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

User ID

Password

Forgot Password

Sign In

English

ORACLE

Good morning

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

QUICK ACTIONS   APPS

- 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

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

Select Personal Details

Use Pencil icon to edit.

Name Change :

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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.

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.*