

What can you do in MyHR?

- Update **Personal Information** – address, contact information, and more
- View past **Paystubs from 2018 - prior**

Begin by logging in to your MyHR account. At the home screen, you will see a link for Savers Employee Self Service. When you select this link, many options will appear. This guide focuses on the three functions listed above.

The screenshot displays the Oracle Applications Home Page. At the top, the 'savers E-Business Suite' logo is visible. Below the header, the 'Oracle Applications Home Page' title is shown. The main content area is divided into sections: 'Worklist', 'Navigator', and 'Personalize'. The 'Worklist' section shows a table with columns 'From', 'Subject', and 'Sent', and a 'Full List' button. The 'Navigator' section contains a list of links, including 'iRecruitment Employee Candidate', 'Savers Employee Self Service US' (highlighted with a green arrow), and 'Savers U (US)'. The 'Savers Employee Self Service US' link is also circled with a purple oval. Below this link, there are three main categories of services, each with a list of sub-links: 'My Personal Information' (circled with a purple oval), 'My Benefits Information', and 'My Payroll Information' (circled with a purple oval). The 'Performance Management' section is also visible at the bottom.

Worklist

From	Subject	Sent
There are no notifications in this view.		
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.		
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.		

Navigator

- [iRecruitment Employee Candidate](#)
- [Savers Employee Self Service US](#) (highlighted with a green arrow)
- [Savers U \(US\)](#)

Savers Employee Self Service US (circled with a purple oval)

- [My Personal Information](#) (circled with a purple oval)
- [Absence Management](#)

My Benefits Information

- [My Benefits](#)
- [Special Information](#)

My Payroll Information (circled with a purple oval)

- [Payslip](#)
- [Payroll Payments](#)
- [Tax Forms](#)
- [Employee W-2](#)
- [Employment Verification](#)
- [Person Extra Information](#)

Performance Management

- [Performance Management](#)
- [Relocation Desire](#)

Personal Information

Click “My Personal Information.” Locate the section containing the information you need to change or update, and click the “Update” button on the right side of that section. For our example, we have chosen the Basic Details section.

Navigator

Favorites

Diagnostics Home Logout Preferences Help

My Personal Information

Back

Employee Name Jones, James
Personal Email Address jimjones53@gmail.com

Employee Number 1495631
Business Group Savers Business Group - USA

Para cambiar el Idioma de Correspondencia, clic [aquí](#) por las direcciones en Español.

Basic Details

Full Name Jones, James
Marital Status Unknown
Date of Birth 06-Jun-1953
Employee Number 1495631
Personal Email Address jimjones53@gmail.com

Update

Phone Numbers

Add

Main Address

Address Line 1 6924 French Street
Address Line 2
Address Line 3
City Jamestown
State PA
Pennsylvania
Zip Code 15946
County Cambria
Cambria
Type Primary Address

Update

Other Address

On the next screen, you will be given the option to “Correct or complete the current details,” or to “Enter new information because of a real change.” Choose whichever applies, and click the “Next” button.

Enter the correct information in the corresponding field. In our example below, James Jones is adding a Preferred Name and electing his Tobacco Use status (for benefits). When you have finished, click “Next.”

[Basic Details: Update Information](#)

[Navigator](#)
[Favorites](#)
[Diagnostics](#)
[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

Employee Name

Jones, James

Personal Email Address

jimjones53@gmail.com

Employee Number

1495631

Business Group

Savers Business Group - USA

Cancel

Save For Later

Back

Next

Indicates required field

Effective Date

26-Sep-2016

First Name

James

Middle Name

Last Name

Jones

Suffix

Preferred Name

Jim

Previous Last Name

Employee Number

1495631

Social Security

999-99-9999

Date of Birth

06-Jun-1953

Gender

Male

Marital Status

Unknown

Correspondence Language

Tobacco Use

None

Personal Email Address

jimjones53@gmail.com

Spouse/DP Eligible for other employer sponsored coverage

Spouse/DP enrolled in other employer sponsored coverage

Cancel

Save For Later

Back

Next

On the next screen, My Personal Information: Extra Information, just click “Next.”

On the next screen, My Personal Information: Review, the “Current” and “Proposed” columns show what is currently in the system, and what changes you have proposed. Note that a small blue bubble appears next to the items you have changed. If the changes are correct, click “Submit.” If not, use the “Back” button at the top right, not the back button on your browser, to return to the previous screen.

My Personal Information: Review

Employee Name

Jones, James

Personal Email Address

jimjones53@gmail.com

Cancel

Printable Page

Save For Later

Back

Submit

Employee Number

1495631

Business Group

Savers Business Group - USA

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

Indicates Changed Items.

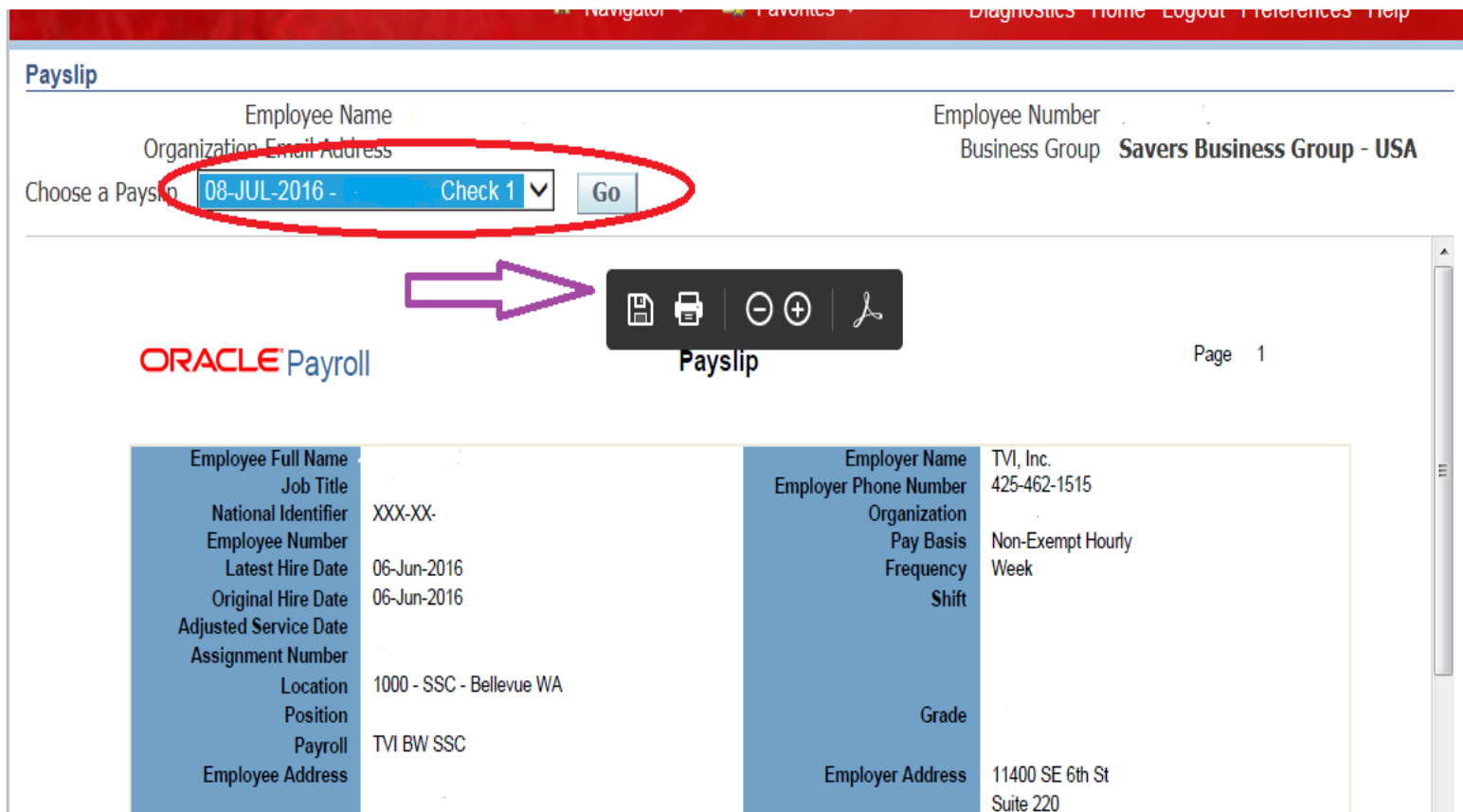
Basic Details		
	Current	Proposed
Effective Date	24-Sep-2016	26-Sep-2016
Full Name	Jones, James	Jones, James (Jim)
First Name	James	James
Last Name	Jones	Jones
Preferred Name		Jim
Employee Number	1495631	1495631
Social Security	999-99-9999	999-99-9999
Date of Birth	06-Jun-1953	06-Jun-1953
Marital Status	Unknown	Unknown
Organization Email Address	jimjones53@gmail.com	jimjones53@gmail.com

Additional Information

After clicking “Submit,” you will see a confirmation screen stating your changes have been applied.

Paystubs

From the main Employee Self Service screen, select “Payslip.” Your most current payslip will be shown. You can view previous paystubs by choosing a pay period from the drop down menu and clicking “Go.” To view the entire paystub, use the scrollbar on the right side. To print, hover anywhere on the paystub and a menu bar will appear allowing you to print or save your payslip.



Payslip

Employee Name: [Redacted] Employee Number: [Redacted]
 Organization: [Redacted] Email Address: [Redacted] Business Group: **Savers Business Group - USA**

Choose a Pay Period: **08-JUL-2016 -** **Check 1** **Go**

ORACLE Payroll **Payslip** Page 1

Employee Full Name	[Redacted]	Employer Name	TVI, Inc.
Job Title	[Redacted]	Employer Phone Number	425-462-1515
National Identifier	XXX-XX-	Organization	[Redacted]
Employee Number	[Redacted]	Pay Basis	Non-Exempt Hourly
Latest Hire Date	06-Jun-2016	Frequency	Week
Original Hire Date	06-Jun-2016	Shift	[Redacted]
Adjusted Service Date	[Redacted]	Grade	[Redacted]
Assignment Number	[Redacted]	Employer Address	11400 SE 6th St Suite 220
Location	1000 - SSC - Bellevue WA		
Position	[Redacted]		
Payroll	TVI BW SSC		
Employee Address	[Redacted]		