

Oracle PeopleSoft Self Service

Oracle PeopleSoft Self Service gives you **direct access** to your own Benefits, Payroll and Training information online.

- ◆ The **Benefits** section provides you with the ability to view your benefits information and change your own Deferred Compensation voluntary contributions and Life Insurance Beneficiaries. Also, if you get married, divorced, or have a baby, you now have the ability to make your own life event benefit changes online. Once you enter the information online, you only need to send us the proof. No more filling out forms!
- ◆ The **Payroll** section provides you with the ability to view your Paycheck information online and also print your own Paycheck Advice Notice. No more waiting for your advice notice, just go online! You also may have the ability to enter your own Time Card information online if your department is participating. This is located under **Time Reporting**.
- ◆ The **Learning and Development** section provides you with the ability to view your training history online. You also have access to view the list of available County training classes and after obtaining approval from your supervisor, enroll yourself with just a click of a button!

To learn how to login and use the Self Service features, go to the County's Intranet site at: <http://saturn/intranet/> to access the Self Service Tutorials, which are located under the drop down menu **Resources> Self-Service Tutorials**.

The Intranet is also where you access the Oracle PeopleSoft application. It is located under the drop down menu **Applications> PeopleSoft**.

Your PeopleSoft User ID is your email address user name. For example:

E-mail address is: testerj@stancounty.com

PeopleSoft UserID is: **TESTERJ** (UPPERCASE)

If you have never logged in to Oracle PeopleSoft before, contact your Department's HR/Payroll Clerk to receive a temporary password. You will be required to reset your password as soon as you log in. Please follow the instructions to change your password to a combination of letters, numbers and a special character.

If you have any issues logging in to PeopleSoft, just call 525-HELP.

Now you are ready to use Self Service!