

# CHECKLIST OF INFORMATION FOR YOU TO CONFIRM IN ORACLE

**From the Oracle Team:** thank you so much for taking the time to review the information we've listed in this checklist. Although we've done our best to make sure that the information transitioned from Lawson to Oracle is accurate, we may have missed something or made a mistake. We need your help to ensure that the data that is our foundation in Oracle is as accurate as possible.

**If you find an error:** if you see the "Pencil" icon next to an item, you can make the correction yourself. Please do so. Otherwise, please send a ticket through the [Oracle HelpDesk Ticketing System](#) identifying the mistake, and we will correct it.

**New information:** we will need you to add some new information into Oracle, and we will let you know where to do so.

**If you have a question:** access the Oracle website and view the relevant video or quick reference guide. Or use the [Oracle HelpDesk Ticketing System](#).

## PERSONAL INFORMATION TILE

### NAME SECTION

- First Name
- Middle Name
- Last Name
- Preferred / Current Name
- Professional Last Name
- Title (Mr., Ms., etc.)

### DEMOGRAPHIC INFORMATION SECTION

- Ethnicity
  - **Note:** a check (✓) next to "I am Hispanic or Latino" means that identify as a Hispanic or Latino. Otherwise, leave the line ( \_\_ ) blank.
- Races you identify with
  - **Note:** a check (✓) next to a race means that you identify with that race. Otherwise, leave the line ( \_\_ ) blank.
- Marital Status
  - **Note:** please enter today's date (the date you are updating the information in Oracle rather than the actual date of your marriage or change in status)
- Highest Education Level

- **Note for staff:** Highest Education Level is an **optional** field for staff (as it was in Lawson, our previous system). Please do **NOT** submit a ticket at this time asking us to enter your Highest Education Level, as we are currently focusing on bugs and fixes arising from the recent implementation. Many thanks.
- Veteran Self-Identification
- Gender Identity
  - Because the federal government and our Benefits providers use the Gender Binary, we are required to use it for certain purposes in Oracle. We have included Gender Identity to better reflect the range of identities in our community.

## NATIONAL IDENTIFIERS SECTION

- There is nothing to edit here
  - If your birthdate is incorrect, please submit a ticket.

## CONTACT INFO

- Home phone
  - **Note:** please enter your area code in the Area Code field every time you are asked to submit a phone number.
  - We need your home phone so that we can contact you in case of an emergency. Only Human Resources can see this information; it will not appear in St. Olaf Directory
- Home email address
  - we need your home email address if we are unable to reach you through your St. Olaf email address. Only Human Resources can see this information; it will not appear in the St. Olaf Directory.
  - **NOTE:** please do **NOT** check the “Primary” box.
- Home address
  - **NOTE:** check to make sure that the default county that Oracle has entered is the correct county for your location
  - we need your home address so that we can send you information required by the government; only Human Resources can see this information; it will not appear in the Directory

## FAMILY AND EMERGENCY CONTACTS

- Family members and dependents
  - **NOTE:** please make sure that you’ve included all of the family members and dependents who participate in the college’s benefits program. If you fail to include someone, the person will **NOT** receive benefits.
  - **NOTE:** “What is the start date of this relationship”: enter today’s date, which is the date you’re entering the information into Oracle.
  - **NOTE:** please also enter the names of people who will be your beneficiaries

Emergency Contact

- **NOTE:** please add an Emergency Contact and check the box to the left of “This person is an emergency contact.”
- **NOTE:** please add a phone number, with the Area Code in the Area Code field so that we can reach your emergency contact by phone. You do not need to add any Demographic or Biographical information.

**EMPLOYMENT INFORMATION ICON**

*If any of the information below is incorrect, please submit a ticket.*

Assignment

- **NOTE:** if your “Business Title” includes a drop-down menu, you have more than one Assignment. Your FTE will be split between or among these assignments.
- Example: staff with multiple job titles; faculty with joint appointments

Manager

Seniority Dates

Direct Reports

- **Note:** includes all of your direct reports, including students who report to you

**MY COMPENSATION ICON (Under Personal Information)**

*If any of the information below is incorrect, please submit a ticket.*

Current Salary

- **Note:** if your “Business Title” includes a drop-down menu, you have more than one assignment and your salary will be allocated between the two assignments

**ADDITIONAL PERSON INFO ICON (FACULTY ONLY)**

*From the drop-down menu, please review the following information:*

Tenure

- **Note:** please confirm the dates (the dates may be blank if they occurred before a certain date or if tenure doesn’t apply to you)

Rank

- **Note:** please confirm your current rank

Committee Terms

- **Note:** please confirm current and prior information (dating back to 2018)

Faculty Administrative Position

- **Note:** please confirm current information

**PAY TILE**

**DOCUMENT DELIVERY PREFERENCES ICON**

Preferences

- Note:** your current preferences have not been carried forward into Oracle.  
**Please make a new election.**

### **PAYMENT METHODS ICON**

- Confirm your Bank Account(s)
- Confirm your Payment Methods (i.e., Direct Deposit)

### **TAX WITHHOLDING ICON**

- Federal Tax Withholding
  - **Note:** Scroll down and click on the arrow in the bottom-right-hand corner to expand and review.
  - Click on the Pencil icon to make changes.
- Regional Tax Withholding”
  - **Note:** the word “Regional” means “state”
  - **Note:** Scroll down and click on the arrow in the bottom-right-hand corner to expand and review.
  - Click on the Pencil icon to make changes.

## **TIME & ABSENCES TILE**

### **ABSENCE BALANCE ICON**

- Confirm Absence Balance
  - **Note:** your initial Absence Balance will NOT include the last payment in December. Your balance will be updated after the last payrolls in Lawson have been submitted.

### **ADD ABSENCE ICON**

- Non-exempt staff: please add absences from December 16 forward
- Exempt staff: please add absences from January 1 forward

### **CURRENT TIME CARD ICON**

- Non-exempt staff: please enter your time from December 16 forward

### **CALENDAR ICON**

- Useful for tracking absences
  - **Note:** the calendar will show generic shifts that may or may not match your schedule. The college is NOT using the calendar module for shifts.