



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Review Additional Information

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Additional Information** link in the **Actions** panel on the **Personal Details** page.
3. Review information on the **Additional Information** page.

The first screenshot shows the Oracle Employee Self Service home page. The 'Personal Details' tile is highlighted with a red box and a red number 1. The second screenshot shows the 'Personal Details' page for David Smith. The 'Additional Information' link in the left-hand 'Actions' panel is highlighted with a red box and a red number 2. The third screenshot shows the 'Additional Information' page, which is highlighted with a red box and a red number 3. The page displays personal information for David Smith, including gender, date of birth, birth country, birth state, social security number, smoker status, date entitled to Medicare, original start date, last start date, and highest education level. A 'Voluntary Self-Identification' section is also present at the bottom.

Oracle Employee Self Service

Benefits Payroll **Personal Details 1**

Company Directory

My Homepage Personal Details

David Smith

Addresses

Home Address

1000 Pine Drive
Concord, CA 94518
Contra Costa Current

Mailing Address

1000 Pine Drive
Concord, CA 94518 Current

Additional Information 2

Gender Male

Date of Birth [REDACTED]

Birth Country United States

Birth State

Social Security Number [REDACTED]

Smoker

Date Entitled to Medicare

Original Start Date 09/25/2006

Last Start Date 10/31/2016

Highest Education Level A-Not Indicated

Voluntary Self-Identification 3

Contact Human Resources - Personnel Services Unit if any of your employee information is incorrect, 925-335-1700