



Employee Self Service Overview

December 2010

Effective February 2011, employees will have additional options to manage their pay, benefits and personal information

Personal Information

- View or update name*
- View or update mailing address*
- View or update business email address
- View or update phone number*
- View or update emergency contact(s)*
- Update marital status

Benefits

- Receive helpful checklists and reminders via email*
- Report life event changes
- Enroll in benefits
- View summary of current benefits
- Link to websites of benefits vendors *New function being implemented

Pay

- Add up to 5 direct deposit accounts*
- View, add or change direct deposit account(s)*
- Request W-2 reissue/reprint*
- Update W-4 tax information*
- View tax filing status for federal, state and local*
- View current pay rate, earnings, and deductions
- View and print pay statements

■ Communications will be delivered in three phases

- Pre Go Live (Late November to Mid January, 2011)... focus on:
 - Gaining leadership alignment and awareness of changes
 - Raising HRD and Agency HR awareness of upcoming changes
 - Giving State employees a “heads up” on Self Service changes
- Go Live (Late January to February, 2011)... focus on:
 - Maintaining leadership alignment and awareness of changes
 - Providing detailed directions to Agency HR on actions to take
 - Providing detailed directions and job aids to State employees on actions to take regarding new Self Service functions
- Sustainment (Ongoing)... focus on:
 - Reminding State employees of Self Service changes via existing vehicles (e.g., Pathways, Open Enrollment)

- **Agency HR to reinforce communication of the following employee readiness tasks:**

- **New Users:**

- Obtain password by contacting the Help Desk at 614-466-8857 or 1-800-409-1205, Option 1
- Log into the system at oaks.ohio.gov and check out My System profile and your ePay statement
- Enter/update business email address and other information

- **Existing Users:**

- Log into the system at oaks.ohio.gov and set up a forgotten password help question
- Enter/update business email address and other information

- **HR Director Meetings**

- Week of January 17, 2011
- Week of February 8, 2011

- **Agency HR User Group Meetings**

- Week of January 17, 2011
- Week of February 8, 2011

- **Employee Communications**

- Email from Agency Communications Manager or Agency HR (mid December 2010)
- Article on das.ohio.gov, The Weekly (mid December 2010 to mid January 2011)
- Pathways Magazine Article (January 2011)

- **Testing**

- Project team will conduct testing in January and February
- HRD will ask Agency HR to participate in testing as needed