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."

avorites Main Menu > Self Service > Personal Information		
Personal Information		
Personal Information		
Review and update your personal information.		
Personal Information Summary Review a summary of your personal information.	Review and update your home addresses.	Add or update phone numbers, or specify your primary phone number.
Email Addresses Add or update your email addresses.	Emergency Contacts Add or update your emergency contact information.	Marital Status Update your marital status.
Add or update ethnic groups, or specify your primary ethnic group.		

• 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.

	nformatio	n Summary			Expand All	Collapse All	
⊸ Name							
	ng Addresse	S					
✓ Home/Maili Addresses	ng Addresse	S					
✓ Home/Maili Addresses Address Type	ng Addresse	As Of	Country	Address			
✓ Home/Maili Addresses Address Type Home	ng Addresse Status Current	As Of 02/05/2013	Country USA	Address			

Personal Information Summary Continued

Phone Numbers			
Phone Type	Phone Number	F	Preferred
Business			
Home			\checkmark
Change phone numbe	ers		
Emergency Contacts	icts		
Name	Relationship to Employee	Pri	mary Contact
	Great Grand Parent		
01			
Change emergency co	ontacts		
✓ Email Addresses			
Email Addresses	Email Address		Droformed
Dusinees	Lindi Address		Freierred
Business			
Campus			
Home			
Change email addres	ses		
Marital Status: Sing	nio As of		
■ Marital Status: Sing ■ Ethnic Groups Ethnic Groups Description	gle As of:		
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Marital Status Marital Status Marital Status: Sing Ethnic Groups Description White Change ethnic groups Employee Informa Da Social Securit Original	gle As of: As of		

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.

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

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.

e Type *Telephone Extension Preferred Delete ness 503/916-5425	Dhone Number	·e			
ness 503/916-5425 e 503/555-5555	Phone Type	*Telephone	Extension	Preferred	Delete
e 503/555-5555	Business	503/916-5425			Î
	Home	503/555-5555			Î
Add Phone Number	Add Phone	Number			

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 Addresse *Email Type	Email Address	Delete
Business		Û
Campus		Î
Home		Î
Add Em:	ail Address	
Save		
* 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 Contact	S Pelationship to Employee	Primary Contact	Edit	Delete
Contact name	Great Grand Parent			Î
Mr Jones	Other		Ø	Î
Add Emerger Save	ncy Contact			

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.

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and regulations, including trose that require the information to be summatized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. Ethnic Groups Delete White Image: Comparison of the federal sector of the fede	and regulations, including trose that require the information to be summatized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. Ethnic Groups Delete White Image: Comparison of the federal sector of the fede	The employer is subject to certain governmental recordkeeping and reporting requ administration of civil rights laws and regulations. In order to comply with these law employees to voluntarily self-identify their race or ethnicity. Submission of this infor refusal to provide it will not subject you to any adverse treatment. The information of confidential and may only be used in accordance with the provisions of applicable and regulations, including these that require the information to be summarized and	irements for the vs, the employer invites mation is voluntary and obtained will be kept laws, executive orders, d reported to the forders.	
Ethnic Groups Description Delete White Add an Ethnic Group Save	Ethnic Groups Delete White Image: Comparison of the second se	and regulations, including those that require the information to be summarized an government for civil rights enforcement. When reported, data will not identify any sp	d reported to the federal becific individual.	
Description Delete White Image: Comparison of the second	Description Delete White I Add an Ethnic Group Save	Ethnic Groups		
White Image: Comparison of the second seco	White Image: Comparison of the second seco			
Add an Ethnic Group	Add an Ethnic Group Save	Description	Delete	
		Description White	Delete	

Benefits

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

avorites Main Menu > Self Service		
Self Service		
Benefits		
Review health, insurance, savings, pension or other benefits information. Review a	and update dependent and beneficiary personal information.	
PPS Review Accrual Balances PPS Review Accrual Balances	Benefits Information Review health, insurance, savings, pension or other benefits information. Flexible Spending Accounts	Pependents and Beneficiaries Review and update dependent and beneficiary personal information. Health Care Dependent Summary
Benefits Summary Review a summary of current, past or future benefit enrollments.		

• 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.

			ID:	:		
Company:	PPS Portland	Public Schools	Benefit Progra	am: ADM All Adn	ninistrators	
Service Date:		As of Last P	ayroll Pay End	Date: 01/15/20	013	
				Personalize F	ind 🗖 🛗 First 🛙	1-6 of 6 🖸 Last
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 III	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.

Your Flexible Sper	nding Account(s) in 2013			
Select Plan Year					
You may review yo Reminder: Claims a of when the exper	our Flexible Sp ire reported in ise was paid o	ending Account statu the Plan Year for wh or when the claim wa	is and activity fo ich the services s processed.	or any plan yea were rendere	r. d, regardless
To review past ber	nefits informati	on, enter the year an	d select the Go	button.	
Year:	2013 ന്ന	m Go			
Select Account					
For this Plan Year y Please select the o Enrollments Det	you are enrolle ne you wish t ails	d in the Flexible Sper o review.	nding Account(s) listed below.	
Spending Account	Annual Pledge	Contributions YTD	Claims Submitted	FSA Claims Approved	Claims Paid YTD
Flex Spending	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 Ca	e Dependent Summ	arv	
	e Dependent Odmin	ary	
Use the link to vi	ew your dependents by their name	e or type of benefit.	
To view your ben	efits as of another date, enter the	date and select Go.	
02/22/2013	Go		
02.22.2010			
Dependent's Su	nmary by Name		
Dependent Sun	imary	1	
Type of Benefit	Description	Name	Relationship
Medical	Kaiser 1A Kai Dental FT		Spouse
Medical	Kaiser 1A Kai Dental FT		Spouse Child
Medical W2 Health	Kaiser 1A Kai Dental FT Kaiser 1A (w/ ded) Med/RX W-2		Spouse Child Spouse

Benefits Summary

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

To view your benefits as of anoth	er 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