



**2024**  
**Welcome to Oracle Journey**  
**Penn Hills Training Guide**  
Allegheny Intermediate Unit



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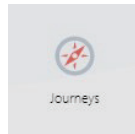
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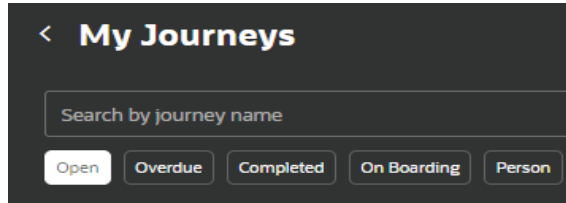
## How to Find a Journey in Oracle

**STEP 1** Log into Oracle by selecting the **Oracle hyperlink**.

**STEP 2** Navigate and select the **Journeys icon**.



**STEP 3** Select **'Welcome to Oracle!'**. This journey should originally appear under the **Open** tab but can also be found under the **Person** tab.



**STEP 4** You will review and complete each task in the journey.

## Task Details for the "Welcome to Oracle!" Journey

### TASK 1 What is Oracle?

- Select the **arrow** to the **right** of the **'What is Oracle?'** task to expand the task.
- Once you have read the information, **select** the **'Move to Next Task'** link at the bottom of the task.

### TASK 2 Your Dashboard

In this task you will review what your dashboard will look like and how to navigate to other areas of Oracle.

- Select the **arrow** to the **right** of the **'Your Dashboard'** task to expand the task.
- Once you have read the information, **select** the **'Move to Next Task'** link at the bottom of the task.

### TASK 3 Review Personal Information

In this task you will learn where you can find some demographic information.

- Select the **arrow** to the **right** of the **'Review Personal Information'** task to expand the task.
- Select the **'Review Personal Details'** link at the **bottom** of the task page.
- When you finish reviewing your information, **select** the **back arrow** in the **upper left side** of your page to go back to the journey.
- Expand the **Review Personal Information'** task by selecting the **arrow** to the **right** of the task.
- Select **'Completed. Move to Next Task.'**

### TASK 4 Review Contact Information

In this task you will review your address, phone numbers, and email addresses.

- Select the **arrow** to the **right** of the **'Review Contact Information'** task to expand the task.
- Select the **'Review Contact Information'** link at the bottom of the page.
- When you finish reviewing your contact information, **select** the **back arrow** in the **upper left side** of your page to go back to the journey.
- Expand the **'Contact Information'** task by selecting the **arrow** to the **right** of the task.
- Select **'Completed. Move to Next Task.'**

### TASK 5 FAMILY AND EMERGENCY CONTACTS

In this task you review your emergency contact and any other contact types. In Oracle, contacts can be used for many reasons. A contact can be an emergency contact, a dependent(s) for benefits, or even a beneficiary for life insurance.

- Select the **arrow** to the **right** of the **'Family and Emergency Contacts'** task to expand the task.
- Select **'Review Family and Emergency Contacts'** link at the bottom of the page.
- When you finish reviewing your emergency contact information, **select** the **back arrow** in the **upper left side** of your page to go back to the journey.
- Expand the **'Family and Emergency Contact'** task by selecting the **arrow** to the **right** of the task.
- Select **'Completed. Move to Next Task.'**



## Task Details for the “Welcome to Oracle!” Journey *continued*

### TASK 6 EMPLOYMENT INFORMATION

In this task you review your job details.

- Select the **arrow** to the **right** of the ‘**Employment Information**’ task to expand the task.
- Select ‘**Review Employment Information**’ link at the bottom of the page.
- When you finish reviewing your job details, **select** the **back arrow** in the **upper left side** of your page to go back to the journey.
- **Expand** the ‘**Employment Information**’ task by **selecting** the **arrow** to the **right** of the task.
- Select ‘**Completed. Move to Next Task.**’

### TASK 7 Salary Information

In this task you review your salary details.

- Select the **arrow** to the **right** of the ‘Salary Information’ task to expand the task.
- Select ‘**Review My Compensation**’ link at the **bottom** of the page.
- When you finish reviewing your salary details, **select** the **back arrow** in the **upper left side** of your page to go back to the journey.
- **Expand** the ‘**Salary Information**’ task by selecting the **arrow** to the **right of the task**.
- Select ‘**Completed. Move to Next Task.**’

### TASK 8 Direct Deposit

In this task you will review your bank information for direct deposit.

- Select the **arrow** to the **right** of the ‘**Direct Deposit**’ task to expand the task.
- Select the ‘**Review My Direct Deposit Information**’ link at the **bottom** of the page.
- When you finish reviewing your direct deposit information, **select** the **back arrow** in the **upper left side** of your page to go back to the journey.
- **Expand** the ‘**Direct Deposit**’ task by **selecting** the **arrow** to the **right** of the task.
- Select ‘**Completed. Move to Next Task.**’

### TASK 9 Tax Withholding

In this task you will review your tax information.

- Select the **arrow** to the right of the ‘**Tax Withholding**’ task to expand the task.
- Select ‘**Review Tax Withholding Information**’ link at the **bottom** of the page.
- When you finish reviewing your tax information, **select** the **back arrow** in the **upper left side** of your page to go back to the journey.
- Expand the ‘Tax Withholding’ task by **selecting** the **arrow** to the **right** of the task.
- Select ‘**Completed. Move to Next Task.**’

### TASK 10 Payslips

In this task you will review your paycheck information. The paycheck will open in pdf format, and you will have the option to print or save.

- Select the **arrow** to the **right** of the ‘**Payslips**’ task to expand the task.
- Select ‘**Review My Paycheck Information**’ link at the **bottom** of the page.
- When you finish reviewing your pay information, **select** the **back arrow** in the **upper left side** of your page to go back to the journey.
- **Expand** the ‘**Payslips**’ task by **selecting** the **arrow** to the **right** of the task.
- Select ‘**Completed. Move to Next Task.**’

### TASK 11 Current Benefit Elections

In this task you will current benefit elections.

- Select the **arrow** to the **right** of the ‘**Current Benefit Elections**’ task to expand the task.
- Select ‘**Current Benefit Elections**’ link at the **bottom** of the page.
- To view your elections, **select** the **benefits program** and your current elections will populate. You will see each benefit, who is covered under that benefit, and your per pay cost.
- **Scroll** the page to **view all elections**. When you finish reviewing your benefits, **select** the **back arrow** in the **upper left side** of your page to go back to the journey.
- **Expand** the ‘**Current Benefit Elections**’ task by selecting the **arrow** to the **right** of the task.
- Select ‘**Completed Reviewing Oracle.**’