Employee Self Service: A Facelift *plus* New Features
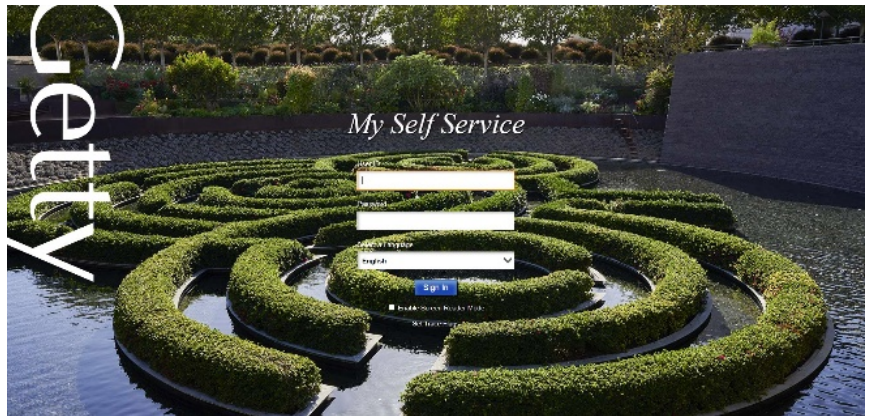
Next time you log in to Employee Self Service, you'll see a brand-new login page … and that's just a hint of things to come. Selecting and checking your benefits, personal details, and pay just got easier. No more lengthy menus to navigate. And it looks and functions well on any computer AND tablets and smartphones!

This new interface is a friendly grouping of tiles directing you quickly to your profile, benefits, emergency contacts, pay advice… all the information you need, right from the home page.

At top left, you'll see **Home**, **Search**, **Actions**, and **NavBar** icons. Note that NavBar takes you quickly to *Recent Items,* your *Favorites, Your Pay,* and *Company Directory*. The Home page features these tiles:

- **My Pay**: View and print previous pay stubs and access W-2 forms, tax withholding selections, and more.

- **Personal Details**: View and edit contact information and emergency contacts

- **My Benefits**: View the choices you made upon enrolling (health, vision, dental care, plus life insurance and more). View and edit beneficiary details and view your 403(b) contributions.

- **Transportation Program**: Reflect carpool or public transportation usage that qualifies for program benefits.

- **Help & Useful Links:** Quickly locate Holiday/Payroll schedules, Getty Job Opportunities, Staff Handbook, your HR contact, Vanguard, and more.
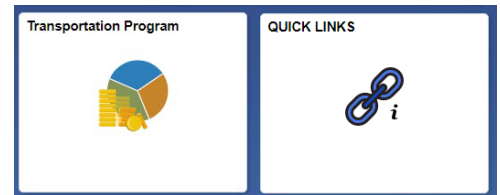
New: Company Directory

Look up a staff member with ease, by first name, last name, department, title, etc. Filters in the left column let you easily drill down on multiple search results. The contact page displays title, location, phone number, and an org chart icon – click it to view the department colleagues.
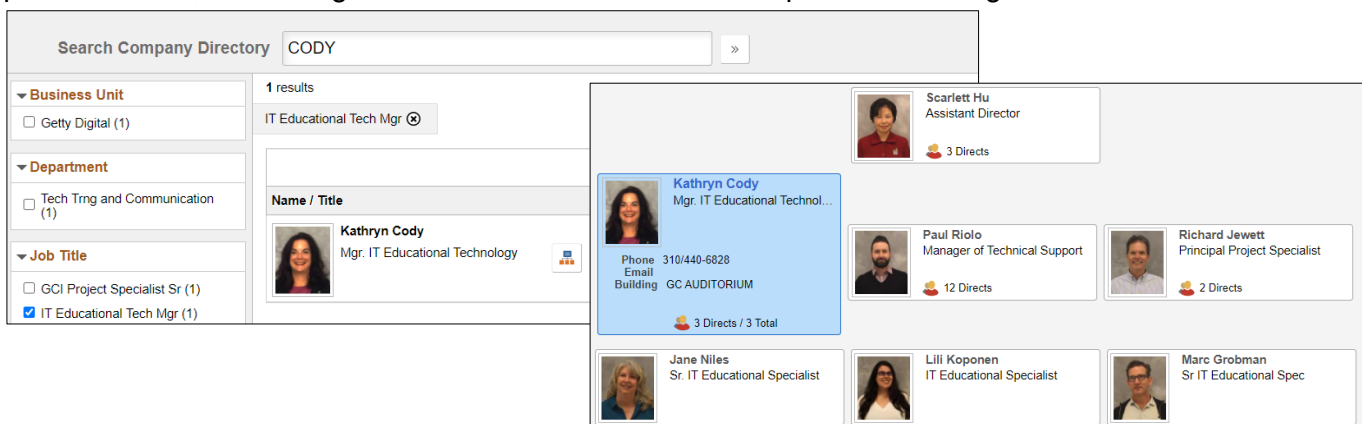
New: Home Page Time Off Display & Announcements

Right up front, on the Employee Self Service home page, you can view your Personal, Vacation, and Sick Accruals.

Your Time Off

Personal: 3.87 Vacation: 130.2 Sick: 782.9

Home Page **Announcements** and an **Open Enrollment** countdown clock ensure you don't miss important news and events!
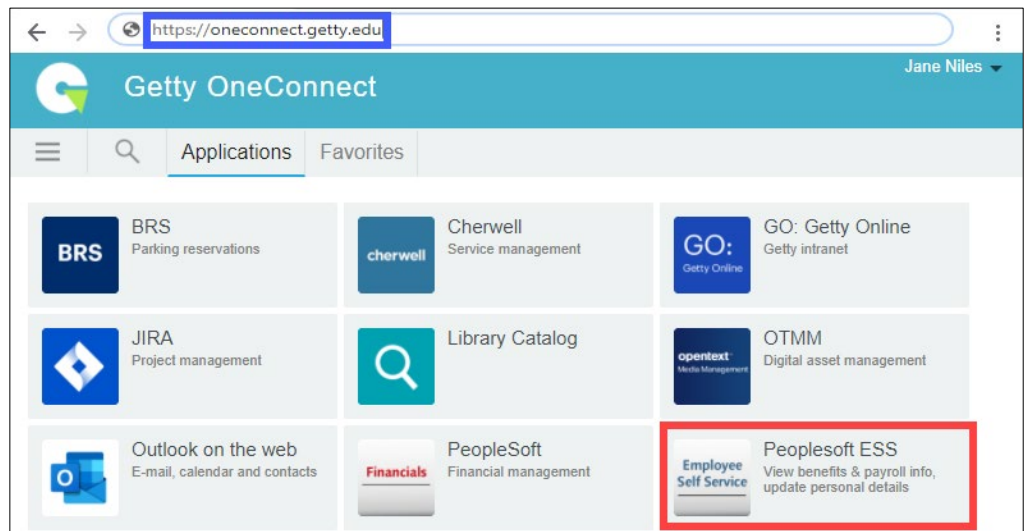
Open Enrollment

Countdown to Open Enrollment Deadline:

Days HH MM SS
44   13:55:26

Take a look – just sign in to https://oneconnect.getty.edu from any computer, and then sign in to **PeopleSoft ESS**.

You'll like what you see!

https://oneconnect.getty.edu

**Getty OneConnect**   Jane Niles

Applications   Favorites

BRS Parking reservations	Cherwell Service management	GO: Getty Online Getty intranet
JIRA Project management	Library Catalog	OTMM Digital asset management
Outlook on the web E-mail, calendar and contacts	PeopleSoft Financial management	Peoplesoft ESS View benefits & payroll info, update personal details

Internet Browsers: How and Why to "Clear your Cache"

When you use any Internet browser, it saves some information from websites as "cookies" -- files created by sites you visit. The browser's cache remembers these, to load pages faster during your next visit. Sometimes, you need to clear the cache so that your browser will load a more current version of the page.

Chrome

1. At the top right, click the **Customize** icon

2. Click **More tools** > **Clear browsing data**

3. At the top, choose a time range. (To delete everything, select **All time**.)

4. Check the boxes

5. Click **Clear data**
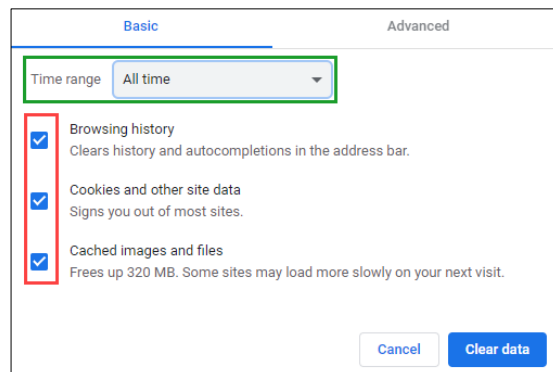
Internet Explorer

1. At the top right, click the **Tools** icon

2. Point to **Safety**, and then select **Delete browsing history**.

3. Choose the types of data or files you want to remove from your PC, and then select **Delete**.
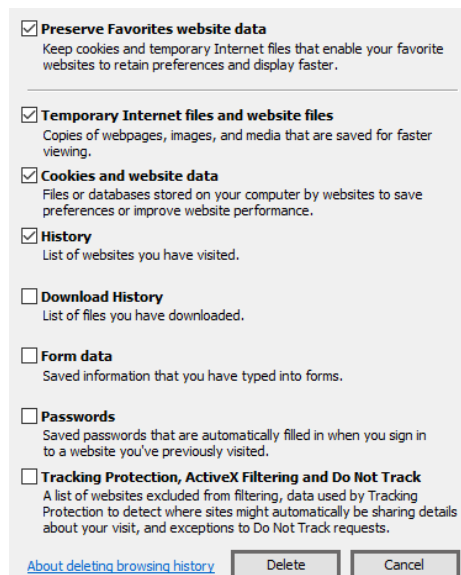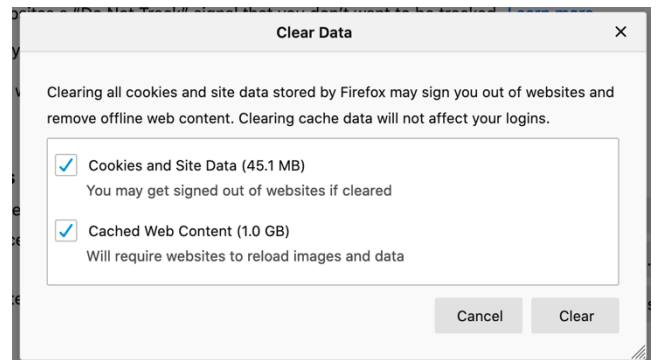
Safari

1. In the top menu, choose **Safari**

2. Click **Preferences**

3. Choose the **Advanced** tab

4. **Enable Show Develop** menu in menu bar, and go to **Develop** in the top menu.

5. Choose **Empty caches**
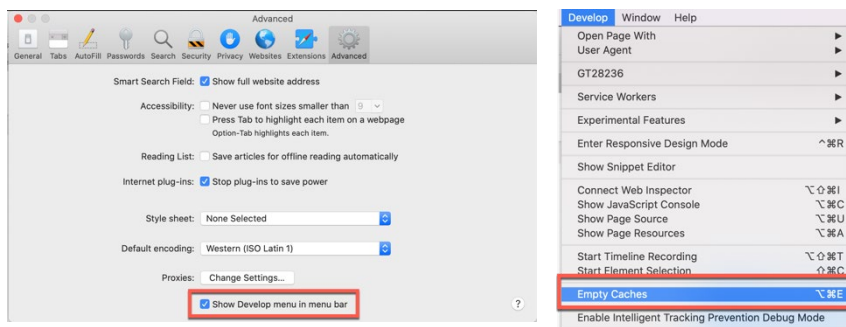
1. In the top menu, choose **Firefox**

2. Click **Preferences**

3. Choose **Privacy & Security** on the left

4. Scroll down and under **Cookies and Site Data** click **Clear Data**

5. In the pop up choose the data you wish to clear and click **Clear**

Clear Data   ✕

Clearing all cookies and site data stored by Firefox may sign you out of websites and remove offline web content. Clearing cache data will not affect your logins.

☑ Cookies and Site Data (45.1 MB)
   You may get signed out of websites if cleared

☑ Cached Web Content (1.0 GB)
   Will require websites to reload images and data

                                Cancel   Clear

Should you delete everything? Or just some items?

Each of the above action steps offers choices. You should always delete the choices shown above when necessary to load the most current version of a web page. Other options – form data, saved passwords, for example – are up to your discretion. After you clear cache and cookies, some settings on sites get deleted. For example, if you were signed in, you'll need to sign in again. Some sites can seem slower because certain content, such as images, needs to load again.