

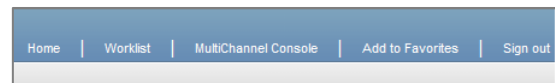
Sign On/Sign Out

Self Service is accessible from any computer (at work or home) and on any smart device (smart phone or IPAD).


- To access, perform any of the following:
 - Click on a desktop shortcut (if available)
 - Click a Peoplesoft link on your Local System's Intranet Homepage (if available)
 - Launch Internet Explorer and type or click on link: <https://people.hshs.org>
- Type your 6-digit colleague identification number (EMPLID) for the User ID
- Type your Password
- Click [**Sign In**] or press [**Enter**]



To Sign Out, click on the Sign out (located in the upper right hand corner of the screen)



Phone Number Change

- Click the [Change phone number] button.
- The "Main" phone number is required. Updates to this number must be submitted to your Local System HR Department.
- To add an additional phone number:
 - Click the [Add Phone Number] button.
 - Click the down arrow and select phone type.
 - Type the phone number (ESS will auto format).
 - Click [Save] & then [ok]
- To delete a phone number:
 - Click the 
 - Click [Yes-Delete] to confirm.
 - Click [Save] & then [ok]
- To update a phone number:
 - Type over the number.
 - Click [Save] & then [ok]

Please Note: As of 6/15/17, Business phone numbers feed over to Active Directory and are displayed in the Global Address Lookup (GAL).

Phone Type	*Telephone	Extension	Preferred	Delete
Mobile	217362-7825		<input type="checkbox"/>	
Home	217727-8796		<input type="checkbox"/>	
Main	217585-8786		<input checked="" type="checkbox"/>	



Personal Information
Phone Numbers

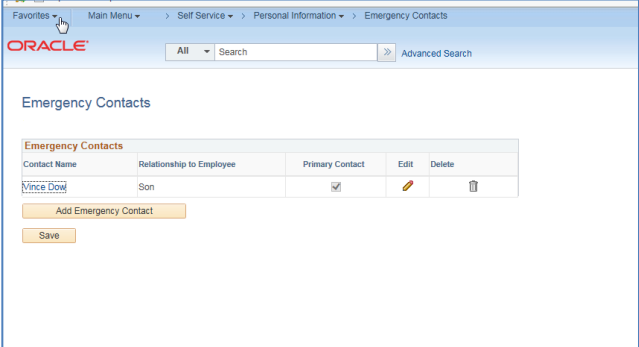
Karen Moe

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	Delete
Main	715/554-8211		<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	

Emergency Contact Change

1. Click the [Change emergency contacts] button.
2. To add an Emergency Contact:
 - a. Click the [Add Emergency Contact]
 - b. Enter the Name, Relationship and at a minimum, the Phone Number.
 - c. Click [Save] & then [ok]
3. To delete an Emergency Contact:
 - a. Click the 
 - b. Click [Yes-Delete] to confirm.
 - c. Click [Save] & then [ok]
4. To Change an existing address:
 - a. Click on the 
 - b. Update the address.
 - c. Click [Save] & then [ok]
5. ESS will not allow you to delete all contacts




Oracle Self Service - Personal Information - Emergency Contacts

Emergency Contacts

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
Vince Dow	Son	<input checked="" type="checkbox"/>		

Buttons: Add Emergency Contact, Save



Oracle Self Service - Personal Information - Emergency Contacts

Emergency Contact Detail

Address and Telephone

*Contact Name Vince Dow

*Relationship to Employee Son

Contact has the same address as the employee

Address Type Home

Contact has the same telephone number as the employee

Address

Country United States
Address 106 North 6th Street
Springfield, IL 62712

Phone

Telephone [217]332-8512

Other Telephone Numbers

Phone Type	Phone Number	Extension	Delete

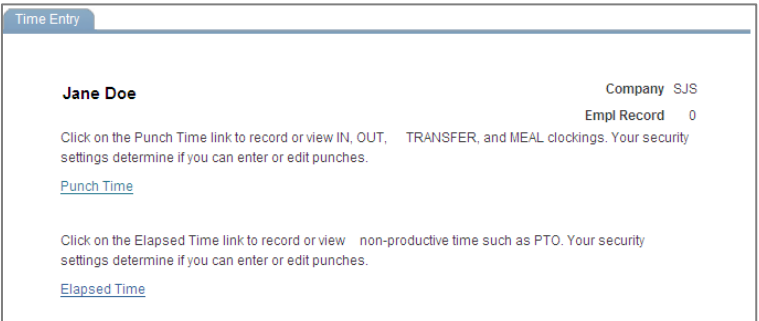
Buttons: Add Phone Number, Save

* Required Field
Return to Emergency Contacts

Time Entry

If you have been granted the access to enter time via Peoplesoft Self Service

- 1) Click **Self Service**
- 2) Click **Time Entry**
- 3) Click **[Search]**
- 4) Click the [Punch Time](#) to enter Productive time such as IN, OUT or TRANSFER.
- 5) Click the [Elapsed Time](#) to enter Non-Productive time such as PTO, Jury, Funeral or On Call.



Time Entry

Jane Doe Company SJS
Empl Record 0

Click on the Punch Time link to record or view IN, OUT, TRANSFER, and MEAL clockings. Your security settings determine if you can enter or edit punches.

[Punch Time](#)

Click on the Elapsed Time link to record or view non-productive time such as PTO. Your security settings determine if you can enter or edit punches.

[Elapsed Time](#)

Punch Time Entry

- 1) There are 2 different types of Time Entry access.
 - a. If you have been given "ESS_BUTTON" access, you will not be allowed to enter the date or time of the Punch. This type of access assigns the "system date and time" to the punch.



- b. If you have been given "ESS" access, you will be required to enter the date and time of the Punch.

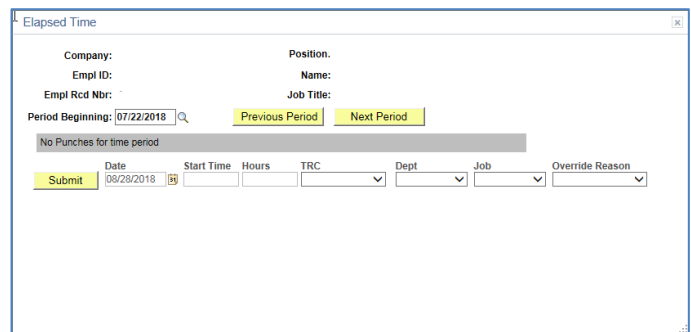


- i. **Date** is entered in MMDDYY format (you do need to include the /'s). You can select a date from the calendar
 - ii. **Time** is entered in Military format (HHMM)
- 2) Click the down arrow and select a **Type: IN; OUT; Meal; XFR** (Transfer/Change)
 - 3) Click the down arrow to select a **Pay Code** (If other than regular)
 - 4) Click the down arrow to select a **Addl Pay Code** (If applicable)
 - 5) Click the down arrow to select a **Department** (If charging to a non-home dept)
 - 6) Click the down arrow to select a **Job Code** (If working a concurrent job)
 - 7) Click the down arrow to select a **OvrRide Rsn** (if applicable)
 - 8) Click the **Submit** to Save
 - 9) If you need to **Delete** a punch click the [Delete](#)
 - 10) If you need to **Update** a punch click the [Edit](#) then [Save](#)

Please Note: You will only be able to delete and/or update a transaction that you originally added. If a transaction originated at the clock or was added/updated by your leader, you will not be able to update or delete it.

Elapsed Time

(Non Productive Time)



- 1) Enter **Date** in MMDDYY format or you can click on the calendar and select a date.
- 2) Enter the **StartTime** in Military format (HHMM)
- 3) Enter the number of hours
 - a. **8 = 8 hours**
 - b. **8.25 = 8 hours and 15 minutes**
 - c. **8.5 = 8 hours and 30 minutes**
- 4) Click the down arrow to select a **Pay Code**
- 5) Click on the down arrow to select a **Department** (If charging to a non-home dept)
- 6) Click on the down arrow to select a **Job Code** (If working a concurrent job)
- 7) Click the down arrow to select a **OvrRide Rsn** (if applicable)
- 8) Click the **Submit** to Save
- 9) If you need to **Delete** a punch click the [Delete](#)
- 10) If you need to **Update** a punch click the [Edit](#) then [Save](#)

Please Note: You will only be able to delete and/or update a transaction that you originally added. If a transaction originated at the clock or was added/updated by your leader, you will not be able to update or delete it.