<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation: Employee Self Service</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Using center drop down menu in PeopleSoft, select “Employee Self Service”. NOTE: The options you see in this menu depend on your security access in the system.</td>
</tr>
</tbody>
</table>
First, we will look at the “Update Name & Contact” tile. You will be able to update your name and contact information when you click on this tile. You can find more information in a separate video and instructions about this tile called “How to Update Personal Data.”
Next, we will look at the Personal Details tile.
Within the Personal Details tile of Self Service, you can review and/or update the following items:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Addresses</td>
<td>View your address here. It cannot be updated here. Use the “Update Name &amp; Contact” tile in Employee Self-Service for updates.</td>
</tr>
<tr>
<td>Marital Status</td>
<td>View or update your marital status here. A benefits life event can be started with an update here.</td>
</tr>
<tr>
<td>Ethnic Groups</td>
<td>View or update your race and ethnicity information here.</td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td>View or update who should be contacted on your behalf in the case of an emergency.</td>
</tr>
<tr>
<td>Additional Information</td>
<td>View other personal data here, such as birthdate.</td>
</tr>
<tr>
<td>Disability</td>
<td>View or update your disability information here.</td>
</tr>
<tr>
<td>Veteran Status</td>
<td>View or update your veteran status information here.</td>
</tr>
</tbody>
</table>
Next, we will click on the "Payroll" tile.
Within the Payroll tile of Self Service, you can review and/or update the following items:

- View your paycheck statements. Use the funnel icon for more dates.
- View or update W-4 tax form for income tax withholdings.
- View W-2 tax forms.
- View or update the banking information for the direct deposit of your paycheck.
- View the hypothetical results of certain pay-related changes you could make. Find more information on the payroll website.
- View or update who would receive your paycheck in the case of death.
- View letters describing your total compensation from the university.
Next, we will review the Benefit Details tile.
Within the Benefit Details tile of Self Service, you can review and/or update the following items:

- Review Current Benefits Elections
- Make Changes to Benefits Outside of Open Enrollment (i.e., marriage, child, add/remove dependents)
- Update/Add Dependents and Beneficiaries
- Open Benefits Enrollment
- Request Benefits Statements

Benefits statements for Plan Year 2021 and earlier can be found in the retired legacy PeopleSoft systems. Look for “View Confirmation Letter” in Employee Self-Service here:

- Norman Legacy HR PeopleSoft Norman (Do not enter data): [https://hrdev.ou.edu:8600/psp/hrtal/?cmd=login](https://hrdev.ou.edu:8600/psp/hrtal/?cmd=login)
- HSC Legacy HR PeopleSoft (Do not enter data): [https://httrn.hsc.net.ou.edu/psp/TRNHC920/?cmd=login](https://httrn.hsc.net.ou.edu/psp/TRNHC920/?cmd=login)

Contact Human Resources with questions at ohr@ou.edu.

NOTE: To access legacy HR PeopleSoft, you must be working inside the OU online environment in one of these ways: on-campus, Virtual Private Network (VPN), Virtual Desktop Interface (VDI), or remote desktop. You may also need DUO dual authentication. Contact the IT Service Desk for assistance, if needed.
Next, we will look at the "Open Enrollment" tile. When Open Enrollment is active, you will be able to change your benefits elections by clicking on this tile.
Next, we will review the Training tile.
Within the Training tile of Self Service, you can review and/or update the following items:

- View Training Courses and Status Complete
- View Assigned Required Trainings
The last tile in Employee Self-Service is the GT Paperless I9 with E-Verify tile. There will be no data in this tile for most employees and you will *not* need to use this tile unless instructed by Human Resources.

**ALERT:** Most employees will never need to use this tile. HR will provide guidance if ever needed.