



County of Ventura
VCHRP
Employee Self Service
eProfile User Guide



VCHRP Employee Self Service User Guide

August 9, 2019

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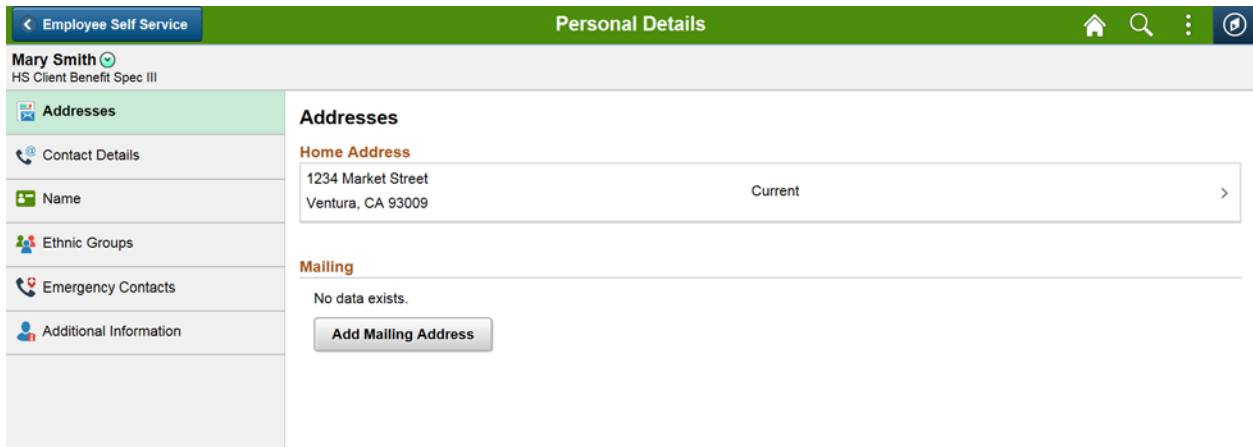
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Logon to VCHRP

INTRANET: Open Internet Explorer. In the Explorer address bar, enter vchrp. No other characters are required. At the sign-on page, enter your User ID, which is your six-digit employee ID, and your Password, and then click Sign In.



NAVIGATION: From Employee Self Service, click on the Personal Details tile





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Addresses

By clicking on the [Addresses](#) link under Personal Detail, you can view and change your home address, and you can add, view, and change your mailing address.

The screenshot shows the 'Personal Details' page for Mary Smith, an HS Client Benefit Spec III. The page has a green header with navigation icons and a left sidebar with menu items: Addresses, Contact Details, Name, Ethnic Groups, Emergency Contacts, and Additional Information. The main content area is divided into two sections: 'Addresses' and 'Mailing'. The 'Addresses' section shows a 'Home Address' field with the value '1234 Market Street, Ventura, CA 93009' and a 'Current' status. The 'Mailing' section indicates 'No data exists' and includes an 'Add Mailing Address' button.

Addresses	
Home Address	
1234 Market Street	Current
Ventura, CA 93009	

Mailing

No data exists.

[Add Mailing Address](#)



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To change your home address, click on caret symbol > to the right of your home address. This will display the Edit page shown below.

The screenshot displays the 'Address' edit page in the VCHRP Employee Self Service system. The page is titled 'Address' and features a 'Cancel' button on the left and a 'Save' button on the right. The form contains the following fields:

- Change As Of: 12/17/2018
- Address Type: Home
- Country: United States
- Address 1: 1234 Market Street
- City: Ventura
- State: California
- Postal: 93009

Make the necessary changes to your address and in the **Change As Of** field, enter the date your address change takes effect. Click **Save** and return to the Home and Mailing Address page. You will receive an email notification confirming your address change.



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To add a mailing address, click on the **Add Mailing Address** button. This will display the Add Mailing Address page shown below.

The screenshot shows a mobile application interface for an employee self-service portal. The main content area is titled "Address" and contains the following fields:

- Change As Of:** 12/17/2018 (with a calendar icon)
- Address Type:** Mailing
- Country:** United States (with a search icon)
- Address 1:** (empty text field)
- City:** (empty text field)
- State:** (empty text field with a search icon)
- Postal:** (empty text field)

The left sidebar shows the user's profile for Mary Smith, HS Client Benefit Spec III, with options for Addresses, Contact Details, Name, Ethnic Groups, Emergency Contacts, and Additional Information. The top navigation bar includes a home icon, a search icon, and a profile icon.

Add your mailing address information and, in the **Change As Of** field, enter the date your address change takes effect. Click **Save** and return to the Home and Mailing Address page. You will receive an email notification confirming your address change.



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Phone Numbers

By clicking on the [Contact Details](#) link under Personal Details, you can view, add, change and delete your phone numbers and email address.

The screenshot shows the 'Personal Details' page for Mary Smith, an HS Client Benefit Spec III. The page has a green header with navigation icons and a left sidebar with menu items: Addresses, Contact Details (highlighted), Name, Ethnic Groups, Emergency Contacts, and Additional Information. The main content area is titled 'Contact Details' and is divided into two sections: 'Phone' and 'Email'. Each section has a '+' icon to add new entries. The 'Phone' section contains a table with one entry: 805/377-5486, Mobile, Preferred. The 'Email' section contains a table with one entry: mary.smith@ventura.org, Work, Preferred.

Number	Extension	Type	Preferred
805/377-5486		Mobile	✓

Email Address	Type	Preferred
mary.smith@ventura.org	Work	✓



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To add a phone number, click the **+** button. This will create the phone number edit page shown below.

The screenshot displays the 'Personal Details' page for Mary Smith, an HS Client Benefit Spec III. A modal window titled 'Phone Number' is open, allowing the user to add a new phone number. The modal includes a 'Cancel' button, a 'Save' button, and the following fields:

- *Type: A dropdown menu with a blue arrow.
- Preferred: A checkbox.
- Number: A text input field.
- Extension: A text input field.

The background interface shows the 'Contact Details' section with a '+', 'Number' (805/377-5486), and 'Email' section with a '+'. A table on the right lists phone types and preferences:

Type	Preferred
Mobile	<input checked="" type="checkbox"/>
Work	<input checked="" type="checkbox"/>

Using the drop down, select the appropriate **Phone Type** and enter your telephone number. When you enter phone numbers, enter all 10 digits without spaces or punctuation. The system will format the data for you. Click **Save** to return to the Contact Details page.



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To change your phone number, click on the caret symbol > to the right of the number you wish to change

The screenshot shows the 'Personal Details' page for Mary Smith, an HS Client Benefit Spec III. The page has a green header with navigation icons. On the left is a sidebar with menu items: Addresses, Contact Details (selected), Name, Ethnic Groups, Emergency Contacts, and Additional Information. The main content area is titled 'Contact Details' and is divided into 'Phone' and 'Email' sections. The 'Phone' section has a '+' icon to add a new number and a table with one entry: Number 805/377-5486, Type Mobile, Preferred checked, and a yellow caret symbol > to the right. The 'Email' section also has a '+' icon and a table with one entry: Email Address mary.smith@ventura.org, Type Work, Preferred checked, and a grey caret symbol > to the right.

This screenshot shows the same 'Personal Details' page as above, but with a modal dialog box titled 'Phone Number' open in the center. The dialog has 'Cancel' and 'Save' buttons at the top. It contains a 'Type' dropdown menu set to 'Mobile', a 'Preferred' checkbox which is checked, a 'Number' text input field containing '805/377-5486', and an 'Extension' text input field which is empty. At the bottom of the dialog is a 'Delete' button. The background page is dimmed.

Enter your new telephone number. When you enter phone numbers, enter all 10 digits without spaces or punctuation. The system will format the data for you. Click **Save** to return to the Contact Details page.

To delete your phone number, click the Delete button. Click **Yes – Delete** on the delete confirmation page and return to the Contact Details page.

- Note, if you have previously associated an emergency contact with the number by clicking the “Same as mine” checkbox, the system will not allow you to delete the number until you have updated your emergency contact,




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Name Change

By clicking on the [Name](#) link under Personal Detail, you can view and change your name.

The screenshot shows the 'Employee Self Service' interface. At the top, there's a navigation bar with 'Employee Self Service' and 'Personal Details'. Below this, the user's name 'Mary Smith' and title 'HS Client Benefit Spec III' are displayed. A sidebar on the left contains links for 'Addresses', 'Contact Details', 'Name', 'Ethnic Groups', 'Emergency Contacts', and 'Additional Information'. The 'Name' section is highlighted in green. The main content area shows the current name 'Mary Smith' and the status 'Current'. A yellow caret symbol is on the right side of the name field.

Click the caret symbol  on the right side of the screen to update your name.

In **Change As Of** field, enter the date your name change took effect. Then, enter your new name in the appropriate fields and click **Save**.

The screenshot shows the 'Name' change modal form. The form has a 'Cancel' button on the top left and a 'Save' button on the top right. The 'Change As Of' field is set to 12/18/2018. The 'Name Prefix' field is empty. The '*First Name' field contains 'Mary', the 'Middle Name' field contains 'Smith', and the '*Last Name' field contains 'Johnson'. The 'Name Suffix' field is empty. Below these fields, the 'Display Name' is 'Mary Johnson', the 'Formal Name' is 'Mary Johnson', and the 'Name' is 'Johnson, Mary Smith'.



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You will receive an email notification that your name change has been submitted and another email when your name change is approved or denied.

Your request was successfully submitted. The request requires administrator review before it will be saved to the database. You will be notified when it is approved or denied.

Transaction Name: Name Change
New Display Name: Mary Johnson
Employee Id: 10 -

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

Note: Before your name change can be finalized in VCHRP, you must provide a copy of your social security card containing your new name to your department's HR representative. Failure to do so within two weeks will void your name change request.

Employee Self Service Personal Details

Mary Smith
HS Client Benefit Spec III

Name	
Mary Smith	Current
Mary Johnson	As of 12/18/2018 Submitted for Approval

- Addresses
- Contact Details
- Name**
- Ethnic Groups
- Emergency Contacts
- Additional Information



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Ethnic Groups

By clicking on the [Ethnic Groups](#) link under Personal Details, you can view, add, and change your ethnic group in the system.

Ethnic Groups

	Primary	
White	✓	>

Voluntary Self-Identification

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

To update or change your ethnic group, click on the caret symbol > to the right of the number you wish to change

Ethnic Group

*Ethnic Group: White

Primary: Yes

Delete

Selected the Ethnic Group of your choice using the look up button, and use the **Primary** button to indicate if you wish it to be your primary ethnic designation for Federal Government Equal Employment Opportunity-4 reporting purposes. A Primary Ethnic Group must be selected.



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Emergency Contacts

By clicking on the [Emergency Contacts](#) link under Personal Detail, you can view and update your emergency contact information.

Contact Name	Relationship	Preferred
Johnson, Richard	Friend	<input checked="" type="checkbox"/>

To add an emergency contact, click on the **+** button. This will display the Emergency Contact Detail page shown below. All fields with an asterisk are required and must be completed.

Emergency Contact

*Contact Name

*Relationship

Preferred

Address

No data exists.

Phone Numbers

No data exists. At least one phone number is required.

In the **Contact Name** field, enter your emergency contact's name. Using the drop down, select the appropriate **Relationship**.



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To add an address for your emergency contact click the **Add Address** button

The screenshot shows the 'Emergency Contact' detail page for Mary Smith. The page has a left sidebar with navigation options: 'Employee Self Service', 'Addresses', 'Contact Details', 'Name', 'Ethnic Groups', 'Emergency Contacts', and 'Additional Information'. The main content area is titled 'Emergency Contact' and has a 'Save' button in the top right. A modal form titled 'Address' is open in the center, with a 'Cancel' button on the left and a 'Done' button on the right. The modal form contains the following fields: 'Same as mine' (checkbox), 'Country' (dropdown menu with 'United States' selected), 'Address 1' (text input), 'City' (text input), 'State' (dropdown menu), and 'Postal' (text input). The background page is partially obscured by the modal.

If your emergency contact has the same address as you, select the **same as mine** checkbox and your address will be automatically populated.

If your emergency contact has a different address, manually enter the information here. When you are finished, click **Done** to return to the Emergency Contact Detail page.



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To add a phone number for your emergency contact (required), click the **Add Phone Number** button.



If your emergency contact has the same phone number as you, select the **Same as mine** checkbox and your phone number will be automatically populated. If your contact has different phone information, select the phone number **Type** from the drop down, and then enter the number in the **Number** field.

Additional phone numbers for your emergency contact can be added by clicking on the **+** button. When you enter phone numbers, enter all 10 digits without spaces or punctuation. The system will format the data for you.

When all of your contact's information has been entered, click the **Save** button at the bottom of the page.



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To change an existing emergency contact's information, click on the caret symbol **>** to the right of the contact you wish to change. This will display the Emergency Contact Detail page shown below.

The screenshot displays the 'Emergency Contact' detail page. On the left is a navigation menu for 'Mary Smith' (HS Client Benefit Spec III) with options like 'Addresses', 'Contact Details', 'Name', 'Ethnic Groups', 'Emergency Contacts', and 'Additional Information'. The main content area has a title bar with 'Cancel' and 'Save' buttons. The form includes:

- *Contact Name: Johnson, Richard
- *Relationship: Friend (dropdown menu)
- Preferred:
- Address: 1234 Market Street, Ventura, CA 93009 (with a right arrow)
- Phone Numbers: A table with columns for Phone, Extension, and Type.

Phone	Extension	Type
805/207-6214		Work
805/983-3370		Home

On the right side of the form, there is a 'Preferred' section with a checkmark and a right arrow.

Make the necessary changes to your contact's information and click the **Save** button at the top of the page.



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Additional Information

By clicking on the [Additional Information](#) link under Personal Details, you can view Gender, Date of Birth, SSN, Military Status, Hire Date(s) and Educational Level. The page is informational only, if anything needs to be updated on the page, please contact your Department Representative.

[Employee Self Service](#) Personal Details

Mary Smith
HS Client Benefit Spec III

- Addresses
- Contact Details
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information**

Additional Information

Gender	Female
Date of Birth	03/02/1974
Birth Country	United States
Birth State	
Social Security Number	648-64-1234
Military Status	Not indicated
Date Entitled to Medicare	
Original Start Date	01/07/2002
Last Start Date	01/07/2002
Highest Education Level	G-Bachelor's Level Degree

Employee Information

Contact the Human Resources department if any of your Employee Information is incorrect.



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Forgot Password

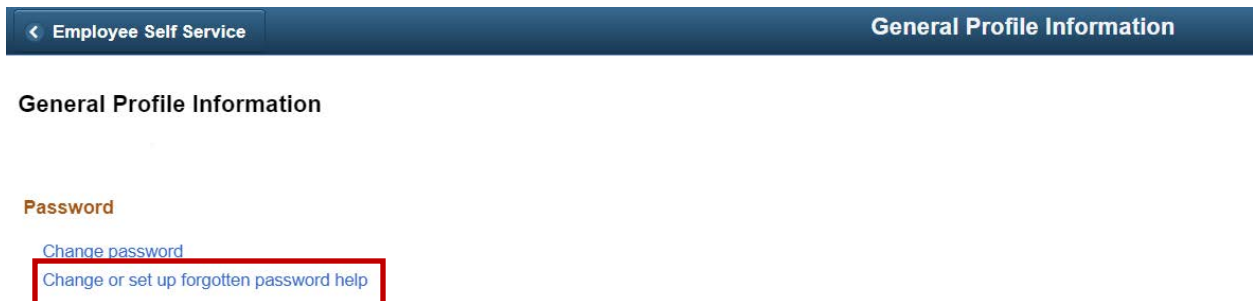
The 'Forget your password?' functionality will email you a new password should you forget your current one. You must configure the 'Forget your password?' feature with your personal data, including your email address, before it will function correctly.

To set up 'Forget your password?'

>> Navigate to the bottom of your menu and select "**My System Profile**"



When you enter this "**General Profile Information**" screen choose "**Change or set up forgotten password help**".





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Click on the small black triangle to display a drop-down list of questions and then select a question.

>> Type your response.

>> Click "OK"

Scroll to the bottom of the page and enter an email address, or verify the email address that is there is the correct email address:

>> Check the 'Primary Email Account' box

>> Select 'Email Type' = 'Business'

>> Type in your fully-qualified address, e.g.: Jane.Doe@ventura.org

>> Click "OK"

Email

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	<input type="text"/>	+	-

Scroll to the bottom and click on "Save" and you're done.

**** Note - With 5 or more failed tries you are locked out to prevent others from guessing your password. The 'Forget your password?' link will send you a new password, but it WILL NOT UNLOCK you!! So, regardless of how many times after that you request and are given a new password, you still will be locked out and must contact your agency HR or the Service Desk for assistance.**