



Employee Self Service Overview

February 2011

Effective February 22, 2011, Employee Self Service is expanding to include new options for managing your pay, benefits, and personal information

Personal Information

- View or update name*
- View or update mailing address*
- View or update phone number*
- View or update emergency contact(s)*
- View or update email address
- View marital status

Pay

- Add up to five direct deposit accounts*
- View, add or change direct deposit account(s)*
- Request W-2 reissue/reprint*
- Update W-4 tax information*
- View current pay rate, earnings and deductions
- View and print pay statements

Benefits

- Receive helpful checklists and reminders via email*
- Report life event changes (including marital status changes)
- Enroll in benefits
- View summary of current benefits
- Link to websites of benefits vendors

***NEW** function being implemented in February 2011

All Employees

- More options to view and manage pay, benefits and personal information
- Greater accessibility to information
- Less duplicated effort, data errors and time for requests to be handled
- Reduced environmental impact

Travelers

- Travelers with more than one direct deposit account will have expenses reimbursed to their “balance” account
- No change to current expense reimbursement processes



Step 1 :
Go to myOhio.gov and select the **Employee Self Service icon**



myOhio

[OAKS Status Click Here](#)



Sign in Now

OAKS is a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

User ID:

Password:

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[Forgot your password?](#)

For instructions on accessing the system and other functions, visit selfservice.ohio.gov.

Welcome to Employee Self Service

The **Self-Service** module is designed to allow State of Ohio employees to safely and securely manage certain portions of their personal information. Employees are able to view and print payroll and compensation information, including their leave balances. This module also allows employees to view and update their benefits records, including life events and open enrollment. With Employee Self-Service, employees can access their information anywhere.

Links to [ELM](#) and [Travel and Expense](#)

Hours of live system support
7:30 am - 5 pm Mon - Fri
Unavailable Sat and Sun

For assistance with your user ID or Password:
Please contact the OAKS Help Desk at:
Phone: 1-888-OhioOAKS (1-888-644-6625)

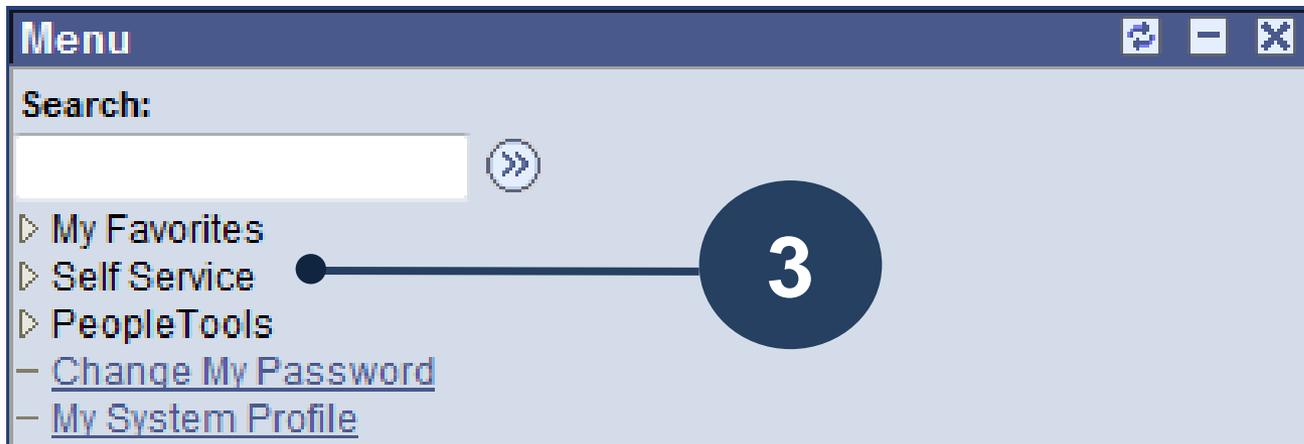
For assistance with Self Service options:
Please contact HR Customer Service at:
E-Mail: HRCustomerService@das.state.oh.us
Phone: 614-466-8857 or 1-800-409-1205

[System Availability](#)

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Step 2 :
Log into the system using your **User ID** and **Password**

Accessing Employee Self Service



Step 3 :
Select **Self Service** from the menu on the left to navigate to **Personal Information, Benefits, and Payroll and Compensation**

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Step 4 :

Use the **Personal Information**, **Payroll and Compensation**, and **Benefits** menus to access your information



Personal Information

Review and update your personal information.

- [Personal Information Summary](#)
- [Home and Mailing Address](#)
- [Phone Numbers](#)
- [Emergency Contacts](#)
- [Name Change](#)
- [Email Addresses](#)



Payroll and Compensation

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

- [View Paycheck](#)
- [Direct Deposit](#)
- [W-4 Tax Information](#)
- [W-2 Reissue Request](#)



Benefits

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

- [Benefits Summary](#)
- [Life Events](#)
- [Benefits Enrollment](#)

- ✓ Job aids and support materials can be accessed at myOhio.gov
- ✓ Contact HR Customer Service at 1.800.409.1205 for support
- ✓ An email address is not required to use Employee Self Service, but having one will enable you to receive system-generated messages (For instructions on adding your email, see the job aid link above)
- ✓ Please ensure you have an up-to-date phone number listed in the “business phone” number field. This should be a desk phone number if applicable, or central Agency number. This number will be published in the public directory
- ✓ Set up a forgotten password help question now, to allow you to reset a forgotten password on your own

Forgotten Password Help

Setting up forgotten password help is easy!



1. From the main navigation pane, select **My System Profile**

2. On the My System Profile page, click on the link **Change or set up forgotten password help**

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions.

Response:

3. In the Question box, select a question

4. In the Response box, enter the expected answer

5. Click **OK**

If you require additional support you can:

- Contact HR Customer Service (1.800.409.1205)
- Access job aids and other information at myOhio.gov



myOhio Employee Self Service | ePay

Updating Direct Deposit

Sample

Visit <http://myohio.gov> and click the Employee Self Service icon.

Step 1 Enter your User ID and Password and click **Sign In**.
For User ID and Password assistance please contact 1-800-409-1205.

Step 2 Click **Self Service** on the left side of the page after logging in.
Click **Payroll and Compensation** to access the ePay page.

Step 3 Click **Direct Deposit** to enter your direct deposit detail page.

Step 4 To change existing account information click **Edit**.
To add an account, click **Add Account**.
Note: To view account details click the desired account in the **Account Type** column.

Payroll and Compensation
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
[View Paycheck](#)
[Direct Deposit](#)
[W-4 Tax Information](#)
[W-2 Reissue Request](#)

Direct Deposit
Add or update your direct deposit information.

Review, add or update your direct deposit information.						
Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amnt/Pct	Deposit Order	
Savings	923456786	*****1234	Percent	9.99%	9	Edit Delete
Checking	923456786	*****1212	Balance		999	Edit

[Add Account](#)

[Return to Payroll and Compensation](#)