

NSF International Human Resources Information System User Guide Employee Self Service

Functions Covered

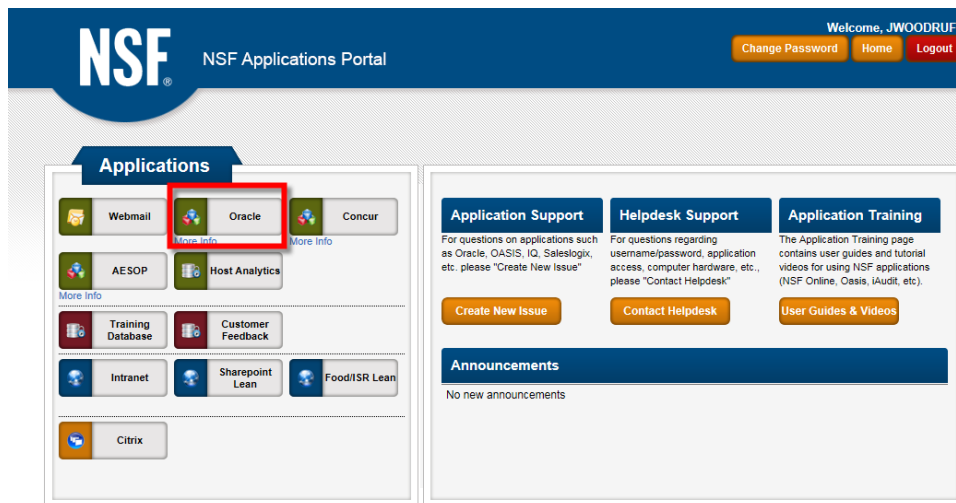
- Actions Awaiting Your Attention
- Personal Actions
- Personal Information
- Time Off Request
- Benefits
- My Information

Oracle HRIS

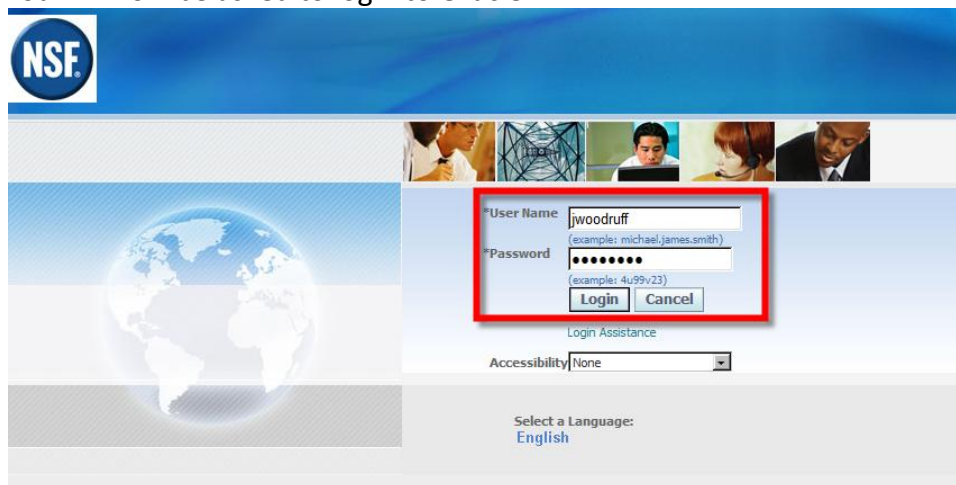
The Human Resources Information System (HRIS) offers many on-line functions that will allow you to update personal information, access the on-line Performance Management process, register for classes and access your training records and enroll in benefits (Open Enrollment). This User Guide will give you instructions for accessing and using these Employee Self Service functions.

Accessing Oracle HRIS:

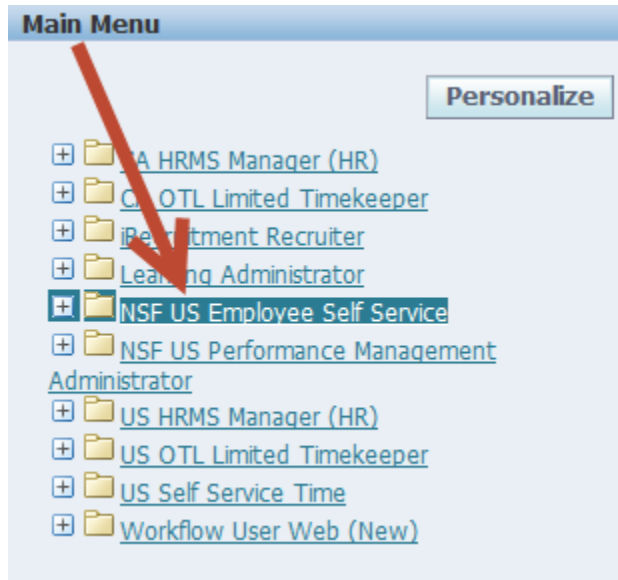
To access the HRIS menu, go to the Applications Portal and click on the “Oracle Applications” link.



You will now be asked to log into Oracle

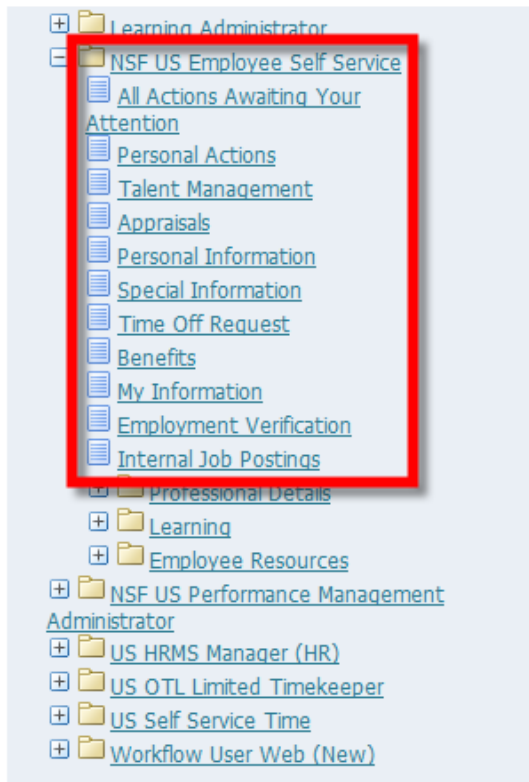


After you log in, the HRIS menu will come up. Click on the “NSF US Employee Self Service” link, as shown below:



This will give you the Employee Self Service Menu. From here you can navigate to the function you are looking for.

Oracle Applications Home Page



Overview of Employee Self Service Functions

All Actions Awaiting Your Attention

This function will allow you to track your submitted requests that are in progress or any actions you have not completed in Oracle. For example, you can view the request; see who is processing it, view the date submitted, and see the status of the request. You can also update requests you have already started by clicking on the "Update" pencil icon.

All Actions Awaiting Your Attention

Employee Name

Woodruff, Julie

Organization Email Address

jwoodruff@nsf.org

Employee Number

8376

Business Group

US Business Group

Previous

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Next 10

Subject	Sent	Name	Department	Job	Effective Date	Status	Update	Delete
Absence Management	27-Oct-2014	Woodruff, Julie	Human Resources	Operational Training Specialist.Corporate Learning & Development	27-Oct-2014	Work in Progress		
Enroll in Learning	05-Jun-2014	Woodruff, Julie	Human Resources	Operational Training Specialist.Corporate Learning & Development	05-Jun-2014	Work in Progress		
Enroll in Learning	22-May-2014	Woodruff, Julie	Human Resources	Operational Training Specialist.Corporate Learning & Development	22-May-2014	Work in Progress		
Enroll in Learning	16-Jan-2014	Woodruff, Julie	Human Resources	Operational Training Specialist.Corporate Learning & Development	16-Jan-2014	Work in Progress		
Enroll in Learning	12-Dec-2013	Woodruff, Julie	Human Resources	Operational Training Specialist.Corporate Learning & Development	12-Dec-2013	Work in Progress		
Enroll in Learning	25-Nov-2013	Woodruff, Julie	Human Resources	Operational Training Specialist.Corporate Learning & Development	25-Nov-2013	Work in Progress		
Enroll in Learning	30-Sep-2013	Woodruff, Julie	Human Resources	Operational Training Specialist.Corporate Learning & Development	30-Sep-2013	Work in Progress		
Enroll in Learning	19-Aug-2013	Woodruff, Julie	Human Resources	Operational Training Specialist.Corporate Learning & Development	19-Aug-2013	Work in Progress		
Enroll in Learning	05-Aug-2013	Woodruff, Julie	Human Resources	Operational Training Specialist.Corporate Learning & Development	05-Aug-2013	Work in Progress		
Enroll in Learning	25-Jul-2013	Woodruff, Julie	Human Resources	Operational Training Specialist.Corporate Learning & Development	25-Jul-2013	Work in Progress		

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Personal Actions

On this screen you will still see "All Actions Awaiting Your Attention". All of your available actions will be listed. If you have selected the "Save for Later" function when updating information, selecting benefits or preparing an appraisal, you can access your saved file here.

Available Actions	
Select Action:	<input type="button" value="Start"/>
Select Action	
<input checked="" type="radio"/>	Personal Information
<input type="radio"/>	Education and Qualifications
<input type="radio"/>	Special Information
<input type="radio"/>	Time Off Request
<input type="radio"/>	Employment Verification

Talent Management

The Talent Management link is used for Objective setting and Performance Appraisals. For instructions on setting Objectives and doing a Performance Appraisal, please see the Performance Management Process User Guides, which can be found on the HR Portal under the Performance Management tab.

Appraisals
Performance Management

On this page, you can access your development functions and view Performance management notification messages.

Performance Management Task List

[Expand All](#) | [Collapse All](#)

Focus Task	Process	Start Date	End Date	Go to Task
2014 Performance Management Plan		31-Oct-2013	28-Feb-2015	
Set objectives	Objective Setting	31-Oct-2013	19-Jul-2014	
Share Objectives with your Manager	Objective Setting	31-Oct-2013	19-Jul-2014	
View and Track objective progress	Objective Tracking	31-Oct-2013	28-Feb-2015	
Manage appraisal: NSF Annual Performance Appraisal	Appraisal	01-Oct-2014	28-Feb-2015	

Notifications Awaiting Your Attention

Subject	Sent	Name	Department	Job	Effective Date	Update	Delete
No results found.							

Appraisals

You can use this function to access your performance appraisals. To access a previously completed appraisal, click on the appropriate icon under the “Details” column. You can also print your appraisals by selecting the icon under the “Print” column.

Appraisals of Woodruff, Julie

You can download appraisals to complete them offline and upload the completed appraisals.

[Download](#)

Select Initiator	Appraisal Date	Main Appraiser	Download	Select a File	Upload	Appraisal Purpose
No results found.						

Performance Management Plan Appraisals In Progress

Plan Name

Go

You can download appraisals to complete them offline and upload the completed appraisals.

[Download](#)

Select Initiator	Appraisal Date	Main Appraiser	Download	Select a File	Clear Offline Status	Upload	Appraisal Purpose
No search conducted.							

Completed Appraisals

Note that the search is case insensitive

Initiator

Appraisal Date

Appraisal Purpose

Go Clear

Initiator	Appraisal Date	Period Start Date	Period End Date	Appraisal Purpose	Details	Print	Plan
Woodruff, Julie	29-Oct-2013	13-Nov-2012	14-Feb-2014	Annual			2013 Perf
Woodruff, Julie	12-Nov-2012	14-Nov-2011	18-Feb-2013	Annual			2012 Perf
Woodruff, Julie	18-Nov-2011	15-Nov-2010	13-Feb-2012	Annual			2011 Perf
Woodruff, Julie	15-Nov-2010	16-Nov-2009	14-Feb-2011	Annual			2010 Perf
Woodruff, Julie	18-Nov-2009	18-Nov-2009	15-Feb-2010	Annual			NSF 2009

Personal Information

You can use Oracle to make updates to your personal information (name change, marital status, phone numbers, address, emergency contacts, etc). All changes will go through an approval process initiated by HR. Additional documentation will be required for some changes (Name change, marital status) before the process can be completed. Upon approval, all changes will automatically be updated with all benefit providers and HR systems.

Updating Your Personal Information

The first screen you will see is an overview of your current personal information, as shown below. This will then allow you to review your personal information for accuracy and make any necessary changes.

To make changes in your Basic Details

The only time you would make a change to your Basic Details is if your name and/or marital status changes.

1. To make the change, click on the “Update” button next to the section that you would like to make an update in. **Please note: You will not be able to change certain fields (Effective date, date of birth, social security, employee number or organizational e-mail address)**

Personal Information

Employee Name: Woodruff, Julie
Organization Email Address: jwoodruff@nsf.org

PTO Balance: 10.00
Photo Release: Yes

Employee Number: 8376
Business Group: US Business Group
Acquisition: 10/01/2006
Seniority Date: 10/01/2006

Basic Details

Full Name: Woodruff, Julie
Marital Status: Married
Date of Birth:
Social Security:
Employee Number:
Organization Email Address: jwoodruff@nsf.org

Back

Update

2. Select the “Enter new information” option and then click on “Next”

NSF US Employee Self Service

Navigator Favorites Home Logout Preferences Help

Basic Details: Choose Option

Employee Name: Woodruff, Julie
Organization Email Address: jwoodruff@nsf.org

Employee Number: 8376
Business Group: US Business Group

Select the type of change you want to make.

☐ Correct or complete the current details.

☒ Enter new information because of a real change to the current details (e.g. because of a change in marital status)

Cancel Next

Cancel Next

Privacy Statement Home Logout Preferences Help Copyright (c) 2006, Oracle. All rights reserved.

3. Enter your new last name and title (if applicable) and/or change your marital status. Click on "Next".

Basic Details: Update Information

Employee Name **Woodruff, Julie**
Organization Email Address jwoodruff@nsf.org

* Indicates required field

Name

* Effective Date 28-Oct-2014 ⓘ ⓘ
Title **Mrs.**
First Name Julie
Middle Name
Prefix ⓘ
* Last Name **Woodruff** ⓘ
Suffix ⓘ
Preferred Name ⓘ
Previous Last Name ⓘ

Other

Employee Number **8376**
Social Security **371-66-6095**
Date of Birth **05-Sep-1960**
* Gender **Female**
Marital Status **Married**
Organization Email Address jwoodruff@nsf.org

4. The Review screen lets you review the changes you made.

Personal Information: Review

Employee Name **Woodruff, Julie**
Organization Email Address jwoodruff@nsf.org

Review your changes and, if needed, attach supporting documents.
ⓘ Indicates Changed Items.

Employee Number **8376**
Business Group **US Business Group**

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

Basic Details

	Current	Proposed
Effective Date	06-Feb-2006	28-Oct-2014 ⓘ
Title	Mrs.	Ms. ⓘ
Full Name	Woodruff, Mrs. Julie	Thompson, Ms. Julie ⓘ
First Name	Julie	Julie
Last Name	Woodruff	Thompson ⓘ
Employee Number	8376	8376
Social Security	371-66-6095	371-66-6095
Date of Birth	05-Sep-1960	05-Sep-1960
Marital Status	Married	Divorced ⓘ
Organization Email Address	jwoodruff@nsf.org	jwoodruff@nsf.org

✓ TIP

You should also use the Additional Information section to add the appropriate scanned documents to support your change (such as marriage license, divorce decree, etc.)

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None

Approvers

Details	Line No	Approver	Approver Type
+ Show	1	Collins, Brittney	HR People

[+ Add Adhoc Approver](#)

Comments to Approver

My marital status has changed.

You can now click on “Submit” to send the request to HR for approval and processing.

To add or change your phone number

1. Click on the “Update” button in the Phone Numbers section.

Phone Numbers

Home
Personal Mobile
Work
Work Fax

Update

2. Fill in your each of your phone numbers (Home, Personal Mobile, Work, Fax, Other) or update as necessary. You can also choose to add another row for secondary phone numbers. Then select “Next”.

NSF US Employee Self Service

Phone Numbers: Enter and Maintain

Employee Name: Woodruff, Julie
Organization Email Address: jwoodruff@nsf.org

Type	Country Code	Area Code	Phone Number	Delete
Home		555	555-5555	
Personal Mobile		123	456-7890	
Work		734	123-4567	
Work Fax		734	555-5555	
Home Secondary		517	222-2222	

Add Another Row

Employee Number: 8376
Business Group: US Business Group

Cancel Save For Later Next

Cancel Save For Later Next

3. This brings you to the Review screen. Confirm that the information you entered is correct. If so, click the “Submit” button.

Personal Information: Review

Employee Name: Woodruff, Julie
Organization Email Address: jwoodruff@nsf.org

Review your changes and, if needed, attach supporting documents.
● Indicates Changed Items.

Employee Number: 8376
Business Group: US Business Group

Cancel Printable Page Save For Later Back Submit

Phone Numbers

Current Proposed


Home
Personal Mobile
Work
Work Fax

You will receive confirmation that your change in your personal information has been sent to HR for approval. Click on “Return to Overview” to continue updating Personal Information.

To change your address:

1. Select the  icon next to the field your address is in.

Main Address

Address Line1 

Address Line2

City

County

State MI
Michigan

Zip Code

Type Primary Home Country Address

2. Select either “Correct or amend this address” or “Enter a new address” depending on what you need to change. Click on “Next”.

Main Address: Choose Option

Employee Name **Woodruff, Julie** Employee Number **8376**
Organization Email Address jwoodruff@nsf.org Business Group **US Business Group**

Select the type of change you want to make: *Correct* if details of the address are incorrect, or enter a new address.

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

Cancel Next

Cancel Next

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3. Enter the appropriate information. Click on “Next”

Important note: Please be sure to enter the county your address is located in.

NSF US Employee Self Service

Navigator Favorites Home Logout Preferences Help

Main Address: Enter New Address

Employee Name **Woodruff, Julie** Employee Number **8376**
Organization Email Address jwoodruff@nsf.org Business Group **US Business Group**

Enter the date your change takes effect. Select your country and enter your address.
* Indicates required field

* Effective Date 28-Oct-2014
Type
Country United States
US International Address Style
* Address Line1 123 State Street
Address Line2
City Ann Arbor
County Washtenaw
State MI
Michigan
Zip Code 48105

Cancel Save For Later Back Next

Cancel Save For Later Back Next

4. The next screen lets you review your changes. If they are correct, click on “Submit”.

[Cancel](#)
[Printable Page](#)
[Save For Later](#)
[Back](#)
[Submit](#)

Employee Number **8376**
 Business Group **US Business Group**

Proposed
28-Oct-2014
United States
123 State Street
Ann Arbor
Washtenaw
MI
48105

You will receive confirmation that your changes have been sent for approval. Click on “Return to Overview” if you need to make additional changes or updates.

NSF US Employee Self Service

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[Help](#)

Navigator
 Favorites

Confirmation

Your changes have been submitted for manager approval.

[Return to Overview](#)

[Privacy Statement](#)
[Home](#) [Logout](#) [Preferences](#) [Help](#)

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To Add/Change Emergency Contacts

1. You can view your current emergency contacts and add additional contacts by selecting “add”.

Emergency 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:

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile	Pager
<input checked="" type="radio"/>	Woodruff, Michael	Spouse	Yes				

2. If you have existing contacts in the system, Oracle will give you the option to select one of them as your emergency contact. You may do that, or you may select to add a different person as your emergency contact.

Existing Contacts: Choose

Employee Name: Woodruff, Julie
Employee Number: 8376
Organization Email Address
Business Group: US Business Group

Use this page to select and update an existing contact, or enter a new contact. To enter a new contact, click Continue without selecting an existing contact from the list.

Select	Name	Relationship	Primary Contact
<input type="radio"/>	Woodruff, Katherine	Child	No
<input type="radio"/>	Woodruff, Brian	Child	No

3. Complete address and phone number information, and then click “Next”.

Emergency Contact: Create

Employee Name: Woodruff, Julie
Employee Number: 8376
Organization Email Address
Business Group: US Business Group

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

Title:

First Name: Sally

Middle Name:

* Last Name: Smith

Suffix:

Prefix:

Email Address:

* Relationship: Friend

* Relationship Start Date: 06-Feb-2006

☐ Primary Contact

Spousal Surcharge - Medical:

Spousal Surcharge - Dental:

Main Address

☒ Use my address for this person.

Phone Numbers

Type	Number	Delete
Personal Mobile	555-555-5555	<input type="button" value="Delete"/>

Please note: If your relationship start date is prior to your date of hire, please use your date of hire in the “Relationship Start Date” field.

Please indicate if this is your main contact by checking the “Primary Contact” box.

4. Review the information to ensure that it is complete and correct. If so, click “Submit”.

Personal Information: Review

Employee Name **Woodruff, Julie**
 Organization Email Address

Review your changes and, if needed, attach supporting documents.
 Indicates Changed Items.

Employee Number **8376**
 Business Group **US Business Group**

[Cancel](#) [Printable Page](#) [Save for Later](#) [Back](#) [Submit](#)

Maintain Contact

Contact

Proposed

Relationship Type **Friend**
 First Name **Sally**
 Last Name **Smith**
 Primary Contact **No**
 Relationship Began On **06-Feb-2006**
 Emergency Contact **Yes**
 Resides With Me **Yes**

Phone

Proposed

Personal Mobile **555-555-5555**

Time Off Request

The Time Off Request form is used to request time off. To make a request, click on the “Create Absence” button.

Time Off Request: Summary

Employee Name **Woodruff, Julie**
 Organization Email Address

Employee Number
 Business Group

Absence Summary **Entitlement Balances**

Search

Note that the search is case insensitive

Absence Type
 Approval Status
 Start Date (example: 29-Oct-2014)
 Absence Category
 Absence Status
 End Date

[Go](#) [Clear](#)

[Create Absence](#)

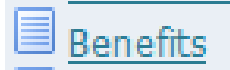
Previous **1-10** Next **10**

Start Date	End Date	Absence Type	Absence Category	Duration	Days	Hours	Approval Status	Absence Status	Supporting Documents	Details	Update	Confirm	Delete
29-Jul-2013	02-Aug-2013	Paid Time Off	Paid Leave	5	0		Approved	Confirmed					

Fill in the requested information. If you are requesting multiple days, enter the information for the start and end dates, but DO NOT fill in the Start Time and End Time. If you are requesting less than a full 8 hour day, enter the same date for the start date and end date and then fill in the Start Time and End Time fields. **PLEASE NOTE: If you are taking the afternoon hours off, please use military time. (e.g. 13:00 for 1:00 pm)** Click on “Calculate Duration” button and the system will calculate the number of hours. Click “Next”.

The next screen will allow you to review the information you have entered. If it is correct, you can click “Submit” to send the request to your supervisor for approval. You also have the option to cancel or print your request, save your request for later, or click the “back” button to make changes.

You will receive confirmation that the request has been sent to your supervisor.



You can view your current benefit selections, covered dependants, and beneficiaries at anytime using Oracle. The Open Enrollment process, where you can add/modify beneficiaries and dependants and modify coverage options, will also be completed using this link. (For more detail on Open Enrollment, please see the Open Enrollment User Guide).

Once you have selected the Benefits link from the menu, you will be able to view your benefits for the current plan year.

Benefits Enrollment | **Current Benefits**

Current Benefits

Name: Julie Woodruff Program: US Active Benefits Program

Please show me the benefits as of: 03-Mar-2014 and later

Benefit Selections and Rate Details

Details	Plan	Option	Coverage Start Date	Coverage	PreTax Per Pay Period	AfterTax Per Pay Period	Taxable Income Per Pay Period
Show	Medical - Waive Medical Coverage		01-Jan-2011		0.00	0.00	0.00
Show	Dental - Waive Dental Coverage		01-Jan-2010		0.00	0.00	0.00
Show	Vision - Waive Vision Coverage		01-Jan-2011		0.00	0.00	0.00
Show	Health Care Flexible Spending Account - Waive Healthcare FSA	Selections Overview Table	01-Jan-2010		0.00	0.00	0.00
Show	Dependent Care Flexible Spending Account - Waive Dependent Care FSA		01-Jan-2010		0.00	0.00	0.00
Show	Basic Life and Accidental Death						0.00
Show	Voluntary Employee Life - Waive						0.00
Show	Voluntary Spouse Life - Waive						0.00
Show	Voluntary Child Life - Waive						0.00
Show	Long Term Disability - LTD Bene						4.48
Show	Short Term Disability - STD Bene						6.35
Show	Legal - Waive Pre-Paid Legal						0.00
							10.83

Important Note: You can only make changes to your benefits selections during Open Enrollment or if you have a Qualifying Life Event, such as the birth of a child. If you have a Qualifying Life Event, please contact HR as soon as possible.

At the top of the screen, click on the drop down menu to view the benefits you selected for previous plan years.

Current Benefits

Name: Julie Woodruff

Please show me the benefits as of: 05-Mar-2012 to 03-Mar-2013

Benefit Selections and Rate Details

03-Mar-2014 and later

04-Mar-2013 to 02-Mar-2014

05-Mar-2012 to 03-Mar-2013

Selected Date



My Information

My Information contains a summary of the employee's employment history with NSF. The links provide information on the employee's hire date and position, salary history, performance appraisal scores, days absent and any internal jobs the employee has applied for. This is a "read only" section.

Woodruff, Julie

The following section displays the summary as of today's date.

Effective Date 28-Oct-2014

Assignment Number	8376	Assignment Start Date	14-May-2014
Assignment End Date		Job	Operational Training Specialist.Corporate Learning & Development
Department	Human Resources	Location	Ann Arbor_MI
Manager		Years of Service	0.0
Email Address		Salary	\$5,000.00
Performance Rating	0.0 - Successful and Shows Potential	Performance Review Date	22-Jan-2014
Total Number of Absences	0	Total Training Days	0.0
Applications Exist?	0		

Employment Salary Performance

The following section displays detailed historical information through today's date.

Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Job	Grade	Department	Location	Assignment Category	Email Address
Show	8376	14-May-2014		Yes	Operational Training Specialist.Corporate Learning & Development		Human Resources	Ann Arbor_MI	Fulltime-Regular	



Professional Details

Education and Qualifications

You use this menu item to enter information about educational degrees and/or professional certifications you have received. Expand the "Professional Details" menu item and select "Education and Qualifications" from the sub-menu.

1. Click on the "Add Qualification" button to add a new degree or certification.

Education and Qualifications

Employee Name **Woodruff, Julie**
Organization Email Address

Employee Number **8376**
Business Group **US Business Group**

Use these pages to view, update, or add information about educational qualifications. Use the Other Professional Qualification page to enter information about other types of qualification.

Qualifications

Information about educational qualifications is missing. Click Add Qualification to supply this information. Use the Other Professional Qualification page to enter information about other types of qualification.

Add Qualification							
Type	Title	Start Date	End Date	Status	School	Update	
No results found.							

