

Oracle Self Service (SSHR)

Oracle SSHR is a feature of Oracle that allows employees to view their own personal information. We have set up the system so that you can view W-2, payslip, benefits, and other personal information. The information below will show you how to access the various parts of SSHR.

Login Instructions

New Users

1. If you are new to using Oracle, you should have received your login name and a temporary password. If you are able to access the internet through the County network, go to the following web site to access Oracle https://doteb.mycmsc.com/OA_HTML/AppsLocalLogin.jsp
2. You may also access self service through the internet from a computer outside the county network. The link is <https://dotex.mycmsc.com>
3. Enter the login name you were given
4. Enter the password
5. You will be prompted to enter a new password.
6. From the Oracle home page under "Navigation". You will see either "Employee Self Service (Arrears) or "Employee Self Service (Current) depending upon which payroll type you are in.
7. Click on the Employee Self Service button (see screen shot below)

Existing Oracle Users

1. Login to Oracle normally.
2. You may also access self service through the internet from a computer outside the county network. The link is <https://dotex.mycmsc.com>
3. You will see an additional Oracle responsibility either Employee Self Service (Arrears) or "Employee Self Service (Current) depending upon which payroll type you are in.

ORACLE E-Business Suite

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Logged In As

Navigator

Employee Self Service (Arrears)

Please select a responsibility.

Edit Navigator

Favorites

Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

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4. Click on the Employee Self Service button and you will see the menu below (see screen shot below)

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Navigator

Edit Navigator

<p>Employee Self Service (Arrears)</p>	<p>Employee Self Service (Arrears)</p> <ul style="list-style-type: none">Personal InformationPayslipTax FormBenefitsMy InformationEmployee W-2
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Click on "Personal Information"

You can view your personal information, emergency contacts, dependents, and beneficiaries. You cannot change your personal information from this screen. However at the bottom of the screen, you can make changes to your contacts. Changes made here do not affect beneficiaries and covered dependents for your health and dental insurance. You can only make those changes in open enrollment. See next page for screen shot.

ORACLE Employee Self Service (Current)

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Personal Information

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[Personalize "Summary Region"](#)

Employee Name **John Smith** Employee Number **1585**
 Organization Email Address **j.smith@douglascounty-ne.gov** Business Group **DOUGLAS COUNTY**

[Personalize "Overview"](#)

Basic Details

Full Name **Smith John**
 Marital Status **Married**
 Date of Birth **January 1, 1967**
 Social Security **555-55-9999**
 Employee Number **1585**
 Organization Email Address **j.smith@ douglascounty-ne.gov**

Phone Numbers

Home **402 555 1111**

Main Address

Address Line 1 **122 Main Street**
 Address Line 2
 Address Line 3
 City **Omaha**
 State **NE**
Nebraska
 Zip Code **68132**
 County **Douglas**
Douglas
 Type

Other Address

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact: [Update](#) [Remove](#) | [Add](#)

Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile	Pager
☉ Smith, Joan	Spouse	Yes			402-616-0103	

Dependents And Beneficiaries

Add or update information about your beneficiaries or dependents.

Note: People you enter here become dependents or beneficiaries only after you complete Benefits Enrollment.

Select Dependent And Beneficiary: | |

Select	Name	Relationship
<input checked="" type="radio"/>	Smith, Mary	Child
<input type="radio"/>	Smith, Thomas	Child
<input type="radio"/>	Smith, Joan	Spouse
<input type="radio"/>	Smith, Albert	Child

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To go back to the menu click on the "home" button

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Employee Number **1232**
Business Group **DOUGLAS COUNTY**

Click on "pay slip" and you will see this:

ORACLE Employee Self Service (Current)

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Payslip

[Personalize "Summary Region"](#)

Employee Name John Smith Employee Number 1585
 Organization Email Address j.smith@douglascounty-ne.gov Business Group DOUGLAS COUNTY

[Personalize "Payslip"](#)

Choose a Payslip

[Personalize "Payslip Details Nested Region"](#)

Employee Name	John Smith	Employer name	COATT/Admin
Job Title	Administrative Aide	Employer Phone Number	
		Organization	COATT/Admin
Employee Number	1585	Pay Calculation Method	
Latest Hire Date	17-Nov-1982	Pay Basis	Monthly
Original Hire Date	17-Nov-1982	Frequency	Week
Adjusted Service Date		Bargaining Unit	Non Union Pay Plan
Assignment Number	1585	Grade	DC.A4.NONEPP.R
Location	HR City County Bldg	Employer Address	1819 Farnam Street
Position			Omaha
			NE
			68183
Payroll	DC Current		
Employee Address	122 Main Street		
	Omaha		
	NE		
	68132		

Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Bi-Week	20-Jul-2012	08-Jul-2012	21-Jul-2012	8,322.06	99,864.72

Summary

Current or YTD	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current	3,890.70	441.06	753.89	553.75	2,142.00
YTD	58,360.57	6,505.31	11,348.02	6,696.25	33,810.99

Hours and Earnings

Description	Start Date	End Date	Current Hours	Current Amount	YTD Hours	YTD Amount
Longevity				49.70		745.50
Regular Pay			72.00	3,456.90	1,051.50	50,485.13
Float Holiday				0.00	8.00	384.10
Holiday 1_0				0.00	48.00	2,304.60
Sick Used				0.00	30.00	1,440.45
Vacation Used			8.00	384.10	62.50	3,000.79

Pre-Tax Deductions

Description	Current	YTD
DC Pen	330.71	4,960.65
Med PT	104.32	1,460.36
Dent PT	6.03	84.30

Taxes

Description	Current	YTD
Federal Tax	371.48	5,597.93
Social Security	158.78	2,386.27
Medicare	54.81	823.83
NE State Tax	168.82	2,539.99

After-Tax Deductions

Description	Current	YTD
YMCA	61.75	432.25
Federal CU	492.00	6,138.00
Life Optional	0.00	126.00

Accruals

Description	Current	Balance
Vacation	7.69	287.38
Sick	4.31	1,440.00
Sick_Pension	0.00	1,302.62

Tax Withholding Information

Type	Marital Status	Exemptions	Additional Amount	Override Amount	Override Percentage
Federal	Married	3	0.00	0.00	0
Nebraska	Married	3	0.00	0.00	0

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Payslip
 Personalize "Summary Region"
 Employee Name: John Smith Employee Number: 1585
 Organization Email Address: j.smith@douglascounty-ne.gov Business Group: DOUGLA
 Personalize "Payslip"
 Choose a Payslip: 20-JUL-2012 - 1585 - Check 1 [Go]
 Personalize "Payslip Details Nested Region"
 Employee: John Smith Employer name: COATI/Admin
 Job Title: Administrative Aide Employer Phone Number:
 Organization: COATI/Admin
 Employee Number: 1585 Calculation Method:
 Latest Hire Date: 17-Nov-1982 Pay Basis: Monthly
 Original Hire Date: 17-Nov-1982 Frequency: Week
 Adjusted Service Date: Pay Plan: Non Union Pay
 Assignment Number: 1585 Grade: DC.A4.NONEPI
 Position: Omaha
 DC Current: 68132

if you want to access a previous payslip use the drop down and hit the "go" button

Click on the home button to go back to the main menu

Click on "Tax Form" and you will see:

Tax Form

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ORACLE' Employee Self Service (Current)

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Tax Form

[Personalize "Summary Region"](#)

Employee Name John Smith Employee Number **1585**
Organization Email Address j.smith@douglascounty-ne.gov Business Group **DOUGLAS COUNTY**

[Personalize "Tax Form"](#)

Use these pages to view or modify tax withholding information.

Federal Information

Federal W-4 Form

Filing Status	Married
Allowances	3
Additional Amount Withheld	0.00
FIT Exempt	No

State Information

[Nebraska Withholding Form\(PDF\)](#)

Nebraska follows Federal Filing. Use this form to change the State filing if you want it different from Federal.

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Click on the home button at the upper right to go back to the main menu

Click on “Benefits” and you will see:

ORACLE Employee Self Service (Arrears)

Contacts, Dependents and Beneficiaries

Name **Carol Demo**

Name	Relationship	Birth Date
Randall Demo	Spouse	

TIP Some of the above Contacts, Beneficiaries and Dependents may not be active or current. To update or delete any name on the list, please select the "Home" button which is located in the upper right corner of the screen. This will take you to the main menu where you can access "Personal Information".

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Click on the “next” button to see more benefit info:

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Current Benefits

Benefit Enrollments

Name John Smith

Program **County Active Benefits Program**

Benefit Selections

Basic/AD&D/LTD/Pension are required enrollments for eligible employees and cannot be changed or waived.

Plan	Option	Coverage Start Date	Coverage	Employee Monthly Cost	Employer Monthly Cost	Pension Employee %	Pension Employer %
Medical - Medical Plan - Current Payroll	EE+ Two or More	01-Jan-2007		104.32	591.12	0.00	0.00
Dental - Dental Plan - Current Payroll	EE+ Two or More	01-Jan-2007		6.03	24.09	0.00	0.00
Life Basic - Basic Life - Current Payroll		19-Jun-2005	15,000.00	0.00	2.25	0.00	0.00
Life AD& D - Life AD&D - Current Payroll		19-Jun-2005	15,000.00	0.00	0.38	0.00	0.00
Life Optional - Optional Life	Elect	01-Jan-2006	50,000.00	18.00	0.00	0.00	0.00
Pension - Pension Plan - Current Payroll	Elect	01-Jan-2007		0.00	0.00	8.50	8.50
LTD - County LTD		01-Jan-2007		0.00	0.00	0.00	0.00
Total				128.35	617.84	8.50	8.50

Covered Dependents

Plan	Option	Coverage Start Date	Dependent	Relationship
Medical - Medical Plan - Current Payroll	EE+ Two or More	01-Jan-2007	Joan Smith	Spouse
		01-Mar-2009	Mary Smith	Child
		01-Jan-2007	Thomas Smith	Child
		01-Jan-2007	Albert Smith	Child
Dental - Dental Plan - Current Payroll	EE+ Two or More	01-Jan-2007	Joan Smith	Spouse
		01-Mar-2009	Mary Smith	Child
		01-Jan-2007	Thomas Smith	Child
		01-Jan-2007	Albert Smith	Child

Plan	Option	Beneficiary	Relationship	Primary %	Contingent %
Life Basic - Basic Life - Current Payroll		Joan Smith	Spouse	100	0
Life AD& D - Life AD&D - Current Payroll		Joan Smith	Spouse		0
Life Optional - Optional Life	Elect	Joan Smith	Spouse		0
Pension - Pension Plan - Current Payroll	Elect	Joan Smith	Spouse		0

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My information

Here you will see basic employee information.

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The following section displays the summary as of today's date.

Personalize Stack Layout: (SummaryStack)

Effective Date 18-Jul-2012

Assignment Number **1585**

Assignment Start Date **20-Feb-2011**

Assignment End Date

Job **Administrative Aide**

Department **County Attorney**

Location **HR City County Building**

Manager

Email Address **j.smith@douglascounty-ne.gov**

Salary **99,864.72 US Dollar**

Performance Rating

Performance Review Date

Years of Service **24.55**

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Employee W-2. When you click on this, a PDF version of your W-2 will open. You can print or save. You can also look at past W-2 info:

ORACLE Employee Self Service (Current)

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Form W-2 Wage and Tax Statement

Personalize "Summary Region"

Employee Name **John Smith**
 Organization Email Address

Employee Number **1685**
 Business Group **DOUGLAS COUNTY**

Personalize Stack Layout: (PayW2ChooseW2)

Select Organization/Year **Douglas County NE-2011-Control Number : 70227249**

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Form W-2 Wage and Tax Statement 2011		OMB No. 1545-0008		Department of the Treasury—Internal Revenue Service		
Control number 70227249		Employer identification number 476006455		COPY B To Be Filed With Employee's FEDERAL Tax Return		
Employer's name, address and zip code Douglas County NE 1819 Farnam Street Omaha NE 68183		Employee's social security number		1 Wages, tips, other compensation 88947.81	2 Federal income tax withheld	
		7 Social security tips		3 Social security wages 97462.29	4 Social security tax withheld	
		8 Allocated tips		5 Medicare wages and tips 97462.29		6 Medicare tax withheld
		9		10 Dependent care benefits		11 Nonqualified plans
Employee's first name and initial John Smith		Last name Smith		Suffix		
122 Main Street Omaha, Ne		12a		13 Statutory Employee <input type="checkbox"/>		
Employee's address and ZIP code		12b		Retirement Plan <input checked="" type="checkbox"/>		
15 State NE		12c		Third-party sick pay <input type="checkbox"/>		
Employer's State ID number 723673		12d		14 Other Pen 6		
16 State wages, tips etc. 88947.81		17 State income tax 4337.67		18 Local wages, tips etc.		
19 Local income tax		20 Locality name				

This information is being furnished to the Internal Revenue Service

Form W-2 Wage and Tax Statement 2011		OMB No. 1545-0008		Department of the Treasury—Internal Revenue Service	
Control number 70227249		Employer identification number 476006455		COPY C For EMPLOYEE'S RECORDS. (See Notice to Employee or Copy B).	
Employer's name, address and zip code Douglas County NE 1819 Farnam Street Omaha NE 68183		Employee's social security number		1 Wages, tips, other compensation 88947.81	2 Federal income tax withheld
		7 Social security tips		3 Social security wages 97462.29	4 Social security tax withheld

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alize "Summary Region"

Employee Name John Smith
Organization Email Address

alize Slack Layout: (PayW2ChooseW2)

Organization/Year Douglas County NE-2011-Control Number: 70227249

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Form W-2 Wage and Tax Statement 2011

OMB No. 1545-0048

Control number 70227249	Employer identification number 476006455
Employee's social security number	
7 Social security tips	
8 Allocated tips	

If you want to access a previous year W-2 use the drop down and hit the "go" button

Click on the home button at the upper right to go back to the main menu
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