HCM Field Employee Self-Service Guide

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Locating Oracle HCM Employee Self-Service

1. To access the Oracle system, first go to [www.Pike.com](http://www.Pike.com) and go to the “Pike People” under the drop down, OR you may go to [www.pikepeople.com](http://www.pikepeople.com) directly (Step 2).

2. By clicking on “Pike People” or going directly to [www.Pikepeople.com](http://www.Pikepeople.com), you will be directed to a Microsoft Sign-In screen. Enter your Pike email address and click “Next”.

3. You will then be directed to enter your Pike email and Password. Click “Sign In”.

4. The next screen will prompt you to stay signed in. You may click “Yes” or “No”.

5. On the Pike Home Screen, click on the Quick Links box to expand it.

6. Click on the “Oracle HR & Payroll Self Service” Link to access Oracle.
7. This will take you to the introduction for Oracle. You have the option to click on “User Instructions” or “Click here to access your Oracle account”.

8. The Microsoft Apps screen will appear. Select the “Oracle Cloud” application icon.
9. Click on the Pike logo in the upper left corner to access your home page.

Employee Self-Service Home Screen and Navigation

10. The following screen will appear. The Navigator Menu, opened by clicking the icon noted below, is the primary location for users to delve into the system.
View and Edit Personal Information

11. The “Me” section allows employees to view/edit your personal information such as vacation, benefits, address, emergency contact information, pay history, etc. Select the “Personal Information” option to edit personal contact information such as home phone, personal email account or mailing address.

12. Select “Edit” to make any desired changes such as address, phone, marital status, etc. Most importantly, it allows you to add Emergency Contacts. Note: Address can only be changed once every 24 hours.
13. To edit Phone and Personal Email. Make changes within the open text fields (boxes outlined in gray). To Add additional phone and email accounts, select the \( + \) and make the necessary additions. To edit the address, select the \( \text{edi} \).

14. The following screen displays the address section after clicking the edit \( \text{edi} \) icon. The fields are now available for entering changes. Don’t forget to update the Effective Start Date of the change to the correct start date if it is different from the current date. Once all edits are made, select “Save and Close”. *Note: Address can only be changed once every 24 hours.*
15. After selecting Save and Close, you will be returned to the original My Details page. You may select the Home button at the top of the screen to return to your home page.

View Vacation Balance and History

16. If you select the time button, you’ll be able to review your vacation balance and history by first selecting “Maintain Absence Records under the tasks menu.
17. At this point you can add dates for absences with the Add button, or just view absences already submitted. Click on Done when you have finished to return to your “Time” page or click on to return to your “My Details” page. **NOTE: If you note a discrepancy, please send an email to VacationRequest@Pike.com.**

***Vacation for field employees will still be recorded/submitted via a timesheet.***

View Payroll Information

18. To view Payroll information such as pay slips and direct deposit, click on Payroll on the left side of the screen.
View Benefits

19. Next, if you return to the My Details window, you can click on Benefits on the left side of the screen.

20. This page will display detailed benefit plan information. However, it will only display information if you are enrolled.
21. If you want to see “More Details”, you can select the button on the far-right corner that states “More Details”.

View Compensation Summary

22. From the “My Details”, if you want to see a summary of your current compensation, click on the Compensation icon.
23. The “Compensation” screen will show you current salary and details about the last changes made to your salary.

24. If you are wanting to see details of your employment and history, click on “Employment Details”.

View Employment Details/History
25. The “Employment details” screen will provide you with information such as Job Title, Legal Employer, Work Location, etc.