Training Guide

Mobile Applications: Self-Service
Prerequisite: Mobile Device with access to an application store

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Installation

1. In your device’s apps store search for “Oracle Self Service.”

2. Select “Self-Service HR for EBS” from the list that appears.

3. Click GET or Install.

4. Once the install is complete, click Open.
5. Click **Agree** on the End User License Agreement.

6. When the app opens enter the URL for the Oracle EBS system (PROD URL will be distributed later) and click **Get Started**.

7. Enter your Oracle Self Service username and password and click **Sign In** to log in to the Self Service HR for EBS mobile application.
My Information Page

The My Information page will open immediately after signing into the app.

Edit Personal Information

1. Click the Pencil icon in the upper right corner to edit details under My Information.

2. Enter new information and click Done.
Organization Chart

1. On the My Information page, click Organization Chart.

2. Click on any name in blue to drill up or down the hierarchy.

View/Change Primary Address

1. From the My Information page, click Primary Address to view the address.

2. Click the Pencil icon in the upper right corner to make changes to the address.
Check the checkbox for **Update Current Address** to change the address as of the current date. Otherwise check the checkbox for **Create a New Address As Of** to enter a new address for a future date.

When finished making address changes click **Save** in the upper right corner.

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**View Assignment History**

On the My Information page, click **Assignment History**.
View Salary History

On the My Information page, click **Salary History**.

View Current Benefits

1. From the My Information page, click **Current Benefits**.

2. Click on one of the plans for additional details.
Pay Information Page

1. From the My Information page, click the Springboard in the upper left corner to reveal the menu.

2. Then Choose Pay Information.

3. The Pay Information Page opens showing a pie chart breakdown of Year To Date earnings.
View Payslips

1. From the Pay Information page, click Payslips.

2. Click on a payslip in the list to see additional details.

3. On the Payslip Page click one of the numbers with the arrow next to it to see details of that value.

4. From the Payslip Page, click Accruals.
From the Payslip Page, click **Payment Distribution**.

**From the Payslip Page, click Tax Withholding Information to see tax details used in this payment.**

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**Tax Withholding Forms**

1. From the Pay Information Page, click **Tax Withholding Forms** to view your current Form W4 information.

2. Scroll to see the State Tax form.
Click anywhere on the Federal form to change the tax withholding.

To print a hard copy W4 form click the link at the bottom for Federal Withholding Form (PDF).

Make the desire changes and click the checkbox next to I Agree. Click Save.

Repeat steps 3 – 4 to change the State form.
W-2 Forms

1. From the Pay Information Page, click on W-2 Forms to view and print a W-2.

   Pay Information
   Year To Date
   - Gross Earnings: 11,736.78 USD
   - Tips: 1,251.36 USD
   - Tax Withholding Forms
   - W-2 Forms
   - Payment Methods

2. Click on the year for which W-2 you would like to view.

3. Click the PDF icon in the upper right corner to open a printable version of the W-2.
Add New Payment Methods

1. From the Pay Information Page, click Payment Methods.

![Screen shot of Pay Information page with Payment Methods option highlighted]

2. For this example, we will be starting with a check then adding Direct Deposit. Click the down arrow on the Payment Method field and choose Check.

![Screen shot of Payment Method field with Check selected]

3. Enter 100 for Value.

![Screen shot of Add Payment Method screen with Check selected and Value set to 100]

4. Click the % box.

![Screen shot of Add Payment Method screen with Check selected and % box highlighted]
5 Leave the checkbox next to **Use this method for Remaining Pay** checked.

6 Click **Save**.

7 To add a new Payment Method when one already exists, click the down arrow in the upper right corner of the Payment Methods page.

8 Click **Add Payment Method** at the bottom of the page.
Click the down arrow on the Payment Method field and choose Direct Deposit (NOTE: Only one Payment Method of the type “Check” can be added).

Choose USD or %.

Enter the desired value.

Enter an Account Name.
Choose the Account Type (Checking or Savings).

Enter the Account Number.

Enter the Bank Routing Number.

Click Save when complete.
View/Edit Payment Methods

1. On the Pay Information Page, click on Payment Methods to view/edit Payment Methods.

2. Click on any Payment Method to edit the details.

3. Click Save when you are done with making changes or Delete to remove the Payment Method.
Settings Page

From the My Information Page, click the Springboard and choose Settings from the menu.

Default First Page

1. From the Settings Page click Default First Page.

2. Click the down arrow at the end of the field to open the list of values.
Choose the desired page for the App to open with upon sign on from the list of values (NOTE: The Absences page has been disabled so this should not be chosen).

Click Save when finished (NOTE: Your new selection will be displayed when you click the back arrow to return to the Settings Page).

Default List for My Team

This functionality has been disabled.

Responsibility

All users have only one responsibility currently. No action is available under this link.
Connection Details

If a new Server URL is published and you are instructed to change it follow the instructions below (NOTE: Only make a change in this area if instructed to do so by support personnel):

Android

1. From the Settings Page click Connection Details.

2. Click the blue Change URL button.

Restart the app after changing the server URL.

Server Configuration

Service Version 1.0.0

Authentication Type Apps Local Login

Session Timeout 28800 seconds

Idle Timeout 7200 seconds

Service Endpoint https://crp2ebs40.rfsuny.org:443

These configurations are downloaded from the server. Use the three-dot icon shown to download new.
3. Click **Server URL**.

4. Type the new Server URL in the field provided and click **OK**.

5. Use the back arrow to return to the App.
From the Settings Page click Connection Details.

1. Click the blue Change URL button.

2. Change the Server URL in the field provided.

3. Use the iPhone home button to return to the App.
Diagnostics

1. From the Settings Page click on Diagnostics.

2. Turn logging on or off (NOTE: Only turn logging on if instructed to do so by support personnel).