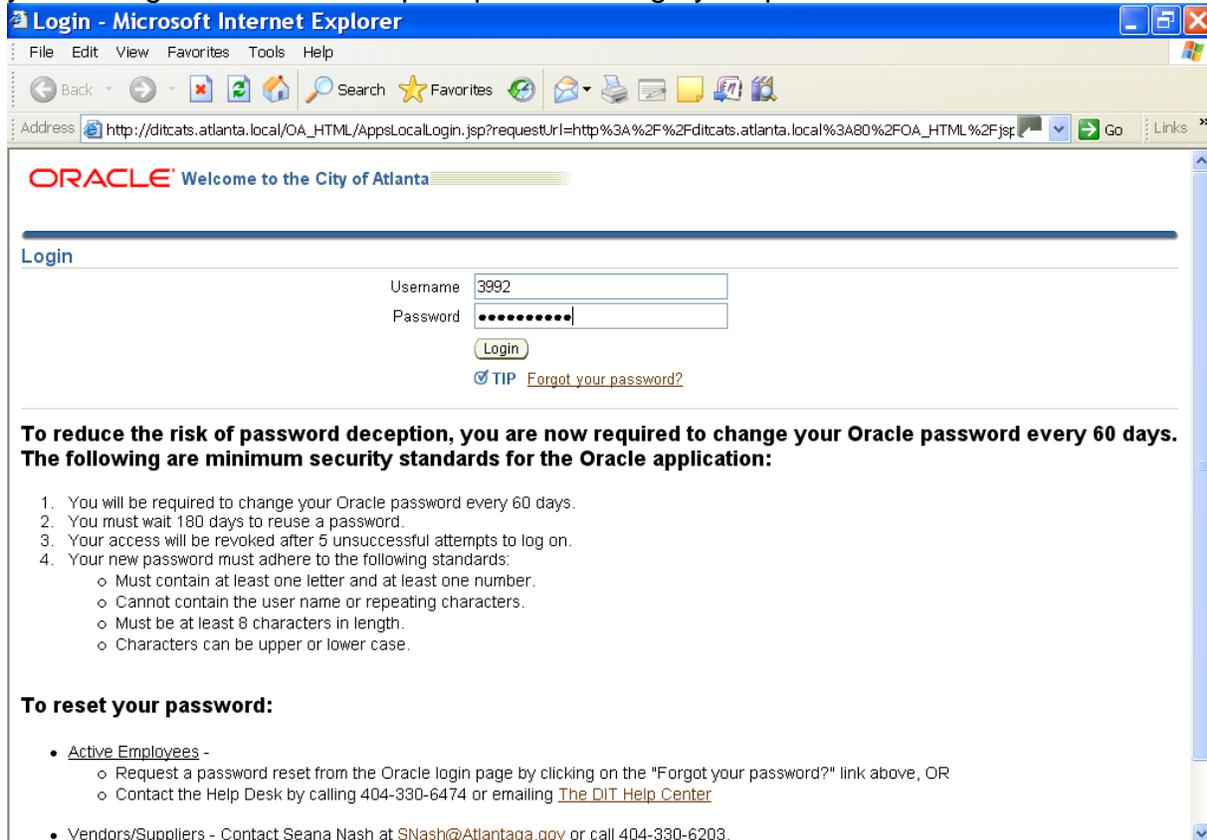


Employee Self-Service Instructions

1. If you do not know your Oracle password, call the DIT Help Desk at 404-330-6474 to have your Oracle password reset. If you are a current Oracle user, you should see the Employee Self Service responsibility when you log in using the link below
2. Once you receive a password click link:
http://ditcats.atlanta.local/OA_HTML/AppsLocalLogin.jsp .
3. Log in using your Employee ID number as your Username and use the password you were given. You will be prompted to change your password.



ORACLE Welcome to the City of Atlanta

Login

Username

Password

TIP [Forgot your password?](#)

To reduce the risk of password deception, you are now required to change your Oracle password every 60 days. The following are minimum security standards for the Oracle application:

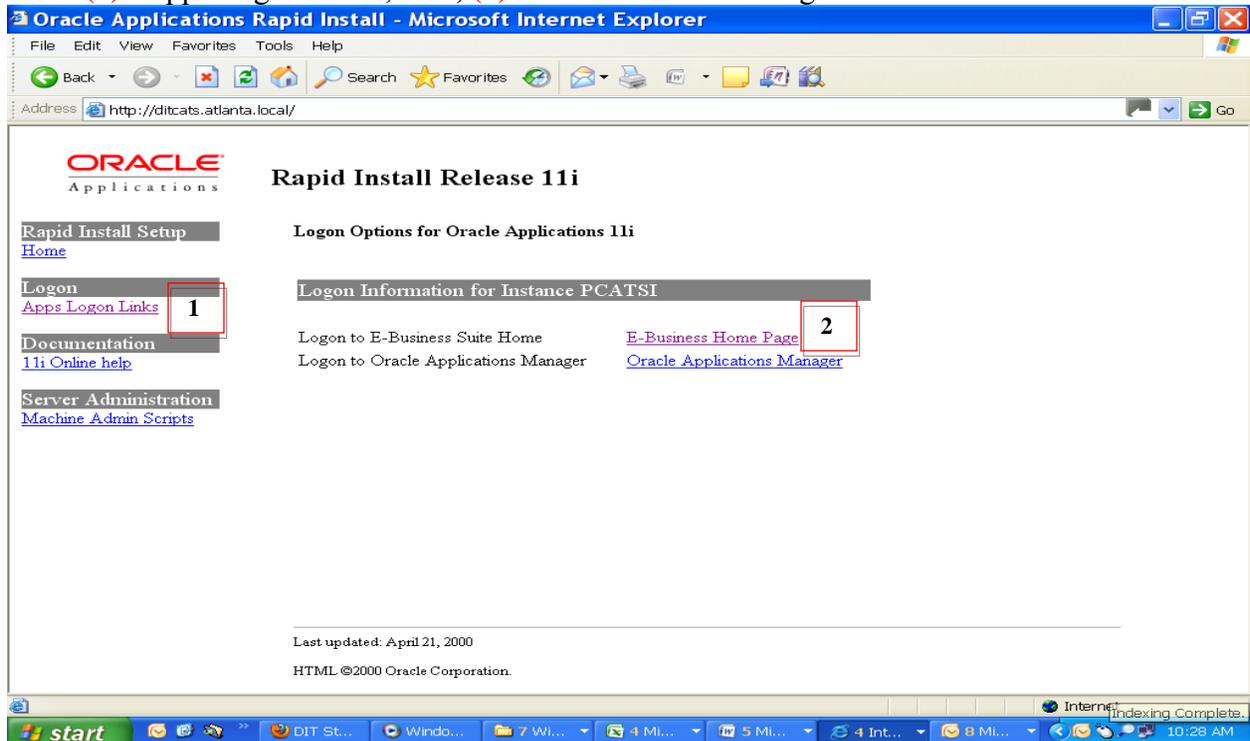
1. You will be required to change your Oracle password every 60 days.
2. You must wait 180 days to reuse a password.
3. Your access will be revoked after 5 unsuccessful attempts to log on.
4. Your new password must adhere to the following standards:
 - o Must contain at least one letter and at least one number.
 - o Cannot contain the user name or repeating characters.
 - o Must be at least 8 characters in length.
 - o Characters can be upper or lower case.

To reset your password:

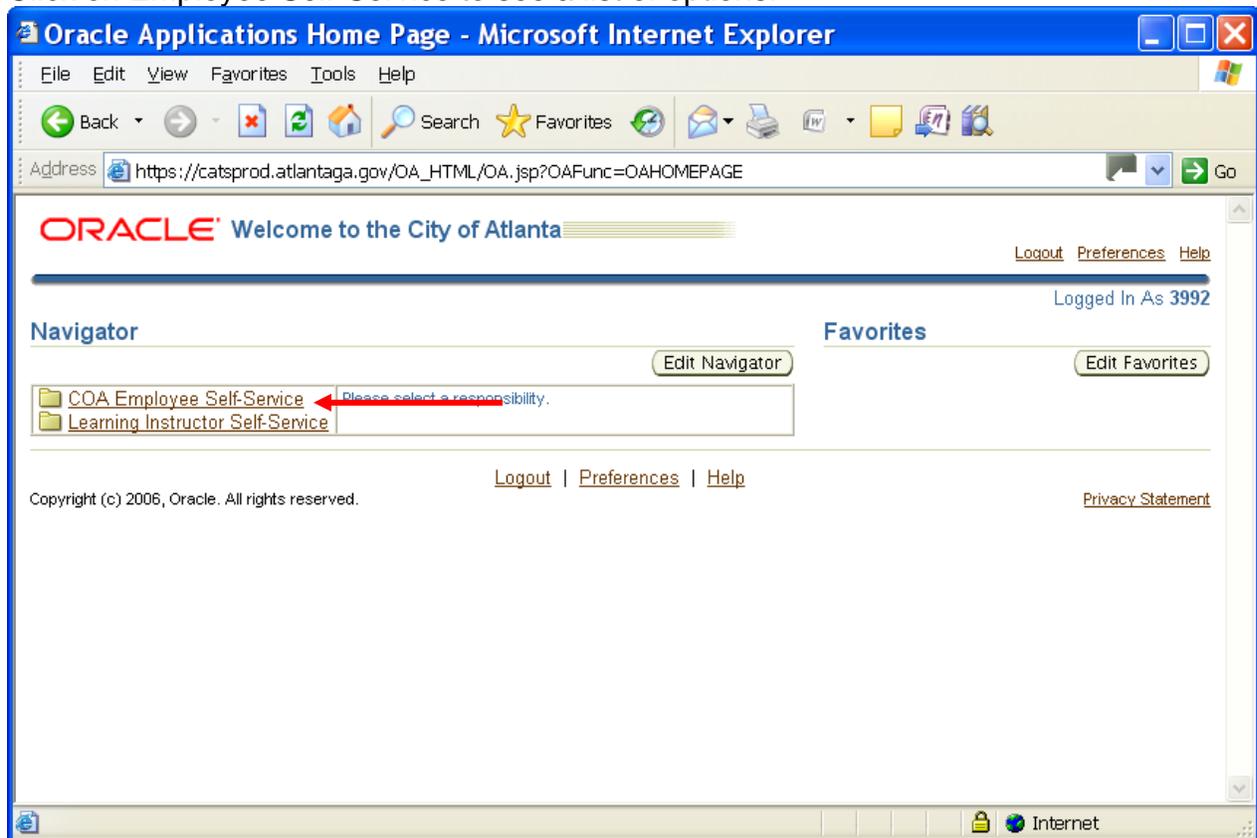
- Active Employees -
 - o Request a password reset from the Oracle login page by clicking on the "Forgot your password?" link above, OR
 - o Contact the Help Desk by calling 404-330-6474 or emailing [The DIT Help Center](mailto:The.DIT.Help.Center)
- Vendors/Suppliers - Contact Seana Nash at SNash@Atlantaga.gov or call 404-330-6203.

Employee Self-Service Instructions

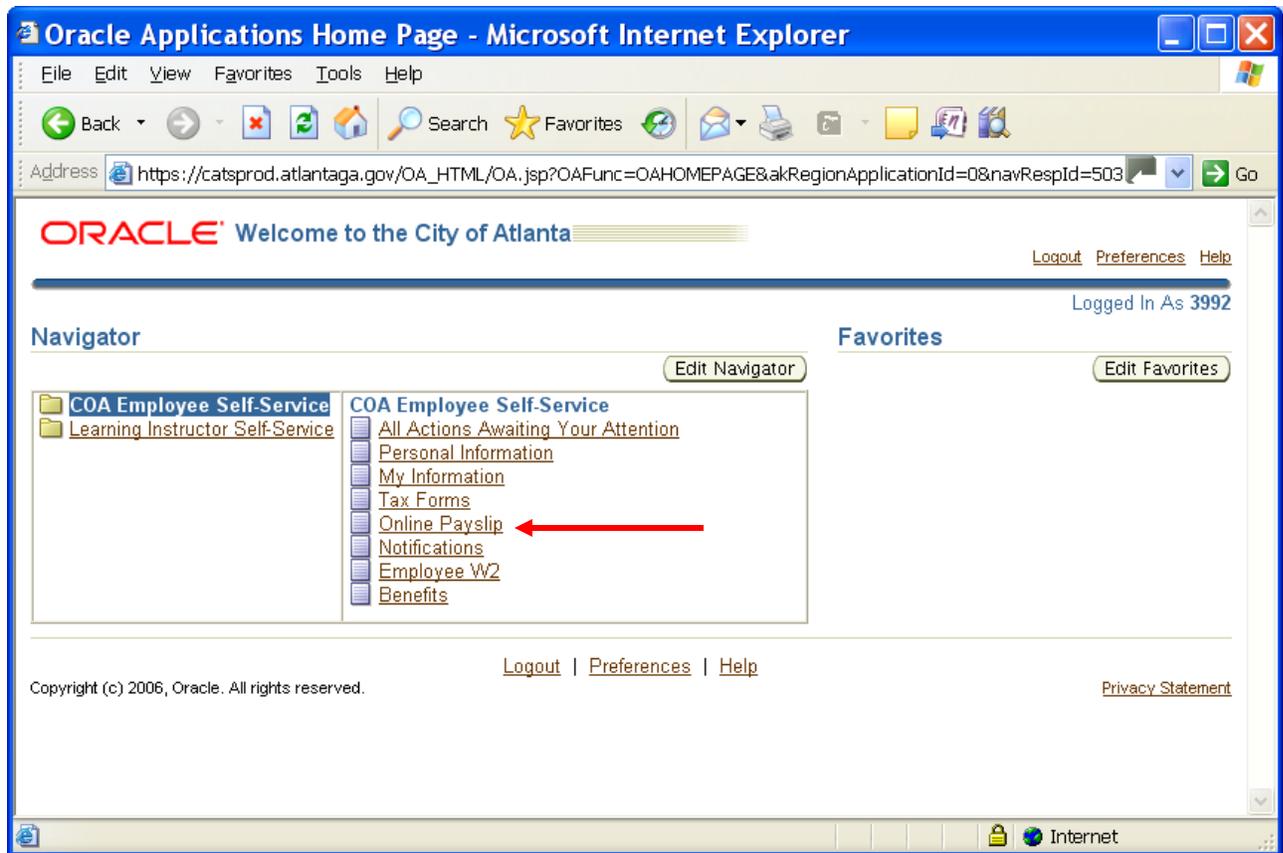
4. Click (1) “Apps Logon Link”; then, (2) “E-Business Home Page”



5. Click on Employee Self-Service to see a list of options.



Employee Self-Service Instructions



- The "Employee Self-Service" responsibility allows you **view-only access** to your payslips, personal information and your tax information; this information can be printed.

Note: the payslip information takes a moment to load; please be patient. You may experience technical difficulties with printing due to your pop-up blocker settings; if needed, disable pop-up blocker or contact the DIT Help Desk for assistance.

Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Bi-Week	15-Jul-2011	23-Jun-2011	06-Jul-2011	31.25	65,000.00

Employee Self-Service Instructions

Pre-Tax Deductions

Description	Current	YTD
Cigna High	8.04	112.56
OptumHealth Vison	4.87	68.18
Basic Life	9.90	69.30
Kaiser HMO	98.20	1,374.80
Def Comp NTW	75.00	1,050.00
Parking Government	0.00	245.00
Pen Fund 88 Gen	200.00	2,800.00
AFLAC Supp Ins	68.53	959.42

Taxes

Description	Current	YTD
Federal Tax	197.33	2,718.66
Medicare	33.50	470.03
GA State Tax	94.36	1,310.47

After-Tax Deductions

Description	Current	YTD
Supp Life	52.80	369.60
Charity Ctrb	5.00	70.00
Depend Life	1.19	8.33

Accruals

Description	Current	Balance
Compensatory Time	0.00	31.55
Advance Sick Owed	0.00	0.00
Shared Leave	0.00	0.00
Vacation	5.54	416.82
Sick	4.00	290.00
Advance Sick	0.00	0.00
Reserve Sick	0.00	305.56

Tax Withholding Information

7. If you notice incorrect personal information (name, address, date of birth, etc.), please download the Employee Personal Data Change form and return it to your departmental HR representatives. Note: Employees are not able to change information through Oracle at this time.
8. When you are finished remember to Log Off of the Oracle site.