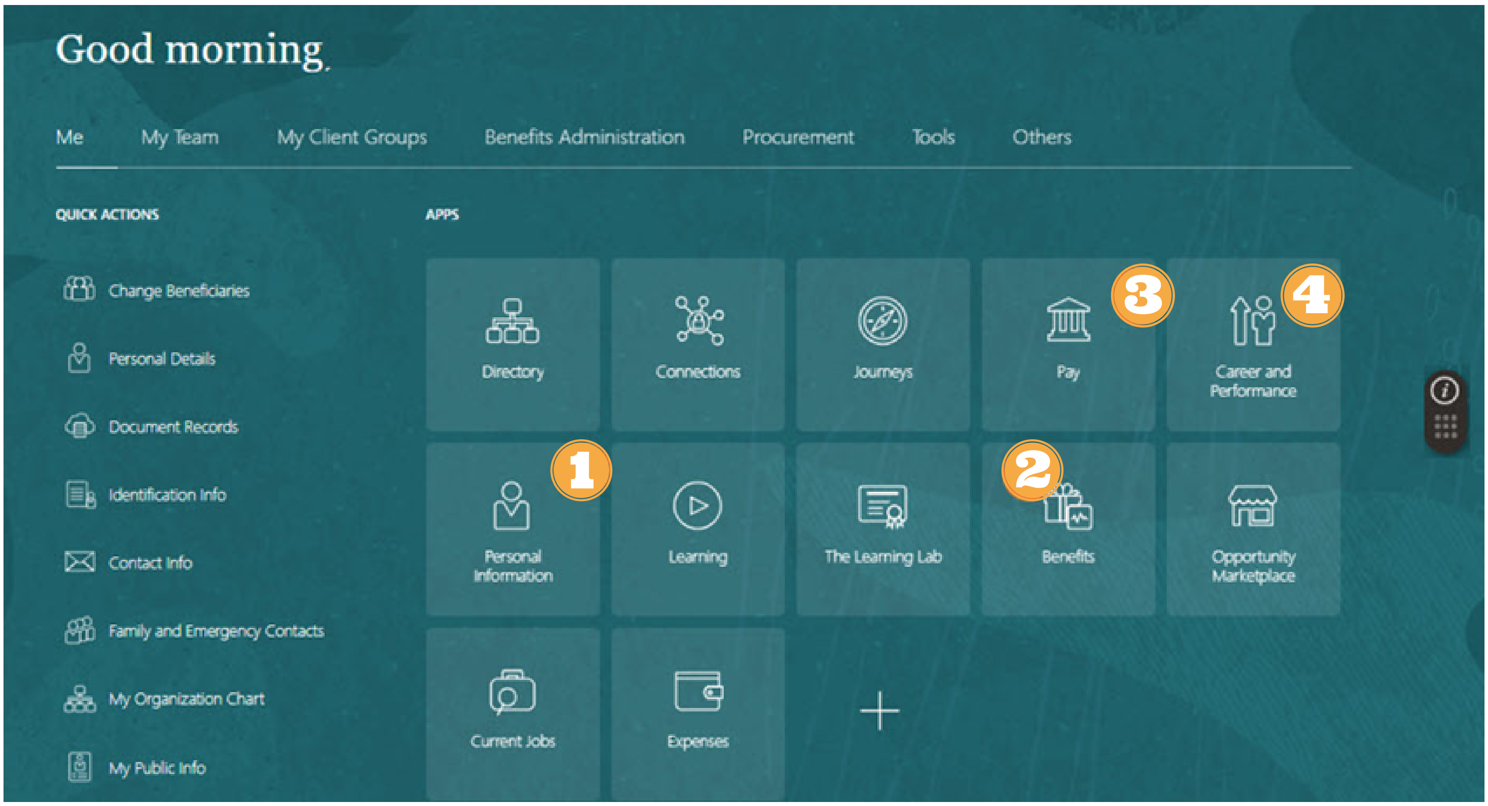
DAY 1 CHECKLIST

We are excited to launch the new Oracle Cloud HCM suite of applications!
To ensure the accuracy of your employee data, please complete this Day 1 Checklist when you log in to Oracle Cloud for the first time.

To begin, log in to Oracle Cloud at One OKC Cloud using the black Single Sign-on rectangle and click on the tiles to complete the checklist items from the Oracle Cloud home page.



1 UNDER THE PERSONAL INFORMATION TILE:

- [ ] Click **Contact Info** and review your Address, Phone and Email for accuracy. Use the edit pencil to update, if necessary.

2 UNDER THE BENEFITS TILE:

- [ ] Click **Make Changes** at the top under your name. This will show all dependents that were brought over from PeopleSoft. If you do not see a contact, click the **+Add** to add the contact under People to Cover. This does not add the person to benefits. Do not change or remove information for anyone covered on benefits. This may result in the person being inadvertently dropped from coverage. After adding the new contact, go to **Family and Emergency Contacts** to include a phone number and/or email address. Contact eb@okc.gov for additional information on how to make changes for dependents covered on your insurance.

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2 UNDER THE BENEFITS TILE (Continued):

- [ ] If your beneficiary is also covered on one of your insurance plans, Click **Change Beneficiaries**. If you added a person from the previous step in People to Cover that you want to select as a beneficiary, click **Report a Life Event** - Add a Contact as a Beneficiary effective today
- [ ] Click **Your Benefits** and review your Enrolled Benefits and Deferred Compensation plans and amount.

Benefit deductions for American Fidelity products such as, individual term life, cancer, accident, hospitalization and long-term disability are not shown on the benefit summary since they require an application and approval outside of the system. Other deductions for gym memberships, municipal employees charitable contributions and union dues are also not included on the benefits summary but will be shown on your first paycheck under Voluntary Deductions.

Go back to the PERSONAL INFORMATION TILE

- [ ] Click **Family and Emergency Contacts** and enter information for family and emergency contacts that are not covered on benefits or listed as a beneficiary. After verifying that they do not exist under people to cover, click the **+Add** button and re-enter contacts that were not transferred over from PeopleSoft. To review information for your contacts, click on each name. Make sure to review the communication section for phone numbers and address section.

3 UNDER THE PAY TILE:

- [ ] Click **Payment Methods** to ensure your direct deposit accounts are correct. These were converted from PeopleSoft.
- [ ] Click **Tax Withholding** to ensure your W-4 tax withholding information is correct. Use the edit pencil if you want to make any changes.

4 UNDER THE CAREER AND PERFORMANCE TILE:

- [ ] Click **Skills and Qualifications** to begin building your talent profile. Add work history, education, a career statement, and language proficiencies, if desired.

? If you have questions, or are still unsure what to do on Day 1, please contact HelpDesk@okc.gov