

Oracle Employee Self Service

Introduction/ Issue: In this blog we will go through the navigation as an Employee in Oracle Fusion HCM. How to edit / changes to the Personal data in the fusion.

Employee Self Service:

Employee Self Service (ESS) Navigation- Home Page > “Me” Tab > Personal Information

Personal Information: Able to view all Personal Record and Able to Edit Demographic Details. (Pencil Icon is for Editing) Click, do the changes and Submit.

- ❖ **Personal Name**
- ❖ **Addresses**
- ❖ **Contacts info**
- ❖ **Document records**
- ❖ **Employment Info**
- ❖ **Compensation Info**
- ❖ **Identification Info**
- ❖ **Citizenship, Passport & Visa**
- ❖ **Driving License**
- ❖ **Additional Assignment info**
- ❖ **Family Contact Numbers and Emergency Contact Number**

Oracle Employee Self Service

Sign In Oracle Applications Cloud

[Forgot Password](#)

Sign In

English ▼

ORACLE

Good morning [Redacted]

Me My Team My Client Groups Benefits Administration Projects Procurement My Enterprise Tools Con >

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Share Data Access
- Share Personal Info
- Employment Info

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Wellness	Personal Brand	Volunteering	Web Clock	Roles and Delegations
Expenses	+			

Select Here

Oracle Employee Self Service

Personal Info

AN

- Personal Details**
Details about yourself, such as name, date of birth, marital status, and national identifier.
- Document Records**
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
- Identification Info**
View and edit your passport, driver license, visa, and citizenship info.
- Contact Info**
Add or update ways you can be reached, such as phone, email, and address.
- Family and Emergency Contacts**
Add family and friends to contact in case of emergency.
- Employment Info**
Details about your assignment, such as legal employer, business unit, department, and location.
- Additional Assignment Info**
View more details about your assignment.
- My Compensation**
View your compensation details, such as salary and personal contributions.

Select Personal Details

Personal Details
AN Arunkumar Nagarajan

Name

Start Date: 6/9/16

Last Name: [REDACTED]

First Name: [REDACTED]

Demographic Info

Country: India

Religion: [REDACTED]

Marital Status: Married

Start Date: 6/9/16

Gender: [REDACTED]

Highest Education Level: Graduate

National Identifiers

Biographical Info

Disability Info

Use Pencil icon to edit.

Name Change :

Name

Submit Cancel

*When does this name change start?
m/d/yy

Enter 6/9/16 if you're correcting a mistake in your name.

Title
Select a value

First Name
[REDACTED]

Middle Name
[REDACTED]

Last Name
[REDACTED]

Comments

Attachments

Drag files here or click to add attachment

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Once you done the changes, click submit for saving the changes (some data /changes will send for approval, after approved only it will reflect in the Instance).

Same as above for Name change you can do for demographic, National Identifier, Biographical info and Disability.

Demographic Info

Country India	Marital Status Married
Religion Select a value	Gender
	Highest Education Level Graduate

National Identifiers

<input checked="" type="checkbox"/> Country India	Aadhaar Number *****
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Biographical Info

Date of Birth 4/11/86

Conclusion: Hope this Blog helps you in navigation as an Employee in Fusion HCM for Personal Details and other Changes of Identification Info, Contact Info, family and Emergency contacts in Personal Info.