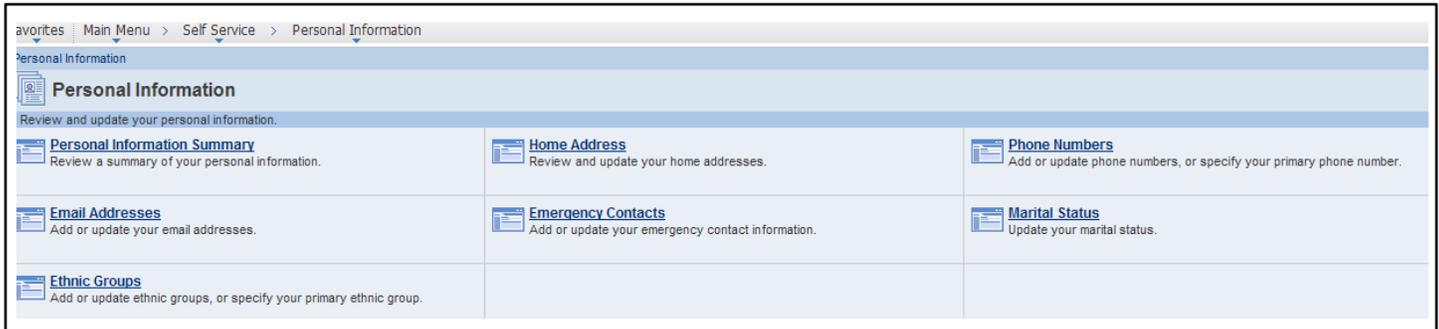


Personal Information

To access the Personal Information portion of the Employee Self Service menu, from your Main Menu select “Self Service” and then select “Personal Information.”



- **Personal Information Summary**
 - You will be able to review a summary of your personal information.
- **Home Address**
 - You will be able to view and update your home address.
- **Phone Numbers**
 - You will be able to view and update your phone number(s).
- **Email Addresses**
 - You will be able to view and update your personal email address(es).
- **Emergency Contacts**
 - You will be able to view and update your emergency contact information.
- **Ethnic Groups**
 - You will be able to view your ethnic group as reported on the self identification form.

All changes initiated in Employee Self Service will result in a confirmation email sent to your PPS business email address.

Personal Information Summary

On this page you will be able to view a summary of your personal information as entered into PeopleSoft. You can also access the change options for the various entries on this screen by clicking the “Change” button below the section.



Personal Information Summary Continued

Phone Numbers

Phone Numbers		
Phone Type	Phone Number	Preferred
Business		<input type="checkbox"/>
Home		<input checked="" type="checkbox"/>

Change phone numbers

Emergency Contacts

Emergency Contacts		
Name	Relationship to Employee	Primary Contact
	Great Grand Parent	<input checked="" type="checkbox"/>

Change emergency contacts

Email Addresses

Email Addresses		
Email Type	Email Address	Preferred
Business		<input checked="" type="checkbox"/>
Campus		<input type="checkbox"/>
Home		<input type="checkbox"/>

Change email addresses

Marital Status

Marital Status: Single As of:

Ethnic Groups

Ethnic Groups
Description
White

Change ethnic groups

Employee Information

Gender Male

Date of Birth

Social Security Number:

Original Start Date

Highest Education Level I-Master's Level Degree

Contact the Human Resources department if any of your Employee Information is incorrect.

Home Address

On this page you will be able to view and update your home address. Because PPS only supports one address per employee, this section may display a mailing address instead of a physical address.

Home Address

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	02/05/2013	USA		

Phone Numbers

On this page you will be able to view and update your telephone number(s). PPS only supports one telephone number per "Phone Type," however, you may have more than one phone type listed. You can also select your "Preferred" phone type. The Business phone type is not editable through Employee Self Service. If your business number is incorrect, please contact the IT Service Desk.

Phone Numbers

Enter your phone numbers below.

Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	Delete
Business	503/916-5425		<input checked="" type="checkbox"/>	
Home	<input type="text" value="503/555-5555"/>	<input type="text"/>	<input type="checkbox"/>	

Add Phone Number

Save

* Required Field

Email Addresses

On this page you will be able to view and update your personal email address(es). PPS only supports one email address per "Email Type," however, you may have more than one email type listed. The PPS Business email address cannot be changed.

Email Addresses

Email Addresses		
*Email Type	Email Address	Delete
Business		
Campus	<input type="text"/>	
Home	<input type="text"/>	

* Required Field

Emergency Contacts

On this page you will be able to view and update your emergency contact(s) as well as designate the "Primary Contact."

Emergency Contacts

Emergency Contacts				
Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
<input type="text"/>	Great Grand Parent	<input checked="" type="checkbox"/>		
Mr Jones	Other	<input type="checkbox"/>		

Ethnic Groups

On this page you will be able to view your ethnic groups as reported on the self identification form. Contact the Human Resources department to make changes to your reported ethnic groups.

Ethnic Groups

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Ethnic Groups	
Description	Delete
White	

Add an Ethnic Group

Save

Benefits

To access the Benefits portion of the Employee Self Service menu, from your Main Menu select “**Self Service**” and then select “**Benefits.**”



- **PPS Review Accrual Balances**
 - You will be able to review a summary of your available leave accrual balances.
- **Benefits Information - Flexible Spending Accounts**
 - You will be able to view a summary showing your account status and activity for the year.
- **Dependents and Beneficiaries - Health Care Dependent Summary**
 - You will be able to view your health care enrollments for dependents.
- **Benefits Summary**
 - You will be able to review a summary of your benefit enrollments.

All changes initiated in Employee Self Service will result in a confirmation email sent to your PPS business email address.

PPS Review Accrual Balances

On this page you will be able to view a summary of your available leave accrual balances, if applicable to your benefit program.

PPS Review Accrual Balances

ID:

Company: PPS Portland Public Schools Benefit Program: ADM All Administrators

Service Date: As of Last Payroll Pay End Date: 01/15/2013

Plan Type	Description	Benefit Plan	Accrual Frequency	Drop Month	Leave Hours Balance	Current Month Accrual
50	Sick	YR12MO	Y	July	33.200000	
51	Vacation	VACNR	M	January	64.200000	13.40
52	Personal	PERSNL	Y	July	4.000000	
5V	Rsrv Sick	RESSCK	Y	July	15.900000	
5X	Family Ill	FAMILL	Y	July	24.000000	
5Y	Military	MILTRY	Y	November	88.000000	

PPS Benefits Information

Flexible Spending Accounts

On this page you will be able to view a summary showing your Flexible Spending Account status and activity for the year.

Flexible Spending Accounts

Your Flexible Spending Account(s) in 2013

Select Plan Year

You may review your Flexible Spending Account status and activity for any plan year.
Reminder: Claims are reported in the Plan Year for which the services were rendered, regardless of when the expense was paid or when the claim was processed.

To review past benefits information, enter the year and select the Go button.

Year: 2013 

Select Account

For this Plan Year you are enrolled in the Flexible Spending Account(s) listed below.
Please select the one you wish to review.

Enrollments Details					
Spending Account	Annual Pledge	Contributions YTD	Claims Submitted	FSA Claims Approved	Claims Paid YTD
Flex Spending Acct. Med. Care	2,500.00	208.33	0.00	0.00	0.00

Dependents and Beneficiaries

Health Care Dependent Summary

On this page you will be able to view your health care enrollments for dependents.

Health Care Dependent Summary

Use the link to view your dependents by their name or type of benefit.

To view your benefits as of another date, enter the date and select Go.

02/22/2013

Dependent's Summary by Name

Dependent Summary			
Type of Benefit	Description	Name	Relationship
Medical	Kaiser 1A Kai Dental FT		Spouse
			Child
W2 Health	Kaiser 1A (w/ ded) Med/RX W-2		Spouse
			Child

Benefits Summary

On this page you will be able to view a summary of your benefit enrollments.

Benefits Summary

To view your benefits as of another date, enter the date and select Go.

02/22/2013

Go

Benefits Summary		
Type of Benefit	Plan Description	Coverage or Participation
Medical	Kaiser 1A Kai Dental FT	EE + Spouse + Child(
W2 Health Reporting	Kaiser 1A (w/ ded) Med/RX W-2	EE + Spouse + Child(
Life	Regular Group Life	\$20,000
Voluntary Life - Employee	Voluntary Life Employee	\$200,000
Voluntary Life - Spous/Partner	Voluntary Life Spouse/Partner	\$200,000
Long-Term Disability	Regular Long Term Disability	50% of Salary
Sick	12 mo Yrly SK Lv Accrual	-----
Vacation	Vacation - Non Represented	-----
Personal	PERSONAL PAID LEAVE	-----
Reserve Sick	RESERVE SICK LV @ 2/3RDS PAY	-----
Family Illness	FAMILY ILLNESS PAID LEAVE	-----
Military	Military Paid Leave	-----
PERS	PERS OPSRP	6% of Earnings
PERS UAL	PERS UAL	0% of Earnings