Getting Started with Oracle HR

Now that Oracle HR is live, you can access the new system, review your personal and pay-related information and make any needed updates. This guide includes a brief overview of where to find frequently accessed information and services.

- Visit **MyUSF** and select 'Oracle HR' from the Business Systems menu.

- To review and update your personal information, click on the "Me" tile, then the "Personal Details" icon under the Quick Actions menu.

I'm logged in. Where do I go?

Use this quick reference guide to get to the right place in Oracle HR.

PERSONAL INFORMATION
Select these items under **Quick Actions**

Information	Oracle HR Quick Actions Title
Name change (legal documentation required), demographic information (ethnicity)	Personal Details
Work/personal phone number, home address, marital status	Contact Info
Emergency contacts	Family and Emergency Contacts

PAY-RELATED ACTIVITIES
Select the "**Show More**" under Quick Actions

Information	Section Title
Set your document delivery preference (paper/electronic)	Document Records > Document Delivery Preference
Direct deposit information	Pay > Payment Methods
W-4 updates, W-2s and pay stub information	Pay > ADP Payslips

Attach documents for legal name changes	Document Records > Document Records

Absence Management (Leave Request and Approval)

Select the "Time and Absences" tile to request leave, approve a leave request or check the status of your existing leave request.

Human Resources and Pay Transactions

Managers can use these functions:

- Job Change
- New Position
- Salary Change
- Leave of Absence
- Terminations
- Change in Hours Only (Full-Time, Part-Time, Per Diem)
- Salary Source Changes
- Contractual Supplements
- One-Time Supplement and Other One-Time Payments

Access Training

Oracle HR training will be provided on an ongoing basis. Visit the **Training & Resources webpage** and complete the training modules listed to strengthen your knowledge of the new system. Line managers should connect with their teams to make sure they know where to locate these details.

Managers: Please include Oracle HR training as part of the onboarding process for new hires.

Support Options

Oracle Guided Learning (OGL) is a tool within Oracle HR that provides step-by-step guidance and interactive tutorials for essential tasks, such as creating a timesheet or requesting leave. After logging in, activate OGL by clicking the floating information icon on the right side of the screen. **See how OGL works**

If your department is included in Embedded Services, your Human Resources Business Partner and Change Ambassador know where to go, who to contact and what to do. **Find your Change Ambassador**

If you need further assistance or technical support, visit the **HR Help Center** through the MyUSF Quick Links to submit an **HR Help Desk** ticket.