



Oracle HRMS Training

Human Resources – Employee Self Service

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

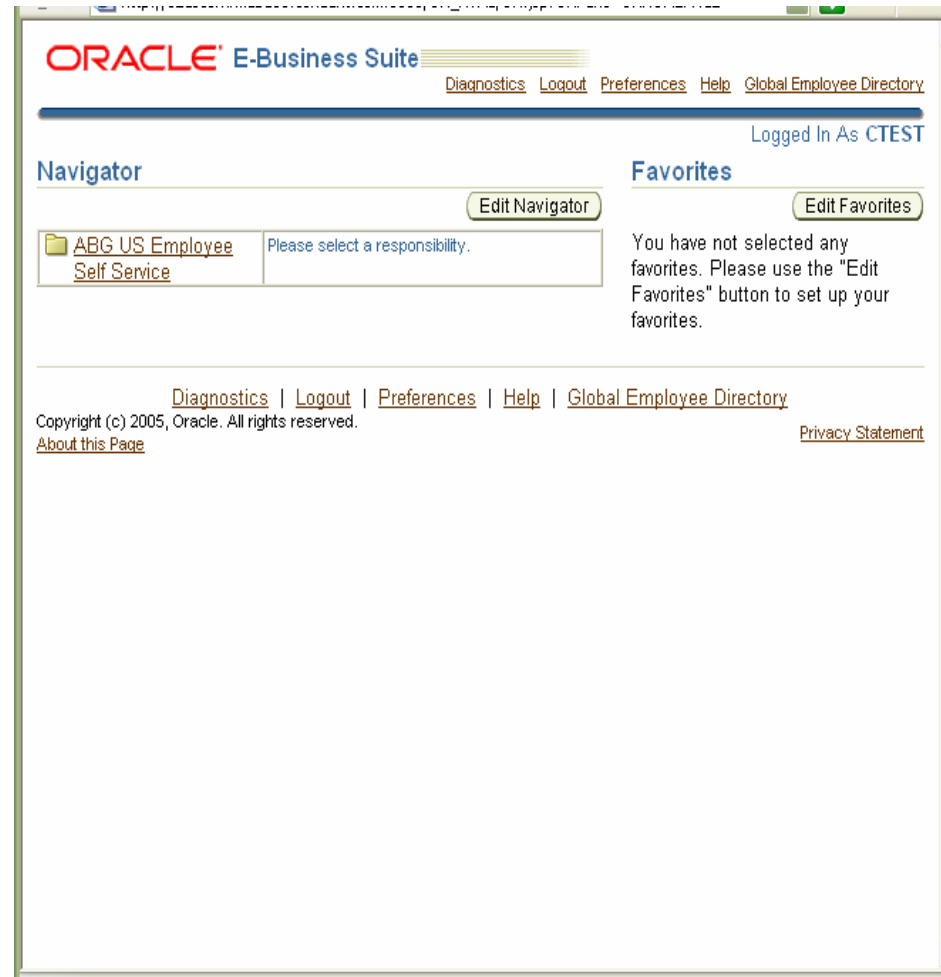
- Getting Started with Employee Self Service (ESS)
- 1.0 My Personal Data
 - 1.1 How to update your personal Information
 - Basic information
 - Phone Number
 - Address
 - Contacts
 - 1.2 How to view your Company Property Information
 - 1.3 How to update your driver's license on record
- 2.0 My Benefits 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.

The screenshot shows the 'ORACLE My Personal Data' web interface. At the top, there are navigation links: [Diagnostics](#), [Home](#), [Logout](#), [Preferences](#), and [Global Employee Directory](#). The main heading is 'Personal Information', with a 'Back' button to its right. Below this heading, the form displays the following data:

Employee Name	Woods, Mr. Tiger SR. (Woodie)	World Wide ID	SS100	
Organization Email Address	twoods@hotmail.com		Business Group	ABG United States (BG)

Below the 'Personal Information' section is the 'Basic Details' section, with an 'Update' button to its right. This section displays the following data:

Full Name	Woods, Mr. Tiger SR. (Woodie)
Marital Status	Single
Date of Birth	24-Jun-1975
Social Security	562-56-1000
World Wide ID	SS100
Organization Email Address	twoods@hotmail.com



Note:

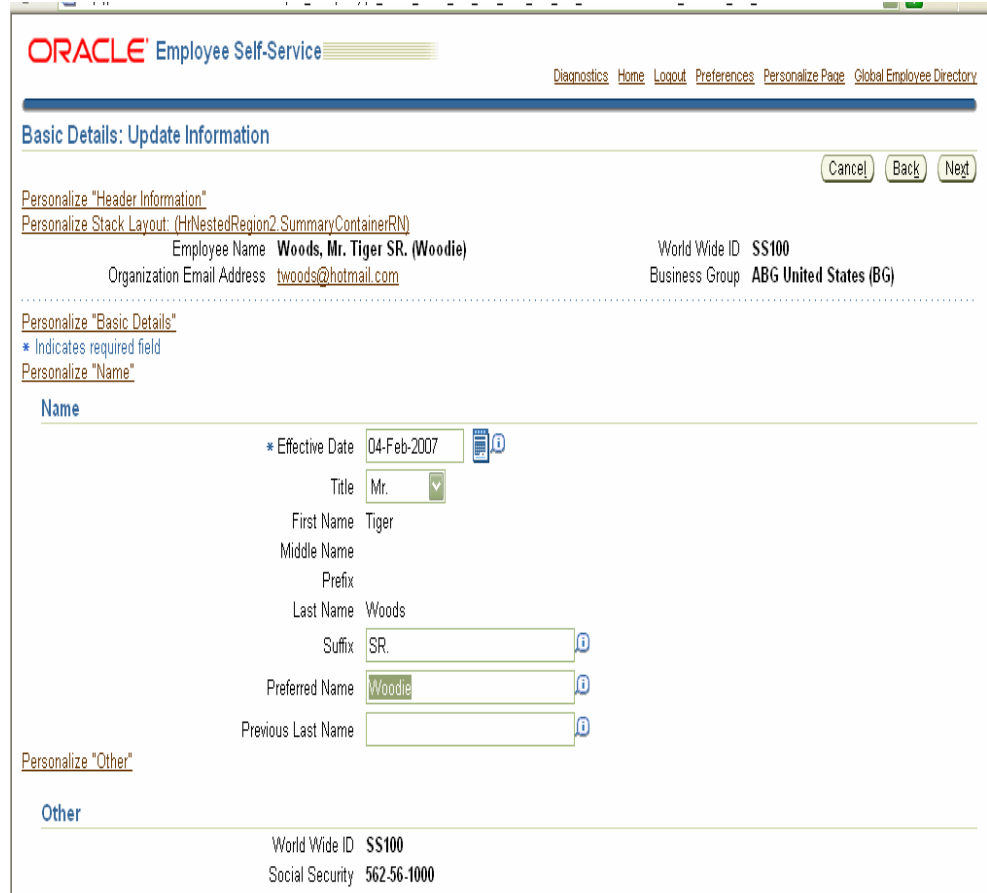
- Oracle will store all information made in the system as history once changes are made
- Date Tracking. Oracle allows the ability to enter information such as an address change and the date the new information will take effect through functionality known as Date Tracking. For example: Today is January 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.



ORACLE Employee Self-Service

Diagnosics Home Logout Preferences Personalize Page Global Employee Directory

Basic Details: Update Information

Cancel Back Next

Personalize "Header Information"

Personalize Stack Layout: (HrNestedRegion2.SummaryContainerRN)

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


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


Personalize "Basic Details"

* Indicates required field

Personalize "Name"

Name

* Effective Date 04-Feb-2007 


Title Mr. 


First Name Tiger


Middle Name

Prefix

Last Name Woods

Suffix SR. 

Preferred Name Woodie 

Previous Last Name 


Personalize "Other"

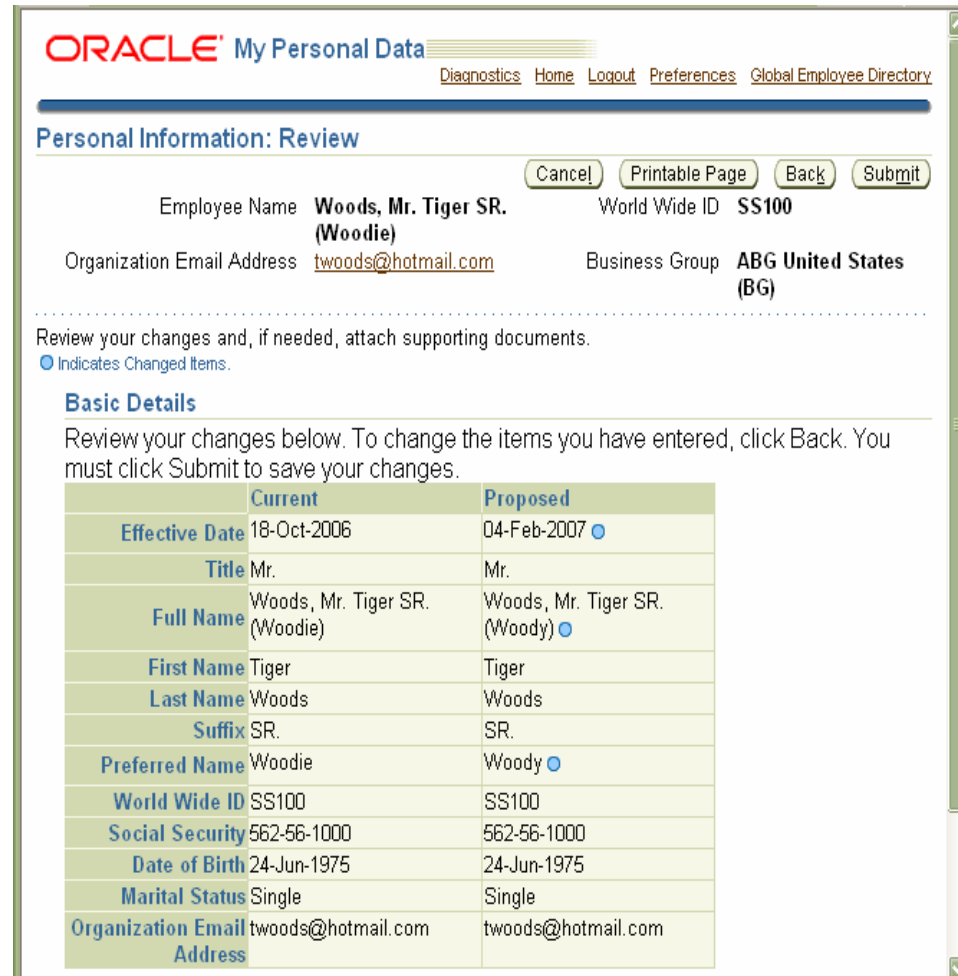
Other

World Wide ID **SS100**

Social Security **562-56-1000**

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.



ORACLE My Personal Data


[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Global Employee Directory](#)

Personal Information: Review

[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.

Basic Details

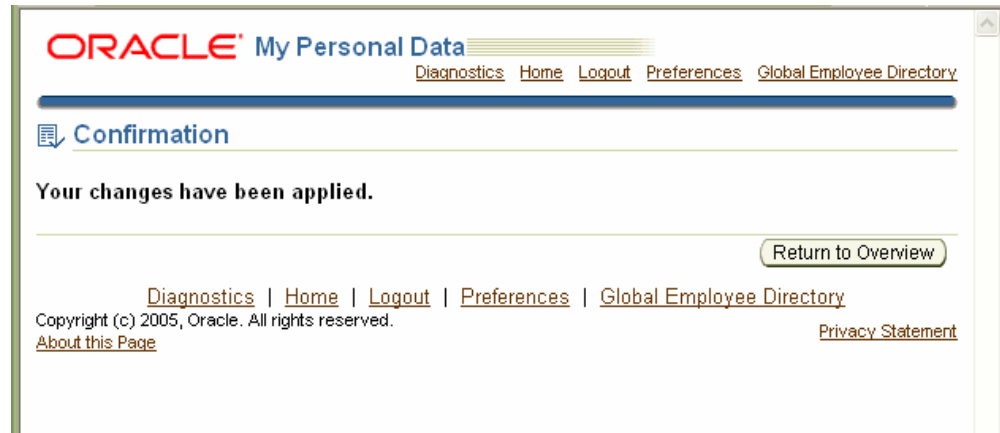
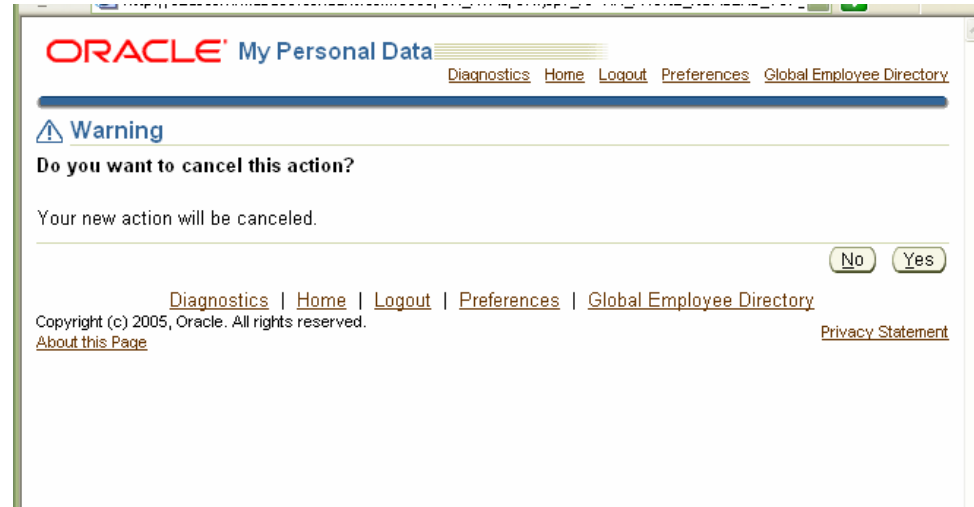
Review your changes below. To change the items you have entered, click Back. You must click Submit to save your changes.

	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.

Phone Numbers

Update

Home	830.981.4416
Home Tertiary	780.981.5432
Home Tertiary	830.981.4412
Mobile	708.981.0642

ORACLE My Personal Data

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Global Employee Directory](#)

Phone Numbers: Enter and Maintain

Cancel Next

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

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

Type	Number	Delete
Home	830.981.4416	
Home Tertiary	830.981.4412	
Home Tertiary	780.981.5432	
Mobile	708.981.0642	


Add Another Row

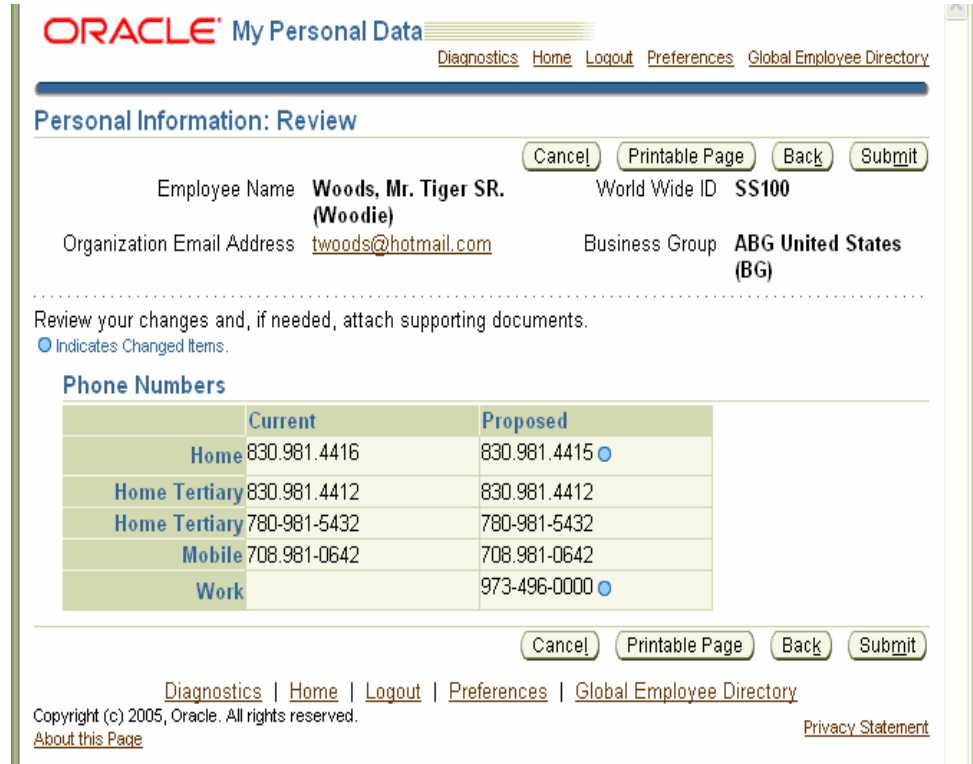
Cancel Next

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Global Employee Directory](#)

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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.



ORACLE My Personal Data

[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Global Employee Directory](#)


Personal Information: Review

[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.

Phone Numbers


	Current	Proposed
Home	830.981.4416	830.981.4415 
Home Tertiary	830.981.4412	830.981.4412
Home Tertiary	780.981-5432	780.981-5432
Mobile	708.981-0642	708.981-0642
Work		973-496-0000 

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Global Employee Directory](#)


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ORACLE My Personal Data

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 **Confirmation**

Your changes have been applied.

[Return to Overview](#)

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Global Employee Directory](#)

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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.

The screenshot shows a web form titled "My Personal Data" with three address sections. Each section has a title, a list of address fields, and an "Update" button.

Section	Field	Value
Home Address	Address Line 1	90076 California Street
	Address Line 2	
	Address Line 3	
	City	San Francisco
	State	CA
	Zip Code	94100
	County	San Francisco
Type	Home	
Mailing Address	Address Line 1	46 Falls Terrace
	Address Line 2	
	Address Line 3	
	City	Fair Oaks Ranch
	State	TX
	Zip Code	78006
	County	Bexar
Type	Mail	
Other Address	Address Line 1	51 river rd
	Address Line 2	
	Address Line 3	
	City	Hood River
	State	OR
	Zip Code	97031
	County	Hood River
Type	Primary Home Country Address	

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.

The screenshot shows a web browser window with the title 'ORACLE My Personal Data'. The page has a navigation bar with links: [Diagnostics](#), [Home](#), [Logout](#), [Preferences](#), and [Global Employee Directory](#). Below the navigation bar is a section titled 'Main Address: Choose Option'. This section contains a form with the following fields:

Employee Name	Woods, Mr. Tiger SR. (Woodie)	Employee Number	SS100
Organization Email Address	twoods@hotmail.com	Business Group	ABG United States (BG)

Below the form fields, there is a text prompt: 'Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address.' followed by two radio button options:

- ☐ Correct or amend this address.
- ☒ Enter a new address if you have moved.

At the bottom right of the form are two buttons: 'Cancel' and 'Next'. At the very bottom of the page, there is a copyright notice: 'Copyright (c) 2005, Oracle. All rights reserved.' and a link to 'About this Page'. On the right side of the bottom, there is a link to 'Privacy Statement'.

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.

The screenshot shows the 'ORACLE My Personal Data' interface. At the top, there are navigation links: [Diagnostics](#), [Home](#), [Logout](#), [Preferences](#), and [Global Employee Directory](#). The main heading is 'Home Address: Enter New Address'. Below this, there are buttons for 'Cancel', 'Back', and 'Next'. The form displays the following information:

Employee Name	Woods, Mr. Tiger SR. (Woodie)	World Wide ID	SS100
Organization Email Address	twoods@hotmail.com	Business Group	ABG United States (BG)

Below the form fields, there is a text block: 'Enter the date your change takes effect. Select your country and the type of address you are entering. The address type of "HOME" is your permanent home address that is also used for determining your payroll tax status (US only). Your "HOME" address will be used for company mailings unless you enter a separate "MAILING" address. If you are changing your home state, you are responsible for completing any tax forms associated with the new state or local jurisdictions.'

A note indicates: '* Indicates required field'.

The form fields are as follows:

- * Effective Date: (with a calendar icon)
- Type: (with a dropdown arrow and an 'i' icon)
- Country: (with a dropdown arrow)
- * Address Line 1:
- Address Line 2:
- Address Line 3:
- * City: (with a location pin icon)
- State:
- * Zip Code:
- County:

At the bottom, there are buttons for 'Cancel', 'Back', and 'Next'. At the very bottom, there are navigation links: [Diagnostics](#), [Home](#), [Logout](#), [Preferences](#), and [Global Employee Directory](#).

My Personal Data

- When the City is entered, it will be 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.

Search and Select: City




Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By City Go

Results

Select	Quick Select	City	State	Zip Code	County
<input type="radio"/>		Parsippany	NJ	07054 - 07056	Morris
<input type="radio"/>		Parsippany Troy Hill	NJ	07054 - 07054	Morris
<input type="radio"/>		Parsippany-Troy Hill	NJ	07005 - 07005	Morris




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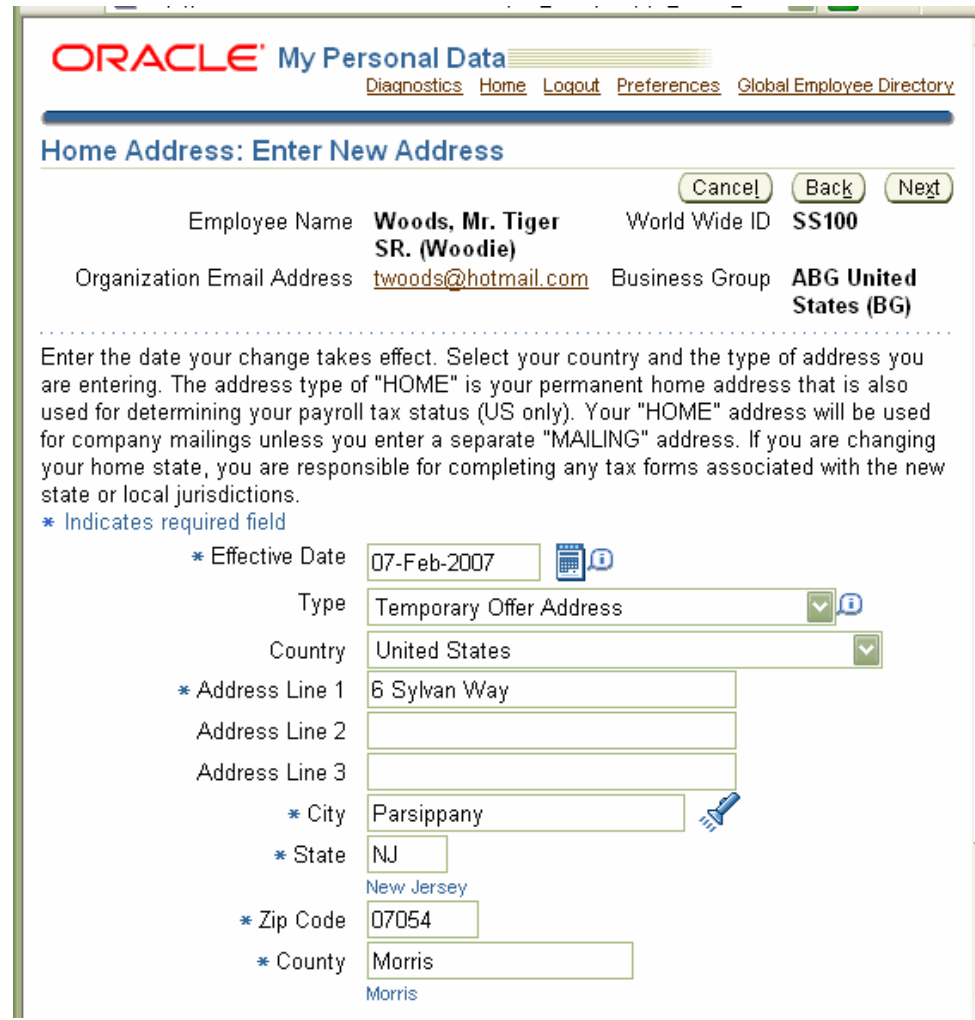
Cancel Select

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.



ORACLE My Personal Data
[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Global Employee Directory](#)


Home Address: Enter New Address


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


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

Enter the date your change takes effect. Select your country and the type of address you are entering. The address type of "HOME" is your permanent home address that is also used for determining your payroll tax status (US only). Your "HOME" address will be used for company mailings unless you enter a separate "MAILING" address. If you are changing your home state, you are responsible for completing any tax forms associated with the new state or local jurisdictions.

* Indicates required field

* Effective Date 


Type 

Country 

* Address Line 1

Address Line 2


Address Line 3

* City 


* State
New Jersey


* Zip Code

* County
Morris

 **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.




ORACLE My Personal Data
[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Global Employee Directory](#)

Personal Information: Review








[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.

Home Address


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

	Current	Proposed
Effective Date	18-Oct-2006	07-Feb-2007 
Country	United States	United States
Address Line 1	90076 California Street	6 Sylvan Way 
City	San Francisco	Parsippany 
State	CA	NJ 
Zip Code	94100	07054 
County	San Francisco	Morris 
Type	Home	Temporary Offer Address 

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)



ORACLE My Personal Data
[Diagnostics](#) [Home](#) [Logout](#) [Preferences](#) [Global Employee Directory](#)

 **Confirmation**

Your changes have been applied.

[Return to Overview](#)

[Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Global Employee Directory](#)
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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.

The screenshot displays the 'ORACLE My Personal Data' interface. At the top, there are navigation links: [Diagnostics](#), [Home](#), [Logout](#), [Preferences](#), and [Global Employee Directory](#). Below this is a section titled 'Main Address: Choose Option' with 'Cancel' and 'Next' buttons. The user's details are listed: Employee Name 'Woods, Mr. Tiger SR. (Woodie)', Employee Number 'SS100', Organization Email Address 'twoods@hotmail.com', and Business Group 'ABG United States (BG)'. A message asks the user to 'Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address.' There are two radio buttons: 'Correct or amend this address.' (which is selected) and 'Enter a new address if you have moved.' At the bottom, there are more navigation links: [Diagnostics](#), [Home](#), [Logout](#), [Preferences](#), and [Global Employee Directory](#), along with copyright information 'Copyright (c) 2005, Oracle. All rights reserved.' and links to [About this Page](#) and [Privacy Statement](#).

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

Other Address

[Update](#)

Address Line 1 **51 river rd**
Address Line 2
Address Line 3
City **Hood River**
State **OR**
Zip Code **97031**
County **Hood River**
Type **Primary Home Country Address**

Contacts



Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact: Update Remove Add							
Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile	Pager
<input checked="" type="radio"/>	Woods, Ellie	Spouse	No				
<input type="radio"/>	Player, Gary	Friend	No				
<input type="radio"/>	Troy, Aikman	Domestic Partner	No				
<input type="radio"/>	Cummins, Christie	Friend	No				

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.

Emergency Contact: Update

Employee Name

Woods, Mr. Tiger SR. (Woodie)

World Wide ID

SS100

Organization Email Address

twoods@hotmail.com

Business Group

ABG United States (BG)

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.

* Indicates required field

General Information

First Name


Aikman

Middle Name


* Last Name

Troy

Suffix




Prefix




Email Address


* Relationship

Domestic Partner 

* Relationship Start Date


01-Jan-1990 

(example: 23-Jan-2007)

☐ Primary Contact 

☒ Use my address for this person.

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

Personal Information: Review

[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.

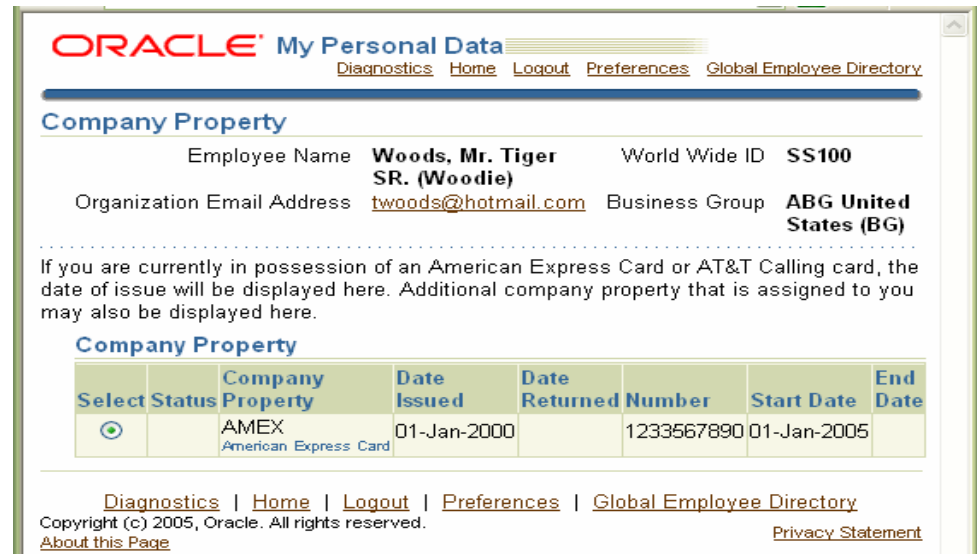
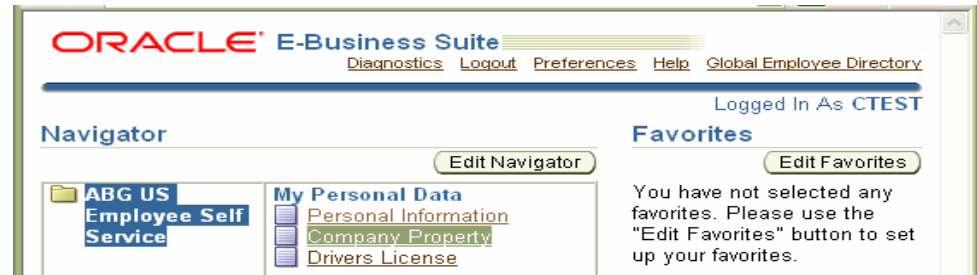
	Current	Proposed
Relationship Type	Domestic Partner	Domestic Partner
First Name	Aikman	Aikman
Last Name	Troy	Troy
Suffix		II 
Primary Contact	No	No
Relationship Began On	01-Jan-1990	01-Jan-1990
Resides With Me	Yes	Yes

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.

ORACLE E-Business Suite
Diagnostics Logout Preferences Help Global Employee Directory

Logged In As CTEST

Navigator Edit Navigator

ABG US Employee Self Service

My Personal Data

- Personal Information
- Company Property
- Drivers License

Favorites Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

ORACLE My Personal Data
Diagnostics Home Logout Preferences Global Employee Directory

Drivers License Cancel Back Next

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

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

The information displayed below is the Driver's License information on record. To update the data, click the button next to the row to update and then click "Update". No changes or additions to the data on this screen will be recorded until you return to this screen, click "Next", review the changes and then click "Submit" on the following screen.

Drivers License Information

Select Object: Delete Update |




Select	Status	Drivers License #	State of Issue	Issued Date	Expiration Date
<input checked="" type="radio"/>		123456789	FL Florida	01-Feb-2001	01-Feb-2009

Cancel Back Next


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 "!" 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



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Diagnostics Home Logout Preferences Global Employee Directory

Drivers License Information

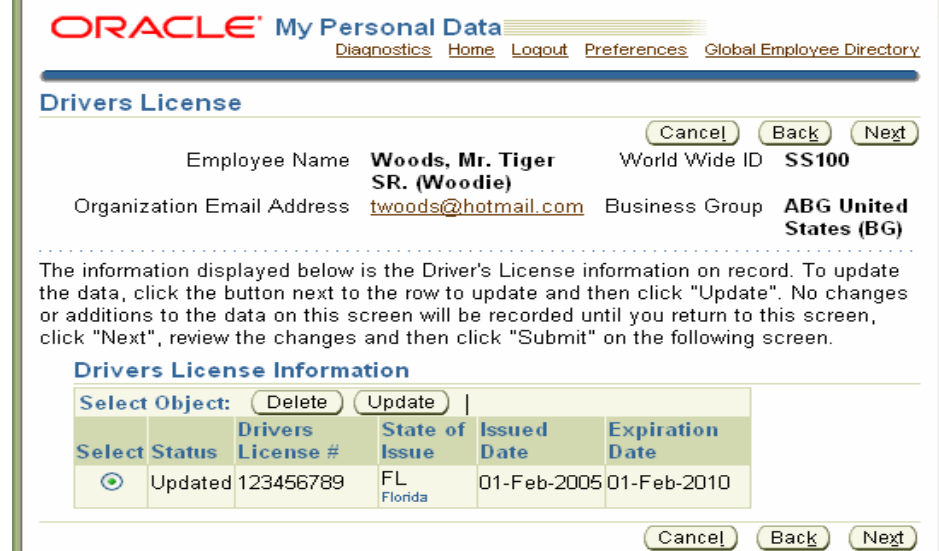
Cancel Apply

Employee Name **Woods, Mr. Tiger SR. (Woodie)** World Wide ID **SS100**
Organization Email Address **twoods@hotmail.com** Business Group **ABG United States (BG)**

Enter any changes below. Click Ok to continue this action, click Cancel to cancel this action and return to the previous page.

Drivers License #
State of Issue 
Florida
Issued Date 
Expiration Date 

Cancel Apply



ORACLE My Personal Data
Diagnostics Home Logout Preferences Global Employee Directory

Drivers License

Cancel Back Next

Employee Name **Woods, Mr. Tiger SR. (Woodie)** World Wide ID **SS100**
Organization Email Address **twoods@hotmail.com** Business Group **ABG United States (BG)**

The information displayed below is the Driver's License information on record. To update the data, click the button next to the row to update and then click "Update". No changes or additions to the data on this screen will be recorded until you return to this screen, click "Next", review the changes and then click "Submit" on the following screen.


Drivers License Information

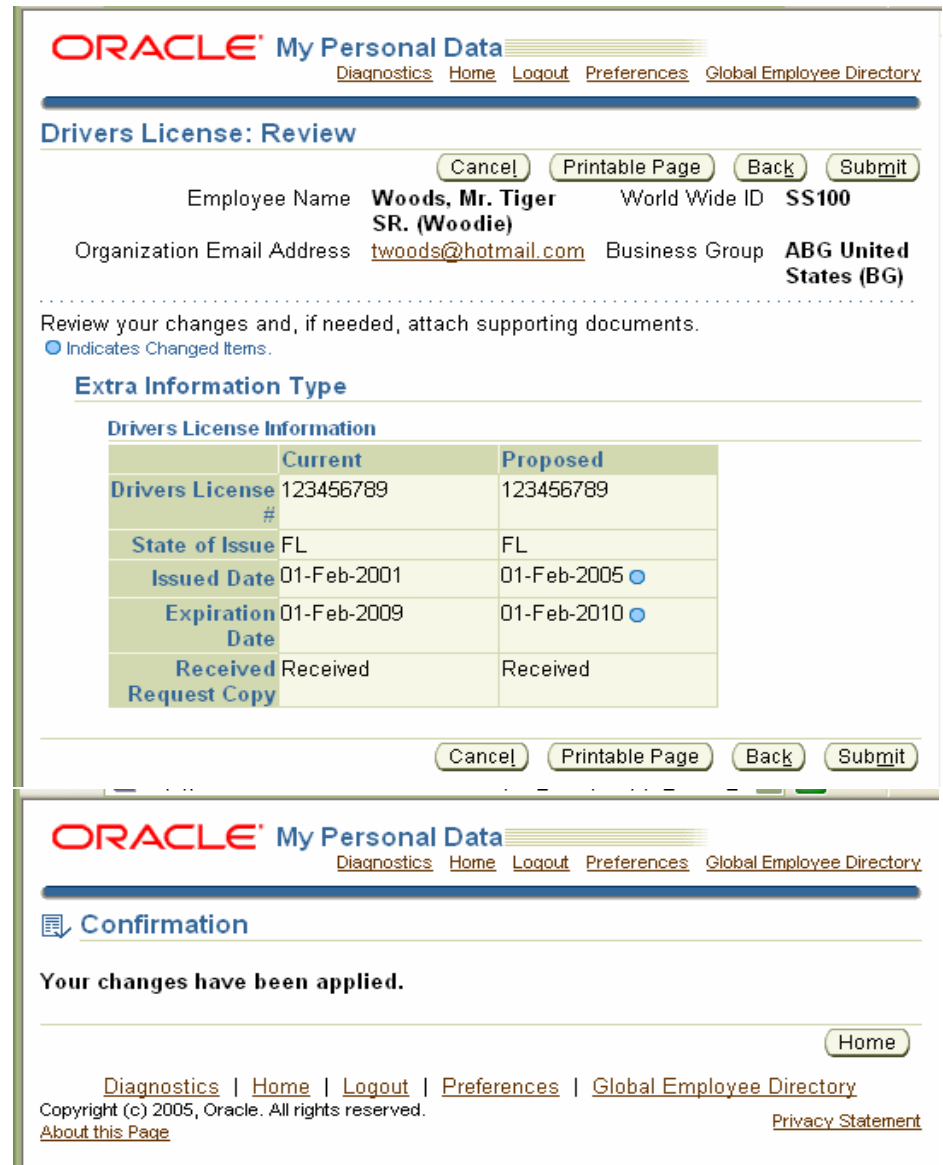
Select Object: Delete Update

Select	Status	Drivers License #	State of Issue	Issued Date	Expiration Date
<input checked="" type="radio"/>	Updated	123456789	FL Florida	01-Feb-2005	01-Feb-2010

Cancel Back Next

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.



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Drivers License: Review

[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.

Extra Information Type

Drivers License Information

	Current	Proposed
Drivers License #	123456789	123456789
State of Issue	FL	FL
Issued Date	01-Feb-2001	01-Feb-2005 
Expiration Date	01-Feb-2009	01-Feb-2010 
Received Request Copy	Received	Received

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

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Confirmation

Your changes have been applied.

[Home](#)

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