State of Oklahoma
Employee Self Service Manual

Revised: March 31, 2010
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## Document History

<table>
<thead>
<tr>
<th>Doc Rev</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>02/03/2009</td>
<td>Initial Document</td>
</tr>
<tr>
<td>1.1</td>
<td>06/15/2009</td>
<td>Revised to update screen shots to comply with Federal Section 508 accessibility standards</td>
</tr>
<tr>
<td>1.2</td>
<td>06/25/2009</td>
<td>Included the General Profile Page</td>
</tr>
<tr>
<td>1.3</td>
<td>09/17/2009</td>
<td>Included reminder concerning year-to-date totals that are only reflected on the most current paycheck</td>
</tr>
<tr>
<td>1.4</td>
<td>10/22/2009</td>
<td>Provided leave balances reflected in hours, as well as message and reminder about printing the payroll advice.</td>
</tr>
<tr>
<td>1.5</td>
<td>02/24/2010</td>
<td>Inserted Forgot Your Password Section</td>
</tr>
<tr>
<td>1.6</td>
<td>03/31/2010</td>
<td>Activation of the Employee Self Service account will be provided by the OSF Help Desk. The Leave Statement was added.</td>
</tr>
</tbody>
</table>
Employee Self Service

Objectives

1. Sign On and Navigate

2. Update Records
   - Phone Number
   - Email Address
   - Emergency Contacts

3. View Records
   - Personal Information Summary
   - Paycheck
   - Voluntary Deductions
   - Direct Deposit
   - Compensation History

Overview

Employee Self-Service, (ESS) is a web-based application that provides employees with information related to their employment. The release of ESS provides the employee the ability to view and maintain human resource and payroll data in the Human Resource/Payroll System.

ESS provides an excellent opportunity for you to ensure that the HR/Payroll information is accurate and kept up to date. The information can affect the accuracy of your employment data, including the pay and benefits you receive.

One of the advantages of the ESS system is the data in real-time data.

The following table describes the components that will be used.

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Page Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Information</strong></td>
<td>Personal Information Summary, Phone Numbers, Email</td>
</tr>
<tr>
<td></td>
<td>Addresses, Emergency Contacts</td>
</tr>
<tr>
<td>General Profile Information</td>
<td>Password, Personalizations, Alternate User, Workflow</td>
</tr>
<tr>
<td></td>
<td>Attributes, Email</td>
</tr>
<tr>
<td>Payroll and Compensation</td>
<td>View Paychecks, Voluntary Deductions, Direct Deposit,</td>
</tr>
<tr>
<td></td>
<td>View Compensation History</td>
</tr>
</tbody>
</table>
Step I – Signing Into Your System

1. Call the Office State Finance Help Desk to activate your Employee Self Service Account

   **OSF Help Desk Phone Numbers:** 405 521-2444 or 866 521-2444 (Toll Free)

2. Open your Internet web browser – Explorer.

3. **Enter** Employee Self Service Link: [https://corehr.ok.gov/mrhri/signon.html](https://corehr.ok.gov/mrhri/signon.html)

4. You may see a security alert message; **click** to proceed.

   ![Security Alert]

   The PeopleSoft sign-in page will appear:
5. **Enter** your User ID and the Password supplied by the OSF Help Desk. User ID and Password are case sensitive.

   **User ID** – your 6 digit Employee ID

   **Password**: – The initial password will be provided by the OSF Help Desk.

   **OSF Help Desk Phone Numbers**: 405 521-2444 or 866 521-2444 (Toll Free).

   **NOTE**: Passwords always appear as asterisks in the display as you type them. If the password is entered incorrectly three (3) times, ESS will automatically lock out the user. After the initial login, if you stop before the third incorrect entry, you may still use the **Forgot Your Password** link to reset your password. To have your password reset due to lock out, call the Office of State Finance Help Desk Phone Numbers are 405 521-2444 or 866 521-2444 (Toll Free).

   **Click** [Sign In]

   The PeopleSoft online system will validate your User ID and Password.
The first time you sign on to the system the following screen will appear.

6. Click **Click here to change your password** link.

**Current Password** – When you call the OSF Help Desk, you will receive the initial/current password. An asterisk (*) in front of a field indicates it is a required field to complete.

**New Password** – Type in a new password. **New password must be at least 8 (eight) characters and contain at least 1 (one) number. You can use both CAPITAL and/or lower case characters. Your password will expire every 90 days.**

**Confirm Password** – Retype the new password.

Click **Change Password** and the following message will appear.
Click the OK button.

The system will display the following:

```
Password Saved

✓ Your password has successfully been changed.

OK
```

NOTE: There are three (3) menu options on the top right hand corner of the web page: Home, Help, and Sign out.

- "Home" will take you to the first page. If you get lost, selecting "Home" will bring you back to the beginning.
- "Sign Out" option will log you out.
- "Help" option is not functional, at this time.
Step II – Changing My System Profile

In order for the Office of State Finance Help Desk to ensure you are the person requesting a password reset, you must complete the General Profile Information Page under My System Profile link. In addition, in order for you to use the Forgot Your Password steps, you must have completed the Change or set up forgotten password help process.

Navigation: My System Profile

Click Change or set up forgotten password help link.
Question – **Select** drop down menu and choose a question.

Response – **Enter** the answer to the question selected.

Click **OK**.
The Personalizations and Alternate User sections will not be utilized at this time.

In the Email Section: **Select** the Primary Email Account box, on the Email Type field, **click** drop down menu and choose **Business** and in the Email Address field **enter** your agency’s Email address. To add another e-mail address, **click** , choose Email Type and **enter** email address. If more than one (1) type of Email is entered, one (1) of the Emails must have the Primary Email Account box checked. If you do not have Email, **enter** your supervisor’s Email address.

**NOTE:** The Emails on the General Profile Information Page and Personal Information Page provides separate functions within the various PeopleSoft modules. After the Email(s) have been entered on both pages, the system will provide employees with proper and timely notifications.

**REMINER:** Your Email(s) **must be updated** whenever there is a change to the address.

**Click** .
Forgot Your Password

Overview

In the Employee Self Service, (ESS) application, there is a capability to Reset your own password after the initial log-in, however, you must be aware of a few issues.

NOTE: If you have not previously set up your challenge question in the My System Profile link within ESS application, please call the Office State Finance Help Desk at 405 521-2444 or 866 521-2444 (Toll Free) to reset your password.

NOTE: If the password is entered incorrectly three (3) times, ESS will automatically lock out the user. If you stop before the third incorrect entry, you may still use the Forgot Your Password link to reset your password. To have your password reset due to lock out, call the Office of State Finance Help Desk Phone Numbers are 405 521-2444 or 866 521-2444 (Toll Free).

Following are dates when ESS will not be available.

Maintenance Schedule:

- 2nd Saturday of each month
- 4th Saturday of each month
- 2nd Weekend of each quarter

Maintenance Schedule Link:
http://www.ok.gov/OSF/OSF_Help_Desk/Helpdesk - PeopleSoft System Availability.html
Step 1

Click **Forgot your password?** link.

Step 2

In the User ID Field: **Enter** your six (6) digit Employee User ID number.

Click **Continue**.
Step 3

Forgot My Password

User ID: 100001

Please answer the following question below for user validation.

Question: Favorite Pet Name
Response: Bowie

Validate Answer / Reset

System Prompts: Security Question you previously answered.

In the Response Field, enter your response to the question.

Click Validate Answer / Reset.
Step 4

Password Reset
✓ Your password has been reset to: P8PA23WA5
For ID: 100001

Please close all your PeopleSoft sessions and then open a new session to sign in again using this new password. Once you sign on, the system will prompt you to reset your password.

The reset password is temporary.

SUGGESTION: Write down the Temporary Password and note the Temporary Passwords are a mixture of numbers and CAPITAL letters.

Password Reset
✓ Your password has been reset to: P8PA23WA5
For ID: 100001

Please close all your PeopleSoft sessions and then open a new session to sign in again using this new password. Once you sign on, the system will prompt you to reset your password.

Highlight and copy the RESET CODE. HINT: Control C to copy the Reset Code.

Exit Employee Self Service.

Click File

Click Exit.
Step 5

Log into Employee Self Service.

Employee Self Service Login Link:  https://corehr.ok.gov/mrhri/signon.html

Enter User ID Number. In the Password field type the Temporary Password or:

Hint: Control V will paste the previously copied temporary password.

System Prompts: “Your password has expired.”

Click link:  Click here to change your password.
Step 6

In the Current Password field, type the Temporary Password. REMEMBER: Temporary Passwords are a mixture of numbers and CAPITAL letters. HINT: Control V will paste the previously copied temporary password.

Enter New Password: The password must be eight (8) characters and include at least one (1) number, and cannot be a previously used password and characters can be upper and lower case.

Enter New Password in the Confirm Password field.

NOTE: The Confirm Password field must be entered exactly as the New Password field. If the password is entered incorrectly three (3) times, ESS will automatically lock out the user. If you stop before the third incorrect entry, you may still use the Forgot Your Password link to reset your password. To have your password reset due to lock out, call the Office of State Finance Help Desk Phone Numbers are 405 521-2444 or 866 521-2444 (Toll Free).

Click Change Password.

Password Saved

Your password has successfully been changed.

OK
To save your new password, click **OK**.
You have successfully reset your password and should be viewing the ESS Main menu page.
Personal Information Components

Navigation:  Self Service > Personal Information > Personal Information Summary

The system displays the following:

EXCEPTION: The employee will not be able to update any of the information on the Personal Information Page if your agency has chosen View Only. On the Personal Information Page, the
employee will only be able to view their personal information. Contact your Agency’s Human Resource Division if changes to the data are required.
**Personal Information Changes – Phone Number(s)**

**Navigation:** Self Service > Personal Information > Phone Numbers

The system will display the following:

![Phone Numbers Table]

Click **Add a Phone Number** and the fields will become available.

**Phone Numbers**

<table>
<thead>
<tr>
<th>Phone Numbers</th>
<th>Phone Type</th>
<th>Telephone</th>
<th>Extension</th>
<th>Preferred</th>
</tr>
</thead>
</table>

**Phone Numbers**

**Phone Type** – Select drop down menu and choose Phone Type.

**Telephone** – Enter phone number.

**Extension** – Enter Extension, (if part of phone number).

**Preferred box** – Select for the preferred phone number.

Click **Save** at the bottom of the page.
Add additional Phone Numbers

Click Add a Phone Number and a blank row will be added.

| Phone Numbers | Phone Type | Telephone | Extension | Preferred
|---------------|------------|-----------|-----------|-------------
| Home          |            | 405/522-1712 |           | ✔️          |
|               |            |           |           | Delete      |

Phone Numbers Phone Type – Select and choose Phone Type.

Telephone – Enter phone number.

Extension – Enter Extension, (if part of phone number).

Preferred box – Only one box must be checked as preferred.

Click Save.

NOTE: To change/correct previously entered phone numbers, type over the exiting data or click Delete.

Click Save.
Personal Information Changes – Email Addresses

Navigation: Self Service > Personal Information > Email Addresses

The system will display the following:

![Image of Email Addresses page]

Click the **Add an Email Address** button and the fields will become available.

**Email Addresses**
Shirley Robards

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td><a href="mailto:jeanie.robards@csf.ok.gov">jeanie.robards@csf.ok.gov</a></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td><a href="mailto:robards@yahoo.com">robards@yahoo.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Email Type** – Select the drop down menu and choose **Other** as the Email type.

**Email Address** – Enter the agency Email address and check the preferred box. Click to add another type of Email. If more than one (1) type of Email is entered, one (1) of the Emails must have the Preferred box checked. If you do not have Email, enter your supervisor's agency Email address.

**NOTE:** The Emails on the General Profile Information Page and Personal Information Page provides separate functions within the various PeopleSoft modules. After the Email(s) have been entered on both pages, the system will provide employees with proper and timely notifications.

**REMINDER:** Update your Email(s) whenever there is a change.
Click [Save].
Add Email address.

Click and a row will be added.

### Email Addresses

Test Tester

<table>
<thead>
<tr>
<th><strong>Email Type</strong></th>
<th><strong>Email Address</strong></th>
<th><strong>Preferred</strong></th>
<th><strong>Delete</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td><a href="mailto:testtester@oal.com">testtester@oal.com</a></td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Email Type** – Select drop down menu and choose Email type.

**Email Address** – Enter Email address. One (1) of the Emails must have the Preferred box checked.

Click at the bottom of the page.

**REMINDER:** Update your Email(s) whenever there is a change.
Personal Information Changes – Emergency Contact

**Navigation:** Self Service > Personal Information > Emergency Contact

The system will display the following:

![Emergency Contacts](image)

Click **Add an Emergency Contact** and the fields will become available.
**Contact Name** – Enter the contact name

**Relationship to Employee** – Select the drop down menu and choose relationship.

If the address is the same as the employee check the box.

If the telephone number is the same as the employee check the box.

Select the drop down menu on the Address Type field and choose correct type.

Select the drop down menu on the Phone Type field and choose correct type.
If the contact address is different than employee complete the following:

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country:</strong></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
</tr>
</tbody>
</table>

Click **Change Country** link.

**Search by:**
- **Country:** begins with USA

- Look Up  Cancel  Advanced Lookup

**Search Results**
- **Country**  **Description**
  - USA  United States

Type “USA” and select **USA** link.

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country:</strong></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
</tr>
</tbody>
</table>

Click **Edit Address** link.
**Edit Address**

*Country:* United States  
*Address 1:*  
*Address 2:*  
*Address 3:*  
*City:*  
*State:* OK  
*Postal:*  

**Address 1:** Enter address fields. Do not use punctuation in abbreviations (i.e., St. or N.W. or Ave.) Use mixed case only, and do not use all caps.

**State:** Enter OK for Oklahoma or click the magnifying glass for the "Lookup" menu (enter the first letter to narrow your search for the proper two (2) letter abbreviation. Select the proper state.

**Look Up State**

*Search by:* State begins with O

[Look Up]  [Cancel]  [Advanced Lookup]

**Search Results**

<table>
<thead>
<tr>
<th>State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH</td>
<td>Ohio</td>
</tr>
<tr>
<td>OK</td>
<td>Oklahoma</td>
</tr>
<tr>
<td>OR</td>
<td>Oregon</td>
</tr>
</tbody>
</table>

**Postal** – Enter the Zip Code

Click [OK] to return to previous page.

Click [Save].
If the contact phone number is different than employee, complete the following steps:

**Phone**

| Telephone: | 405551712 |

To enter new information, enter the text in the blank field. To change existing information, type over the data and **click** [Save].

To add other emergency contact phone numbers **select** [Add a Phone Number] and phone type and phone number will become available.

**Other Telephone Numbers**

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Phone Number</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Phone Type** – **Select** [ ] the drop down menu and **select** phone type.

**Phone Number** – **Enter** phone number.

**Click** [Save].

---

**NOTE:** To change existing information, type over the data and **click** [Save].
View Only Access

*Navigation: Self Service > Payroll and Compensation*

The system will display the following:

Select the information you want to view.
View Paycheck

Navigation: Self Service > Payroll and Compensation > View Paycheck

The system will display the following:

Select the check date you want to review. Click blue Check Date link. The most current paycheck date will provide the year-to-date totals and leave balances even if the net pay is zero. After selecting the check link, you can print the advice page.

A zero net pay check is due to sick and/or annual leave time reported after the regular payroll has processed. An additional payroll is processed to update leave balances resulting in zero net pay.

The following screen prints break down each section of the paycheck.
General

View Paycheck

Test Tester

<table>
<thead>
<tr>
<th>Company:</th>
<th>Net Pay: 2,811.46</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay Begin Date: 07/01/2008</td>
</tr>
<tr>
<td>Address:</td>
<td>Pay End Date: 07/31/2008</td>
</tr>
<tr>
<td></td>
<td>Check Date: 07/31/2008</td>
</tr>
</tbody>
</table>

Review the details of your paycheck. To view other checks, select View a Different Paycheck.

General

<table>
<thead>
<tr>
<th>Name:</th>
<th>Business Unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID:</td>
<td>Pay Group:</td>
</tr>
<tr>
<td>Address:</td>
<td>Department:</td>
</tr>
<tr>
<td></td>
<td>Location:</td>
</tr>
<tr>
<td></td>
<td>Job Title:</td>
</tr>
<tr>
<td>Pay Rate:</td>
<td>$4,099.02</td>
</tr>
<tr>
<td>Monthly:</td>
<td></td>
</tr>
</tbody>
</table>

Tax Data

<table>
<thead>
<tr>
<th>Tax Data</th>
<th>OK Marital Status: Married, use regular table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed Marital Status: Married</td>
<td>OK Marital Status: Marital, use regular table</td>
</tr>
<tr>
<td>Fed Allowances: 0</td>
<td>OK Allowances: 0</td>
</tr>
<tr>
<td>Fed Addl Percent: 0.000</td>
<td>OK Addl Percent: 0.000</td>
</tr>
<tr>
<td>Fed Addl Amount: $100.00</td>
<td>OK Addl Amount: $0.00</td>
</tr>
</tbody>
</table>
**Paycheck Summary**

<table>
<thead>
<tr>
<th>Period</th>
<th>Gross Earnings</th>
<th>Fed Taxable Gross</th>
<th>Total Taxes</th>
<th>Total Deductions</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>5,206.92</td>
<td>3,693.79</td>
<td>931.53</td>
<td>1,663.93</td>
<td>2,611.46</td>
</tr>
<tr>
<td>YTD</td>
<td>36,448.44</td>
<td>25,791.53</td>
<td>5,958.93</td>
<td>11,747.51</td>
<td>18,742.00</td>
</tr>
</tbody>
</table>

**Earnings and Taxes**

**Earnings**

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>4.099</td>
<td>03</td>
<td>27,747.27</td>
<td></td>
</tr>
<tr>
<td>Ben Allow</td>
<td>964.65</td>
<td>66</td>
<td>6,752.82</td>
<td></td>
</tr>
<tr>
<td>Hol' Shy</td>
<td>8.00</td>
<td>23.648243</td>
<td>189.19</td>
<td>945.94</td>
</tr>
<tr>
<td>RBen Allow</td>
<td>143.23</td>
<td>23.648243</td>
<td>1,002.61</td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>-8.00</td>
<td>23.648243</td>
<td>-189.19</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Taxes**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed Withholding</td>
<td>490.03</td>
<td>2,871.46</td>
</tr>
<tr>
<td>Fed MED/EE</td>
<td>57.53</td>
<td>402.68</td>
</tr>
<tr>
<td>Fed OASD/VEE</td>
<td>245.97</td>
<td>1,721.79</td>
</tr>
<tr>
<td>OK Withholding</td>
<td>138.00</td>
<td>983.00</td>
</tr>
</tbody>
</table>

**REMINDER:** The **most current paycheck date** will give you year-to-date totals and leave balances even if the net pay is zero.
Before Tax Deductions, After Tax Deductions and Employer Paid Benefits

<table>
<thead>
<tr>
<th>Before-Tax Deductions</th>
<th>YTD Amount</th>
<th>After Tax Deductions</th>
<th>YTD Amount</th>
<th>Employer Paid Benefits</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Re</td>
<td>275.00</td>
<td>EE Supplmn</td>
<td>31.50</td>
<td>DeFi Comp</td>
<td>25.00</td>
</tr>
<tr>
<td>EEPaciCa</td>
<td>377.57</td>
<td>DP Dependnt</td>
<td>7.20</td>
<td>OPERS Ret</td>
<td>594.36</td>
</tr>
<tr>
<td>DPPaciCa</td>
<td>539.81</td>
<td>NTL TEACHE</td>
<td>117.10</td>
<td>SoonerSave</td>
<td>1.75</td>
</tr>
<tr>
<td>Delta PPO</td>
<td>28.44</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EE Disabil</td>
<td>7.54</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EE Basic L</td>
<td>3.90</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EESupplme</td>
<td>7.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SoonerSave</td>
<td>125.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPERS</td>
<td>143.47</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>1,508.13</td>
<td>Total</td>
<td>155.80</td>
<td>Total</td>
<td>621.11</td>
</tr>
</tbody>
</table>

* Taxable

Net Pay Distribution

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Paycheck Number</th>
<th>Account Type</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Deposit</td>
<td>501210926</td>
<td>Checking</td>
<td>XXXXX5571</td>
<td>2,611.46</td>
</tr>
</tbody>
</table>
Leave Balances

<table>
<thead>
<tr>
<th>Description</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>1321.97</td>
</tr>
<tr>
<td>Vacation</td>
<td>541.55</td>
</tr>
<tr>
<td><strong>Total YTD Amount:</strong></td>
<td><strong>1863.52</strong></td>
</tr>
</tbody>
</table>

Leave Balances reflect the hours available.

**NOTE:** Leave Balances are only available to agencies utilizing the PeopleSoft Leave System.
**View Leave Statement**

**Leave Accrual Report**

**Step 1** – Navigate to the Payroll and Compensation Components

*Navigation: Self Service > Payroll and Compensation > View Leave Statement (0457)*

The system will display a list of Pay Periods with Leave Statement Reports available for viewing and printing:

![View Leave Statement (0457)](image)

**Step 2** – Click Pay Period End Date link you wish to view the Leave Accrual Statement. The Leave Accrual Statement will appear in a separate window. Print statement as needed.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Limit</th>
<th>Time</th>
<th>Person Limit</th>
<th>W/PAT Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/10 W Thg</td>
<td></td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>9/10 Occ</td>
<td></td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>9/11 W Thg</td>
<td></td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>9/11 Occ</td>
<td></td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>9/12 W Thg</td>
<td></td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>9/12 Occ</td>
<td></td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>9/13 W Thg</td>
<td></td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td>9/13 Occ</td>
<td></td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>0.00000</td>
</tr>
</tbody>
</table>

**Note:** For information regarding the annual leave maximum refer to Title 21 O.S. § 11:4(11).
Voluntary Deductions

**Navigation:** Self Service > Payroll and Compensation > Voluntary Deductions

The system will display the following:

![Voluntary Deductions Interface](image)

**NOTE:** Be patient, the voluntary deductions can take time to load.
Direct Deposit

Navigation: Self Service > Payroll and Compensation > Direct Deposit

The system will display the following:

NOTE: This is a view only page and the Edit, Delete and Add Account buttons have been grayed out.
Compensation History

The system will display the following:

![Compensation History](image)

**Compensation History**

Test Tester

From: 01/01/1990   To: 01/01/2009

**Employee Job Information**

EmpID: 

Department: 

Job Title: 

Employee Status: Active

**Salary History**

<table>
<thead>
<tr>
<th>Date of Change</th>
<th>Action</th>
<th>Reason</th>
<th>Annual Salary</th>
<th>Compensation per Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/2006</td>
<td>Pay Rch</td>
<td>C21 Cost of Living Increase</td>
<td>49,188.346 USD</td>
<td>4,393.03885 USD Monthly</td>
</tr>
<tr>
<td>07/01/2008</td>
<td>Pay Rch</td>
<td>C32 Skill Based Pay to Base</td>
<td>46,646.044 USD</td>
<td>3,383.83700 USD Monthly</td>
</tr>
<tr>
<td>07/01/2008</td>
<td>Pay Rch</td>
<td>C21 Cost of Living Increase</td>
<td>46,646.044 USD</td>
<td>3,383.83700 USD Monthly</td>
</tr>
<tr>
<td>01/01/2009</td>
<td>Pay Rch</td>
<td>C22 Skill Based Pay Adjustment</td>
<td>46,111.086 USD</td>
<td>3,442.56650 USD Monthly</td>
</tr>
<tr>
<td>11/13/1979</td>
<td>Hire</td>
<td>Conversion From Legacy System</td>
<td>43,915.520 USD</td>
<td>3,659.81000 USD Monthly</td>
</tr>
</tbody>
</table>

**Variable Cash Compensation**

<table>
<thead>
<tr>
<th>Award Date</th>
<th>Type</th>
<th>Award Value</th>
</tr>
</thead>
</table>

**Variable Non-Cash Compensation**

<table>
<thead>
<tr>
<th>Type</th>
<th></th>
</tr>
</thead>
</table>

**Stock Option Details**

<table>
<thead>
<tr>
<th>Type</th>
<th>Ticket Symbol</th>
<th>Number of Shares</th>
<th>Grant Price (Per Share)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.000000</td>
</tr>
</tbody>
</table>

* Grant price is based on Grant Date

Click Date of Change blue link to view additional information.
Click Return to Employee Self Service link.
Click Return to Payroll and Compensation link.