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ESS – Logging In Tree View

Log into Oracle R12 Employee Self Service Tree View
Follow the steps below to log into Employee Self Service

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | **Open** an Internet Explorer browser window and navigate to Oracle R12  
**Tip:** Add this to your favorites. |
| 2.   | **Click** in the **User Name** field. **Enter** the Oracle User Name(*newuser@nashville.gov*) provided in the **User Name** field.  
**Note:** The user name is your work email address. |
| 3.   | **Press** the **Tab** key to go to the **Password** field. **Enter** the **password** provided in the **Password** field. (*Your password should be your network password.*) |
| 4.   | **Click** the **Log In** button or **Press** the **Enter** key to log in. |
| 5.   | **Click Metro GG Pensioner Self Service** |

After successfully logging in you will land on the Oracle E-Business Suite Home Page.
ESS – Logging In Simplified View

Log into Oracle R12 Employee Self Service Simplified View
Follow the steps below to log into Employee Self Service

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Open an Internet Explorer browser window and navigate to Oracle R12  
      *Tip: Add this to your favorites.* |
| 2.   | Click in the **User Name** field. **Enter** the Oracle User Name (`newuser@nashville.gov`) provided in the **User Name** field.  
      *Note: The user name is your work email address.* |
| 3.   | Press the **Tab** key to go to the **Password** field. **Enter** the **password** provided in the **Password** field.  
      *(Your password should be your network password.)* |
| 4.   | Click the **Log In** button or **Press** the **Enter** key to log in. |
| 5.   | Click the **Navigator** icon. |

After successfully logging in you will land on the Oracle E-Business Suite Home Page.
6. **Click Metro GG Employee Self-Service**

   Metro GG Employee Self-Service

7. **End of Process**
**ESS - Change Personal Information – Gender**

**Change or update name and/or date of birth information in Employee Self Service (ESS)**

Follow the steps below to update your name or date of birth in Employee Self Service (ESS)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | **Click Personal Information**  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  |
|      | **Metro GG Employee Self-Service**  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  |
|      | ![Click Here](image)  
      | ![Click Here](image)  
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|      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  |
| 2.   | **In order to update Basic Details, Click Update**  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  |
| 3.   | **Select the Type of Change you would like to make and Click Next**  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  |
|      | *Note: This allows you to Correct or enter New Information (Correction means your information has been incorrect all along. Update means there has been a change to your personal information – such as marriage, divorce, etc.)*  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  |
| 4.   | **Enter the Effective Date of the gender change and Select Gender**  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  
      | ![Click Here](image)  |
5. Click Next

6. Click Submit

7. End of process
# ESS - Change Personal Information – Phone Number

**Change or update your phone number in Employee Self Service (ESS)**

Follow the steps below to update your phone number in Employee Self Service (ESS):

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | **Click Personal Information**  <br> ![Click Here](image)  
  - Metro GG Employee Self-Service  
    - Personal Information  
    - Payslip  
    - Manage Payroll Payments  
    - Tax Form |
| 2.   | In order to update or add Phone numbers, **Click Add**  
  - Personal Information |
| 3.   | **Select** Type of Phone, **Enter** your Phone Number, and **Click Next**  
  - Phone Numbers: Enter and Maintain |
| 4.   | Review Current and Proposed Changes for accuracy, **Click Submit**  
  - Click Here |
5. **End of process**
# ESS - Change Personal Information – Address

**Change or update personal information in Employee Self Service (ESS)**

Follow the steps below to update your address in Employee Self Service (ESS):

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | **Click Personal Information**  
   - Metro GG Employee Self-Service  
   - Personal Information  
   - Payslip  
   - Manage Payroll Payments  
   - Tax Form  
   - Click Here |
| 2.   | **In order to Update Address, Click Update**  
   - Click Here  
   - Update |
| 3.   | **Select** the Type of Change you would like to make and Click Next  
   *Note: This allows you to Correct or enter New Information (Correction means your information has been incorrect all along. Update means there has been a change to your personal information – such as marriage, divorce, etc.)*  
   - Main Address: Choose Option  
   - Main Address: Enter New Address  
   - Enter the date your change takes effect. Select your country and enter your address.  
   - Indicates required field  
   - Click Here  
   - Next |
| 4.   | **Enter** Required Fields and then Click Next  
   *Note: Required fields are noted by an asterisk (*)*  
   - Main Address: Enter New Address  
   - Click Here  
   - Next |
5. **Review Current and Proposed Changes and then **Click Submit**

**Personal Information: Review**

- **Employee Name**
- **Organisation**
- **Email Address**
- **Employee Number**
- **Business Group**
- **Location**

Review your changes and, if needed, attach supporting documents.

![Click Here](Click Here)

### Main Address

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date</strong></td>
<td>30 Jun 2019</td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>United States</td>
</tr>
<tr>
<td><strong>Address Line 1</strong></td>
<td>4311 Red River Dr</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Nashville</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>TN</td>
</tr>
<tr>
<td><strong>Zip Code</strong></td>
<td>37201</td>
</tr>
<tr>
<td><strong>County</strong></td>
<td>Davidson</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Primary, Home</td>
</tr>
</tbody>
</table>

### Additional Information

- **Attachments**

  To help approvers understand the request, you can attach supporting documents, images, or links to this action.

  ![Attachment](Attachment)

6. **End of process**
**ESS – View Employee Payslip**

**View employee payslip information in Employee Self Service (ESS)**

Follow the steps below to view your payslip in Employe Self Service (ESS)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | **Click Payslip**  
|      | Metro GG Employee Self-Service  
|      |   - Personal Information  
|      |   - Payslip  
|      |   - Manage Payroll Payments  
|      |   - Tax Form  
| 2.   | **Select Adobe PDF Quick Select Payslip**  
|      | ![Image of Payslip](Image)  
| 3.   | Payslip information is displayed  
|      | *Note: You can print payslip from this screen*  

*Note: Click Here links are for illustrative purposes only.*
4. **End of process**
### ESS – Add/Change Direct Deposit

**Change or update direct deposit in Employee Self Service (ESS)**

Follow the steps below to update or change your direct deposit in Employee Self Service (ESS)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | **Click Manage Payroll Payments**  
  - Metro GG Employee Self-Service  
  - Personal Information  
  - Payslip  
  - **Manage Payroll Payments**  
  - **Click Here**  
  - **Click Here**  
  - **Click Here** |
| 2.   | **Select Add Deposit Payment**  
  ![Add Deposit Payment Screen](image)
  - **Click Here** |
| 3.   | **Enter Banking Information and Select Apply**  
  ![Banking Information Screen](image)
  - **Click Here**  
  - **Click Here** |
| 4.   | **End of process** |
# Change or update W4 tax information in Employee Self Service (ESS)

Follow the steps below to update or change your W4 tax information in Employee Self Service (ESS):

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click Tax Form</td>
</tr>
<tr>
<td></td>
<td>![Click Here](Click Here)</td>
</tr>
<tr>
<td></td>
<td>![Metro GG Employee Self-Service](Metro GG Employee Self-Service)</td>
</tr>
<tr>
<td></td>
<td>![Personal Information](Personal Information)</td>
</tr>
<tr>
<td></td>
<td><img src="Payslip" alt="Payslip" /></td>
</tr>
<tr>
<td></td>
<td>![Manage Payroll Payments](Manage Payroll Payments)</td>
</tr>
<tr>
<td></td>
<td>![Tax Form](Tax Form)</td>
</tr>
<tr>
<td>2.</td>
<td>Select Update</td>
</tr>
<tr>
<td></td>
<td>![Click Here](Click Here)</td>
</tr>
<tr>
<td></td>
<td><img src="Update" alt="Update" /></td>
</tr>
</tbody>
</table>
3. **Update Tax Form and Select the check box I Agree**

**Update Tax Form**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Tester, Employee Self Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Email Address</td>
<td></td>
</tr>
</tbody>
</table>

**Tax Form Region**

**Tax Form Type**

- Federal
- State

**Federal W-4 Details**

The IRS Federal W-4 Form (PDF) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

- Filing Status
  - Married
  - Married, but Withheld at Higher Single Rate
  - Single

- Allowances: 0
- Additional Amount Withheld: 0

**Last Name Different**

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.

- Last Name Different

**Exempt from Withholding**

I claim exemption from withholding for 2019, and I certify that I meet BOTH of the following conditions for exemption:

- Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check 'EXEMPT':

- Exempt

**Agreement**

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

- I Agree

Click Here

4. **Select Continue**

**Update Tax Form**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Cullbreth, Brittany</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Email Address</td>
<td><a href="mailto:Brittany.Cullbreth@nashville.gov">Brittany.Cullbreth@nashville.gov</a></td>
</tr>
<tr>
<td>Employee Number</td>
<td>33676</td>
</tr>
<tr>
<td>Business Group</td>
<td>Metropolitan Government of Nashville</td>
</tr>
</tbody>
</table>

**Tax Form Region**

**Tax Form Type**

- Federal
- State

**Federal W-4 Details**

The IRS Federal W-4 Form (PDF) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

- Filing Status
  - Married
  - Married, but Withheld at Higher Single Rate
  - Single

- Allowances: 5
- Additional Amount Withheld: 0

**Last Name Different**

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.

- Last Name Different

**Exempt from Withholding**

I claim exemption from withholding for 2019, and I certify that I meet BOTH of the following conditions for exemption:

- Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check 'EXEMPT':

- Exempt

**Agreement**

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

- I Agree

Click Here

5. **Review W4 Witholding Form and Click Submit**
6. **End of process**