



Human Capital Management (HCM)

Learner Guide

Employee Direct Access

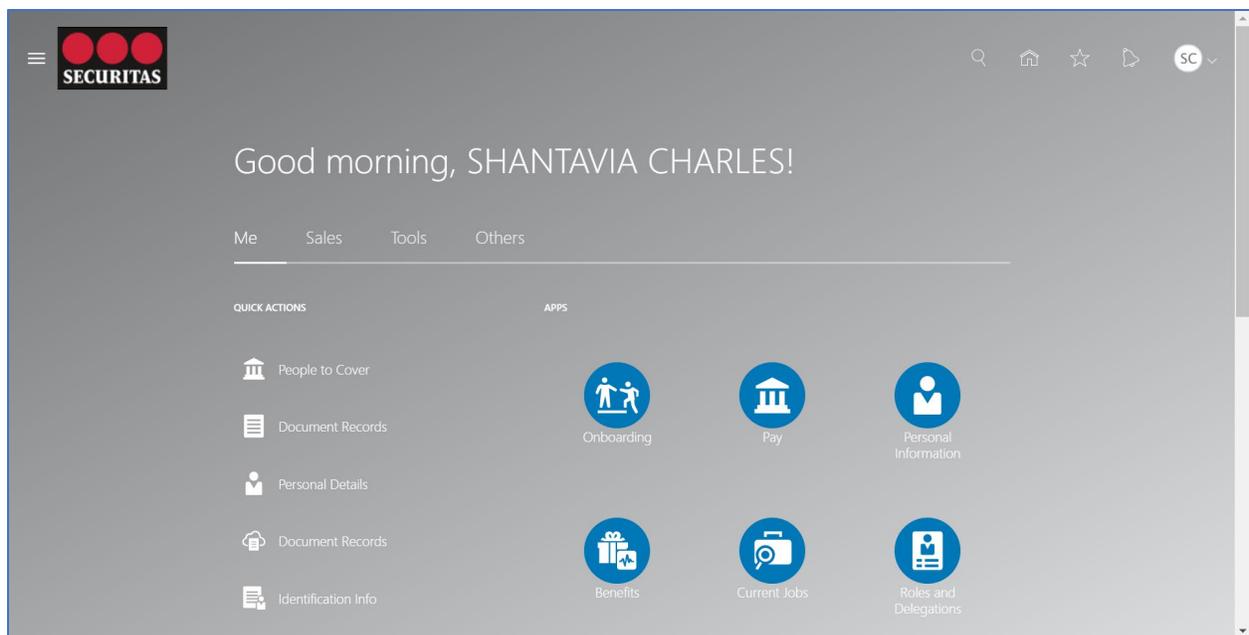


This course will explain how to access, navigate, and update employee information through Direct Access in Oracle Cloud.

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:

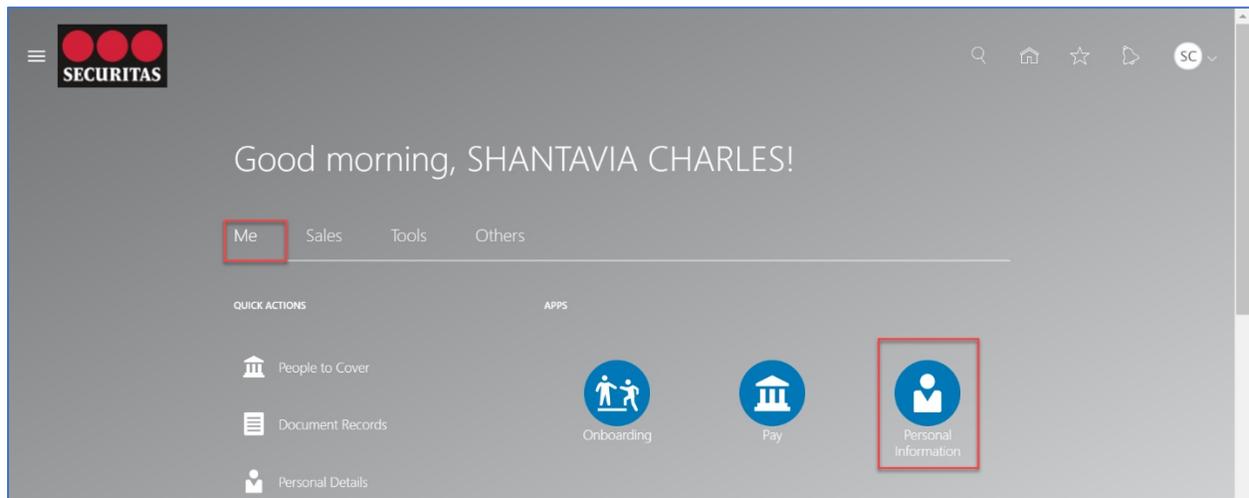
- **Onboarding** – Complete the onboarding tasks assigned to you when you join the organization.
- **Personal Information** – Add or update personal details, documents, contact information, and emergency contacts.
- **Benefits** – View your benefits and record qualifying life events if you're a legacy 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.

2.2 Personal Information



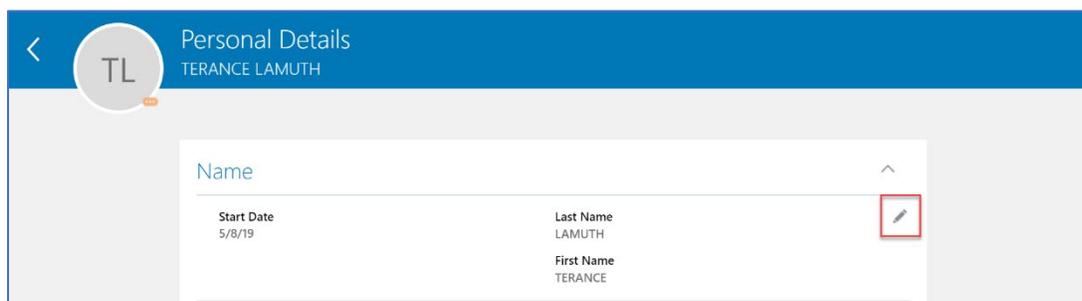
Employee Direct Access lets you make updates to your personal information. After logging into HCM:

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



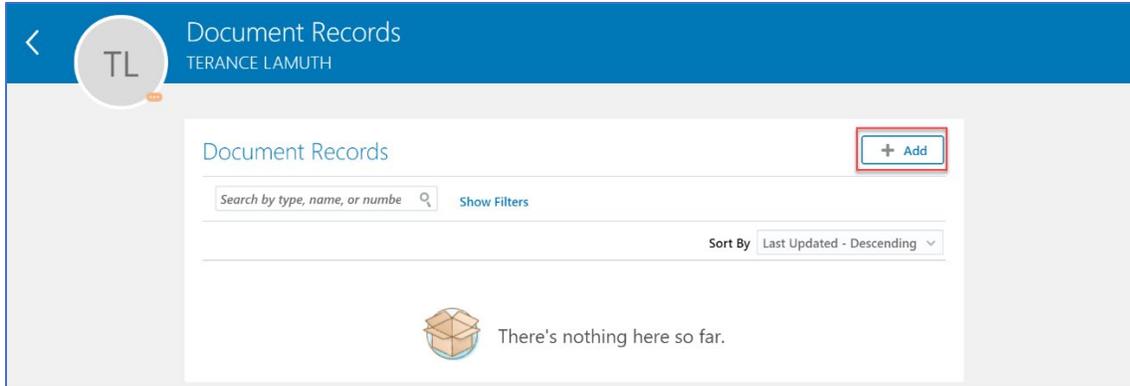
Personal Details

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.



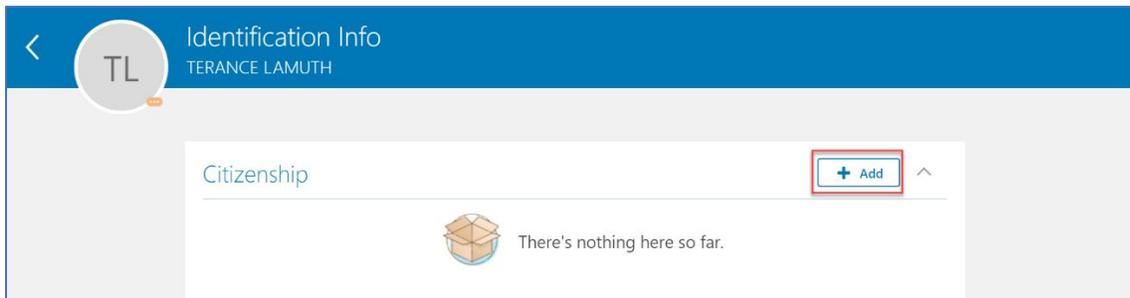
Document Records

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.



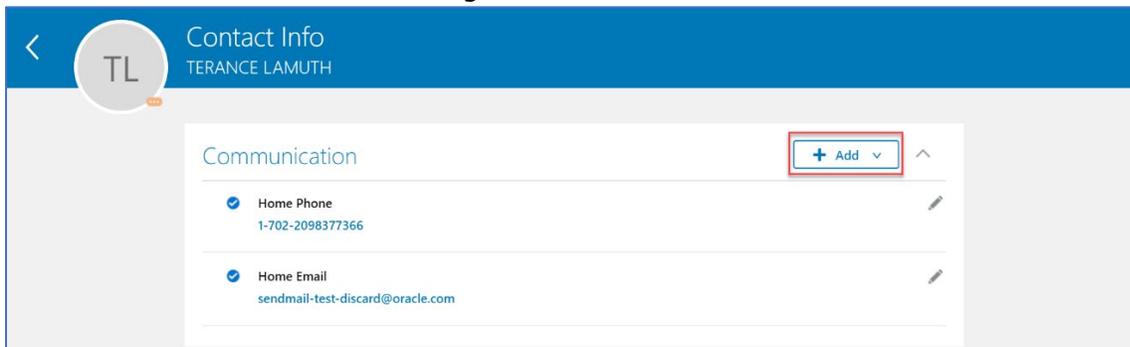
Identification Info

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.*

Gender
Select a value

Date of Birth
m/d/yy

This person is an emergency contact

Employment Info

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

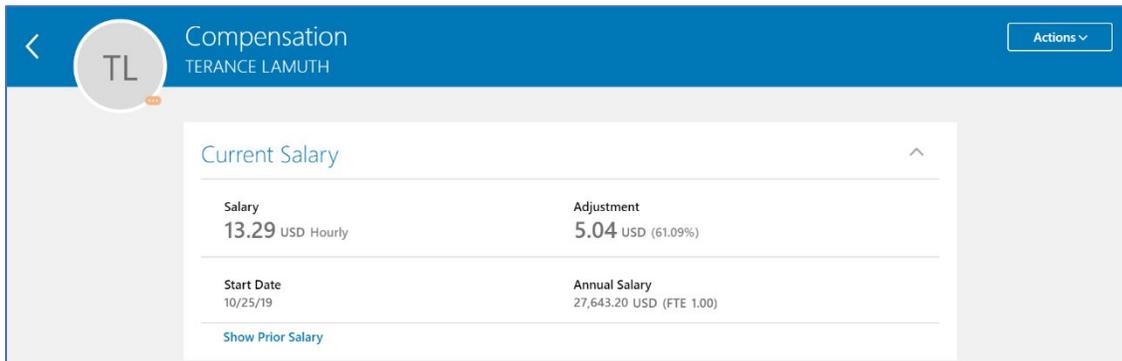
TL Employment Info TERANCE LAMUTH Actions

Assignment

Legal Employer Securitas Security Services USA, Inc	Assignment Status Type Active
Job Security Officer, Regular	Bargaining Unit
Department 60947-Las Vegas	Union Member No
Location Las Vegas	Collective Agreement
Position Security Officer FT - Las Vegas - 60947	Union
Hourly Paid or Salaried Hourly	Hire Date 5/8/19
	Person Number 984645

My Compensation

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



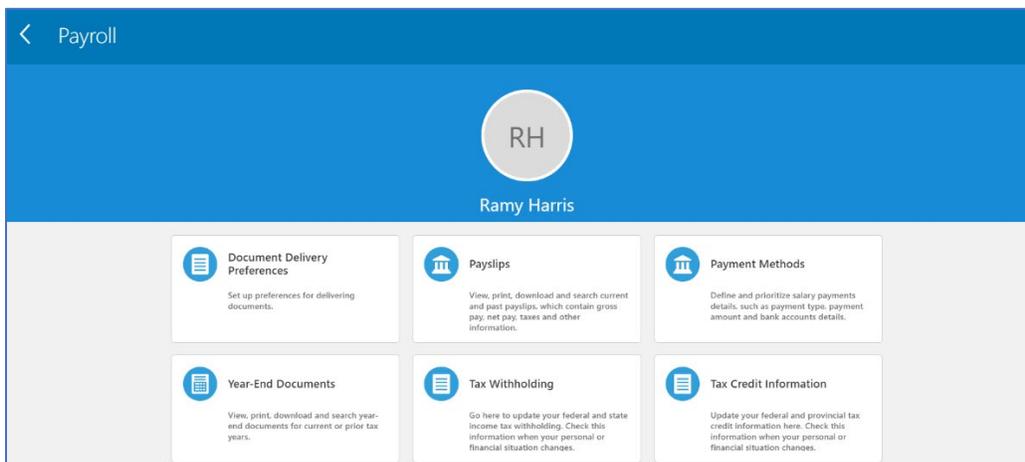
Current Salary	
Salary	Adjustment
13.29 USD Hourly	5.04 USD (61.09%)
Start Date	Annual Salary
10/25/19	27,643.20 USD (FTE 1.00)

[Show Prior Salary](#)

2.3 Pay



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.



Payroll

RH
Ramy Harris

- Document Delivery Preferences**: Set up preferences for delivering documents.
- Payslips**: View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.
- Payment Methods**: Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.
- Year-End Documents**: View, print, download and search year-end documents for current or prior tax years.
- Tax Withholding**: Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.
- Tax Credit Information**: Update your federal and provincial tax credit information here. Check this information when your personal or financial situation changes.

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.

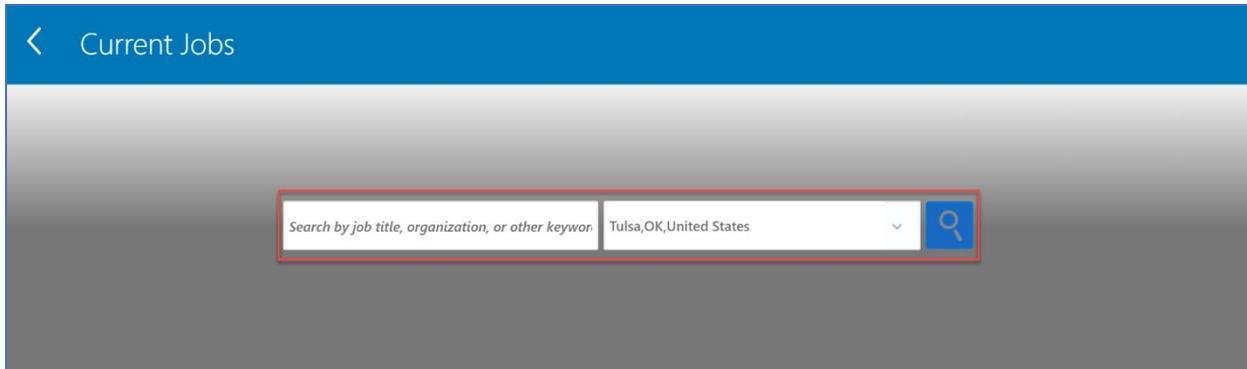
2.5 Current Jobs



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

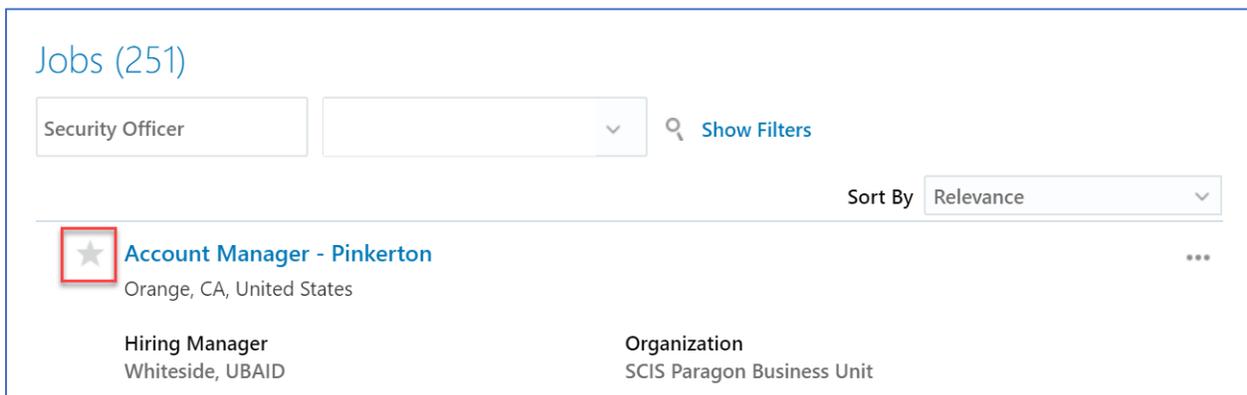
Job Search

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:**

A large, empty rounded rectangular box with a teal border, intended for taking notes.