



EMPLOYEE SELF SERVICE

User Guide

This guide is a tool to help users navigate Oracle Employee Self Service. Employees can use this tool to learn how to independently access their job and personal information that includes view, add, or update access capability. The link to Employee Self Service is <https://ess-onephilly.phila.gov>



Employee Self Service (ESS) Users Guide

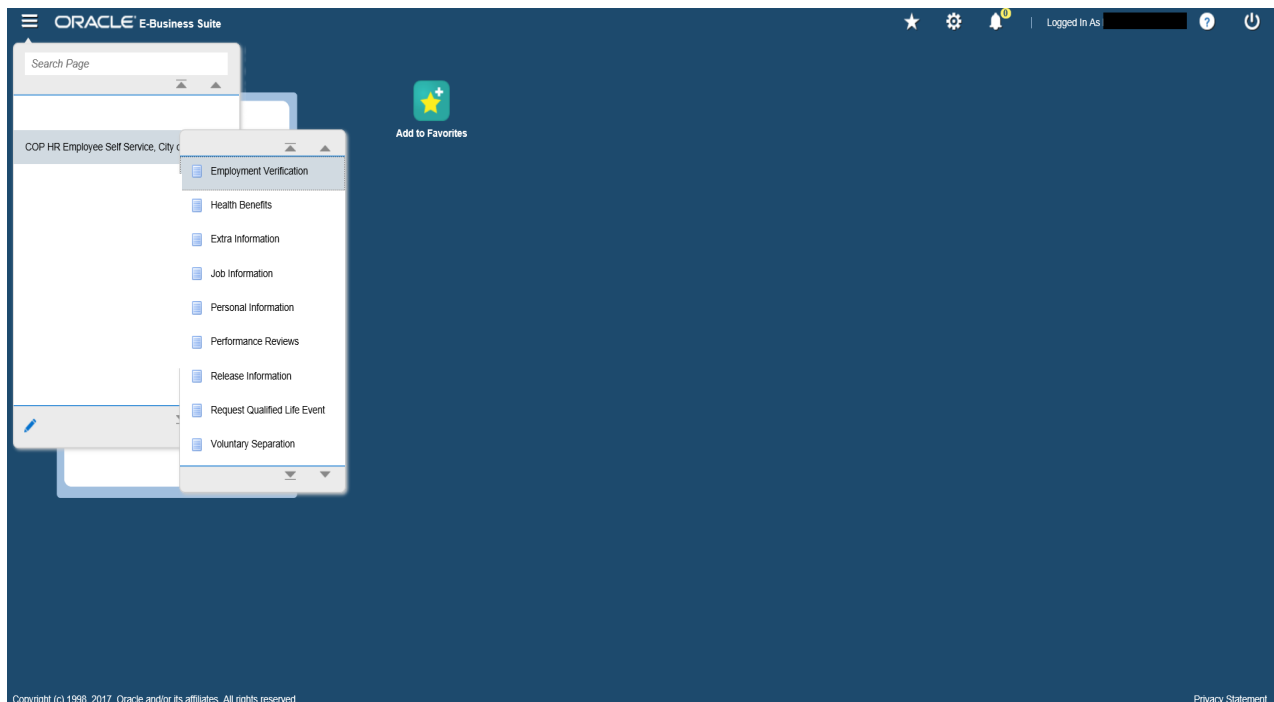
Table of Contents

COP HR Employment Self Service Menu Options.....Pg. 2	
Employment Verification.....Pg. 3	
Extra Information.....Pg. 5	
Job Information.....Pg. 6	
Personal Information.....Pg. 7	
Performance Reviews.....Pg. 8	
Release Information.....Pg. 9	
Request Qualified Life Event.....Pg. 10	
Voluntary Separation.....Pg. 11	
Access Links.....Pg. 14	

Employee Self Service (ESS) Users Guide

COP HR Employee Self Service Menu Option

- Employment Verification
- Extra Information (View Only)
- Job Information (View Only)
- Personal Information
- Performance Reviews
- Release Information
- Request Qualified Life Event
- Voluntary Separation





Employee Self Service (ESS) Users Guide

Employment Verification - Employees may use this option to independently authorize the release of their employment status and salary information to a potential lender for any time-period designated by the employee.

The employee's name and employee's number will be auto-populated where indicated on the screen at the top of the page.

In the **Details to Share** section employee should select either **Employment Information** or **Employment and Salary Information**.

In the **Recipient Information** section, the employee must provide an email address for the intended receiver of the information in the field labeled **To**.

The **Expires In** and **Visits** fields are required. A number must be entered in both fields. In the **example below**, the employee entered "30" days for **Expires In** and "10" in the "Visits" field for number of time the potential lender has access to the information within the given 30-day period.

Click on the **Continue** button in the upper right corner of the page.

After clicking **Continue** the next part of the process is shown on Page #4.



Employee Self Service (ESS) Users Guide

Employment Verification Cancel Continue

Employee Name Employee Number
Organization Email Address Business Group City of Philadelphia

Use the Employment Verification function to release employment information and, optionally, salary information to an external organization or person. Select the type of information to release and enter the recipient details.
* Indicates required field

Details to Share

Employment Information
 Employment and Salary Information

Recipient Information

* To
user@host.domain
Reply To
* Expires in
Days
* Visits

Related Information

Employment Information: Releases personal, assignment and period of service details.
Employment and Salary Information: Releases personal, assignment, period of service and salary details

Access Restrictions

The recipient can access the information until the given number of days or visits is reached, whichever comes first.

Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved. Privacy Statement

On this page, the employee's information (name, number, job, department, latest hire date, etc.) will be auto-populated.

The **Recipient Information** will carry over from the previous page.

The employee verifies that the entries are correct and then applies the **Submit** button.

The lender will receive a notification that they are authorized to verify employment.



Employee Self Service (ESS) Users Guide

ORACLE[®] COP HR Employee Self Service | Home | Star | Settings | Notifications | Logged In As [redacted] | Help | Power

Employment Verification

Cancel **Back** **Submit**

Employee Name	Employee Number
Organization Email Address	Business Group City of Philadelphia

Recipient Information

To	onephilly@hotmail.com
Reply To	
Expires in Days	30
Visits	10

Employment and Salary

Effective Date	04-Jan-2019
Full Name	
Job	A620.Assistant To The Director Of Finance
Department	FIN Finance
Latest Hire Date	06-Feb-1989
Years of Service	29.9
Work Telephone	
Annual Salary	
Currency	US Dollar

Comments

Cancel **Back** **Submit**

Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved. [Privacy Statement](#)



Employee Self Service (ESS) Users Guide

Extra Information – Employees may use this option to view their ethnic origin in Oracle.

Note: The blanks shown below in the screen shot will be auto-populated with the employee’s information.

The screenshot shows the Oracle HR Employee Self Service interface. The top navigation bar includes the Oracle logo, 'COP HR Employee Self Service', and user information. The main content area is titled 'Extra Information' and contains several sections:

- Employee Information:** Fields for Employee Name, Organization Email Address, Employee Number, Business Group, and City of Philadelphia.
- Instructions:** A message stating: "Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later."
- US Ethnic Origin:** A section with a refresh icon and a table of race categories.

Status	Hispanic or Latino of any race	American Indian or Alaskan Native	Asian	Black or African American	Native Hawaiian or Other Pacific	White	Two or More Races (For IPEDS EEO1/5 AAP)

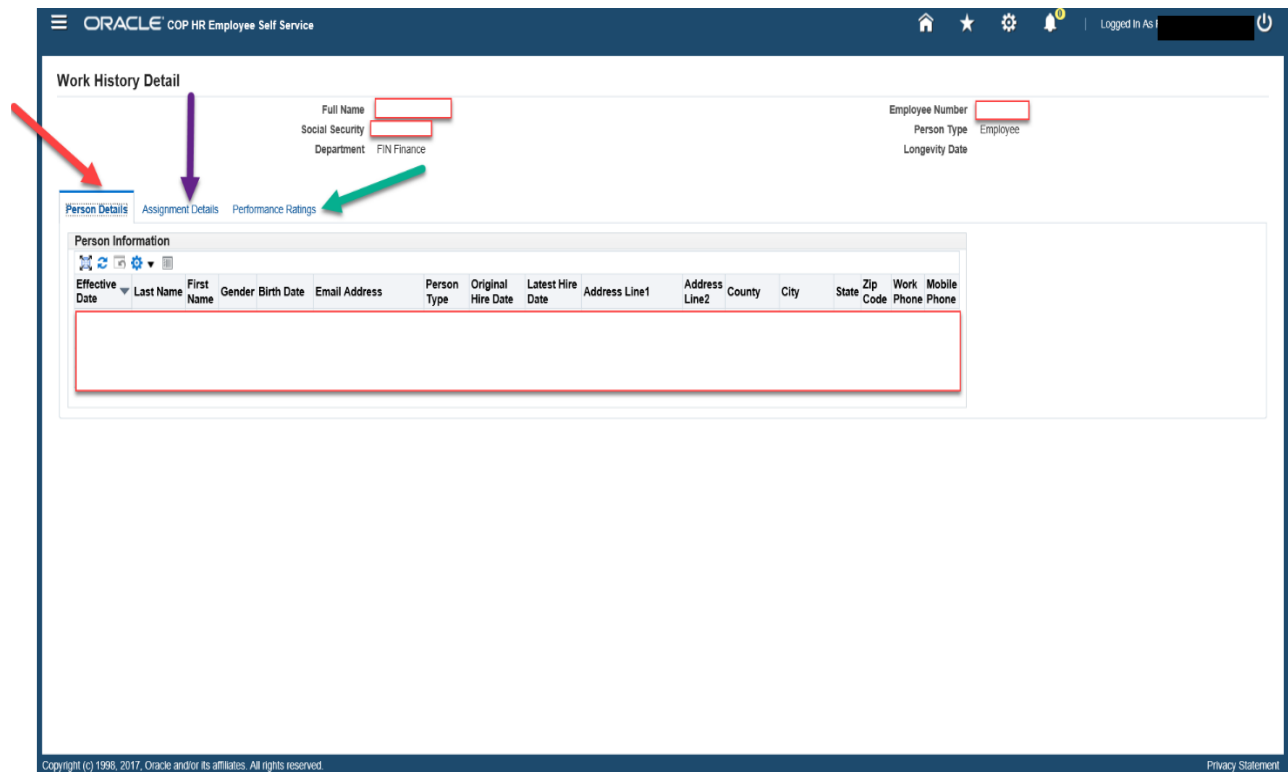
Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved. Privacy Statement

Employee Self Service (ESS) Users Guide

Job Information – Employees may use this option to view the following **Work History Details** as indicated below:

- View their Person Information – **Red** Arrow
 - Details are defined by the field titles shown below in the screen shot.
- View their Assignment Details – **Purple** Arrow
 - Work History by Assignment.
- View their Performance Ratings – **Green** Arrow

Note: The blanks shown below in the screen shot will be auto-populated with the employee’s information.





Employee Self Service (ESS) Users Guide

Personal Information – Employees may use this option to update their personal information by selecting the **Update** button on the right of the page for each section listed below with the exceptions of the **Other Address**, **Dependent And Beneficiary** and **Emergency Contact** sections of the form – changes for those sections are applied by selecting the **Update**, **Remove** or **Add** button as shown below.

The screenshot displays the Oracle COP HR Employee Self Service interface. The top navigation bar includes the Oracle logo, user name, and various utility icons. The main content area is divided into several sections, each with an 'Update' button on the right side, except for 'Other Address' which has an 'Add' button and 'Dependents And Beneficiaries' and 'Emergency Contacts' which have 'Update', 'Remove', and 'Add' buttons. A blue arrow points to the 'Update' button in the 'Basic Details' section.

Personal Information (Back)

Employee Name
Employee Number
Business Group City of Philadelphia
Organization Email Address
Personal Email Address

Basic Details (Update)

Full Name
Marital Status
Date of Birth
Social Security
Employee Number
Organization Email Address
Blood Type

Phone Numbers (Update)

Home

Main Address (Update)

Address Line 1
Address Line 2
Address Line 3
City Philadelphia
State PA
Pennsylvania
Zip Code
County Philadelphia
Type Home

Other Address (Add)

Dependents And Beneficiaries (Update | Remove | Add)

Add or update information about your beneficiaries or dependents.
Note: People you enter here become dependents or beneficiaries only after you complete Benefits Enrollment.

Select Dependent And Beneficiary: Update Remove Add

Name	Relationship
<input type="radio"/>	Child

Emergency Contacts (Update | Remove | Add)

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

Name	Relationship	Primary Contact	Home Number	Work Number	Mobile	Pager
<input checked="" type="radio"/>	No					

Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved. Privacy Statement



Employee Self Service (ESS) Users Guide

Performance Reviews – Employees may use this option to view their performance appraisals that have been uploaded into Oracle.

The employee's name will be auto-populated next to **Appraisals of...**

The screenshot shows the Oracle HR Employee Self Service interface. The top navigation bar includes the Oracle logo, 'COP HR Employee Self Service', and user navigation icons. The main content area is divided into three sections: 'My Appraisals', 'Performance Management Plan Appraisals In Progress', and 'Completed Appraisals'. Each section contains a search filter and a table of results.

My Appraisals

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

Initiator	Appraisal Date	Main Appraiser	Download	Select a File	Upload	Details	Print	Update	Delete	Journal
No results found.										

Performance Management Plan Appraisals In Progress

Plan Name

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

Initiator	Appraisal Date	Main Appraiser	Download	Select a File	Clear Offline Status	Upload	Details	Print	Update	Delete	Journal
No search conducted.											

Completed Appraisals

Note that the search is case insensitive

Initiator

Appraisal Date

Appraisal Purpose

Initiator	Appraisal Date	Period Start Date	Period End Date	Details	Print	Delete	Journal
No results found.							

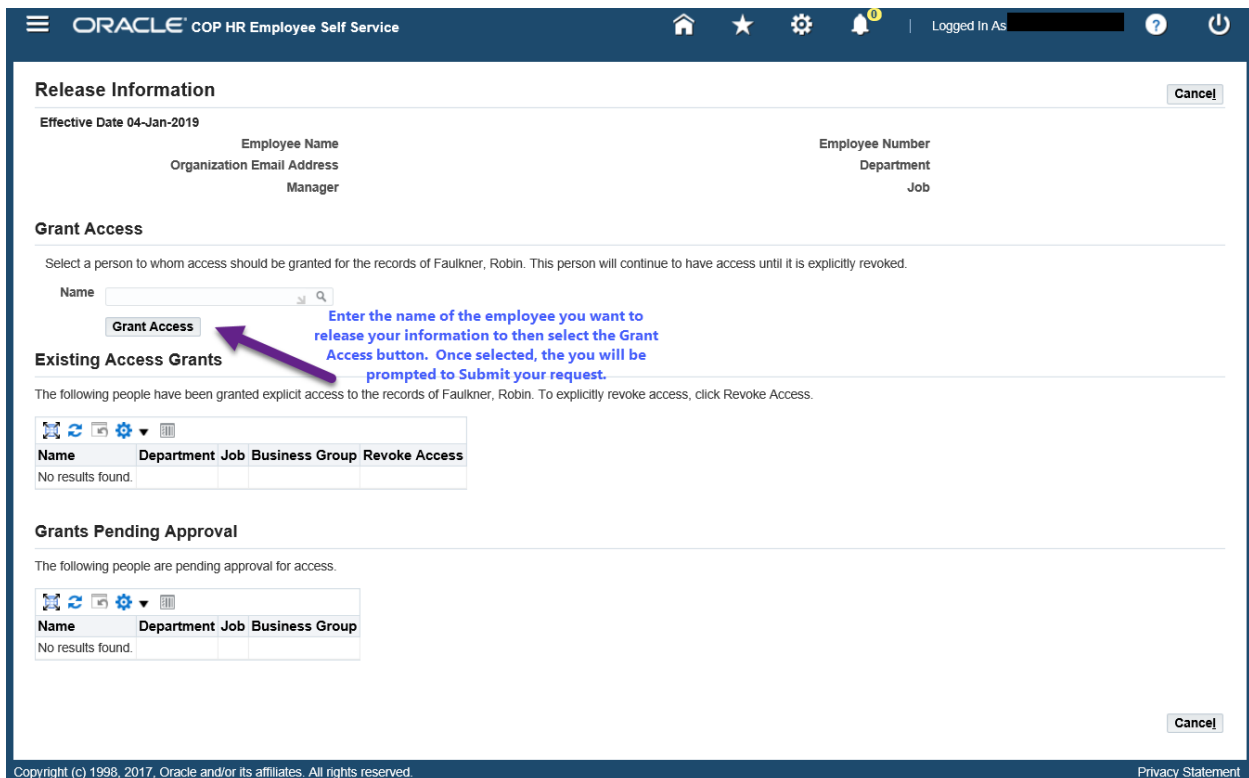
Employee Self Service (ESS) Users Guide

Release Information – Employees may use this option to allow another employee to view their information.

This option can be used by an employee that is interested in transferring to another department or division within their own department. The employee can share their performance appraisals with the manager or supervisor of the location they are interested in transferring.

Note: Transfers must first be approved by the appointing authority. This option is not a substitute for the required approval process.

The employee information will be auto-populated at the top of page.



Release Information Cancel

Effective Date 04-Jan-2019

Employee Name	Employee Number
Organization Email Address	Department
Manager	Job

Grant Access

Select a person to whom access should be granted for the records of Faulkner, Robin. This person will continue to have access until it is explicitly revoked.

Name

Enter the name of the employee you want to release your information to then select the Grant Access button. Once selected, the you will be prompted to Submit your request.

Existing Access Grants

The following people have been granted explicit access to the records of Faulkner, Robin. To explicitly revoke access, click Revoke Access.

Name	Department	Job	Business Group	Revoke Access
No results found.				

Grants Pending Approval

The following people are pending approval for access.

Name	Department	Job	Business Group
No results found.			

Cancel

Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved. Privacy Statement



Employee Self Service (ESS) Users Guide

Request Qualified Life Event – Employees may use this option as shown below to:

Join City Health Coverage – With this option eligible employees can enroll in the City Administered Plan **if** they lose their non-City administered health coverage.

Leave City Health Coverage – With this option eligible employees can elect to drop their City Administered Plan health coverage **if** they gain coverage from a non-City administered health plan, such as through marriage.

Loss of Dependent Coverage – With this option an employee in the City Administered Plan can add dependents to their CAP coverage that have loss non-City administered health coverage.

Drop Dependent Coverage – With this option an employee can remove dependents from their City Administered coverage that become eligible to receive health coverage from a non-City administered health plan.

Request Qualified Life Event: Special Information

Employee Name
Organization Email Address

Employee Number
Business Group City of Philadelphia

1) Join City Health Coverage

Start Date	End Date	Status
No results found.		

2) Leave City Health Coverage

Start Date	End Date	Status
No results found.		

3) Dependent Care Acct Change *Please ignore this option, it is being removed.*

Start Date	End Date	Status
No results found.		

4) Loss of Dependent Coverage

Start Date	End Date	Status
No results found.		

5) Drop Dependent Coverage

Start Date	End Date	Status
No results found.		

Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved. Privacy Statement

Employee Self Service (ESS) Users Guide

Voluntary Separation – Employees may use this option to independently separate from employment with the City of Philadelphia. Upon submission, by the employee, the request will be routed through to the employee’s department Human Resource Unit to process the transaction and, then to Central HR for final approval.

Note: The blanks shown below in the screen shot will be auto-populated with the employee’s information.

The employee must apply the effective date of the request.

Click on the **Continue** button shown at the right of the page.

After clicking the **Continue** the next part of the process is shown on Page #16.

The screenshot shows the Oracle COP HR Employee Self Service interface. At the top, there is a navigation bar with the Oracle logo and 'COP HR Employee Self Service'. Below this is a yellow information banner that reads: 'Please enter an Effective Date on or after 02-Jan-2017.' The main content area is titled 'Voluntary Resignation: Effective Date Options' and includes a 'Back' and 'Continue' button. The form contains several fields: 'Effective Date' (set to 02-Jan-2019), 'Employee Name', 'Organization Email Address', 'Manager', 'Employee Number', 'Department' (set to FIN Finance), and 'Job'. Below the form, there is a calendar widget for January 2019. The calendar shows the following dates: 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 1, 2. At the bottom of the form, there are two radio button options: 'Changes should take effect on the effective date as entered below.' (selected) and 'Changes should take effect as soon as final approval is made.' Below the first option is an 'Effective Date' field with a calendar icon. At the bottom right of the form, there are 'Back' and 'Continue' buttons.

Employee Self Service (ESS) Users Guide

Note: The blanks shown below in the screen shot will be auto-populated with the employee's information.

On this page, the employee will select a **Reason** from the list of drop-down options available (denoted by the down pointing arrow head to the right within the field).

The **Assignment Status** is a required field as denoted by the asterisk (*); the option that is pre-populated **Terminate Assignment** is the only option available.

The employee may enter any supporting **Comments** in the field provided.

Then select **Next**. The last part of this process is on Page #17.

Voluntary Termination Cancel Save For Later Back Next

Effective Date 03-Jan-2019

Employee Name Employee Number

Organization Email Address Department FIN Finance

Job Manager

Grade Position

Assignment Number Context Value

Hiring Department FIN Finance Manual Hiring Department Flag N

* Indicates required field

Termination Date 03-Jan-2019 ⓘ

Notification Date 03-Jan-2019 ⓘ

Reason

* Assignment Status Terminate Assignment

Rehire Reason

Comments

Employee Self Service (ESS) Users Guide

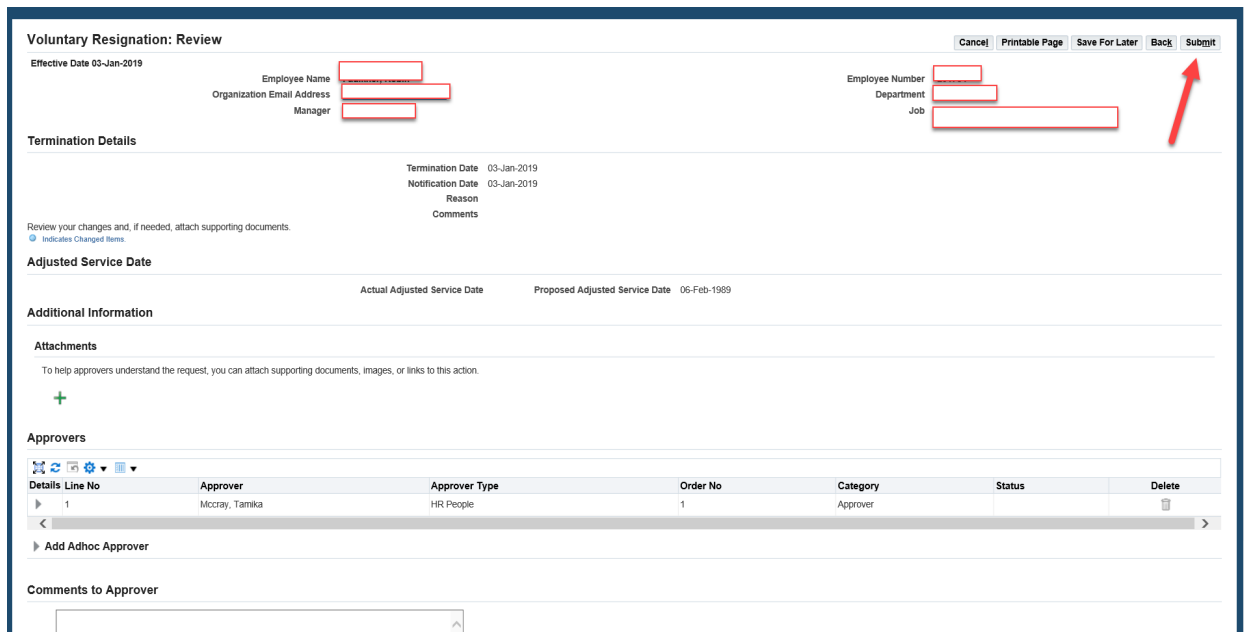
Note: The blanks shown below in the screen shot will be auto-populated with the employee's information.

On this page if the employee has supporting documentation they may attach it by clicking on the **green plus (+) sign** in the **Additional Information** section under **Attachments**.

The employee may also document any **Comments to Approver** in the field provided on the bottom left of the page.

Then select the **Submit** button for the request to be routed to the **Approver** named on the page. The approver will be the department HR Manager.

The process for submitting a **Voluntary Separation** is now complete.



Voluntary Resignation: Review Cancel | Printable Page | Save For Later | Back | **Submit**

Effective Date 03-Jan-2019

Employee Name
 Organization Email Address
 Manager

Employee Number
 Department
 Job

Termination Details

Termination Date 03-Jan-2019
 Notification Date 03-Jan-2019
 Reason
 Comments

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

Adjusted Service Date

Actual Adjusted Service Date Proposed Adjusted Service Date 06-Feb-1989

Additional Information

Attachments

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

+

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
	1	Mccray, Tamika	HR People	1	Approver		

▶ Add Adhoc Approver

Comments to Approver



Employee Self Service (ESS) Users Guide

This guide will be updated as changes occur within the Employee Self Service menu options.

Employee Self Service link:

<https://ess-onephilly.phila.gov>

This document is posted on the OnePhilly SharePoint site and CityNet.

OnePhilly SharePoint site link:

<https://phila.sharepoint.com/sites/asm/default.aspx>

CityNet link:

<http://citynet.phila.gov/onephilly>

For more details on how to navigate this tool please visit the City of Philadelphia’s SmarterU Learning Management System to access the eLearning User Productivity simulation tool that will walk you through the process.

The screenshot shows a user interface for a learning management system. At the top, it displays the breadcrumb path: Courses / All / OnePhilly (e-learning): EBS Navigation for HR Employee Self Service. Below this, a message states: "You have never completed this course." The main content area features a course card for "OnePhilly (e-learning): EBS Navigation for HR Employee Self Service". The card includes a thumbnail image of an open book, the course title, and a description: "The EBS Navigation for HR Employee Self Service course teaches employee self service users how to view and manage their personal, employment, and benefits information using the Oracle E-Business Suite (EBS)." Below the description, a table provides course statistics:

Started	Enrolled	Enrolled By	Completed	Time In Course
10-Dec-2018	10-Dec-2018	ROBIN FAULKNER	N/A	14m 11s

At the bottom right of the card, there are two buttons: "Unenroll" and "Continue".

SmarterU link:

<https://philadelphia.smarteru.com/remote-login/login.cfm>