



ORACLE

E-Business Suite R12

Metro GG Employee Self Service Training Guide

METRO GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
AUGUST 5, 2019

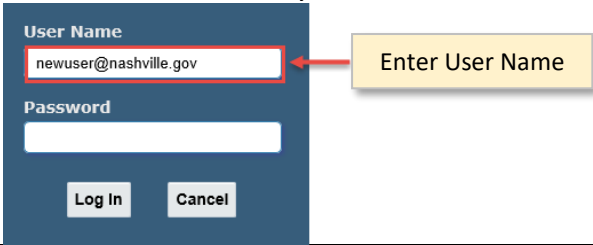
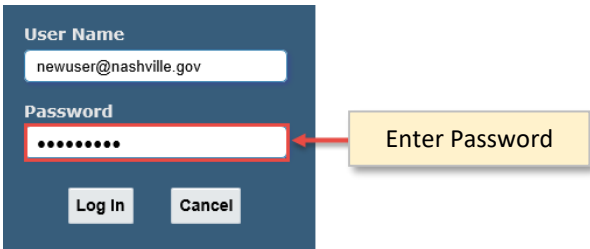
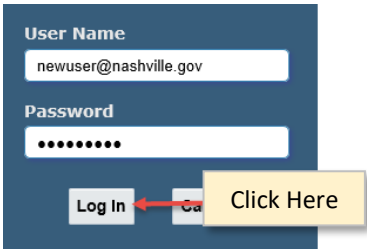

Table of Contents

ESS – LOGGING IN TREE VIEW	2
<i>Log into Oracle R12 Employee Self Service Tree View.....</i>	<i>2</i>
ESS – LOGGING IN SIMPLIFIED VIEW	3
<i>Log into Oracle R12 Employee Self Service Simplified View</i>	<i>3</i>
ESS - CHANGE PERSONAL INFORMATION – GENDER	5
<i>Change or update name and/or date of birth information in Employee Self Service (ESS)</i>	<i>5</i>
ESS - CHANGE PERSONAL INFORMATION – PHONE NUMBER.....	7
<i>Change or update your phone number in Employee Self Service (ESS)</i>	<i>7</i>
ESS - CHANGE PERSONAL INFORMATION – ADDRESS.....	9
<i>Change or update personal information in Employee Self Service (ESS).....</i>	<i>9</i>
ESS – VIEW EMPLOYEE PAYSリップ	11
<i>View employee payslip information in Employee Self Service (ESS).....</i>	<i>11</i>
ESS – ADD/CHANGE DIRECT DEPOSIT	13
<i>Change or update direct deposit in Employee Self Service (ESS).....</i>	<i>13</i>
ESS – VIEW/UPDATE W4 TAX INFORMATION	14
<i>Change or update W4 tax information in Employee Self Service (ESS)</i>	<i>14</i>

ESS – Logging In Tree View

Log into Oracle R12 Employee Self Service Tree View

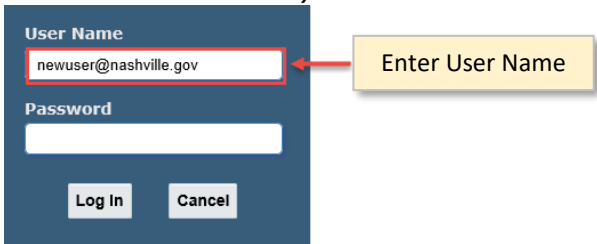
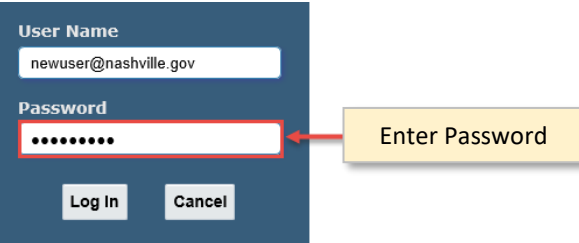
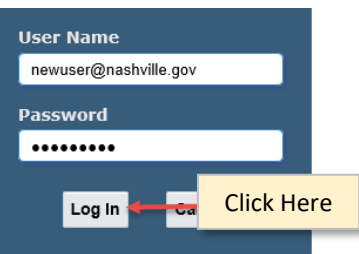
Follow the steps below to log into Employee Self Service

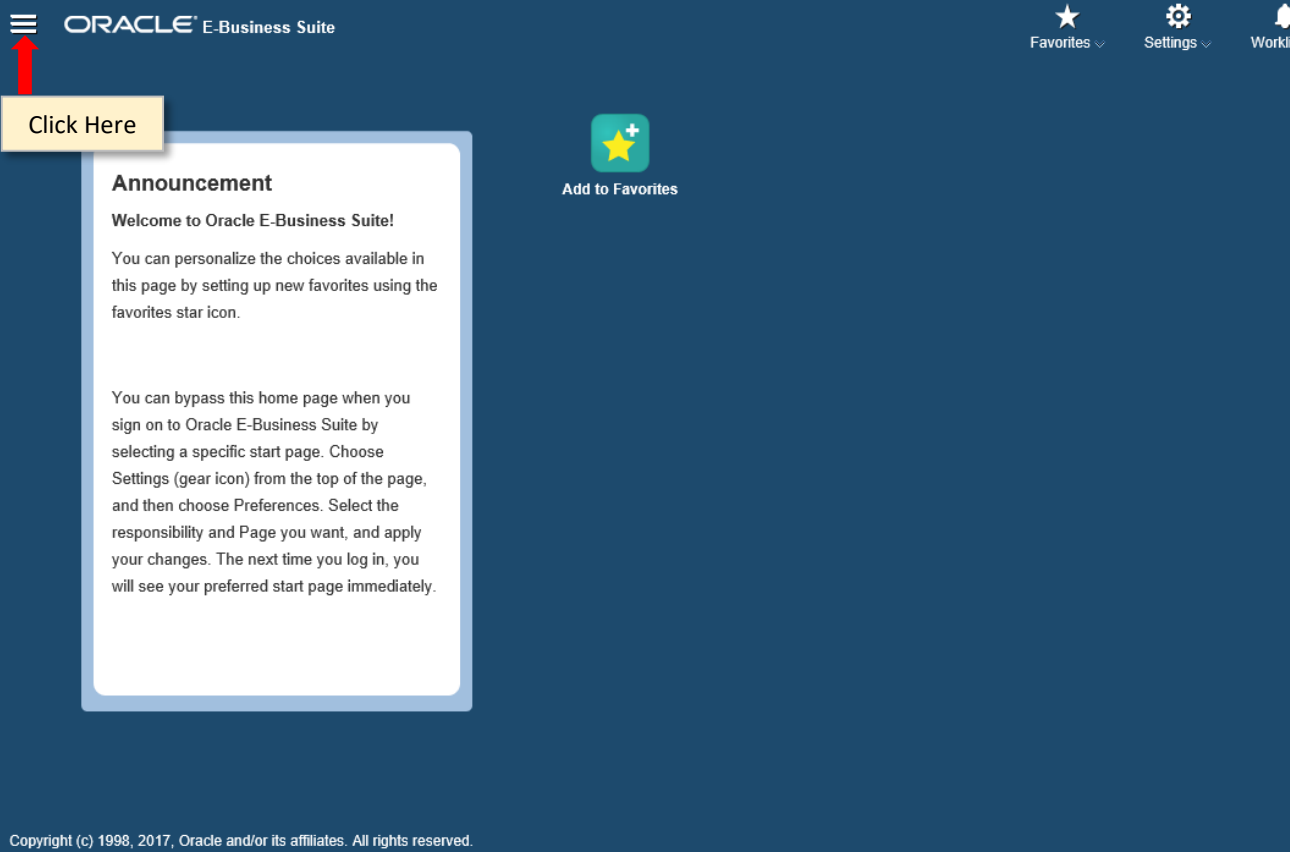
Step	Action
1.	Open an Internet Explorer browser window and navigate to Oracle R12 <i>Tip: Add this to your favorites.</i>
2.	Click in the User Name field. Enter the Oracle User Name(newuser@nashville.gov) provided in the User Name field. <i>Note: The user name is your work email address.</i> 
3.	Press the Tab key to go to the Password field. Enter the password provided in the Password field. (Your password should be your network password.) 
4.	Click the Log In button or Press the Enter key to log in.  After successfully logging in you will land on the Oracle E-Business Suite Home Page.
5.	Click Metro GG Pensioner Self Service 

ESS – Logging In Simplified View

Log into Oracle R12 Employee Self Service Simplified View

Follow the steps below to log into Employee Self Service

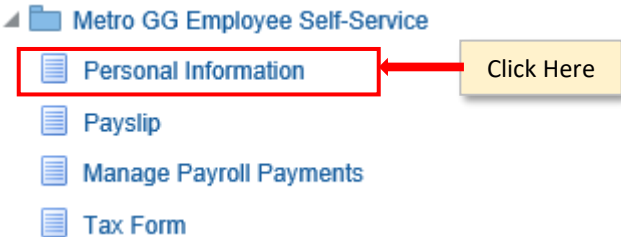
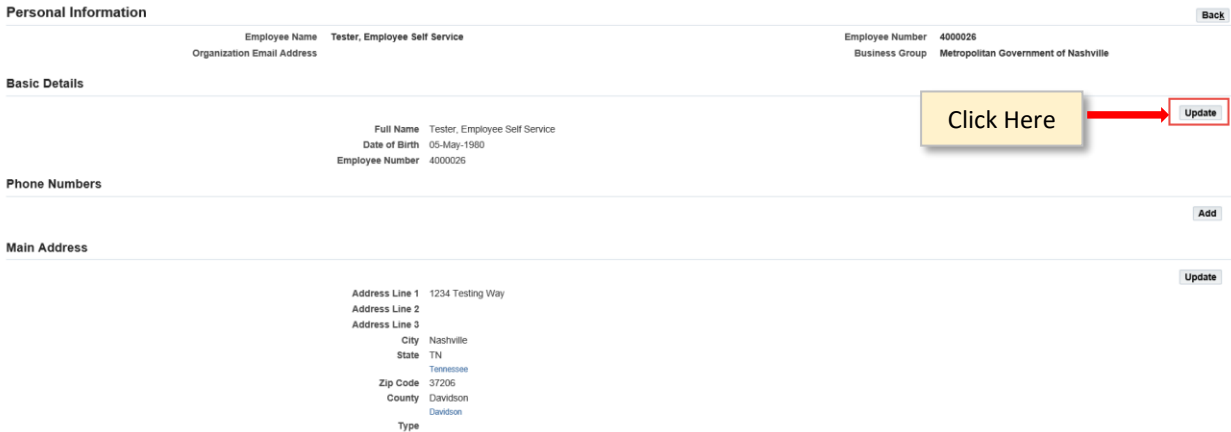
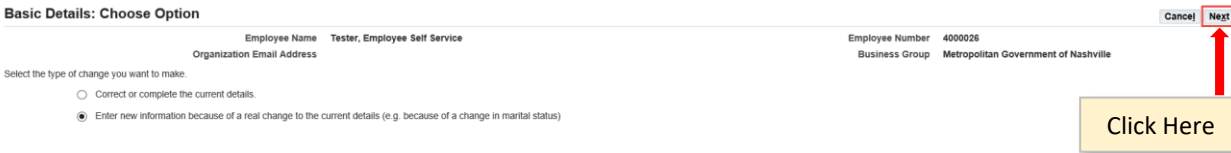
Step	Action
1.	Open an Internet Explorer browser window and navigate to Oracle R12 <i>Tip: Add this to your favorites.</i>
2.	Click in the User Name field. Enter the Oracle User Name(newuser@nashville.gov) provided in the User Name field. <i>Note: The user name is your work email address.</i> 
3.	Press the Tab key to go to the Password field. Enter the password provided in the Password field. (Your password should be your network password.) 
4.	Click the Log In button or Press the Enter key to log in.  After successfully logging in you will land on the Oracle E-Business Suite Home Page.
5.	Click the Navigator icon.

	
6.	Click Metro GG Employee Self-Service Metro GG Employee Self-Service
7.	End of Process

ESS - Change Personal Information – Gender

Change or update name and/or date of birth information in Employee Self Service (ESS)

Follow the steps below to update your name or date of birth in Employee Self Service (ESS)

Step	Action
1.	Click Personal Information 
2.	In order to update Basic Details, Click Update 
3.	Select the Type of Change you would like to make and Click Next <i>Note: This allows you to Correct or enter New Information (Correction means your information has been incorrect all along. Update means there has been a change to your personal information – such as marriage, divorce, etc.)</i> 
4.	Enter the Effective Date of the gender change and Select Gender

Basic Details: Update Information

Employee Name

Tester, Employee Self Service

Employee Number

4000026

Organization Email Address

Metropolitan Government of Nashville

* Indicates required field

Name

* Effective Date

05-Aug-2019

📅

🔍

Title

Mr.

First Name

Employee Self Service

Middle Name

Prefix

Last Name

Tester

Suffix

Preferred Name

Previous Last Name

Other

Employee Number

4000026

Date of Birth

05-May-1980

* Gender

Male

▼

Click Here

Select Gender

5. Click Next

Basic Details: Update Information

Employee Name

Tester, Employee Self Service

Employee Number

4000026

Organization Email Address

Metropolitan Government of Nashville

* Indicates required field

Name

* Effective Date

30-Jul-2019

📅

🔍

Title

Mr.

* First Name

Employee Self Service

Middle Name

Prefix

* Last Name

Tester

Suffix

Preferred Name

Previous Last Name

Other

Employee Number

4000026

Date of Birth

05-May-1980

* Gender

Male

▼

Click Here

6. Click Submit

Personal Information: Review

Employee Name

Tester, Employee Self Service

Employee Number

4000026

Organization Email Address

Metropolitan Government of Nashville

Review your changes and, if needed, attach supporting documents.

🔍

Indicates Changed Items

Basic Details

Current	Proposed
Effective Date 29-Apr-2019	30-Jul-2019
Title	Mr.
Full Name Tester, Employee Self Service	Tester, Mr. Employee Self Service
First Name Employee Self Service	Employee Self Service
Last Name Tester	Tester
Social Security 999-99-9990	999-99-9990
Date of Birth 05-May-1980	05-May-1980

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

Click Here

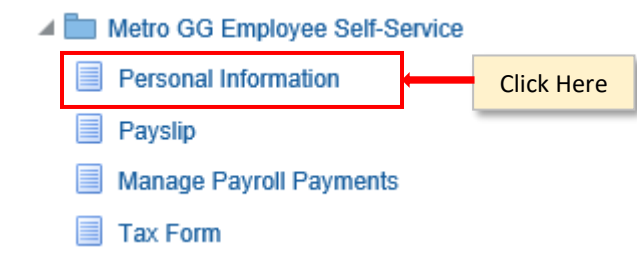
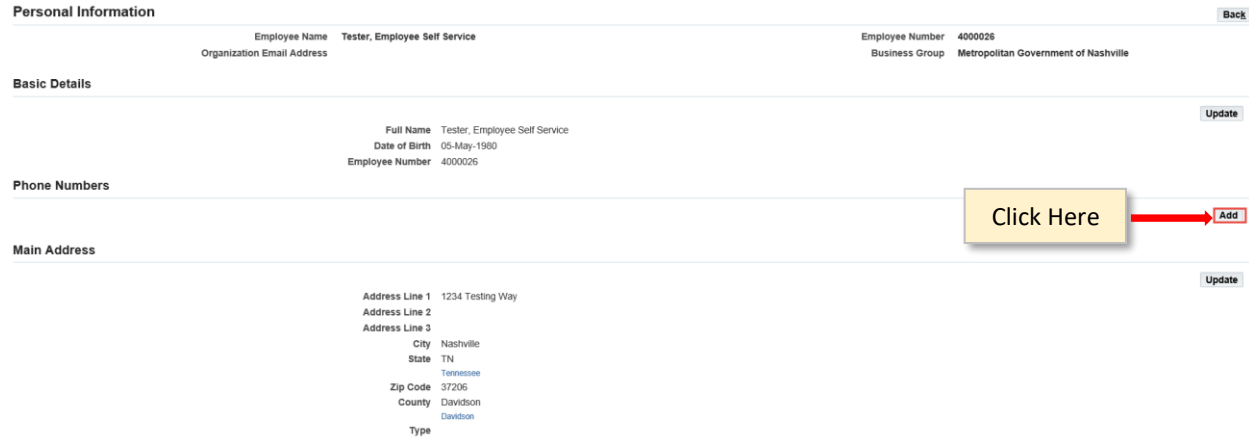
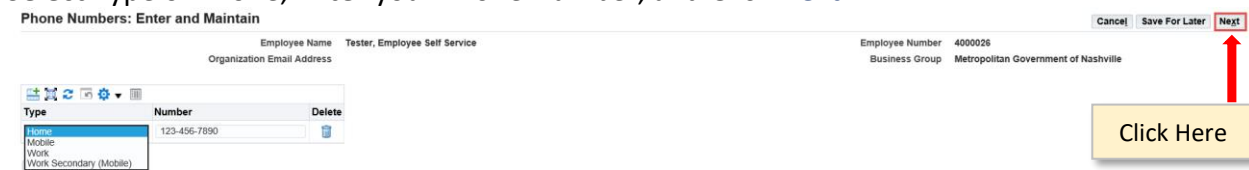
7. End of process

Page 6 of 16

ESS - Change Personal Information – Phone Number

Change or update your phone number in Employee Self Service (ESS)

Follow the steps below to update your phone number in Employee Self Service (ESS)

Step	Action
1.	Click Personal Information 
2.	In order to update or add Phone numbers, Click Add 
3.	Select Type of Phone, Enter your Phone Number, and Click Next 
4.	Review Current and Proposed Changes for accuracy, Click Submit


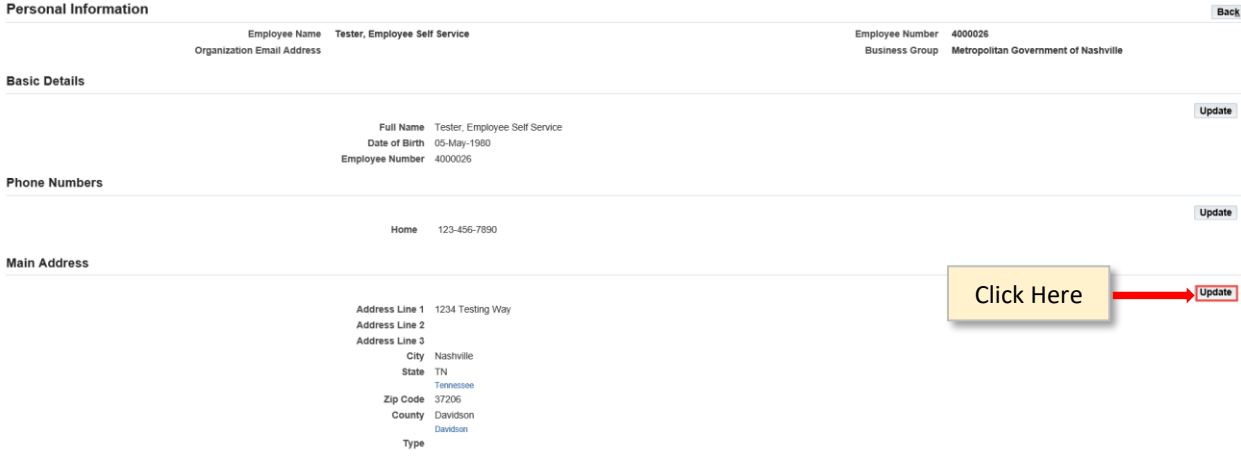

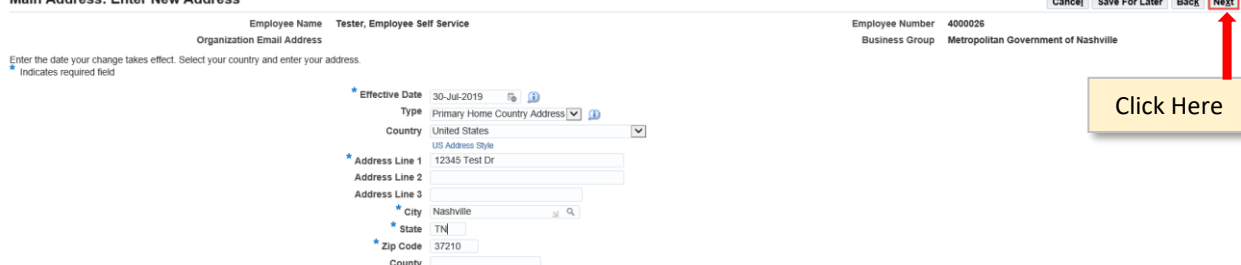
	<div><div>Personal Information: Review</div><div><div><div>Cancel</div><div>Printable Page</div><div>Save For Later</div><div>Back</div><div>Submit</div></div></div><div><div>Employee Name</div><div>Tester, Employee Self Service</div><div>Employee Number</div><div>4000026</div></div><div><div>Organization Email Address</div><div></div><div>Business Group</div><div>Metropolitan Government of Nashville</div></div><div>Review your changes and, if needed, attach supporting documents. Indicates Changed Items.</div><div><div>Phone Numbers</div><table><thead><tr><th>Current</th><th>Proposed</th></tr></thead><tbody><tr><td>Home</td><td>123-456-7890 Add</td></tr></tbody></table></div><div><div>Additional Information</div><div></div></div><div><div>Attachments</div><div>To help approvers understand the request, you can attach supporting documents, images, or links to this action.</div></div></div>	Current	Proposed	Home	123-456-7890 Add
	Current	Proposed			
Home	123-456-7890 Add				
5. End of process					

Click Here

ESS - Change Personal Information – Address

Change or update personal information in Employee Self Service (ESS)

Follow the steps below to update your address in Employee Self Service (ESS)

Step	Action
1.	<p>Click Personal Information</p> 
2.	<p>In order to Update Address, Click Update</p> 
3.	<p>Select the Type of Change you would like to make and Click Next</p> <p><i>Note: This allows you to Correct or enter New Information (Correction means your information has been incorrect all along. Update means there has been a change to your personal information – such as marriage, divorce, etc.)</i></p> <p>Main Address: Choose Option</p> 
4.	<p>Enter Required Fields and then Click Next</p> <p><i>Note: Required fields are noted by an asterisk (*)</i></p> <p>Main Address: Enter New Address</p> 

5. Review Current and Proposed Changes and then **Click Submit**

Personal Information: Review

Cancel | Printable Page | Save For Later | Back | **Submit**

Employee Name: Tester, Employee Self Service Employee Number: 4000026
Organization Email Address Business Group: Metropolitan Government of Nashville

Review your changes and, if needed, attach supporting documents.
[Indicates Changed Items.](#)

Main Address

Current	Proposed
Effective Date 29-Apr-2019	30-Jul-2019 ⓘ
Country United States	United States
Address Line 1 1234 Testing Way	1234 Test Dr ⓘ
City Nashville	Nashville
State TN	TN
Zip Code 37206	37210 ⓘ
County Davidson	Davidson
Type	Primary Home Country Address ⓘ

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

[+](#)


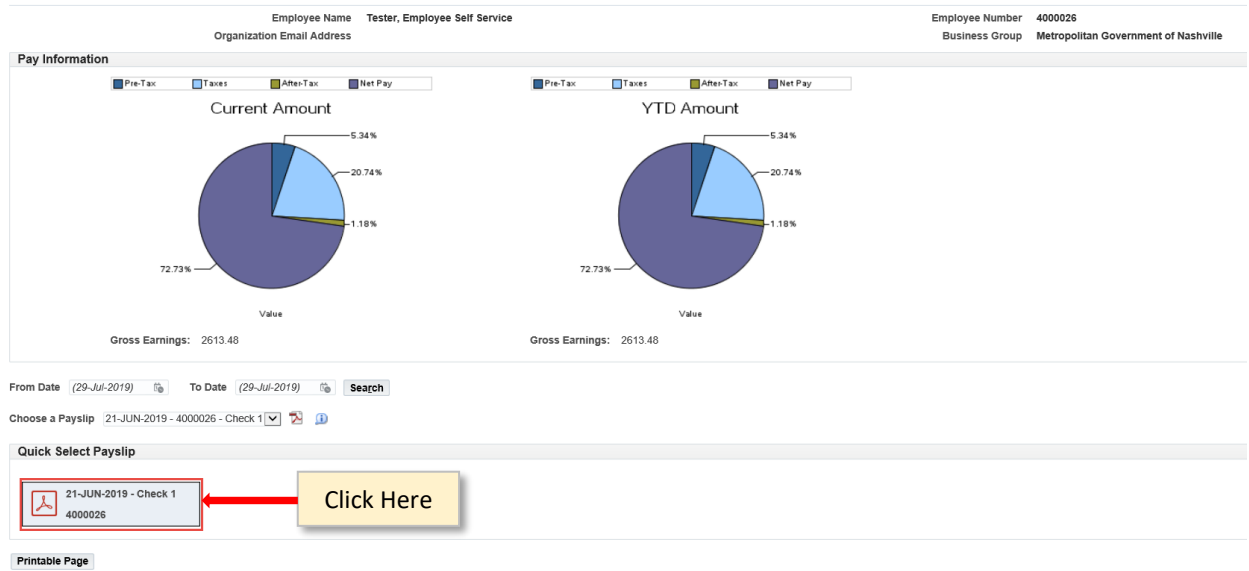
Click Here

6. **End of process**

ESS – View Employee Payslip

View employee payslip information in Employee Self Service (ESS)

Follow the steps below to view your payslip in Employee Self Service (ESS)

Step	Action
1.	Click Payslip 
2.	Select Adobe PDF Quick Select Payslip 
3.	Payslip information is displayed <i>Note: You can print payslip from this screen</i>

Payslip

Page 1



Employee Full Name	Employee Self Service Tester	Employer Address	The Metropolitan Government of Nashville And Davidson County
Employee Number	4000026		
Employee Address	1234 Testing Way Nashville, TN 37206 US		700 2nd Ave S Ste 301 Nashville, TN 37210 US

Pay Period and Salary					
Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Bi-Week	21-Jun-2019	01-Jun-2019	14-Jun-2019	67,950.44	67,950.44

Summary					
	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current	2,613.48	139.59	542.06	30.92	1,900.91
YTD	2,613.48	139.59	542.06	30.92	1,900.91

Hours and Earnings							
Description	Start Date	End Date	Rate	Current Hours	Current Amount	YTD Hours	YTD Amount
Annual Salary			32.6685	80.00	2,613.48	80.00	2,613.48

Pre Tax Deductions				Taxes			
Description	Current	YTD		Description	Current	YTD	
Vision Pre	1.41	1.41		Federal Tax	352.81	352.81	
BCBS Dental Pre	22.18	22.18		Social Security	153.38	153.38	
BCBS Med Pre	116.00	116.00		Medicare	35.87	35.87	

After Tax Deductions				Accruals		
Description	Current	YTD		Description	Current	Balance
LTD	8.10	8.10				
Dependent Life	1.74	1.74				
Supp Life	4.20	4.20				
STD	16.88	16.88				

Tax Withholding Information						
Type	Marital Status	Exemptions	Sec Exemp	Additional Amount	Override Amount	Override Percentage
Tennessee	No State Withholding Tax	0		0.00	0.00	0.00
Federal	Single	0		0.00	0.00	0.00

Net Pay Distribution				
Deposit/Check Number	Bank Name	Account Type	Account Number	Amount
4879703	Bank of America	C	XXXXX6789	150.00
123345				1,750.91

Third Party Pay Distribution				
Deposit/Check Number	Bank Name	Account Type	Account Number	Amount

Other Information	
Description	Value
No Results Found	

Description	Value
Summer Pay	


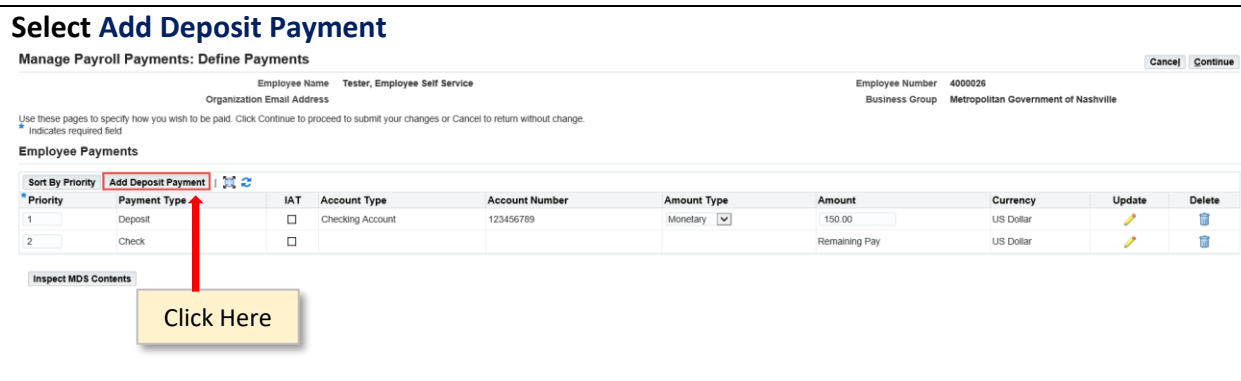
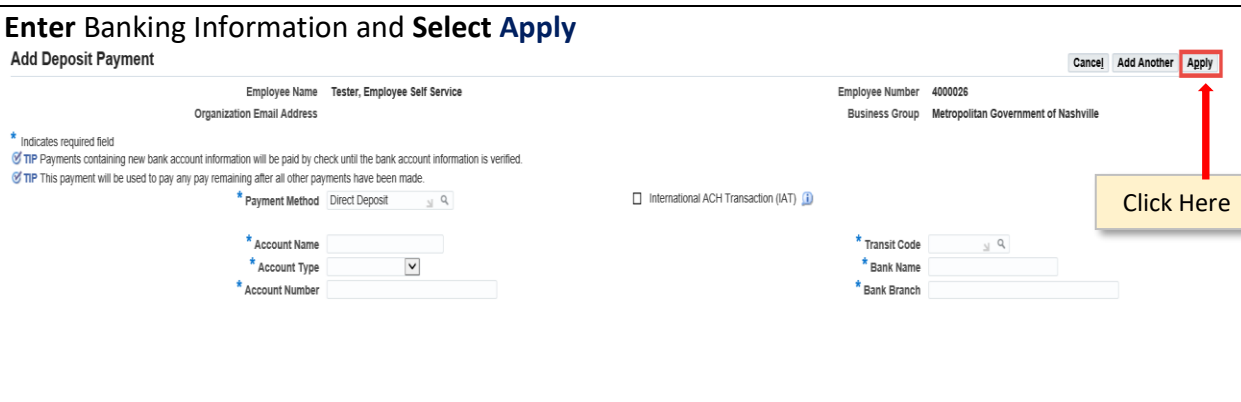
Message(s)	
No Message(s) Found	

4. **End of process**

ESS – Add/Change Direct Deposit

Change or update direct deposit in Employee Self Service (ESS)

Follow the steps below to update or change your direct deposit in Employee Self Service (ESS)

Step	Action
1.	Click Manage Payroll Payments 
2.	Select Add Deposit Payment 
3.	Enter Banking Information and Select Apply 
4.	End of process

ESS – View/Update W4 Tax Information

Change or update W4 tax information in Employee Self Service (ESS)

Follow the steps below to update or change your W4 tax information in Employee Self Service (ESS)

Step	Action
1.	<div>Click Tax Form<ul style="list-style-type: none">▲ Metro GG Employee Self-Service<ul style="list-style-type: none">Personal InformationPayslipManage Payroll PaymentsTax Form</div> <div>Click Here</div>
2.	<div>Select Update<div><div>Tax Form</div><div><div>Employee Name Organization Email Address</div><div>Tester, Employee Self Service</div></div><div><div>Employee Number Business Group</div><div>4000026 Metropolitan Government of Nashville</div></div></div><div>Tax Form Region</div><div>Tax Form Type<div><input checked="" type="radio"/> Federal <input type="radio"/> State</div></div><div>Federal W-4 Details<div><div>Filing Status</div><div><input type="radio"/> Married <input type="radio"/> Married, but Withhold at Higher Single Rate <input checked="" type="radio"/> Single</div></div><div><div>Allowances</div><div>0 P</div></div><div><div>Additional Amount Withheld</div><div>0 P</div></div><div><div>FIT Exempt</div><div>No P</div></div></div></div> <div>Click Here</div> <div>Update</div>

3. Update Tax Form and Select the check box **I Agree**

Update Tax Form

Employee Name **Tester, Employee Self Service**
Organization Email Address

Tax Form Region

Tax Form Type

☒ Federal ☐ State

Federal W-4 Details

The [IRS Federal W-4 Form\(PDF\)](#) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

Filing Status

☐ Married
☐ Married, but Withhold at Higher Single Rate
☒ Single

Allowances

Additional Amount Withheld

Last Name Different

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.

☐ Last Name Different

Exempt from Withholding

I claim exemption from withholding for 2019, and I certify that I meet BOTH of the following conditions for exemption:

Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND
This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check 'EXEMPT':

☐ Exempt

Agreement

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

☐ I Agree

Click Here

4. Select Continue

Update Tax Form

Employee Name **Culbreath, Brittany**
Organization Email Address Brittany.Culbreath@nashville.gov

Employee Number **330676**
Business Group **Metropolitan Government of Nashville**

[Cancel](#) [Continue](#)

Tax Form Region

Tax Form Type

☒ Federal ☐ State

Federal W-4 Details

The [IRS Federal W-4 Form\(PDF\)](#) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

Filing Status

☒ Married
☐ Married, but Withhold at Higher Single Rate
☐ Single

Allowances

Additional Amount Withheld

Last Name Different

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.

☐ Last Name Different

Exempt from Withholding

I claim exemption from withholding for 2019, and I certify that I meet BOTH of the following conditions for exemption:

Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND
This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check 'EXEMPT':

☐ Exempt

Agreement

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

☒ I Agree

Click Here

5. Review W4 Withholding Form and Click Submit

Tax Form: Review

Employee Name: **Tester, Employee Self Service**
 Organization Email Address:

Employee Number: **4000026**
 Business Group: **Metropolitan Government of Nashville**

[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

Review your changes and, if needed, attach supporting documents.
 Indicates Changed Items.

Tax Information

Form W-4

Department of the Treasury
Internal Revenue Service

1 Your first name and middle initial
Employee Self Service

2 Your social security number
999-99-9999

3 Home address (number and street or rural route)
1234 Testing Way

4 City or town, state, and ZIP code
Nashville, TN, 37205

5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)
5

6 Additional amount, if any, you want withheld from each paycheck
\$0

7 I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption:
 • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
 • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

8 Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.
 (Form is not valid unless you sign it.)
Employee Self Service Tester

9 First date of employment
2019

10 Employer identification number (EIN)
20-APB

Employee's Withholding Allowance Certificate

2019

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

3 ☒ Single ☐ Married ☐ Married, but withheld at higher Single rate.
 Note: If married filing separately, check "Married, but withheld at higher Single rate."

4 If your last name differs from that shown on your social security card, check here. You must call 800-772-6123 for a replacement card. ☐

7 If you meet both conditions, write "Exempt" here.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

For Privacy Act and Paperwork Reduction Act Notice, see page 4.

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.



Click Here

6. **End of process**