Human Capital Management (HCM)

Learner Guide
This course will explain how to access, navigate, and update employee information through Direct Access in Oracle Cloud.

2.1 Employee Direct Access Overview

You can view your personal information online at any time via HCM Employee Direct Access.

This portal provides access to view and manage your:

- **Onboarding** – Complete the onboarding tasks assigned to you when you join the organization.
- **Personal Information** – Add or update personal details, documents, contact information, and emergency contacts.
- **Benefits** – View your benefits and record qualifying life events if you’re a legacy user.
- **Pay** – Select document delivery preferences, add or update payment methods, calculate tax withholding, view your payslips, and access your year-end documents.
- **Current Jobs** – Search for jobs, submit applications and referrals, and see your job offers.
Employee Direct Access lets you make updates to your personal information. After logging into HCM:

1. Click the **Me** tab on the home page
2. Click the **Personal Information** icon to access the **Personal Info** screen
3. A series of tiles appears that allow you to manage your personal information

**Personal Details**

View and edit details about yourself, such as name, date of birth, and marital status. Click the **Edit** icon to make a change and enter information about the update on the next screen. Click **Submit**. Some data changes, like a name change, require additional approval before taking effect.

**Document Records**

Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition. You can view the list of documents you have submitted or click the **Add** icon to add a new document.
**Identification Info**

View and edit your passport, driver license, visa, and citizenship info. Click the Add icon to add a new item. Enter information about the update in the next page and click Submit.

**Contact Info**

Add or update your phone number, email, and address. Click the Edit icon to update an existing entry. Click the Add icon to add a new entry. Enter information about the new entry and click Submit to make the change.

**Family and Emergency Contacts**

Add or update family and friends to contact in case of emergency. Click the Edit icon to update an existing contact. Click the Add icon to create a new contact. Be sure to click the "This person is an emergency contact” checkbox to designate this person as an emergency contact.
### Employment Info

See details about your assignment. Your assignment shows your branch office, position, hire date, person number, and other information.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Assignment Status Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Employer</td>
<td></td>
</tr>
<tr>
<td>Security Officer</td>
<td>Regular</td>
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<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>60947 - Las Vegas</td>
<td></td>
</tr>
<tr>
<td>Location</td>
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<tr>
<td>Las Vegas</td>
<td></td>
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<tr>
<td>Position</td>
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<tr>
<td>Security Officer FT - Las Vegas - 60947</td>
<td></td>
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<tr>
<td>Hourly Paid or Salaried</td>
<td></td>
</tr>
<tr>
<td>Hourly</td>
<td></td>
</tr>
</tbody>
</table>

| | Bargaining Unit |
| | Union Member |
| | No |
| | Collective Agreement |
| | Union |

| | Hire Date |
| | 5/6/19 |
| | Person Number |
| | 1014445 |

**Gender**

Select a value

**Date of Birth**

m/d/yy

**This person is an emergency contact**
My Compensation

View your compensation details, such as salary and personal contributions.

The **Pay** icon lets you add and edit details related to payment methods, select your payslip delivery method, process tax withholding, view your payslip, and access your year-end documents.

Document Delivery Preferences

Select your preferences for payslip delivery. You can have your payslips delivered in two (2) ways:

- **Online**: You can access your payslip online through Employee Direct Access
- **Paper**: A paper payslip is distributed to you at the end of each pay period

Payslips

Generate current and past payslips that contain wages, taxes, and other information.
Payment Methods
Select and update your payment method. You can have your pay distributed in three (3) ways.

- **Paper Check**: A paper check is mailed to you at the end of each pay period
- **Direct Deposit**: Your pay is deposited directly to a bank account(s) that you specify. You can add multiple bank accounts for direct deposit.
- **Paycard**: Your pay is loaded onto a debit card. Your initial paycard can take up to two (2) weeks to be processed and sent to you.

Year-end Documents
Access a link for ePrint View to see your current and historical year-end documents.

Tax Withholding
View and update your federal and state income tax withholding.

Tax Credit Information
Employees in Canada can update their tax information.

### 2.4 Benefits

The **Benefits** icon lets you manage your **legacy** benefits, contacts, and manage documents related to benefits.

- **Pending Actions**: Address open items to complete your enrollment.
- **Your Benefits**: See your current, past, and future enrollments.
- **Report a Life Event**: Record a life event for enrollment opportunities.
- **People to Cover**: Add family and others before you enroll in benefits.
- **Document Records**: Upload documents to support your enrollments.
- **Benefit Related Links/References**: Review enrollment guidelines before you enroll.
- **Need Help? Contact Us**: Contact the Benefits department for assistance.

### 2.5 Current Jobs

The **Current Job** icon allows you to search current job openings, apply to jobs, view job offers and make referrals.

**Job Search**

Use the Search bar to search job postings. You can search by job title, organization or keyword.
**Favorite Jobs**

See your preferred jobs. Click the star next to the job title on the job search screen to mark a job as a favorite.

**Job Applications**

Review the applications you submitted. Active job applications are applications still in the hiring process. Inactive job applications are applications that have already closed.

**Referrals**

When you make a candidate or employee referral, view it here.

**Job Offers**

See your job offers, if any. Pending job offers are offers that you haven’t yet accepted or declined. Accepted job offers are offers that you accepted.

**Job Alerts**

Subscribe to notifications and manage your job preferences. Click the checkbox to receive news about new job opportunities. Use the job preference section to control the types of jobs sent to you.
Notes: