Using The Self-Service Feature of OU HRMS
Learning module date: 10//07

Use this document to learn how to:

- View and update home address and home mailing address information.
- View and update campus phone numbers. Updates made in OU HRMS will also be reflected in the other campus databases. This includes the online faculty/staff directory and the email global address book.
- View and update federal W-4 tax information. This will not change state tax information. To change state tax information, fill out and return the state tax form. This form can be found online at www.ou.edu/ohr.
- View paycheck information for all pay periods since October 23, 2002.
- Create and update an emergency contact list.
- View compensation data.
- View your personal information page.

About Security and Access: Access to information in OU HRMS is determined by an individual’s assigned “User (Security) Role.” This Role allows individuals to view and work only with the information they need to accomplish their day-to-day tasks. University employees who do not work with OU HRMS are able to view only their Self-Service related information. For more information about access to your organization's HRMS information, contact your departmental financial coordinator or office manager.

Self-Service From Off-Campus - If you wish to use Self-Service off-campus you will need to do so through a Virtual Private Network (VPN) connection. This is a security requirement. You will not be able to use the Self-Service feature off-campus without it. To use the VPN connect go to https://netconnect.ou.edu/. One you login you will be redirected to the PeopleSoft login page.

The Office of Human Resources (Norman Campus)
The University of Oklahoma - 905 Asp Avenue, NEL Building
Norman, Oklahoma, 73019 - www.hr.ou.edu
NOTE: Updates made in OU HRMS will also be reflected in the other campus databases. This includes the online faculty/staff directory and the email global address book. Changes to the federal W-4 tax information will not change state tax information. To change state tax information, fill out and return the state tax form. This form can be found online in the forms section. This review will take ten 10 minutes or less to complete. If you do not know your User ID or your password contact 325-HELP or email needhelp@ou.edu.

2. After successfully logging in, you will be presented with two more menu options. We are interested in the "Self Service" selection. NOTE: There are three 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. The "Sign Out" option will log you out of OU HRMS. The "Help" option is not functional in Self Service area.
3. After selecting "Self Service", select the "Personal Information" option. This may be the only visible option on the page.

4. This is where you will go to change your mailing and home address. **NOTE:** Payroll Earnings Statements can be viewed under the "Payroll and Compensation" section (see illustration above) of Employee Self-Service.
5. At this point you are faced with several options. You may view and update your emergency contact list, home and mailing address and your phone list. The procedure for viewing and updating is essentially the same for all options. This example will illustrate how to update home and home mailing address information.  
**NOTE:** The emergency contact list and phone list are both functional and will only be viewable by authorized human resource personnel. Select the "Home and Mailing Address" link.

6. As illustrated on this screen, the "Home and Mailing Address" option takes you to the top of address page.
7. To edit your address information, select the "Edit" button on the right side of the screen. **IMPORTANT:** If you fill-in the mailing address information, it will be the only address where your mail will be sent. Nothing will be sent to the listed home address.

8. To enter new information, simply type the text in appropriate blank fields. To change existing information, just type over the existing text.
9. A magnifying glass next to the two letter form field (see illustration) indicates that a "Lookup" menu is available to help you with that information. In the example, the state field has a Lookup menu of States available. You may simply type in the two letter state abbreviation or click on the magnifying glass for lookup assistance.

10. Selecting the magnifying glass bring you to a lookup menu page. Lookup pages can provide several ways to find information. In this example, the search is by the State.
11. This is part of the Lookup table for state information sorted by the two letter state abbreviations. Selecting the link will automatically fill in the appropriate information. Add all the other needed information. Click on the Save button to complete the update. NOTE: You will automatically be logged out of PeopleSoft after 60 minutes of inactivity.

12. CAMPUS DIRECTORY RELEASE OPTION: Make sure to select one of the Campus Directory Release options on this page. NOTE: The default selection is "Do Not Release Information." To change release option, select the "Campus Directory Release Link" which is located on the Home and Mailing Address page.
13. CAMPUS DIRECTORY RELEASE: Once you have selected an option be sure to select the "OK" button.