

It's here...

ENHANCED EMPLOYEE SELF SERVICE



Access and manage your Personal, Pay and Benefits information using Employee Self Service

Welcome to **myOhio**



1 click here

my To log into **employee self service**

my For Step-By-Step instructions on **employee self service** click here

my To log into **ELM** click here

my To log into **travel and expense** click here

Step 1 :

Go to myOhio.gov

and select the

Employee Self Service icon

myOhio



Welcome to OAKS HCM/Self Service

The Ohio Administrative Knowledge System (OAKS) Human Capital Management (HCM) is used by State of Ohio employees to manage Payroll, Base Benefits, Time and Labor, Self Service and Enterprise Performance Management (EPM) for HCM modules.

The OAKS Human Capital Management (HCM) self-service module is designed to allow State of Ohio employees to safely and securely manage certain portions of their personal information. Employees are able to view and print payroll and compensation information, including their leave balances. This module also allows employees to view and update their benefits records, including life events and open enrollment. With Employee Self-Service, employees can access their information anywhere.

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Sign in Now

OAKS is a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

User ID:

Password:

[Forgot your password?](#)

For help signing into HCM or OAKS Self Service and for help using ePay and eBenefits, check the [OAKS Support Kit](#).

Please keep in mind: During payroll processing Friday (non-payday Fridays) the Payroll and Time and Labor system will be down for processing. The system will be available at 3am Mondays.

If you have questions or concerns contact: **Your** agency Human Resources Office regarding:

- Payroll
- Benefits
- Human Resources
- Employee Self Service (e.g., eBenefits, ePay, Time and Labor)

Contact the DAS HCM Customer Service Unit if you need further assistance.
E-Mail: DASHRD_HCMOAKSSUPPORT@das.state.oh.us
Phone: 614-466-8857 or 1-800-409-1205

Hours of live HCM support

Non-payday weeks	7:30 am - 5 pm Mon - Fri Unavailable Sat and Sun
Payday weeks	7:30 am - 5 pm Mon - Fri Unavailable Sat and Sun

Step 2 :

Log into the system using your **User ID and Password**

Menu

Search:

- ▶ My Favorites
- ▶ **Self Service**
- ▶ PeopleTools
- [Change My Password](#)
- [My System Profile](#)

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Step 3 :

Select **Self Service** from the menu on the left to navigate to **Personal Information, Benefits, and Payroll and Compensation**

**Need Assistance?
Contact HR Customer Service**

Phone: 1.800.409.1205
Email: HRCustomerService@das.state.oh.us
Hours: 7:30 a.m. to 5 p.m. Monday - Friday