

# Work Logs: Employee Self Service

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**Abstract**—This log covers the concept of Employee Self Service. It also covers some topics of Employee self service payroll and absence.

**Index Terms**—Employee Self Service

## I. ESS

### A. Change Display Photo

Me tab -> Show More -> Change Photo

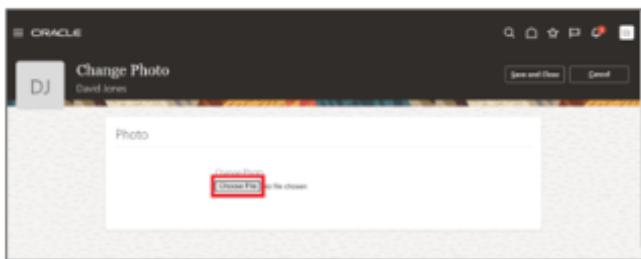


Fig. 1. Change Display Photo

### B. View Directory

Me tab -> Directory

The directory allows you to search for people in your

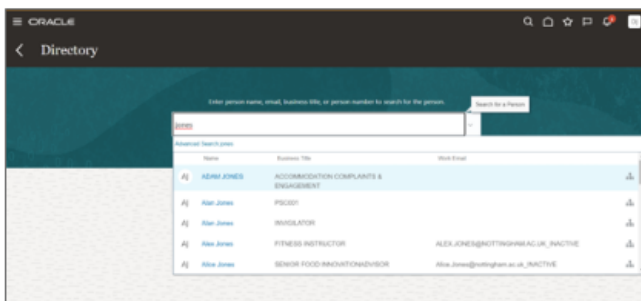


Fig. 2. Directory

organization and view their public information.

### C. My Organization Chart

The organization chart displays the hierarchy of the Employees in the organization.

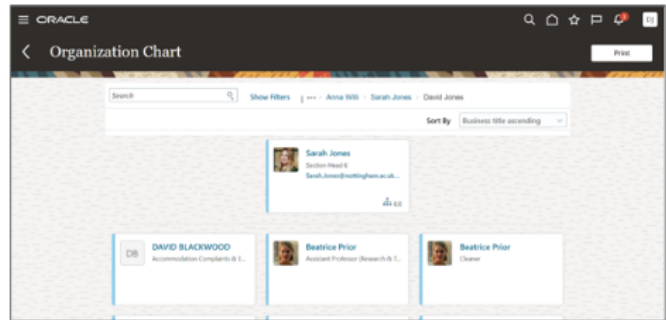


Fig. 3. Organization Chart

### D. Public Information

Employees can manage their public info by entering relevant details.



Fig. 4. Public Information

### E. Connections

Me tab -> Connection

Using Connections, people can search for people in their organization.

View a coworkers public profile information such as work location time zone to best schedule meetings.

## II. JOURNEYS

Me tab -> Journeys

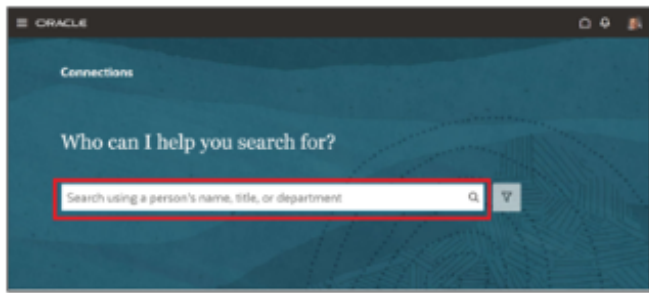


Fig. 5. Connections

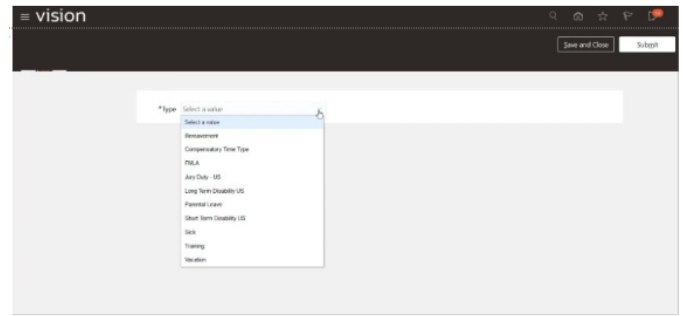


Fig. 7. Connections

Employees can view their journeys.

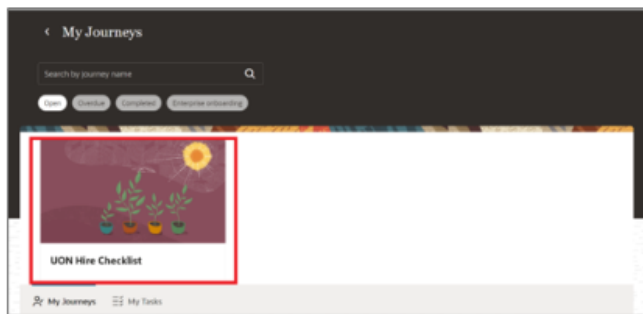


Fig. 6. Connections

### III. ABSENCE

#### A. Add Absence

Steps to request for an absence:

Click Me tab; Time and Absences; Add Absence. You can also use the Add Absence quick action.

Select an absence type in the Add Absence page. The application displays your balance for all the plans in the absence type.

Select the start and end dates. If you have multiple assignments, depending on the absence type configuration, you may be able to enter an absence for a specific assignment using the Business Title option.

Use the Repeat option if you want the absence to repeat at fixed intervals. Some absence types might require you to select an absence reason and attach supporting documents for the time off.

Click Submit.

#### B. Absence Balance

Steps to view existing absence balances:

Click Me; Time and Absences; Absence Balance.

Use the Balance As-of Date option to display the balance either as of today or on the day of the last calculation.

Select an absence plan from the Plan Balances section to get a summary of the overall plan balances.

Click Year-End Details to see the amount of balances that will be carried over and the balance that will expire if you don't use it by the end of the plan year.

### IV. REFERENCES

- 1) [https://fa-etit-dev1-saasfademo1.ds-fa.oraclepdemos.com/hcmUI/faces/FuseWelcome?\\_af=fa](https://fa-etit-dev1-saasfademo1.ds-fa.oraclepdemos.com/hcmUI/faces/FuseWelcome?_af=fa)
- 2) <https://docs.oracle.com/en/cloud/saas/human-resources/24a/index.html>