

### What can you do in MyHR?

- Update **Personal Information** – address, contact information, and more
- View past **Paystubs**
- Set up or change **Direct Deposit** options

Begin by logging in to your MyHR account. At the home screen, you will see a link for Savers Employee Self Service. When you select this link, many options will appear. This guide focuses on the three functions listed above.

The screenshot shows the 'Savers E-Business Suite' interface. At the top, the 'Oracle Applications Home Page' is visible. Below this is a 'Worklist' section with a 'Full List' button and a table with columns for 'From', 'Subject', and 'Sent'. A message states 'There are no notifications in this view.' Below the message are two links: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

The 'Navigator' section is located below the worklist. It contains a list of folders: 'iRecruitment Employee Candidate', 'Savers Employee Self Service US', and 'Savers U (US)'. A green arrow points to the 'Savers Employee Self Service US' folder. To the right of this folder, the sub-items are listed and circled in purple:

- Savers Employee Self Service US**
  - My Personal Information
  - Absence Management
- My Benefits Information**
  - My Benefits
  - Special Information
- My Payroll Information**
  - Payslip
  - Payroll Payments
  - Tax Forms
  - Employee W-2
  - Employment Verification
  - Person Extra Information
- Performance Management**
  - Performance Management
  - Relocation Desire

A 'Personalize' button is located at the top right of the Navigator section.

### Personal Information

Click “My Personal Information.” Locate the section containing the information you need to change or update, and click the “Update” button on the right side of that section. For our example, we have chosen the Basic Details section.

Navigator Favorites Diagnostics Home Logout Preferences Help

My Personal Information Back

Employee Name **Jones, James** Employee Number **1495631**  
Personal Email Address [jimjones53@gmail.com](mailto:jimjones53@gmail.com) Business Group **Savers Business Group - USA**

*Para cambiar el Idioma de Correspondencia, clic [aquí](#) por las direcciones en Español.*

**Basic Details** Update

Full Name **Jones, James**  
Marital Status **Unknown**  
Date of Birth **06-Jun-1953**  
Employee Number **1495631**  
Personal Email Address [jimjones53@gmail.com](mailto:jimjones53@gmail.com)

**Phone Numbers** Add

**Main Address** Update

Address Line 1 **6924 French Street**  
Address Line 2  
Address Line 3  
City **Jamestown**  
State **PA**  
Pennsylvania  
Zip Code **15946**  
County **Cambria**  
Cambria  
Type **Primary Address**

**Other Address** Add

On the next screen, you will be given the option to “Correct or complete the current details,” or to “Enter new information because of a real change.” Choose whichever applies, and click the “Next” button.

Enter the correct information in the corresponding field. In our example below, James Jones is adding a Preferred Name and electing his Tobacco Use status (for benefits). When you have finished, click “Next.”

Navigator Favorites Diagnostics Home Logout Preferences Help

Basic Details: Update Information

Employee Name **Jones, James** Employee Number **1495631**  
Personal Email Address [jimjones53@gmail.com](mailto:jimjones53@gmail.com) Business Group **Savers Business Group - USA**

Indicates required field

**Name**

\* Effective Date 26-Sep-2016

First Name James

Middle Name

\* Last Name Jones

Suffix

Preferred Name Jim

Previous Last Name

**Other**

Employee Number 1495631  
Social Security 999-99-9999  
Date of Birth 06-Jun-1953  
Gender Male

\* Marital Status Unknown

Correspondence Language

Tobacco Use None

\* Personal Email Address jimjones53@gmail.com

Spouse/DP Eligible for other employer sponsored coverage

Spouse/DP enrolled in other employer sponsored coverage

Cancel Save For Later Back Next

On the next screen, My Personal Information: Extra Information, click “Next.”

My Personal Information: Review, the “Current” and “Proposed” columns. This shows what is currently in the system, and what changes you have proposed. Note that a small blue bubble appears next to the items you have changed. If the changes are correct, click “Submit.” If not, use the “Back” button at the top right, not the back button on your browser, to return to the previous screen.

**My Personal Information: Review**



Employee Name **Jones, James**  
Personal Email Address [jimjones53@gmail.com](mailto:jimjones53@gmail.com)

Employee Number **1495631**  
Business Group **Savers Business Group - USA**

Review your changes and, if needed, attach supporting documents.  
Indicates Changed Items.

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

### Basic Details

	Current	Proposed
Effective Date	24-Sep-2016	26-Sep-2016 
Full Name	Jones, James	Jones, James (Jim) 
First Name	James	James
Last Name	Jones	Jones
Preferred Name		Jim 
Employee Number	1495631	1495631
Social Security	999-99-9999	999-99-9999
Date of Birth	06-Jun-1953	06-Jun-1953
Marital Status	Unknown	Unknown
Organization Email Address	<a href="mailto:jimjones53@gmail.com">jimjones53@gmail.com</a>	<a href="mailto:jimjones53@gmail.com">jimjones53@gmail.com</a>

### Additional Information

After clicking “Submit,” you will see a confirmation screen stating your changes have been applied.

### Paystubs

From the main Employee Self Service screen, select “Payslip.” Your most current payslip will be shown. You can view previous paystubs by choosing a pay period from the drop down menu and clicking “Go.” To view the entire paystub, use the scrollbar on the right side. To print, hover anywhere on the paystub and a menu bar will appear allowing you to print or save your payslip.

**Payslip**

Employee Name: [Redacted] Employee Number: [Redacted]  
Organization: [Redacted] Email Address: [Redacted] Business Group: **Savers Business Group - USA**

Choose a Payslip: **08-JUL-2016 - Check 1**

**ORACLE** Payroll **Payslip** Page 1

<b>Employee Full Name</b>	[Redacted]	<b>Employer Name</b>	TVI, Inc.
<b>Job Title</b>	[Redacted]	<b>Employer Phone Number</b>	425-462-1515
<b>National Identifier</b>	XXX-XX-	<b>Organization</b>	[Redacted]
<b>Employee Number</b>	[Redacted]	<b>Pay Basis</b>	Non-Exempt Hourly
<b>Latest Hire Date</b>	06-Jun-2016	<b>Frequency</b>	Week
<b>Original Hire Date</b>	06-Jun-2016	<b>Shift</b>	[Redacted]
<b>Adjusted Service Date</b>	[Redacted]	<b>Grade</b>	[Redacted]
<b>Assignment Number</b>	[Redacted]	<b>Employer Address</b>	11400 SE 6th St Suite 220
<b>Location</b>	1000 - SSC - Bellevue WA		
<b>Position</b>	[Redacted]		
<b>Payroll</b>	TVI BW SSC		
<b>Employee Address</b>	[Redacted]		

### Direct Deposit

From the main Employee Self Service Screen, select “Payroll Payments.”

To add a direct deposit account, click “Add Deposit Payment.”

Fill out the fields for Account Name (this is for you, so choose a name that helps you remember what account it is), Account Type, Account Number, and Routing Number. When your information is complete, click “Apply.”

**My Payroll Information**

Navigator Favorites Diagnostics Home Logout Preferences

**Add Deposit Payment** Cancel Add Another Apply

Employee Name **Jones, Jim** Employee Number **1495631**  
Organization Email Address [jimjones53@gmail.com](mailto:jimjones53@gmail.com) Business Group **Savers Business Group - USA**

Indicates required field

**TIP** This payment will be used to pay any pay remaining after all other payments have been made.

\* Payment Method   International ACH Transaction (IAT) **TIP**

Account Name  \* Routing Number   
Account Type

\* Account Number

**TIP** For Payment methods TVI PayCard / Apogee PayCard / Savers Recycling PayCard account number must start with 933.

Cancel Add Another Apply

Diagnostics Home Logout Preferences

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You will return to the Manage Payroll Payments screen. Your chosen payment method will appear. To make changes, you can choose “Update” (to make edits to existing info) or “Delete” (to remove a payment method) options.

**\*\*\*NOTE:** If you are being paid this week, you will not have the option to update direct deposit options. After payday (if you are paid Friday, choose Saturday or Sunday) you can log in and make changes or add new accounts.