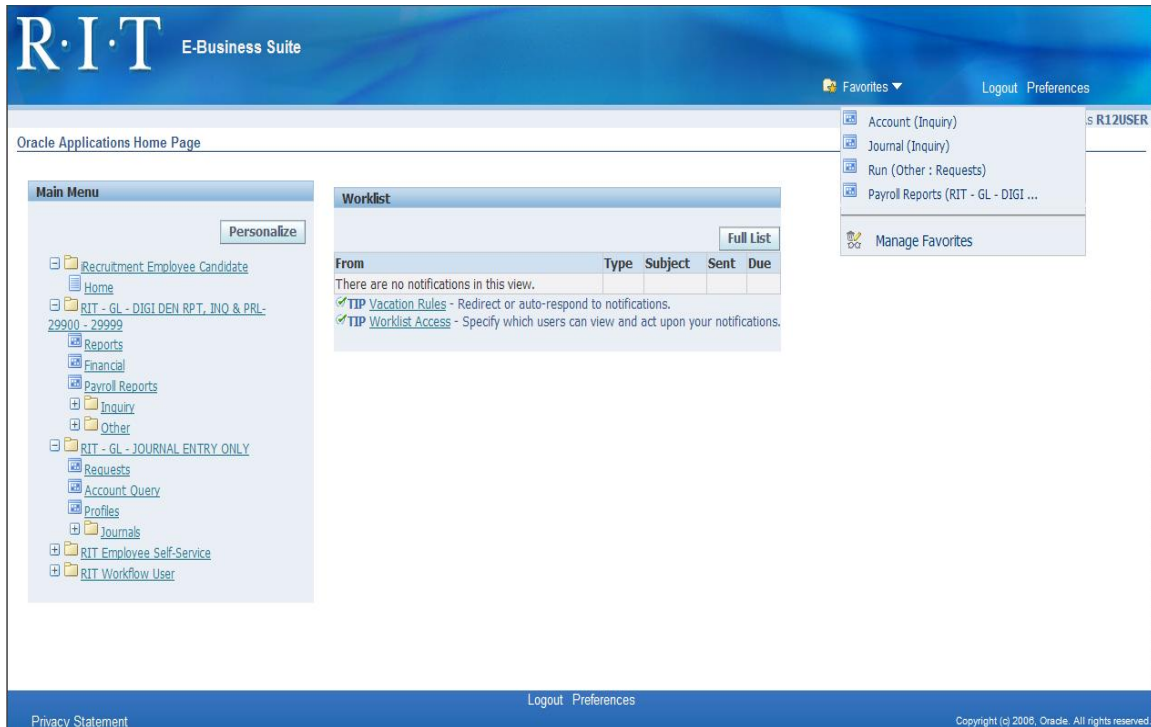


# Oracle Financial/Human Resource Applications Personal Home Page Reference Guide



## Your Oracle personal home page has the following features and functions:

- Gives you access to the Oracle Financial/Human Resource applications and Self-Serve responsibilities.
- Gives you access to your personal payroll information through the RIT Employee Self-Serve responsibility.
- Gives you access to your general preferences, (Password, Known As, E-Mail Notification options), Worklist, and Notification Rules through the RIT Workflow User responsibility.

For more detailed information visit the **Oracle Personal Home Page** section on the Controller's Office home page at: <http://finweb.rit.edu/controller/oracle/>.

### I. To Access Your Home Page:

1. Click on the Oracle Applications icon on your desktop to go to the **RIT Production Oracle Application Web Page**, go to [www.rit.edu/myinfo](http://www.rit.edu/myinfo) .

2. To access the Oracle Business Applications, (Purchasing, General Ledger, Accounts Receivable, Accounts Payable or Fixed Assets), click on the top link, <https://mybiz.rit.edu> , to go to the Oracle login page.
3. Enter your Oracle User ID and Password, click on the “Login” button to go to your Oracle home page.

**II. To Access the Oracle Financial Applications:**

1. Your home page lists all the responsibilities you've been assigned access to alphabetically.
2. Click once on the responsibility you want to access.
3. A list of functions will appear below the responsibility name.
4. Click once on the function you want to use within the Oracle Application.
5. Another browser window will open to load the Java Applet.
6. If this is the first time you have accessed the R12 Oracle applications, and Java isn't installed on your computer, you will be prompted to download a Java plugin your computer. Detailed instructions on how to install the Java plugin are located on the [Controller's Office](#) Webpage.

**III. To Access the Oracle Self-Serve Applications:**

1. The Oracle Self-Serve responsibilities include the "RIT Employee Self-Service" and "RIT Workflow User".
2. To change or view your payroll information click once on the "RIT Employee Self-Service" responsibility.
3. To view your Worklist, change your general preferences or Notification rules click once on the "RIT Workflow User" responsibility.

**IV. RIT Employee Self-Service:**

1. The RIT Employee Self-Service responsibility allows you to change your address or phone number by clicking on "My Personal Information".
2. To view your salary or employment history click on "My Employment Information".
3. To change your direct deposit banking information click on "My Banking Information".
4. To change your tax withholding information click on "My Tax Withholding Information".
5. To view a current or past paystub click on "My Paystub".
6. To view your W-2 Wage and Tax Statement for the last calendar year click on “My W2 Information”.
7. To view your benefit coverage click on “My Benefits”.
8. To change your password click on “Change my Password”.
9. To opt out of the RIT Emergency Mass Notification System, (EMNS), and not receive emergency messages sent by the EMNS, click on “RIT Alert EMNS Opt Out”.

**V. RIT Workflow User:**

1. The "My Worklist" page will give you access to all notifications you have received, such as requisition approval notification, changes to your payroll information, or notification of an Oracle report that was run.
2. Clicking on "My Preferences" takes you to a parameter screen which allows you to change the name that is displayed on your home page,

(Known as), the format you receive electronic mail notifications, and your password.

3. To define rules for your automatic notifications click on "My Notification Rules".

## VI. Favorites

1. To add your favorite functions to your "Favorites" list click on "Favorites" in the upper right corner of your screen.
2. Select the responsibility from the drop down list and click the "Go" button.
3. A list of functions assigned to this responsibility will display in the "Select Functions" section.
4. Click on the "Select" box to the left of the functions that you want to add to your "Favorites" list.
5. Click on the "Add" button.
6. Click on the "Apply" button.
7. To view your "Favorites" list on your home page, click on the down arrow to the right of "Favorites" in the upper right corner of your screen.

**Customize Favorites**

Cancel Apply

**Search and Select**

Function Prompt:  Responsibility: RIT - GL - JOURNAL ENTRY ONLY  
 Description:  Go

Select Functions: Add

Select All | Select None

Select	Function Prompt	Description	Menu Hierarchy	Responsibility
<input checked="" type="checkbox"/>	Entry	Enter journals	Journals	RIT - GL - JOURNAL ENTRY ONLY
<input type="checkbox"/>	Encumbrance	Enter encumbrances	Journals	RIT - GL - JOURNAL ENTRY ONLY
<input type="checkbox"/>	Launch Journal Wizard	Journal Wizard Launch page	Journals	RIT - GL - JOURNAL ENTRY ONLY
<input type="checkbox"/>	Requests	Concurrent Requests: View Form		RIT - GL - JOURNAL ENTRY ONLY
<input type="checkbox"/>	Account Query	Define GL Accounts - Query Only		RIT - GL - JOURNAL ENTRY ONLY
<input type="checkbox"/>	Profiles	Profile User Values Form		RIT - GL - JOURNAL ENTRY ONLY

**Selected to Display**

TIP A favorite may not be updateable if the responsibility from which that favorite was originally added is not available from the current server hierarchy or is expired.  
 TIP Only non oracle ebusiness suite links can be set to open in a new window.

Select Favorites: Remove

Select All | Select None

Select	Move	Favorite	Description	Responsibility	URL	Open in New Window
<input type="checkbox"/>	Up Down	Account (Inquiry)	Inquire on account balances	RIT - GL - DIGI DEN RPT, INQ & PRL- 29900 - 29999		<input type="checkbox"/>
<input type="checkbox"/>	Up Down	Journal (Inquiry)	Inquire on journal entries	RIT - GL - DIGI DEN RPT, INQ & PRL- 29900 - 29999		<input type="checkbox"/>
<input type="checkbox"/>	Up Down	Run (Other : Requests)	Requests: Run Form	RIT - GL - DIGI DEN RPT, INQ & PRL- 29900 - 29999		<input type="checkbox"/>
<input type="checkbox"/>	Up Down	Payroll Reports (RIT - GL	RIT Run Payroll Distribution Report	RIT - GL - DIGI DEN RPT, INQ & PRL- 29900 - 29999		<input type="checkbox"/>

Add URL

Cancel Apply

Home Logout Preferences

Click to save the changes.

**Visit the Controller Office web page to learn more about the Oracle applications, including Employee Self-Service: <http://finweb.rit.edu/controller/oracle/>.**

**Call F & A Customer Service at ext. 5-4752 if you have questions about accessing your Personal Home Page.**

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