



March 2025 Talking Points

Have questions, concerns or feedback for the Project Drive team?
Please [click here to submit a ticket with your question or comment.](#)

Find Answers Fast

This table of contents will help you answer questions your teammates and direct reports may be asking:

- [How do I access Oracle HR?](#)
- [Where do I update my personal and pay details?](#)
- [Where do I go for training?](#)
- [What is Oracle Guided Learning?](#)
- [I need further help with the new system. Where can I get it?](#)

Get Started

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 '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
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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.

Find Support

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.



Oracle Guided Learning Performance Indicators

Oracle Guided Learning (OGL) is a tool within Oracle HR that provides real-time, 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.](#)

This innovative tool has been widely adopted by several members of our community, enhancing their efficiency and accuracy in navigating Oracle HR processes. Take a look at the impressive utilization of our smart tips and process guides, showcasing the value and impact of OGL in our daily operations.

- **Process Guide utilization:** 6,157
- **Smart Tip utilization:** 4,460
 - A smart tip may be available! Look for this icon 

We are excited to announce that we are working on expanding these resources to include even more comprehensive guides and smart tips.

Frequently Asked Questions

Visit the expanded **Project Drive FAQ page** [here](#) for the latest answers to your questions about Oracle HR and tasks/actions specific to Time & Labor, Absence Management (Leave Request & Approval), and other modules.