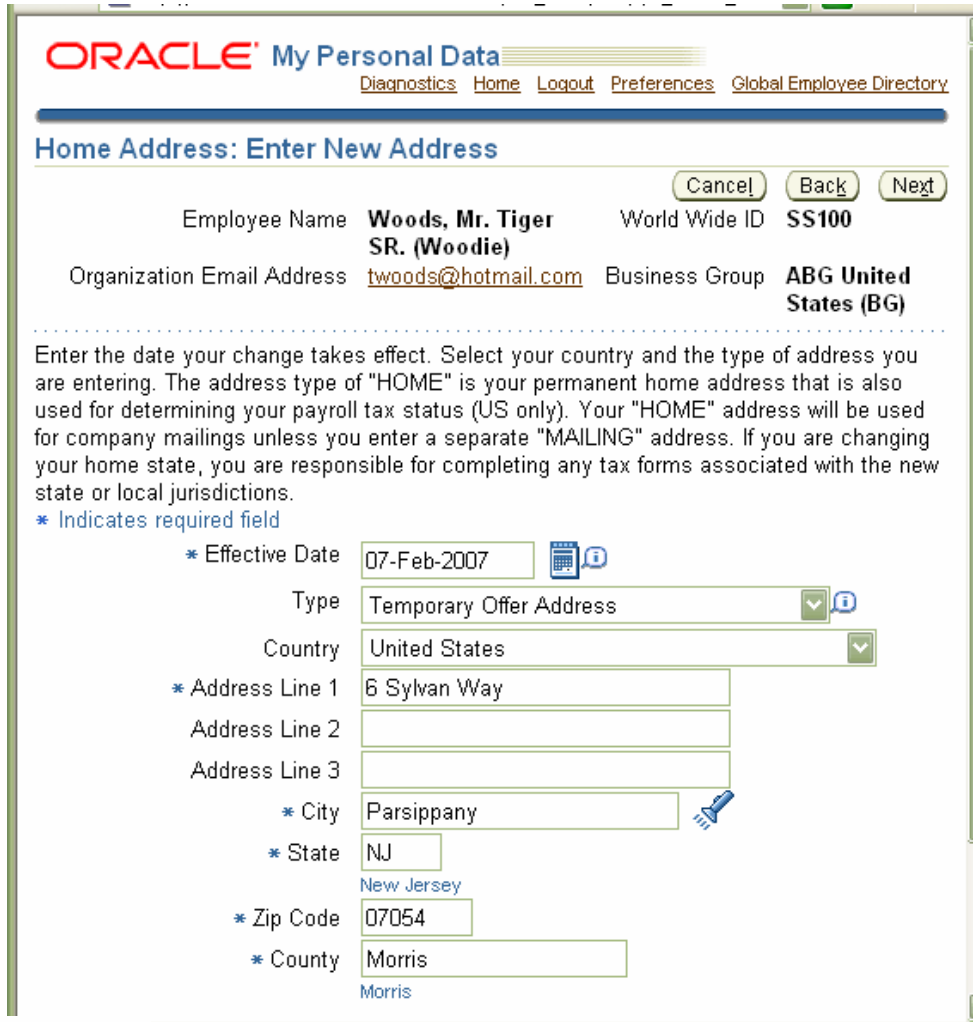
- When the City is entered, it will verified in the system and the **Search and Select City** window will appear.
- Choose the correct city by clicking the radio button in the **Select** column.
- Click the **Select** button to continue with updates for the address and return to the address form.
- To search for a different city, type the city name next to **Search By** field and click the **Go** button. Repeat process above and continue.
- Click **Select** to return to the address form.

My Personal Data

- After returning to the Address form, enter the zip code.
- Click the **Next** button to continue with address changes
- Click the **Cancel** button and **Yes** on the **Warning** page to discard changes and return to the **Personal Information** page
- Click the **Back** button to discard changes and return to the **Main Address: Choose Option** page

Notes:

- The system will populate the related county using the Vertex software.
- The system will verify that the zip code is correct by using the Vertex software. If the zip code does not match the city, state, and county the **error message** below will be displayed.
- All date fields will have a calendar symbol like beside them.
- All fields with a "I" next to them have helpful hints related to completing the field.
- Required fields are marked with *****
- Lines that do not have an outline around them are not updatable. To modify contact your HR Representative or TAP.
- All fields with a flashlight indicates that there is list to select from for the field.

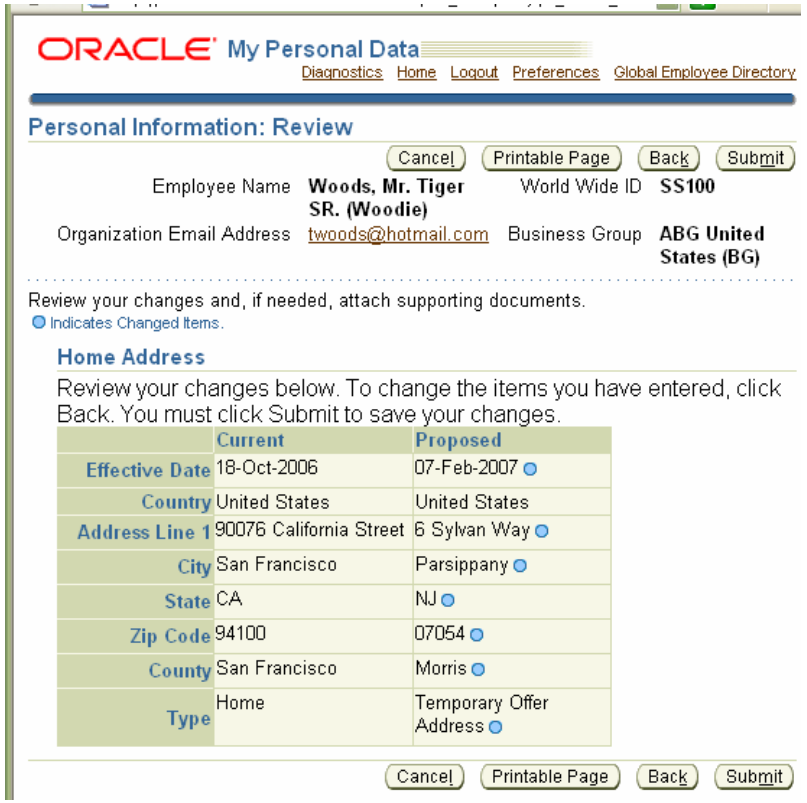


Error

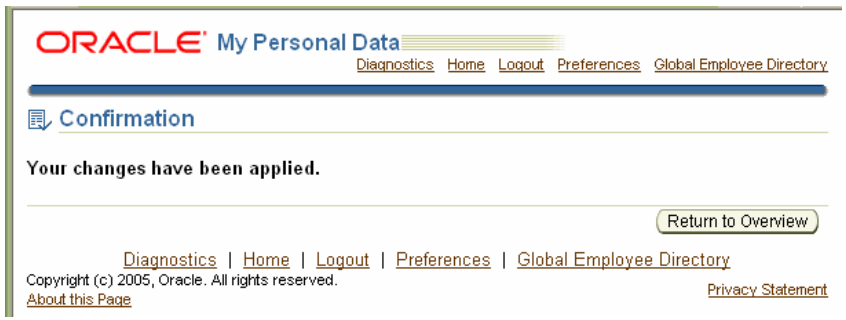
Value Morris for the flexfield segment County does not exist in the value set HR_US_GEOCODE_COUNTY. If you have changed the value of another field this is dependent on, please re-enter a valid value for this field.

My Personal Data

- The **Personal Information: Review** form displays a summary of changes.
- Review your changes. All items that have been changed will have a blue dot next to them like .
- Click **Submit** to confirm your changes.
-
- Click **Printable Page** to print the summary of information.
- Click **Cancel** or **Back** to make corrections.

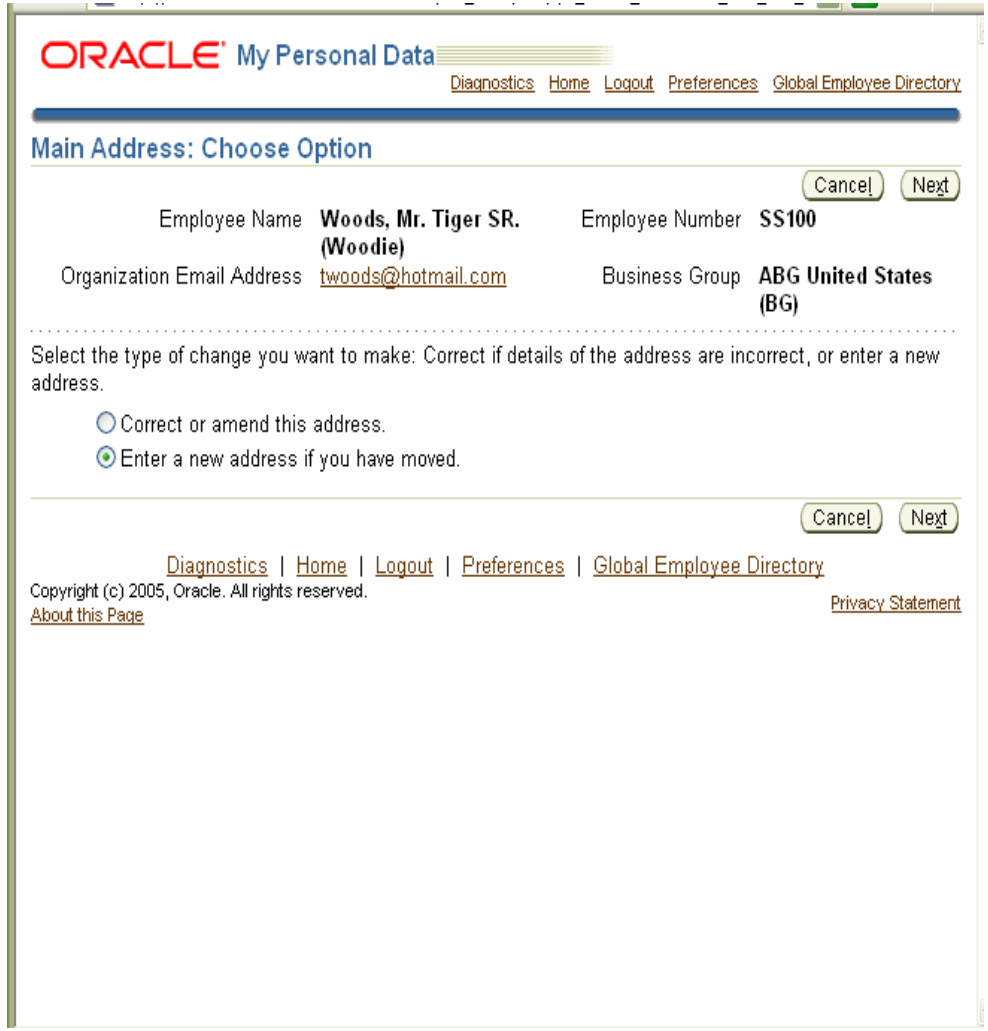


- After clicking the Submit button, the **Confirmation** form displays stating changes have been applied.
- Click the **Return to Overview** button to return to the Personal Information page.



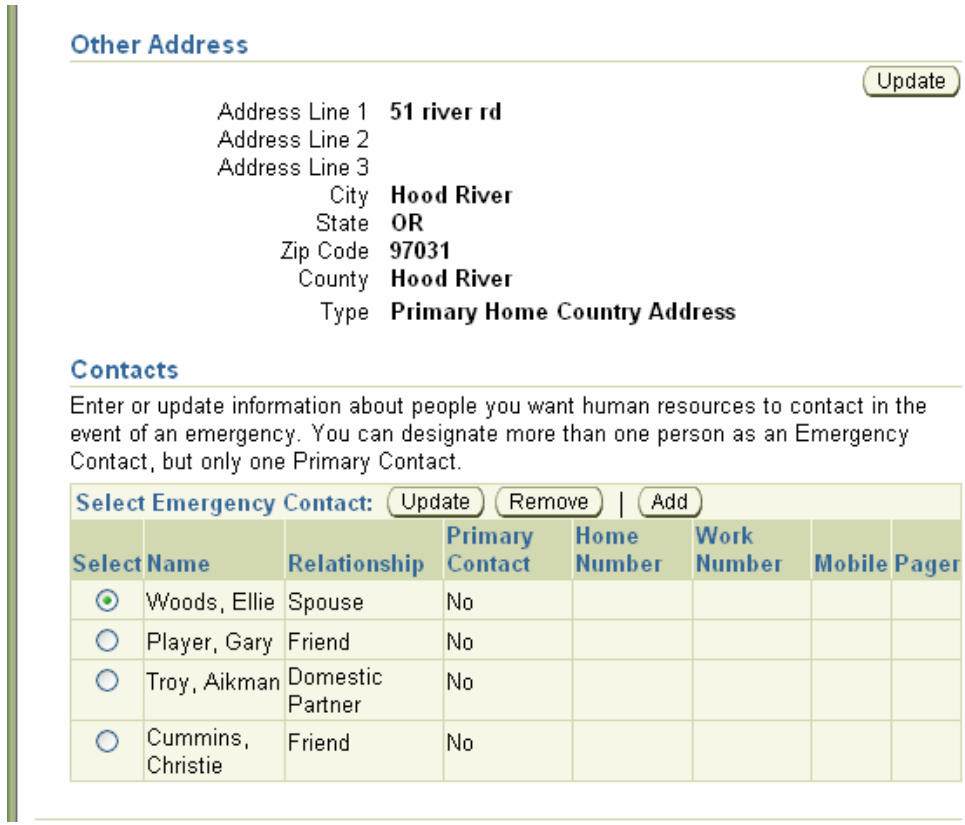
My Personal Data

- The process is the same to update an existing address except select the radio button next to **Correct or amend this address**
- Click the **Next** button to continue with address changes.
- Follow steps to update an address.
- Click the **Cancel** button and **Yes** on the **Warning** page to discard changes and return to the **Personal Information** page.



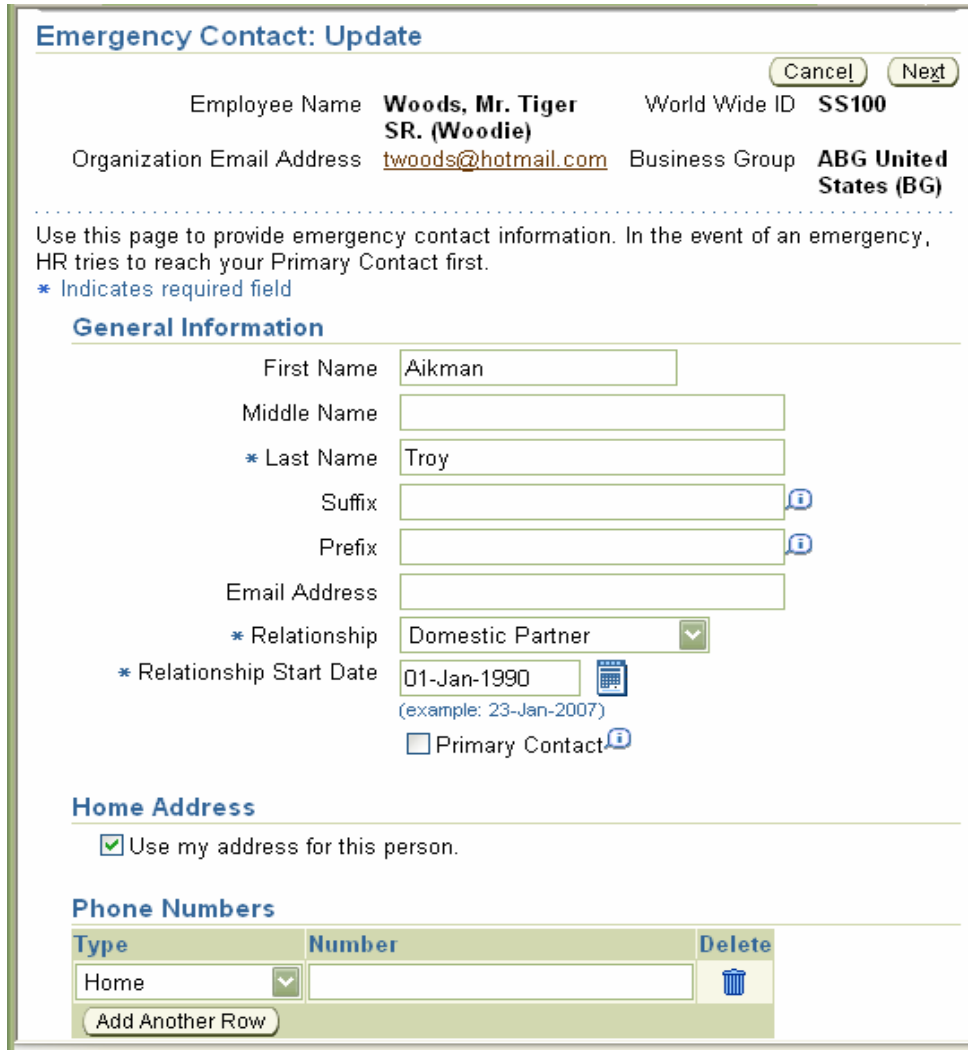
My Personal Data

- The Contacts section contains the list of emergency contacts Human Resources should notify in case of an emergency
- To add a contact :
  - Click the **Add** button. It is not necessary to click the radio button in the Select column.
- To modify an existing contact:
  - Click the **radio** button in the Select column beside the person to modify
  - Click the **Update** button to update a contact
  - Click **Remove** button to delete a contact



My Personal Data

- After clicking the Add/Update button the **Emergency Contact: Update** form displays.
- Name, Suffix, Prefix, Email Address, Relationship, Relationship Start Date, Primary Contact and Phone Number can be entered.
- For the **Relationship**, click the down arrow to select how the contact is connected to the employee
  - Domestic Partner
  - Spouse
  - Dependent
- For the **Relationship Start Date**, enter the date the relationship becomes effective
- Indicate the **Primary Contact** by selecting the checkbox
- If the contact has the same **Home Address** as the employee, check the **Use my address for this person** field. If not enter the contact's address following the guidelines in the **Address Section** of this guide.
- To update a Phone Number, click the **down arrow** to view the list of values and select the **Type** of number you wish to modify.
- Enter the phone number for the selected type in the **Number** field.
- To delete an existing phone number, click the trash can symbol in the **Delete** column.
- To add more numbers click the **Add Another Row** button
- Once the phone number information is complete click the **Next** button.

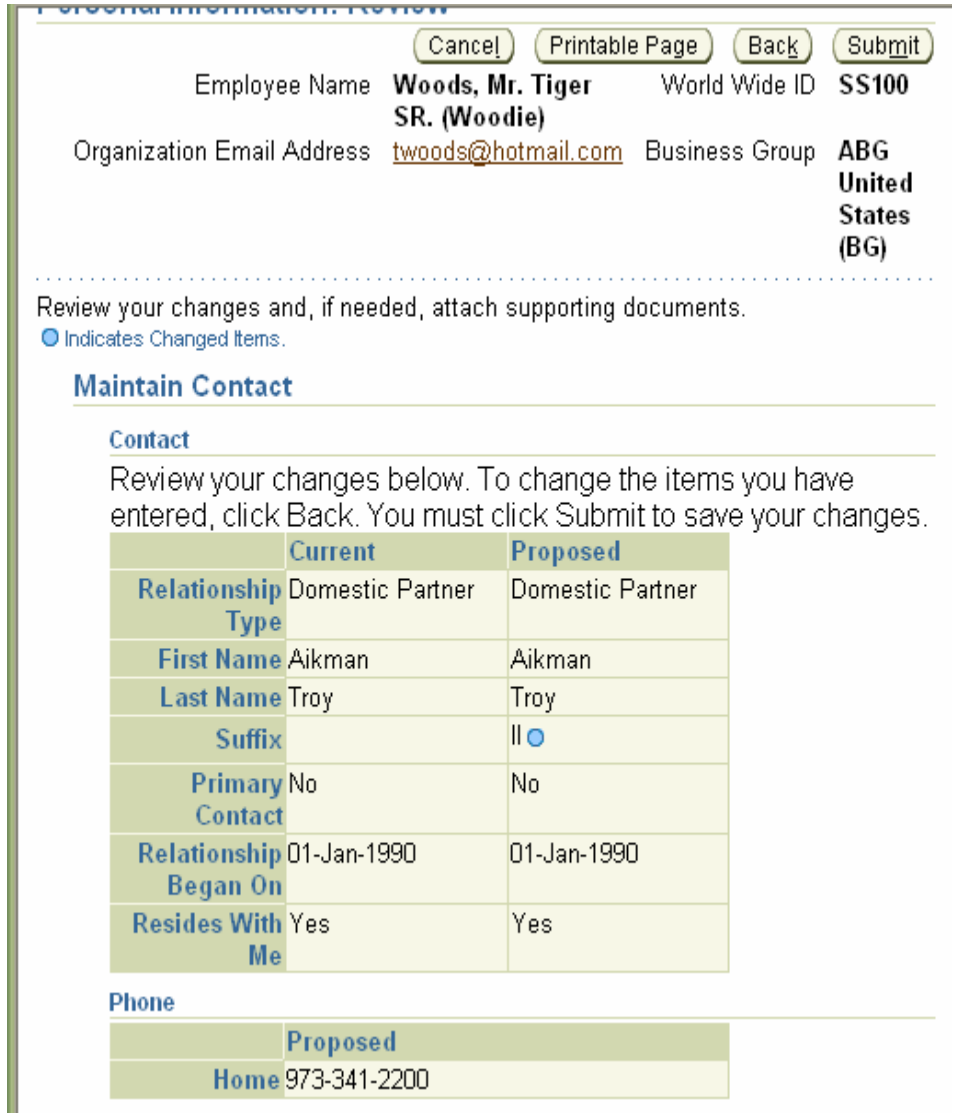


Notes:

- There can only be one primary contact. If another contact is identified as the primary contact, first update the other contact by unchecking the checkbox. Next update or add the contact and check the **Primary Contact** checkbox.
- All date fields will have a calendar symbol beside them like
- All fields with a next to them have helpful hints related to completing the field.
- Required fields are marked with *
- Lines that do not have an outline around them are not updatable. To modify contact your HR Representative or TAP.
- The flashlight indicates that there is list to select from for the field.

My Personal Data

- After clicking the Next button, the **Personal Information: Review** form displays. This page provides a summary of changes made during the current ESS session.
- Review your changes. All items that have been changed will have a blue dot next to them like ○
- Click **Submit** to confirm your changes
- Click **Printable Page** to print the summary of information
- Click **Cancel** or **Back** to make corrections



Cancel | Printable Page | Back | Submit

Employee Name: **Woods, Mr. Tiger SR. (Woodie)** | World Wide ID: **SS100**

Organization Email Address: twoods@hotmail.com | Business Group: **ABG United States (BG)**

Review your changes and, if needed, attach supporting documents.

○ Indicates Changed Items.

Maintain Contact

Contact

Review your changes below. To change the items you have entered, click Back. You must click Submit to save your changes.

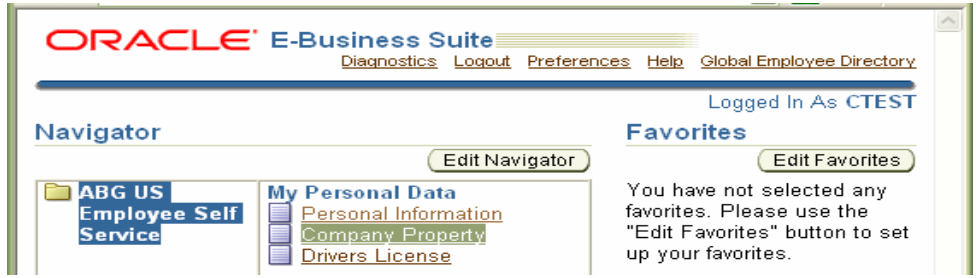
	Current	Proposed
Relationship Type	Domestic Partner	Domestic Partner
First Name	Aikman	Aikman
Last Name	Troy	Troy
Suffix		II ○
Primary Contact	No	No
Relationship Began On	01-Jan-1990	01-Jan-1990
Resides With Me	Yes	Yes

Phone

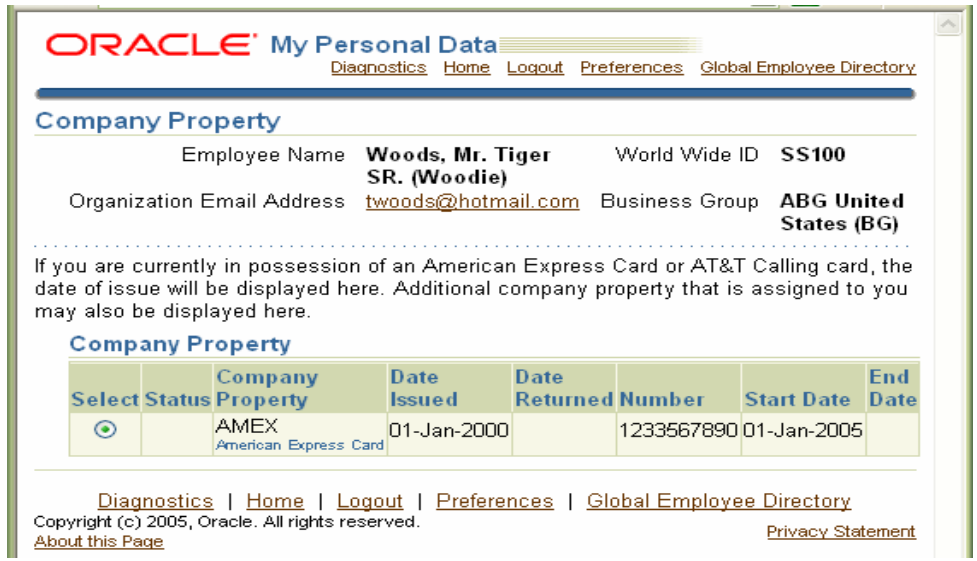
	Proposed
Home	973-341-2200

My Personal Data

- From your ESS responsibility Navigator, click **Company Property** to view property assigned to the employee



- This page displays the current items possessed by an employee. This information is entered by Human Resources and is view only
- The fields are
  - **Company Property –** the name of the type of property assigned to the employee
  - **Start Date –** the day the company property became effective
  - **Date Issued** – the day the company property was given to the employee
  - **Date Returned –** the day the company property was submitted to the employer
- Click **Home** to return to the Navigator or **Logout** to exit from Oracle Applications

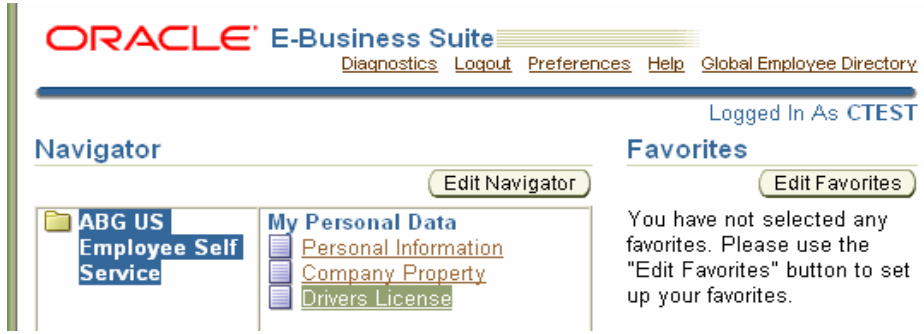


Notes:

- Some employees may not own company property, so the Company Property table will be blank for those employees

My Personal Data

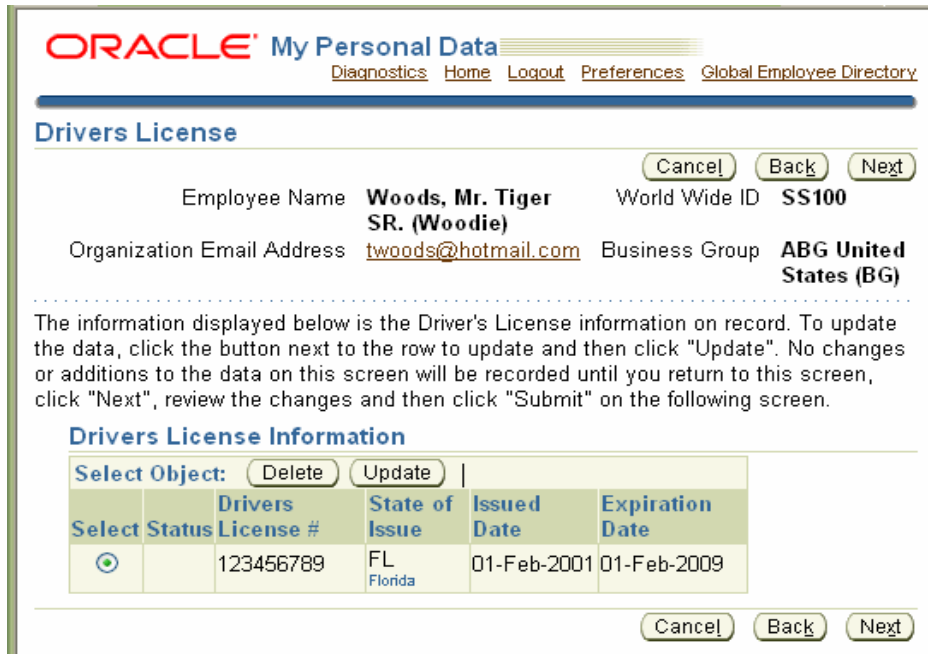
- From your ESS responsibility Navigator, click **Driver's License** to view or update the driver's license information that is on file



- After clicking Driver's License, the Drivers License window displays. This page displays the current license information in the system.

- To Update an existing **Driver's License** entry
  - Click the **radio button** beside the entry to change
  - Click the **Update** button to update a license
  - Click the **Delete** button to delete a license
  - Click the **Next** button to continue

- Click the **Cancel** button and **Yes** on the **Warning** page to discard changes and return to the **Navigator** page.



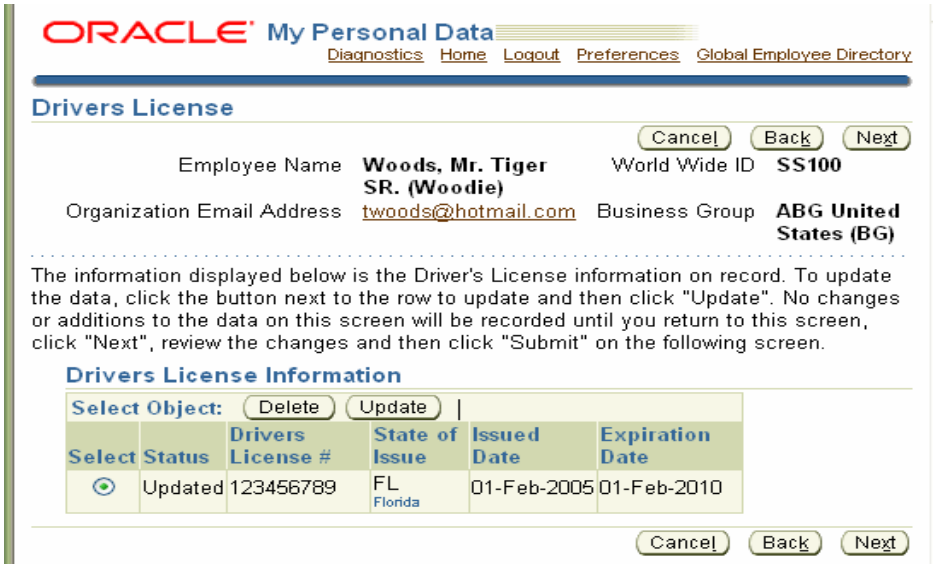
My Personal Data

- After selecting Update from the Driver's License Information table, the **Driver's License Information** form displays.
- Enter the value in the **Driver's License** # field
- Enter the abbreviation for the **State of Issue**
- Enter the date the license was issued in the **Issue Date** field
- Enter the date the license will expire in the **Expiration Date** field
- Once the information is complete click the **Apply** button

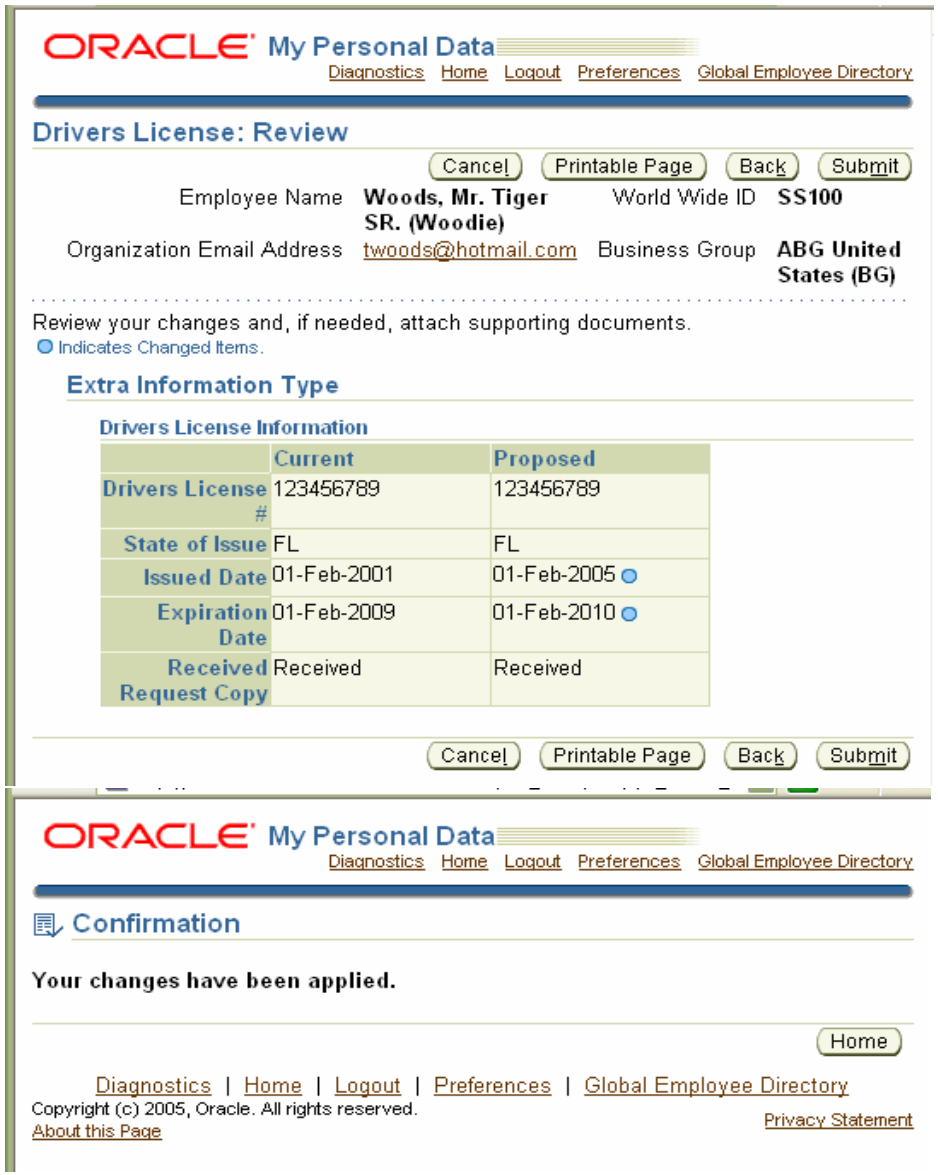
Notes:

- All date fields will have a calendar symbol like beside them.
- All fields with a "I" next to them have helpful hints related to completing the field.
- Required fields are marked with *
- Lines that do not have an outline around them are not updatable. To modify contact your HR Representative or TAP.
- All fields with a flashlight indicates that there is list to select from for the field.

- After clicking the **Apply** button, the **Driver's License** page displays.



- The **Status** is changed from blank to **Updated**
- Click the **Next** button to continue with the changes
- Click the **Cancel** button and **Yes** on the **Warning** page to discard changes and return to the **Drivers License** page

My Personal Data

- After clicking the **Next** button, the Driver's License: Review page displays. This page provides a summary of changes made during the current ESS session.
- Review your changes. All items that have been changed will have a blue dot next to them like ○
- Click **Submit** to confirm your changes.
- Click **Printable Page** to print the summary of information.
- Click the **Cancel** button and **Yes** on the **Warning** page to discard changes and return to the **Driver's License** page
- Click **Back** to return to the **Driver's License Information** page and make corrections.
- After the Submit button is clicked, next the **Confirmation** form displays stating your changes have been applied. Click **Home** button to return to the Navigator page.