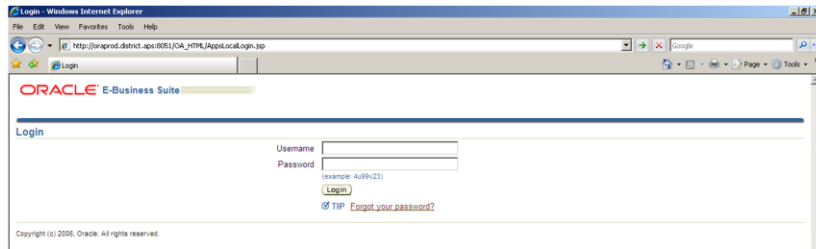


# Login to Oracle Self-Service



## To Access Oracle:

- Access Oracle at:  
[http://oraprod00.aps.k12.co.us:8055/OA\\_HTML/AppsLogin](http://oraprod00.aps.k12.co.us:8055/OA_HTML/AppsLogin)
- Enter your Username
  - Your Username is normally your First Initial, Middle, Full Last Name (For Example: "mjbrown")
- Enter your Password
  - If you are a new Oracle User, your Password will be sent to you via email;
  - If you have forgotten your Password, please contact the Helpdesk at: [HELPDESK@aps.k12.co.us](mailto:HELPDESK@aps.k12.co.us) or (303) 344-8060, extension 28203.

# APS Employee Self-Service



ORACLE® E-Business Suite

## Navigator

Edit Navigator

- Application Developer
- APS Employee Self-Service**
- System Administrator
- US HRMS Manager
- US Super HRMS Manager



APS Employee Self-Service

- Personal Information
- Work Information

[Diagnostics](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.  
[About this Page](#)

- The next page will be the **Oracle Navigator Page**.
- Your Self-Service Responsibility in Oracle Self-Service will be titled:
  - “APS Employee Self-Service”
- To access Oracle Self-Service, click on the **“APS Employee Self-Service”** link.

# Work Information



Oracle Self Service Human Resources: My Information - Windows Internet Explorer

TEST - APS Employee Self-Service

Aurora, Aiden A

The following section displays the summary as of today's date.  
Effective Date: 23-Mar-2010

Position: HR HS Teacher - Math  
Supervisor: Turner, Pamela Marlene  
Salary: 44,228.00 US Dollar

Email Address: [AAAU@BA@aps.k12.co.us](mailto:AAAU@BA@aps.k12.co.us)  
Location: 376  
[\(Location/Site Details\)](#)

The following section displays detailed historical information through today's date.

Assignment Number	Assignment Start Date	Assignment End Date	Supervisor	Position	Grade	Location
80415	09-Nov-2009		Turner, Pamela Marlene	HR HS Teacher - Math	BA 45	376
80415	01-Aug-2007	08-Nov-2009		HR HS Teacher - Math	BA 45	376
80415	04-Aug-2006	31-Jul-2007		HR HS Teacher - Math	BA	376

Copyright (c) 2006, Oracle. All rights reserved.  
[About this Page](#)

Diagnostics | Home | Logout | Preferences | Help

Privacy Statement

- From the **Work Information Page**, you can view your Work Details including:

- Position
- Supervisor
- Salary
- Email Address
- Location
- Assignment Number
- Assignment Start Date
- Assignment End Date
- Grade

- For Employees with secondary assignments, the information for positions held from 1/1/2008 – current will be shown in the Assignment and Salary grid details.

- For Employees without secondary assignments, only the current primary assignment is shown on the Work Information Page.

Note: To see a complete list of all APS Locations, click on the **“Location/Site Details”** button.

- To return to the main Oracle Navigator, click on the **“Home”** button.

## Summary



- You may make changes to your Phone Numbers or Home Address at any time.
- Your most recent Self-Service updates are saved in the database.
- All Personal Information updates are sent to HR and Payroll.
  - Please remember to notify PERA for Phone Number or Home Address changes
- If you need further assistance with Self-Service, please contact: [HELPDESK@aps.k12.co.us](mailto:HELPDESK@aps.k12.co.us)
- Future Self-Service functionality will be rolled out in the near future.
- Thank You!