Participant's Guide

myHR

Oracle Human Capital Management

Employee Self-Service (About Me - Personal Information)

In Association with:

Do IT
DIVISION OF
INFORMATION TECHNOLOGY

How To Use This Guide

This guide provides step-by-step instructions for each exercise. Anything that you are supposed to type or select is noted with various types and colors.

When you see this…	You do this…
NOTE:	Important Information
TIP:	This indicates a shortcut or tip
Example:	This indicates that there is a brief example or demonstration.
Practice:	*This is an opportunity for the participants to practice/demonstrate what they have learned.*

Contents

NOTES:

Welcome

Welcome to the training on myHR Employee Self-Service. During this course we will explore the many new processes and procedures associated with how to:

- Update Biological Information,
- Add Emergency Contact,
- Manage W-4 Information,
- View Payslip
- Manage Direct Deposit Options, and
- View Your Compensation.

Important

As you will be training in a system that is live, please do not complete any of these exercises unless you specifically need to enter in your times, change personal information, our update your accounts.

Logging Into myHR

In our first section we will cover the process of logging into the new myHR system.

Note: myHR will be single sign-on, meaning that employees will be able to sign on with their BLUE credentials.

Note: There may be a situation where employees use myHR on a shared computer, or the computer may ask the user to if they would like the computer to remember their password information. Please select **No** for the option. It is best that this log on information remain specific to the user, not to the device.

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Logging Into myHR:

To begin the process for logging into the myHR System you will follow these steps.

1. Begin by opening up your browser. **(Google Chrome, or Mozilla Firefox)**

2. Next, enter the following web address:

    myHR.Creighton.edu

3. You will now see a prompt to enter in your specific username and password.

    Note: This is your BluePassword and NetID.

4. Press the **Sign In** button. This will direct you to the landing page for myHR.

Edit My Details

For this section we will focus on the process of updating our biographical information.

Note: Components of employee self-service is a new process for Creighton and one that save a lot of time for employees of the University. Prior to this any updates or changes would need to be filled out by paper, done through a different system or walk-ins to Human Resources. This new feature will allow you to make updates or changes as they become required all through one system.

To begin, we will look at how to ensure your biographical information is up to date. Let's begin by **Updating Biographical Information.**
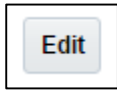
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Updating Personal Information:

1. Locate and select the option for **Personal Information**.

2. On the right side you will see another icon for **Edit.** To begin editing your personal information, click on the **Edit** Button.

3. In the **Edit My Details: Contact Information** tab you have will have the ability to update information such as:
   a. Emergency Contacts
   b. Address
   c. Marital Status

4. If you look to the left of the page, you will also see a series of tabs. Each one contains a function that can be changed or edited:

   a. Edit My Details: Contact Information

   b. Edit My Details: Biographical Information

   c. Edit My Details: Contacts

   d. Edit My Details: Disabilities

5. Beginning with the **Contact Information Tab**. Select this if not already selected.

Note: There are options for you to select your primary contact information and address information. All of these can be updated by simply clicking on the drop down and making the necessary changes.
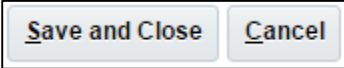
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6. If you wish to update or add multiple emails or phone numbers that direct you to, then you will need to click on the + sign to add your contacts. Remember, this is not where you will add your emergency contact information; that is a separate tab.

7. When it comes to address, there is a small pencil icon that you will click in order to edit the field for your address. When you do you will see that all the fields become editable and you can simply make the necessary changes within those fields.

8. Once finished updating your personal information please note at the top right of the page are two buttons. One for **Save and Close** and the other for **Cancel**. Once you have updated and are ready to submit, press the **Save and Close** button.

9. To return home press the **Home** icon at the top of the page.

Edit My Details: Biographical Information

Next we will move on to the next icon Edit My Details: Biographical Information. Biographical information is where you can update your salutation, marital status and ethnicity.

1. Click on Personal Information icon.
2. On the right hand side, click the edit button
3. On the left hand side, click the Biographical Information tab
4. To edit, click the pencil icon to edit your information

   Note: Changes made to marital status do not flow into benefits. Additionally, any employee wishing to change their name needs to visit the Human Resources department and provide a copy of their new Social Security card.

5. Click save and close

To update your Emergency Contact

1. Click on Personal Information icon
2. On the right hand side, click the edit button
3. ON the left hand side, click the Contacts tab

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4. To add a contact, click the + sign next to Contacts
5. The system will prompt you to either 'Add a new person' or 'select existing person.' Click the appropriate action, then press continue
6. Select Emergency Contact and fill out Relationship, Last Name, First Name, and add the phone number for your emergency contact.
7. Click save and close

Lastly, we will add or update Disability information. It should be noted that entering your disability information is voluntary.

1. Click on Personal Information icon
2. On right hand side, click Edit
3. On left hand side, click the Disability tab
4. Under the Disability Information header, click the + sign
5. Select United States for country and press continue
6. Select the appropriate information regarding your disability information.
7. Click save and close

Practice: Updating personal information.

Please allow your staff time to update their personal information.

For example: if they have moved, got married, or would like to update contacts, this is a great opportunity to practice this in a live system.

	Great, now that you have taken some time to update your personal information and explore the system we will now look at how to **Manage Direct Deposits**

Manage Direct Deposits

At Creighton, all paychecks are in the form of **direct deposit**. However, you have the ability to set up which accounts you would like them to be deposited to, and how much should be deposited into each account. In this next section we will explore how to set this up.

Add Direct Deposits

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Add Direct Deposits

1. From the options select the **Personal Information** option.

2. Next to My Details, click on the drop down arrow

3. Select Payroll tab; then select Manage Personal Payment Methods

4. To add a payment, you will need to click the + sign

5. You will be directed to the **Add Payment Method** page where you can begin to enter in your new payment location.

6. To enter in new payment information, you will need to complete the mandatory fields, Name (Put your bank name), Organization Payment Method (Direct Deposit) and add your percentage or amount if you are adding a second bank account.

7. Next you will click on the + sign underneath Bank Accounts. This will prompt you to fill in your Account Number, Account Type, Bank, and Routing Transit Number.

8. Click Save and Close

9. Then click Submit (This will flow the information to payroll) When you are finished with Direct Deposits, click Done at the top right hand corner.

View Paystubs

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Another important feature of this system makes it convenient for the user to find and download a copy of their paystubs. Again, keep in mind that this used to be done through multiple systems. Now it is all accessed through the myHR system.

View Paystubs

To view your own personal paystubs, you will:

1.   Next enter the **Personal Information** Icon.

2.   From the Tabs on the left-hand side of the screen select the tab for **Payroll**. In this location you will see your pay slips.

3. To view pay slips, click the **notecard** to the side of the pay slip you wish to view.

4. Your pay slip will pop-up, where you will be able to view and print your pay slip.

Print Paystubs

Once your document appears on the screen you will be able to print off copies by simply maneuvering your mouse to the top right hand side of the document. Across the top toolbar you will see a small printer icon. Click here and the print instructions will appear.

Print Paystubs

To print off copies of your own personal paystubs, you will:

1. Click the index card next to the pay period pay slip that you wish to view.
2. A PDF will pop up with your selected pay slip
3. At the top right hand side of the PDF, you will have the option to download or print your payslip

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4. Click the Print Icon and select the appropriate printer.

Edit W-4 Information

1. Click on the Personal Information icon

2. On the left hand side, click the drop down arrow next to My Details

3. Click on payroll, then select Manage Tax Withholding

4. To edit Federal or state, click the pencil underneath the Edit column

5. The W-4 form will populate and you can make changes on the form.

6. Once you are done with your changes, click I agree, then click Done

View Compensation

In our final section we will show you where to go to find your current complementation.

Important Note: Remember that you will be working in a live environment and your information should be accurate. Remember to keep this section as confidential as you feel necessary.

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View Current Compensation

To view your current compensation, you may do this by going to the **About Me** option on the main page and selecting the **Personal Information** icon.

1. [icon] Then, once in the Personal Information section, on the left side of the page select the tab for **Compensation**. When this page loads it will show your current compensation.
    - Salary
    - Grade
    - Salary Range
    - Last Change
    - YTD Change
    - Last Year Change

Total Compensation Statement ⇌

Note: From the right hand side of the page you can also access a copy of your total compensation statement. (Coming in 2017)

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Summary

Congratulations! You have now completed your training on how to use myHR Employee Self-Service. This training session provided an overview of how to:

Step 1: Edit My Details

Step 2: Manage Direct Deposits

Step 3: View and Print Paystubs

Step 4: View Compensation

You should now be able to set up your schedule and enter your times worked.

Should you experience any issues with this application at any time, please contact Human Resources through myHR@creighton.edu.

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