



Human Capital Management (HCM)

Managing Personal Information

Employee Direct Access

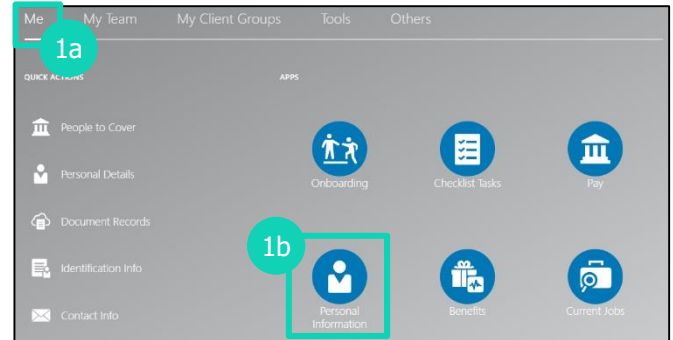
Disclaimer: The look and feel of the screens present in this Job aid may differ from the final Oracle Human Capital management (HCM) system. In this system, the screens will be customized based on your role and access.

Managing Personal Information

You can view your personal information online at any time through Employee Direct Access (EDA).

Perform the following steps to access your personal information:

1. On the Oracle home page:
 - a. Go to the **Me** tab on the ribbon.
 - b. Click the **Personal Information** tile.



2. The **Personal Info** screen displays. This screen contains seven sections that you can use to view and update personal information:

- A. Personal Details:** View and edit details about yourself, such as name, date of birth, and marital status.
- B. Document Records:** Manage your document records and the associated attachments.
- C. Identification Info:** View and edit your passport, driver's license, visa, and citizenship information.
- D. Contact Info:** Add or update your phone number, email and address
- E. Family and Emergency Contacts:** Add or update the contact details for family and friends to be contacted in case of emergency
- F. Employment Info:** View details about your assignment
- G. My Compensation:** View your compensation details, such as salary and personal contributions

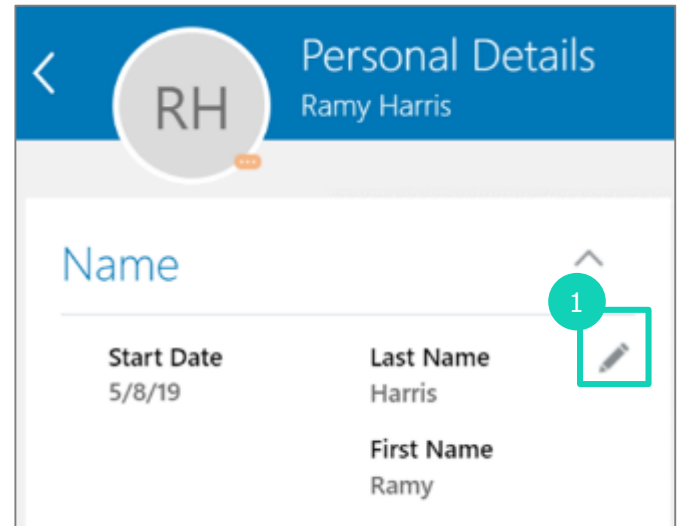


Managing Personal Information

A. Updating Personal Details

Perform the following steps to update your **Personal Details**:

1. Click the **Edit** icon to update your **Name**.



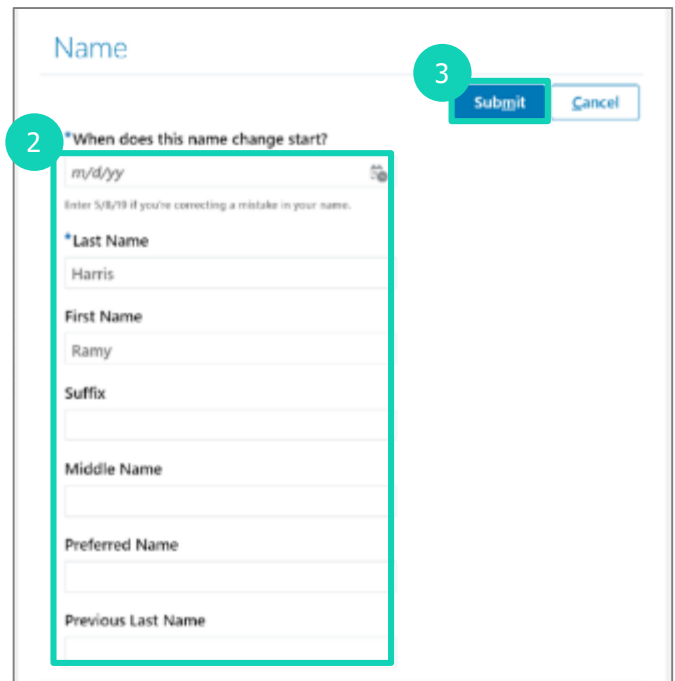
2. The section displays. You can edit the following fields in case you have a change:

- ***When does this name change start?**
- ***Last Name**
- **First Name**
- **Suffix**
- **Middle Name**
- **Preferred Name**
- **Last Name**

Note: Fields marked with an asterisk (*) are mandatory fields.

3. Click **Submit**.

Note: Requests for name changes are sent to the Human Resources (HR) Team for approval.



Managing Personal Information

A. Updating Personal Details

Perform the following steps to update your **Demographic Info**:

1. Click the **Edit** icon to update your **Demographic Info**.

2. The section displays. You can edit the following fields in case you have a change:

- **Highest Education Level**
- **Veteran Self-Identification Status**

Note: You cannot edit all fields through *Employee Direct Access*. Contact HR if you need to update fields you cannot edit

3. Click **Submit**.



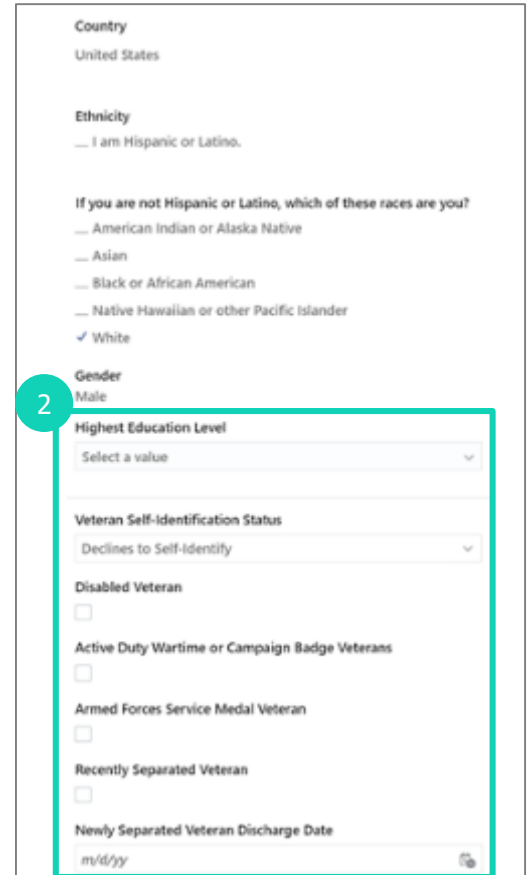
Demographic Info

If you are not Hispanic or Latino, which of these races are you? (You may select more than one option)
Submission of this information is voluntary.

Country
United States

Highest Education Level

1



Country
United States

Ethnicity
... I am Hispanic or Latino.

If you are not Hispanic or Latino, which of these races are you?
... American Indian or Alaska Native
... Asian
... Black or African American
... Native Hawaiian or other Pacific Islander
 White

Gender
Male

Highest Education Level
Select a value

Veteran Self-Identification Status
Declines to Self-Identify

Disabled Veteran

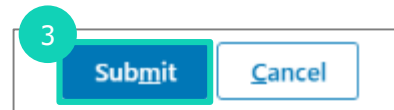
Active Duty Wartime or Campaign Badge Veterans

Armed Forces Service Medal Veteran

Recently Separated Veteran

Newly Separated Veteran Discharge Date
m/d/yy

2



3

Submit Cancel

Managing Personal Information

B. Updating Document Records

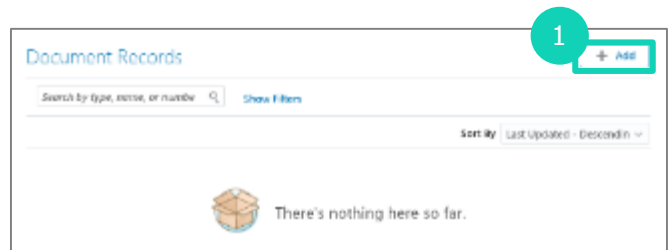
Perform the following steps to update your **Document Records**:

1. Click **Add** to add a new **Document Record**.
2. The section displays. Perform the following steps to add document information:
 - a. Select the ***Document Type** from the dropdown menu.
Note: Different fields appear based on the document you select.
 - b. Complete the fields that appear.

Note: Fields marked with an asterisk () are mandatory fields.*

3. Drag the required files in to the **Attachments** area to upload

4. Click **Submit**.

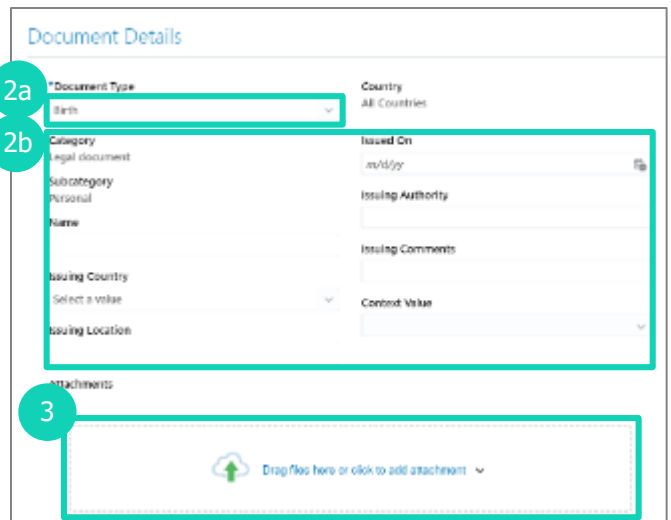


Document Records

Search by type, name, or number Show Filters

Sort By Last updated - Descend

There's nothing here so far.



Document Details

*Document Type: Birth

Country: All Countries

Category: Legal document

Subcategory: Personal

Name:

Issued On: mm/dd/yy

Issuing Authority:

Issuing Country: Select a value

Issuing Location:

Issuing Comments:

Control Value:

Attachments:



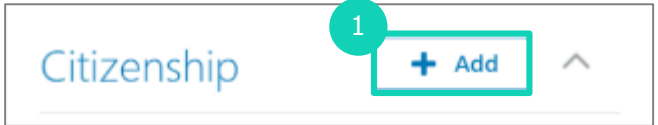
Submit Cancel

Managing Personal Information

C. Updating Identification Info

Perform the following steps to update your **Identification Info**:

1. Click **Add** to add information on your **Citizenship**.

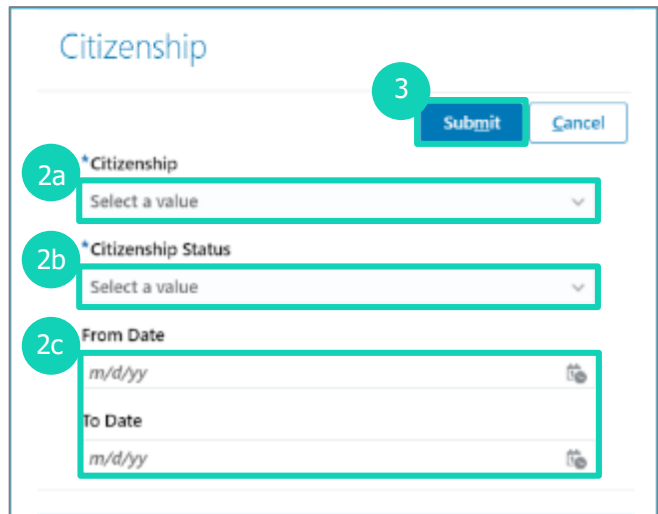


The screenshot shows the top of the 'Citizenship' section. The word 'Citizenship' is displayed in blue text. To its right is a blue button with a white plus sign and the text '+ Add'. A red circle with the number '1' is positioned above the button, and a red rectangular box highlights the button itself.

2. The section displays. Perform the following steps to add **Citizenship** information:

- Select the appropriate option from the ***Citizenship** list.
- Select the appropriate option from the ***Citizenship Status** list.
- You can enter information in the following fields if you have it:
 - **From Date**
 - **To Date**

Note: Fields marked with an asterisk (*) are mandatory fields.



The screenshot shows the 'Citizenship' form. At the top right, there are 'Submit' and 'Cancel' buttons. A red circle with the number '3' is positioned above these buttons. Below the buttons are four input fields, each with a red circle and a letter next to it:

- 2a** *Citizenship: A dropdown menu with 'Select a value' and a downward arrow.
- 2b** *Citizenship Status: A dropdown menu with 'Select a value' and a downward arrow.
- 2c** From Date: A text input field with 'm/d/yy' as a placeholder and a calendar icon on the right.
- To Date: A text input field with 'm/d/yy' as a placeholder and a calendar icon on the right.

1. Click **Submit**.

Managing Personal Information

C. Updating Identification Info

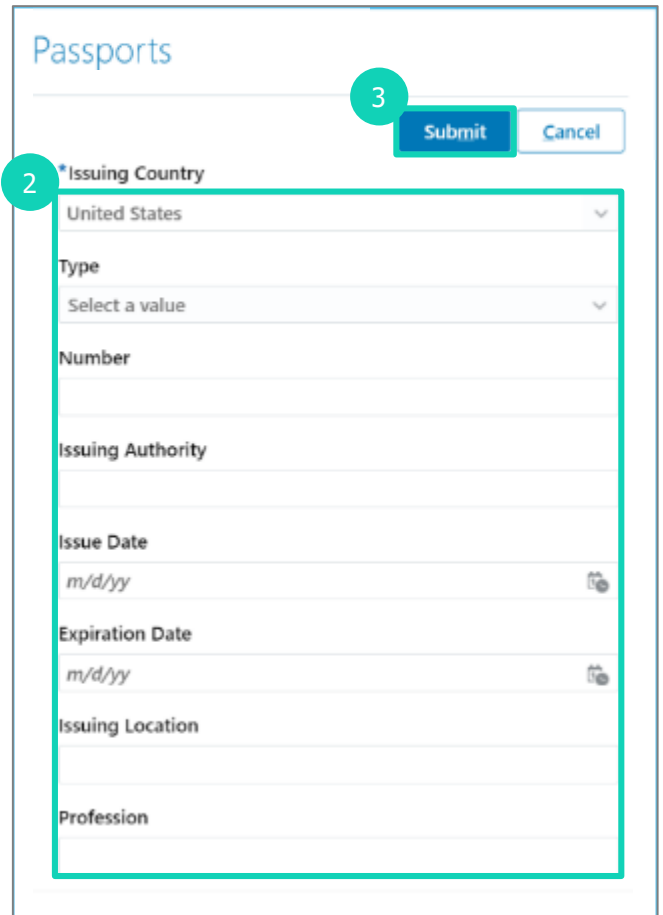
Perform the following steps to update your **Identification Info**:

1. Click **Add** to add a information on **Passports**.
2. The section displays. You can add information to the following fields:
 - ***Issuing Country**
 - **Type**
 - **Number**
 - **Issuing Authority**
 - **Issue Date**
 - **Expiration Date**
 - **Issuing Location**
 - **Profession**

Note: Fields marked with an asterisk (*) are mandatory fields.
3. Click **Submit**.



Passports + Add



Passports Submit Cancel

*Issuing Country
United States

Type
Select a value

Number

Issuing Authority

Issue Date
m/d/yy

Expiration Date
m/d/yy

Issuing Location

Profession

Managing Personal Information

C. Updating Identification Info

Perform the following steps to update your **Identification Info**:

1. Click **Add** to add information on your a **Driver's License**.
2. The section displays. You can add information to the following fields:
 - ***Issuing Country**
 - **License Type**
 - **License Number**
 - **Issuing Authority**
 - **From Date**
 - **Place of Issue**
 - **Comments**
 - **Attachments**

Note: Fields marked with an asterisk (*) are mandatory fields.
3. Click **Submit**.

The screenshot shows the 'Driver's Licenses' form. At the top right, there is a '+ Add' button (callout 1). Below the form title, there are 'Submit' and 'Cancel' buttons (callout 3). The form fields are: '*Issuing Country' (dropdown menu with 'United States' selected, callout 2), 'License Type' (dropdown menu with 'Select a value'), 'License Number' (text input), 'Issuing Authority' (text input), 'From Date' (date picker with 'm/d/yy' format), 'Place of Issue' (text input), 'Comments' (text area), and 'Attachments' (drag and drop area with a cloud icon and text 'Drag files here or click to add attachment').

Managing Personal Information

D. Updating Contact Info

Perform the following steps to update your **Contact Info**:

1. Click the **Edit** icon to update your phone **Communication**.

2. The **Communication** section displays. You can add information to the following fields:

- ***Type**
- **Country**
- ***Area Code**
- ***Number**
- **Extension**
- ***From Date**
- **To Date**

Note: Fields marked with an asterisk (*) are mandatory fields.

3. Click **Submit**.

4. Click the **Edit** icon to update your email **Communication**.

5. The section displays. You can add information to the following fields:

- ***Type**
- ***Email**

6. Click **Submit**.

7. Click **Add** to add a new form of **Communication**.

8. The section displays. Enter information for the fields as described in steps

9. Click **Submit**.

Communication

+ Add

Home Phone
1-702-5648423574

Home Email
sendmail-test-discard@oracle.com

Delete Submit Cancel

*Type
Home Phone

Country
United States 1

*Area Code
123

*Number
5555555

Extension

*From Date
5/8/19

To Date
12/31/12

Communication

+ Add

Home Phone
1-702-5648423574

Home Email
sendmail-test-discard@oracle.com

Delete Submit Cancel

*Type
Home Email

*Email
sendmail-test-discard@oracle.com

Communication

+ Add

Managing Personal Information

D. Updating Contact Info

Perform the following steps to update your **Contact Info**:

1. Click the **Edit** icon to update your **Address**.

2. The section displays. You can add information to the following fields:

- ***When does this address change start?**
- ***Address Line 1**
- **Address Line 2**
- ***ZIP Code**

Note: After entering the ZIP code, they system will auto-populate the City and State. Use the drop down to select a different City or State if needed.

- ***City**
- ***State**
- ***County**

Note: Fields marked with an asterisk (*) are mandatory fields.

1. Click **Submit**.

2. Click **Add** to add a new address.

3. Enter information for the fields as described in step 1.

4. Click **Submit**.

Address

+ Add

<input checked="" type="checkbox"/>	Home Address	Start Date
	Station	5/8/19
	Road	
	Wakefield, RI 02879	
	Washington	
	United States	

Delete Submit Cancel

Country
United States

Type
Home Address

*When does this address change start?
m/d/yy
Enter 5/8/19 if you're correcting a mistake in this address.

*Address Line 1
Station

Address Line 2
Road

*ZIP Code
02879

*City
Wakefield

*State
RI

*County
Washington

Address

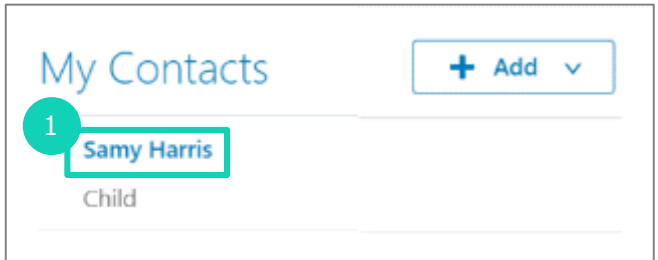
+ Add

Managing Personal Information

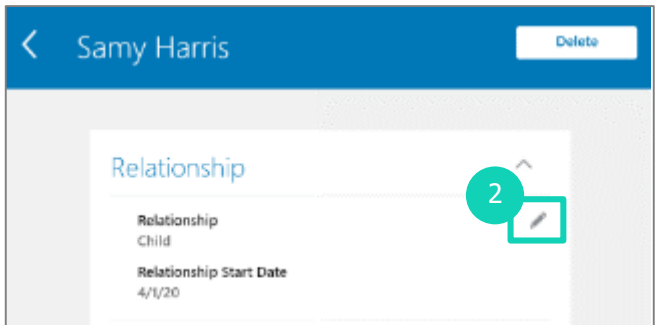
E. Updating Family and Emergency Contacts

Perform the following steps to update your **Family and Emergency Contacts**:

1. Click the contact name to update an existing **Contact**.

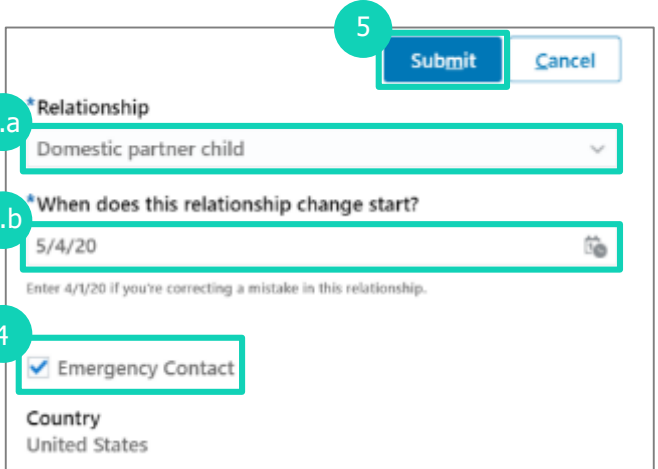


2. The **Contact** screen for the contact displays. Click the **Edit** icon to update your **Relationship** with the contact.



3. The **Contact** section displays. To add relationship information:

- Select the ***Relationship** from the dropdown menu.
- Enter the date for ***When does this relationship change start?**



4. Select the **Emergency Contact** check box to make this person an emergency contact.

5. Click **Submit**.

Managing Personal Information

E. Updating Family and Emergency Contacts

Perform the following steps to update your **Family and Emergency Contacts**:

1. Click **Add** to add a new **Contact**.
 - a. Select Create a New Contact.

2. The **New Contact** screen displays. You can add information to the following fields:

- ***Last Name**
- **First Name**
- **Suffix**
- **Middle Name**
- **Preferred Name**
- **Previous Last Name**
- ***Relationship**
- ***What date did this relationship start?**
- **Gender**
- **Date of Birth**

Note: Fields marked with an asterisk (*) are mandatory fields.

3. Select the **Emergency Contact** check box to make this person an emergency contact.

4. Click **Submit**.

Note: You can also add **Communication** details and **Address** details for a new contact.

The screenshot shows the 'My Contacts' interface. At the top right, there is a '+ Add' button with a dropdown arrow, highlighted with a red box and a red circle containing the number 1. Below this, a contact card for 'Samy Harris' is shown with the relationship 'Child'. Below the card is the 'Basic Information' form, which is highlighted with a red box and a red circle containing the number 2. The form contains the following fields: '*Last Name', 'First Name', 'Suffix', 'Middle Name', 'Preferred Name', 'Previous Last Name', '*Relationship' (a dropdown menu with 'Select a value'), '*What date did this relationship start??' (a date picker with 'm/d/yy'), 'Gender' (a dropdown menu with 'Select a value'), and 'Date of Birth' (a date picker with 'm/d/yy'). Below the form is a checkbox labeled 'This person is an emergency contact', highlighted with a red box and a red circle containing the number 3. At the bottom of the form are two buttons: 'Submit' and 'Cancel', with the 'Submit' button highlighted by a red box and a red circle containing the number 4.

Managing Personal Information


F. Viewing Employment Info

You can perform the following steps to view your **Employment Info**:

1. View your **Assignment**. This includes details about your employer, location, job, and hire date.

Assignment	
Legal Employer Securitas Security Services USA, Inc	Assignment Status Type Active
Job Security Officer, Regular	Bargaining Unit Non Union US
Department 60947- Las Vegas	Union Member No
Grade US Guarding 14	Collective Agreement Non Union US
Location Las Vegas	Union Non Union US
Position Security Officer FT - Las Vegas - █████	Hire Date 5/8/19
Projected End Date	Person Number 984645
Hourly Paid or Salaried Hourly	

2. View information about your **Managers**.

Managers		
	DELARCIE HAWKINS District Manager	Line manager

3. View information about your **Seniority Dates**.

Seniority Dates	
Seniority Rule Name Company Seniority Date	Length of Service 0 Years 11 Months 29 Days
Seniority Date 5/8/19	

4. View information about your **Employment History** with Securitas.

Employment History	
Synchronization From Position	Start Date 4/3/20
Assignment Change Conversion	Start Date 4/3/20
Hire Hire to fill vacant position	Start Date 5/8/19

Managing Personal Information

G. View My Compensation

You can perform the following steps to view your **Compensation**:

1. View your **Current Salary**.
 - a. Click **Show Prior Salary** to view salary history.


Current Salary

Salary	Adjustment
13.59 USD Hourly	0.19 USD (1.42%)
Start Date	Annual Salary
4/3/20	28,267.20 USD (FTE 1.00)

1a [Show Prior Salary](#)

2. View information about your **Additional Compensation**, such as bonuses.

Additional Compensation

 There's nothing here so far.