



Manager Self Service

October 15, 2012

InSITE Self Service Manager Self Service Presentation

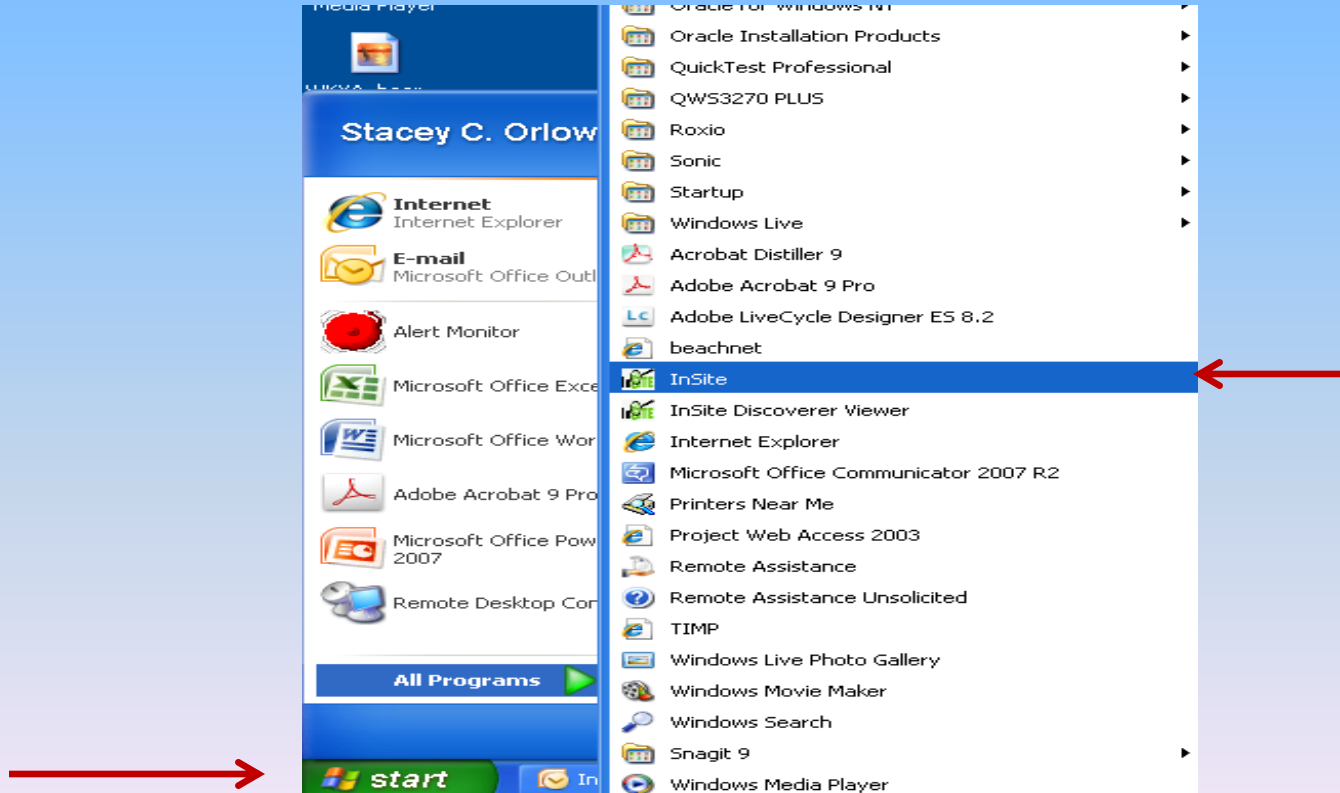
- This presentation is approximately 10 minutes in length.
- The screens will advance automatically, however you can use the enter key to advance a screen if desired.

Manager Self Service Portal Access

- Manager Self-Service is assigned to managers who supervise employees. With this InSITE user responsibility you have the ability to view information about all staff that report to you, as well as staff that report to other managers within your reporting structure.
- You can view the following employee information:
Employment, Salary, Performance, Absence, Personal, Special, Emergency Contact Information, Documents of Records (Attachments) and Extra Information.
- All information is 'view only.'
- An “add on” to this functionality is that managers will be able to run reports for staff that report to them via the Discoverer Viewer tool. Please refer to the Discover Viewer Basic Training Manual for instructions on how to run reports.

Access to InSITE

- From a City Computer:
 - Click Start, select All Programs
 - Select InSITE from the list



Access to InSITE

- From a non-City computer with internet access
 - Go to vbgov.com
 - Select the employee link
 - Then Select the InSITE Self Service page
 - Next select the Login to InSITE Self Service link
- Or go to <https://ssinsite1-pub.opc.oracleoutsourcing.com> directly from your internet browser

How Do I Log On

CURRENT InSITE Users:

Your username will be changed to add your InSITE employee number to the end of your username. *The InSITE employee number can be found on your paycheck.*

Example: JSMITHEY, user id 1234 becomes JSMITHEY1234

Your password will remain unchanged

NEW Users:

Your username will be the first character of your first name and the first 7 characters of your last name followed by your InSITE employee number (*The InSITE employee number can be found on your paycheck*)

Example: John Sampleguy employee id 234, would be JSampleg234

The first time you login in to InSITE, your password will be:

Your date of birth, formatted as MMDDYYYY + InSITE employee number

Example, John's date of birth is 1/5/75 = 01051975 and his id is 234

So, his password would be 01051975234

After you login the first time, you will be prompted to change your password

If you are prompted to change your password,
please consider these Password Tips

- The password must be at least 8 characters in length.
- The password must have at least one digit.
- The password must have at least one letter.
- The password must **not** have any special characters, such as an underscore, a hyphen or a period.
- The password must **not** have any repeating characters. Example: ilvu22 or iluvv2
- Passwords must be changed every 90 days.
You cannot reuse the last four passwords.

Manager Self Service Responsibility

- Upon Logon, your Manager Self Service responsibility will display.
- Single click on that responsibility to see the list of links that are available for that responsibility.

The screenshot displays the Oracle Applications Home Page. At the top, there is a navigation bar with links for Favorites, Logout, Preferences, and Help. Below this is a search bar with the text 'Enterprise Search' and a dropdown menu set to 'All'. A 'Go' button is next to the search bar. To the right of the search bar is a 'Search Results Display Preference' dropdown menu set to 'Standard'. In the top right corner, it says 'Logged In As STTEST11136'.

The main content area is titled 'Oracle Applications Home Page'. On the left, there is a 'Main Menu' section with a 'Personalize' button. Under the 'Main Menu', there are two links: 'COVB Employee Self Service' and 'COVB Manager Self Service'. An arrow points to the 'COVB Manager Self Service' link.

On the right, there is a 'Worklist' section. It has a 'Full List' button. Below the button is a table with the following columns: 'From', 'Type', 'Subject', 'Sent', and 'Due'. The table contains the text 'There are no notifications in this view.' Below the table, there are two tips: '✓ TIP Vacation Rules - Redirect or auto-respond to notifications.' and '✓ TIP Worklist Access - Specify which users can view and act upon your notifications.'

The various links you can select will display on the right.
Single click on a menu item.

The screenshot displays the Oracle Applications Home Page. At the top, there is a navigation bar with links for Favorites, Logout, Preferences, and Help. Below this is a search bar with the text "Enterprise Search" and a dropdown menu set to "All". A "Go" button is next to the search bar. To the right of the search bar, there is a "Search Results Display Preference" dropdown menu set to "Standard". In the top right corner, it says "Logged In As STTEST11136".

The main content area is titled "Oracle Applications Home Page". On the left, there is a "Main Menu" section with a "Personalize" button. The menu items are:

- COVB Employee Self Service
- COVB Manager Self Service
- My Employee Information
- Personal Information
- Special Information
- Emergency Contact Information
- Extra Information
- Documents of Record

A black arrow points from the text "Single click on a menu item." to the "COVB Manager Self Service" menu item.

On the right, there is a "Worklist" section. It has a "Full List" button. Below the button is a table with the following columns: From, Type, Subject, Sent, and Due. The table contains the text "There are no notifications in this view." and two tips:

- ✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
- ✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

My Employee Information

The **My Employee Information** section is where you view information for your employees' Employment, Salary, Performance and Absence details dating back to January 1, 2009. It also provides quick and direct access to basic HR data such as your Employee Number, Department, Manager, etc.

The screenshot displays the Oracle Applications Home Page. At the top, there is a navigation bar with links for Favorites, Logout, Preferences, and Help. Below this is a search bar with the text 'Enterprise Search' and a dropdown menu set to 'All'. A 'Go' button is next to the search bar. To the right of the search bar is a 'Search Results Display Preference' dropdown set to 'Standard'. In the top right corner, it says 'Logged In As STES11136'.

The main content area is titled 'Oracle Applications Home Page'. On the left, there is a 'Main Menu' section with a 'Personalize' button. The menu items are: COVB Employee Self Service, COVB Manager Self Service, My Employee Information, Personal Information, Special Information, Emergency Contact Information, Extra Information, and Documents of Record. An arrow points from the 'My Employee Information' link to a callout box.

On the right, there is a 'Worklist' section with a 'Full List' button. Below the button is a table with columns: From, Type, Subject, Sent, and Due. The table is currently empty, with the text 'There are no notifications in this view.' displayed. Below the table, there are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which'.

**To view employee data,
single click on
My Employee Information**

My Employee Information

You will see four tabs, each tab will contain the names of the employees you directly supervise. If a direct report also manages staff, they will have a + next to their name. Clicking on the + will expand to show the employees that report to that manager.

My Employee Information

View Discoverer Reports...

[Click here to view reports login instructions](#)

[Click here to view Position Standards Format](#)

[Click here to view Department/Division List](#)

Click on a tab to see all of your direct report's information summarized at a glance.

View Hierarchy Go

Employment Salary Performance Absence

Focus	Name	Employee Number	Latest Hire Date	Position	Grade	Assignment Category	Assignment Status	Department	Location
	Test, S								
	+ Test, P	11135	01-Jan-2012	B.999914..Account Clerk I.00005	G.10	Fulltime-Regular	Active Assignment	HRD 003 Staffing and Compensation	Mun Ctr Bldg 18-Other Gen Govt Support

Employee Salary Summary

My Employee Information

[View Discoverer Reports...](#)

[Click here to view reports login instructions](#)

[Click here to view Position Standards Format](#)

[Click here to view Department/Division List](#)

View Hierarchy ▾ Go

This screen is displayed when the Salary tab is selected for all employees.

All salaries are displayed at a glance.

You can click on the name of an employee to see details (demonstrated later.)

Employment **Salary** Performance Absence



Focus	Name	Annual Salary	Job Title	Grade	Employee Number
	Test, S				
	Test, P	22,353.60	Account Clerk.Not Sworn.NA	G.10	11135

Employee Performance Summary

My Employee Information

[View Discoverer Reports...](#)

[Click here to view reports login instructions](#)

[Click here to view Position Standards Format](#)

[Click here to view Department/Division List](#)

This screen displays when the Performance tab is selected for all employees.

The due date for all employee reviews will be displayed at a glance.

You can click on the name of an employee to see details (demonstrated later). Note, you will not be able to see their individual performance review document.

Employment Salary **Performance** Absence



Focus Name	Employee Number	Next Review Date	Last Review Date	Last Rating	Related Event
 Test, S					
 Test, P	11135	01-Jan-2013	01-Jul-2012	Y - Meets Performance Standards	Interim

Employee List of Summary Absence Information

[View Discoverer Reports](#)

[Click here to view reports login instructions](#)

[Employment](#) [Salary](#) [Performance](#) [Absence](#)

- This screen is displayed when the absence tab is selected for all employees.
- It only reflects cumulative hours taken for leave types that have balances maintained in InSITE.
- To see all leave the employee has taken, please run the Discoverer Viewer report: HR-Leave Monthly Detail



The following section displays detailed historical and future information.

Previous 1-10 Next 10

Details	Date	Number Of Hours	Type	Reason	Approver Notified Date
+ Show	01-Jun-2012	8	COVB Annual Leave		01-Jun-2012
+ Show	31-May-2012	8	COVB Annual Leave		31-May-2012
+ Show	30-May-2012	8	COVB Annual Leave		30-May-2012
+ Show	29-May-2012	8	COVB Annual Leave		29-May-2012

Employment Information


Next, we will follow the information for one particular employee: “A Employee”.
Click on the name of the employee to view their additional employment details.


 Navigator ▼  Favorites ▼ Home Logout Preferences Help

My Employee Information View Hierarchy ▼ Go

[View Discoverer Reports...](#)
[Click here to view reports login instructions](#)
[Click here to view Position Standards Format](#)
[Click here to view Department/Division List](#)

Employment **Salary** **Performance** **Absence**



Focus	Name	Employee Number	Latest Hire Date	Position	Grade	Assignment Category	Assignment Status	Department	Location
	 Test, S								
→	Test, P	11135	01-Jan-2012	B.999914..Account Clerk I.00005	G.10	Fulltime-Regular	Active Assignment	HRD 003 Staffing and Compensation	Mun Ctr Bldg 18-Other Gen Govt Support

Home Logout Preferences Help

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Employment Information

The Employment Tab is highlighted.

My Employee Information >

Test, P

Effective Date 02-Oct-2012

Employee Number 11135
Assignment End Date
Department HRD 003 Staffing and Compensation
Manager Test, S
Salary 22,353.60 USD
Performance Review Date 01-Jul-2012

Assignment Start Date 01-Jan-2012
Position B.999914..Account Clerk 1.00005
Location Mun Ctr Bldg 18-Other Gen Govt Support
Organization Email Address PTest@vbgov.com
Performance Rating Y - Meets Performance Standards

[Click here to view Position Standards Format](#)
[Click here to view Department List](#)

Employment Salary Performance Absence

Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Job Title	Grade	Department	Location	Assignment Category
+ Show	11135	01-Jan-2012		Yes	Account Clerk.Not Sworn.NA	G.10	HRD 003 Staffing and Compensation	Mun Ctr Bldg 18-Other Gen Govt Support	Fulltime-Regular

Home Logout Preferences Help

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Click on the Show link to view additional employment details.

Employment Information

Additional Employment details are displayed

Home

Logout

Preferences

Help

My Employee Information >

Test, P

Effective Date 02-Oct-2012

Employee Number 11135

Assignment End Date

Department HRD 003 Staffing and Compensation

Manager Test, S

Salary 22,353.60 USD

Performance Review Date 01-Jul-2012

Assignment Start Date 01-Jan-2012

Position B.999914..Account Clerk I.00005

Location Mun Ctr Bldg 18-Other Gen Govt Support

Organization Email Address PTest@vbgov.com

Performance Rating Y - Meets Performance Standards

[Click here to view Position Standards Format](#)

[Click here to view Department List](#)

Employment

Salary

Performance

Absence

Details	Assignment Number	Assignment Start Date	Assignment End Date	Primary Assignment	Job Title	Grade	Department	Location	Assignment Category
<input type="checkbox"/> Hide	11135	01-Jan-2012		Yes	Account Clerk.Not Sworn.NA	G.10	HRD 003 Staffing and Compensation	Mun Ctr Bldg 18-Other Gen Govt Support	Fulltime-Regular

Assignment Status Active Assignment

Manager Test, S

Latest Hire Date 01-Jan-2012

Status Change Reason New Hire

Position B.999914..Account Clerk I.00005

Payroll Semi Monthly

Home

Logout

Preferences

Help

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Salary Information

Click on the Salary Tab.

My Employee Information >

Test, P

Effective Date 02-Oct-2012

Employee Number 11135
Assignment End Date
Department HRD 003 Staffing and Compensation
Manager Test, S
Salary 22,353.60 USD
Performance Review Date 01-Jul-2012

Assignment Start Date 01-Jan-2012
Position B.999914..Account Clerk I.00005
Location Mun Ctr Bldg 18-Other Gen Govt Support
Organization Email Address PTest@vbgov.com
Performance Rating Y - Meets Performance Standards

[Click here to view Position Standards Format](#)
[Click here to view Department List](#)

Employment **Salary** Performance Absence

Details	Effective Date	Total Amount of Increase/Decrease	Reason	Annualized Salary	Gross Pay Period Amount (Salaried) or Hourly Rate (Hourly)	Review Date	Grade	Assignment Number	Primary Assignment	Salary Basis
Show	01-Jan-2012		New Hire	22,353.60	931.40	01-Jan-2013	G.10	11135	Yes	Salary

Home Logout Preferences Help

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Click on the Show link to view additional salary details.

Salary Information

Additional salary details are displayed.

Navigator ▼

Favorites ▼

Home Logout Preferences Help

My Employee Information >

Test, P

Effective Date 02-Oct-2012

Employee Number **11135**
Assignment End Date
Department **HRD 003 Staffing and Compensation**
Manager **Test, S**
Salary **22,353.60 USD**
Performance Review Date **01-Jul-2012**

Assignment Start Date **01-Jan-2012**
Position **B.999914..Account Clerk I.00005**
Location **Mun Ctr Bldg 18-Other Gen Govt Support**
Organization Email Address PTTest@vbgov.com
Performance Rating **Y - Meets Performance Standards**

[Click here to view Position Standards Format](#)

[Click here to view Department List](#)

Employment Salary Performance Absence

Details	Effective Date	Total Amount of Increase/Decrease	Reason	Annualized Salary	Gross Pay Period Amount (Salaried) or Hourly Rate (Hourly)	Review Date	Grade	Assignment Number	Primary Assignment	Salary Basis
<input type="checkbox"/> Hide	01-Jan-2012		New Hire	22,353.60	931.40	01-Jan-2013	G.10	11135	Yes	Salary
<div>→</div> <div>Payroll Semi Monthly Approved Yes Grade Mid 27,383.16 Comparatio 81.633</div> <div>Increase Percentage Grade Minimum 22,353.60 Grade Maximum 32,412.72</div>										

Home Logout Preferences Help

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Performance Information

Click on the Performance Tab.

The screenshot shows a web application interface for performance information. At the top, there is a navigation bar with links for 'Home', 'Logout', 'Preferences', and 'Help'. Below this, a breadcrumb trail reads 'My Employee Information >'. The main content area is titled 'Test, P' and displays various employee details. A tabbed interface at the bottom of the main content area includes 'Employment', 'Salary', 'Performance', and 'Absence'. The 'Performance' tab is selected. Below the tabs is a table with performance review details. An arrow points from the text 'Click on the Performance Tab.' to the 'Performance' tab. Another arrow points from the text 'Click on the Show link to view additional performance details.' to the 'Show' link in the first row of the performance review table.

Effective Date **02-Oct-2012**

Employee Number **11135**

Assignment End Date

Department **HRD 003 Staffing and Compensation**

Manager **Test, S**

Salary **22,353.60 USD**

Performance Review Date **01-Jul-2012**

Assignment Start Date **01-Jan-2012**

Position **B.999914..Account Clerk I.00005**

Location **Mun Ctr Bldg 18-Other Gen Govt Support**

Organization Email Address PTest@vbgov.com

Performance Rating **Y - Meets Performance Standards**

[Click here to view Position Standards Format](#)

[Click here to view Department List](#)

Employment **Salary** **Performance** **Absence**

Details	Last Review Date ▲	Last Rating	Next Review Date	Related Event
Show	01-Jul-2012	Y - Meets Performance Standards	01-Jan-2013	Interim
Show	01-Jan-2013	Y - Meets Performance Standards	01-Jan-2014	Merit

Home Logout Preferences Help



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Click on the Show link to view additional performance details.

Performance Information

Additional performance details are displayed.

 Navigator  Favorites Home Logout Preferences Help

My Employee Information >

Test, P

Effective Date **02-Oct-2012**

Employee Number **11135**

Assignment End Date

Department **HRD 003 Staffing and Compensation**

Manager **Test, S**

Salary **22,353.60 USD**

Performance Review Date **01-Jul-2012**

Assignment Start Date **01-Jan-2012**

Position **B.999914..Account Clerk I.00005**



Location **Mun Ctr Bldg 18-Other Gen Govt Support**

Organization Email Address PTest@vbgov.com

Performance Rating **Y - Meets Performance Standards**

[Click here to view Position Standards Format](#)
[Click here to view Department List](#)

EmploymentSalaryPerformanceAbsence

Details	Last Review Date ▲	Last Rating	Next Review Date	Related Event
 Hide	01-Jul-2012	Y - Meets Performance Standards	01-Jan-2013	Interim
→ Event Start Date 01-Jul-2012				
 Hide	01-Jan-2013	Y - Meets Performance Standards	01-Jan-2014	Merit
→ Event Start Date 01-Jan-2013				

Home Logout Preferences Help

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Absence Information

Click on the Absence Tab.

[View Discoverer Reports](#)

[Click here to view reports login instructions](#)

[Employment](#) [Salary](#) [Performance](#) [Absence](#)

The following section displays detailed historical and future information.

Previous 1-10 Next 10

Details	Date	Number Of Hours	Type	Reason	Approver Notified Date
Show	01-Jun-2012	8	COVB Annual Leave		01-Jun-2012
Show	31-May-2012	8	COVB Annual Leave		31-May-2012
Show	30-May-2012	8	COVB Annual Leave		30-May-2012
Show	29-May-2012	8	COVB Annual Leave		29-May-2012

Click on the Show link to view additional absence details.

Absence Information

Additional absence details are displayed.

Employment Salary Performance **Absence**

The following section displays detailed historical and future information.

Previous 1-10 Next 10

Details	Date	Number Of Hours	Type	Reason	Approver Notified Date
Hide	01-Jun-2012	8	COVB Annual Leave		01-Jun-2012
<div><div>→</div><div>Category Vacation</div><div>Authorizing Person</div><div>Number Of Hours 8</div><div>Replacement Person</div></div>					
Show	31-May-2012	8	COVB Annual Leave		31-May-2012
Show	30-May-2012	8	COVB Annual Leave		30-May-2012

Personal Information

The **Personal Information** section enables managers to view their employees personal information, such as their address, phone number and email address.

The screenshot displays the Oracle Applications Home Page interface. At the top, there is a navigation bar with links for Favorites, Logout, Preferences, and Help. Below this is a search bar with the text "Enterprise Search" and a dropdown menu set to "All". A "Go" button is next to the search bar. To the right of the search bar is a "Search Results Display Preference" dropdown set to "Standard". In the top right corner, it says "Logged In As STTEST11136".

The main content area is titled "Oracle Applications Home Page". On the left, there is a "Main Menu" section with a "Personalize" button. The menu items are:

- COVB Employee Self Service
- COVB Manager Self Service
 - My Employee Information
 - Personal Information
 - Special Information
 - Emergency Contact Information
 - Extra Information
 - Documents of Record
 - Rehire

An arrow points from the "Personal Information" link in the menu to a callout box on the right. The callout box contains the text: "To view your employees' information, single click on Personal Information".

On the right side of the page, there is a "Worklist" section with a "Full List" button. Below the button is a table with columns: "From", "Type", "Subject", "Sent", and "Due". The table contains the text "There are no notifications in this view." and two tips:

- ✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
- ✓ TIP Worklist Access - Specify which

Personal Information


Select the Employee you wish to view by single clicking on Information Details

 Navigator ▼  Favorites ▼ [Home](#) [Logout](#) [Preferences](#) [Help](#)

Personal Information: People in Hierarchy

✓ **TIP** Click the "Information Details" link to view additional information for the employee.




Focus Name	Assignment Number	Job	Department	Information Details
 Test, S				
Test, P	11135	Account Clerk.Not Sworn.NA	HRD 003 Staffing and Compensation	 ←

[Home](#) [Logout](#) [Preferences](#) [Help](#)

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Personal Information

Personal information is displayed for “P Test.”

Human Resources

Navigator ▼ Favorites ▼ Home Logout Preferences Help

Personal Information

Employee Name**Test, P**

Organization Email AddressPTest@vbgov.com

Network (Active Directory) ID

Employee Number**11517**

Veteran Status**Not a Veteran**
Not a Veteran

Back

Basic Details

Date of Birth**01-Jan-1981**

Social Security**999-99-9993**

Organization Email Address**PTest@vbgov.com**

Update

Phone Numbers

Home**757-383-9999**

Work**757-385-1111**

Update

Main Address

Address Line 1**2424 Courthouse Drive**

Address Line 2

Address Line 3

City**Virginia Beach**

State**VA**
Virginia

Zip Code**23456**

County**Virginia Beach (Ind**
Virginia Beach (Ind

Update

Other Address

Note: if an employee that reports directly to you changes their phone number, you will receive an email. This will keep you informed in case you are maintaining phone lists and/or contact information.

Organization Email Address

- Employees with a City email account should use their City email as their primary email account.
- Employees who do not have a City issued email address may use a personal email address.
- **It is the employee's responsibility to maintain and update a current email address in the application.**
- Any InSITE generated emails will be sent to this email address, such as "Forgot Password" emails.
- Dept PALS will have the ability to update an employee's email address using HR PALS Self Service.
- Do not use a shared email address.

Special Information

- The Special Information form allows managers to view employees data such as alpha status, city equipment that has been distributed (**optionally used**) and other department identification information. The form has three sections:
- Department Identification – additional data specific to your department
- Emergency Operations – alpha status, volunteer preference, shelter assignments
- Equipment Tracking – city equipment that has been distributed in order to perform job duties.

The screenshot displays the Oracle Applications Home Page. At the top, there is a navigation bar with links for Favorites, Logout, Preferences, and Help. Below this is a search bar with the text 'Enterprise Search' and a dropdown menu set to 'All'. A 'Go' button is next to the search bar. To the right of the search bar, there is a 'Search Results Display Preference' dropdown menu set to 'Standard'. In the top right corner, it says 'Logged In As STST11136'.

The main content area is titled 'Oracle Applications Home Page'. On the left, there is a 'Main Menu' section with a 'Personalize' button. The menu items are:

- COVB Employee Self Service
- COVB Manager Self Service
- My Employee Information
- Personal Information
- Special Information (highlighted with a black arrow)
- Emergency Contact Information
- Extra Information
- Documents of Record
- Rehire



On the right, there is a 'Worklist' section with a 'Full List' button. Below the button, there is a table with columns: From, Type, Subject, Sent, and Due. The table is currently empty, and a message states: 'There are no notifications in this view.' Below the table, there are two tips:

- ✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
- ✓ TIP Worklist Access - Specify which users can view and act upon your notifications.


To view your employee information, single click on Special Information.


Special Information




Select the Employee you wish to view by single clicking on Information Details

 Navigator ▼  Favorites ▼ Home Logout Preferences Help

Special Information: People in Hierarchy

 **TIP** Click the "Information Details" link to view additional information for the employee.



Focus Name	Assignment Number	Job	Department	Information Details
 Test, S				
Test, P	11135	Account Clerk.Not Sworn.NA	HRD 003 Staffing and Compensation	 ←

Home Logout Preferences Help

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Special Information

Special Information details are displayed. Contact your Department PALS for questions or changes to the information below.

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Special Information

Employee Name **Test, P** Employee Number **11135**
Organization Email Address PTest@vbgov.com

Department Identification

Select Status	Badge Number	Alternate ID Number	Alternate Email	Start Date	End Date
<input type="radio"/>	No results found.				

Driver of City Vehicle

Select Status	Driver of City Vehicle	Start Date	End Date
<input checked="" type="radio"/>	Yes	01-Jan-2012	

Emergency Operations

Select Status	Alpha Status	Emergency Status	Emergency Assignment	Shelter Assignment	Shelter Team Assignment	Comments	Start Date	End Date
<input checked="" type="radio"/>	Alpha 2 Non Essential	Voluntary Voluntary	CLER Clerical (City)				01-Jan-2012	

Equipment Tracking

Select Status	Equipment Type	Comments	Start Date	End Date
<input checked="" type="radio"/>	City ID Card City ID Card		01-Jan-2012	

Home Logout Preferences Help

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Extra Information

- The **Extra Information** form allows managers to view employee US Ethnic data or data that is maintained specifically by their department. Currently, there are only three departments (Police, Fire and Parks and Recreation) with specific Extra Information data in InSITE.

The screenshot shows the Oracle Applications Home Page. At the top, there is a navigation bar with links for Favorites, Logout, Preferences, and Help. Below this is a search bar with a dropdown menu set to 'All', a 'Go' button, and a 'Search Results Display Preference' dropdown set to 'Standard'. The user is logged in as 'STEST11136'.

The main content area is titled 'Oracle Applications Home Page'. It features a 'View Discoverer Reports' button and a link to 'Click here to view report login instructions'. Below this is a 'Main Menu' section with a 'Personalize' button. The menu items are:

- COVB Employee Self Service
- COVB Manager Self Service
- My Employee Information
- Personal Information
- Special Information
- Emergency Contact Information
- Extra Information (indicated by an arrow)
- Documents of Record
- Rehire

To the right of the Main Menu is a 'Worklist' section. It has a 'Full List' button and a table with columns: From, Type, Subject, Sent, and Due. The table is currently empty, displaying the message 'There are no notifications in this view.' Below the table, there are two tips:

- ✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
- ✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

To view your
employee's
information, single
click on Extra
Information.

Extra Information

Select the Employee you wish to view by single clicking on Information Details

 Navigator ▼  Favorites ▼ Home Logout Preferences Help

Extra Information: People in Hierarchy

 **TIP** Click the "Information Details" link to view additional information for the employee.



Focus Name	Assignment Number	Job	Department	Information Details
 Test, S				
Test, P	11135	Account Clerk.Not Sworn.NA	HRD 003 Staffing and Compensation	 ←

Home Logout Preferences Help

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Extra Information

Extra Information details are displayed. Contact your Department PALS for questions or changes to the information below.

 Navigator ▼  Favorites ▼ Home Logout Preferences Help

Extra Information

Employee Name **Test, P**
Organization Email Address PTest@vbgov.com

Employee Number **11135**

Fire Department Information

Select Status	Battalion	Assignment	Shift	Start Date	End Date
No results found.					

Police Department Information

Select Status	Academy Class#	Academy Ranking	Promotion Qualification Date	Police Employment Date	Bureau Assignment Date	Certified Officer	Certification Entity	Police Role	Location	Supervisor Employee#	Comments	Start Date	End Date
No results found.													

US Ethnic Origin

Select Status	Hispanic or Latino of any race	American Indian or Alaskan Native	Black or African Asian American	Native Hawaiian or Other Pacific	Two or More Races (For White IPEDS EE01 AAP)
<input checked="" type="radio"/>	Yes	No	No	No	No

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Emergency Contact Information

- The **Emergency Contact Information** form allows managers to view employee's emergency contact information, such as emergency contact name, address, phone number, etc.

The screenshot shows the Oracle Applications Home Page. At the top, there is a navigation bar with links for Favorites, Logout, Preferences, and Help. Below this is a search bar with the text 'Enterprise Search' and a dropdown menu set to 'All'. A 'Go' button is next to the search bar. To the right of the search bar is a 'Search Results Display Preference' dropdown set to 'Standard'. In the top right corner, it says 'Logged In As STTEST11136'.

The main content area is divided into two sections. On the left is the 'Main Menu' section, which includes a 'Personalize' button and a list of links: 'COVB Employee Self Service', 'COVB Manager Self Service', 'My Employee Information', 'Personal Information', 'Special Information', 'Emergency Contact Information', 'Extra Information', 'Documents of Record', and 'Rehire'. An arrow points from a text box to the 'Emergency Contact Information' link. On the right is the 'Worklist' section, which includes a 'Full List' button and a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. The table contains two rows of notifications: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

To view your employee's information, single click on Emergency Contact Information.

Emergency Contact Information

Select the Employee you wish to view by single clicking on Information Details

 Navigator ▼




 Favorites ▼

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Emergency Contact Information: People in Hierarchy

 **TIP** Click the "Information Details" link to view additional information for the employee.



Focus	Name	Assignment Number	Job	Department	Information Details
	Test, S				
	Test, P	11135	Account Clerk.Not Sworn.NA	HRD 003 Staffing and Compensation	 ←



[Home](#) [Logout](#) [Preferences](#) [Help](#)

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Emergency Contact Information

Emergency Contact Information details are displayed. Contact your Department PALS for questions or changes to the information below.

 Navigator ▼  Favorites ▼ Home Logout Preferences Help

Emergency Contact Information: Special Information

Employee Name **Test, P**

Employee Number **11135**

Organization Email Address PTest@vbgov.com

Cancel

Back

Emergency Contact Information

Select	Status	Contact Name	Address	City	State	Zip	Home Phone	Cell Phone	Work Phone	Contact Order	Start Date	End Date
<input checked="" type="radio"/>		Test, J	2424 Courthouse Drive	Virginia Beach	VA	23456	757-383-3939	757-615-9292	757-999-2029	1 Primary	02-Oct-2012	

Cancel

Back

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Documents of Record

- The **Documents of Record** form allows managers to view documents that have been attached to the employee's record, such as performance feedback, new hire letter, etc.

The screenshot shows the Oracle Applications Home Page. At the top, there is a navigation bar with links for Favorites, Logout, Preferences, and Help. Below this is a search bar with the text 'Enterprise Search' and a dropdown menu set to 'All'. A 'Go' button is next to the search bar. To the right of the search bar is a 'Search Results Display Preference' dropdown set to 'Standard'. In the top right corner, it says 'Logged In As STTEST11136'.

Below the navigation bar is the 'Oracle Applications Home Page' header. On the left side, there is a 'Main Menu' section with a 'Personalize' button. The menu items are:

- COVB Employee Self Service
- COVB Manager Self Service
 - My Employee Information
 - Personal Information
 - Special Information
 - Emergency Contact Information
 - Extra Information
 - Documents of Record** (indicated by a black arrow)
 - Rehire

On the right side, there is a 'Worklist' section with a 'Full List' button. Below the button is a table with columns: From, Type, Subject, Sent, and Due. The table is empty, and the text 'There are no notifications in this view.' is displayed. Below the table, there are two tips:

- ✓ TIP Vacation Rules - Redirect or auto-respond to notifications.
- ✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

To view your employee's information, single click on Documents of Record.

Documents of Record

Select the Employee you wish to view by single clicking on Information Details

 Navigator ▼  Favorites ▼ Home Logout Preferences Help

Documents of Record: People in Hierarchy

 **TIP** Click the "Information Details" link to view additional information for the employee.



Focus Name	Assignment Number	Job	Department	Information Details
 Test, S				
Test, P	11135	Account Clerk.Not Sworn.NA	HRD 003 Staffing and Compensation	 ←



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Documents of Record



Document Types are displayed. Click on icon under View to see additional details. Contact your Department PALS for questions or changes to the information below.

 Navigator ▼  Favorites ▼ Home Logout Preferences Help

Documents of Record for Person

Employee Name **Test, P** Employee Number **11135**
Email **PTest@vbgov.com**

[⊕ Show Search Options](#)

Document Type	Valid From	Valid To	View
Performance Information	01-Jan-2013	31-Dec-2013	 ←
Performance Information	01-Jul-2012	31-Dec-2012	



Home Logout Preferences Help

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Documents of Record

Click on link under Title to open the document.

 Navigator ▼  Favorites ▼ Home Logout Preferences Help



View Document of Record

Employee Name **Test, P** Employee Number **11135**
Email **PTest@vbgov.com**

Document Information

Document Type **Performance Information** Valid From **01-Jan-2013**
Issued By Valid To **31-Dec-2013**
Issued Date

Documents

Title	Type	Description	Last Updated By	Last Updated	Update	Delete
Merit Evaluation - 01-Jan-2013	File	Merit Evaluation - 01-Jan-2013	JLANG3012	28-Sep-2012		

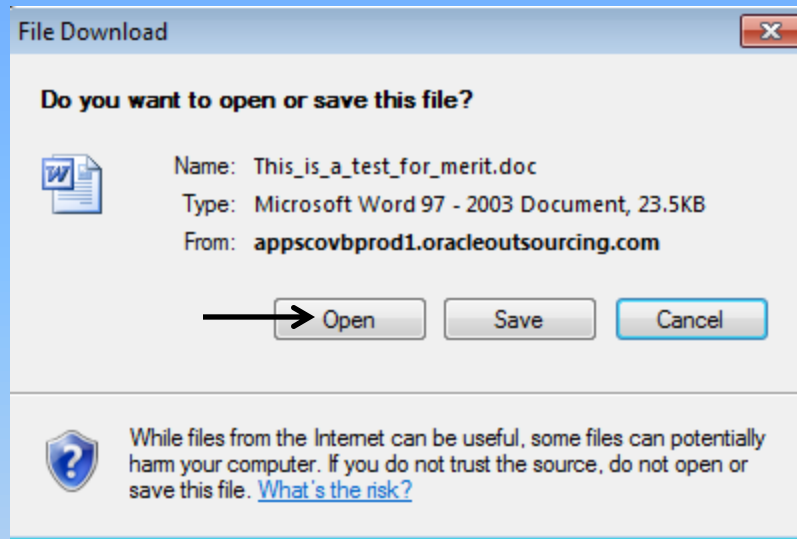
[Return to Documents of Record for Person](#)

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Documents of Record

Click on open in file download box. Word document displays.



This is a test for interim merit.

Contact Information

- Username and Password Problems
 - Contact Support Center (Help Desk) at 385-4357
- Questions about data in InSITE
 - Contact department PALS or your supervisor

For reference, a list of departmental PALS is on the InSITE Web Page

Thank You