

8 October 2021



Joanna Boaler, Head of Democracy and Transparency

Overview of the new My Oracle system, focusing on payslips and expenses.

Today we will



Have a look at the new My Oracle



Demonstrate how to log into the system



Explain how to find your payslips/End of year documents



Demonstrate how to claim expenses

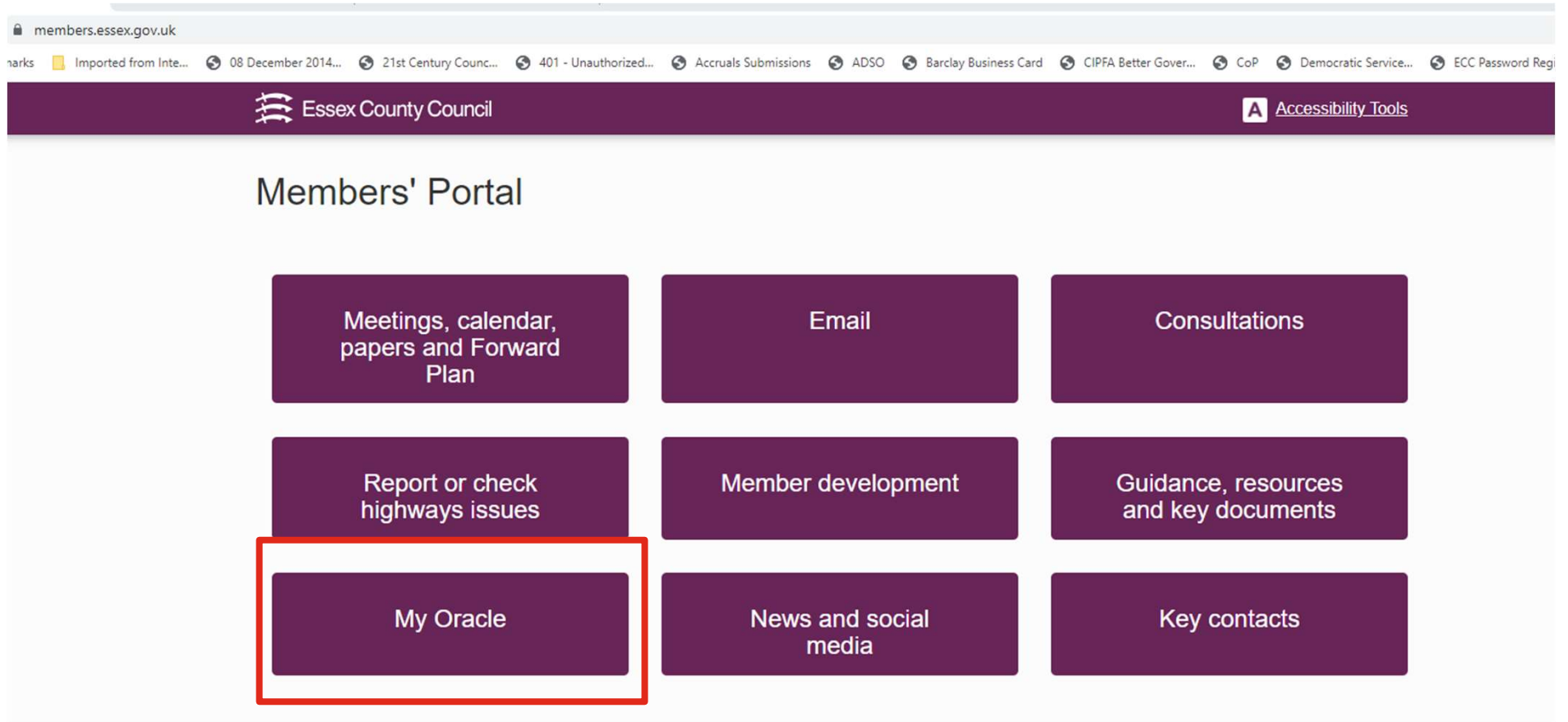


A reminder of key points regarding claiming expenses



An opportunity for questions

Members.essex.gov.uk



The screenshot shows a web browser window with the URL members.essex.gov.uk. The browser's address bar and tabs are visible at the top. The page header is a dark purple bar with the Essex County Council logo and name on the left, and an Accessibility Tools icon on the right. The main content area is titled "Members' Portal" and features a grid of nine purple buttons with white text. The "My Oracle" button in the bottom-left corner is highlighted with a red rectangular border.

members.essex.gov.uk

Essex County Council

Accessibility Tools

Members' Portal

- Meetings, calendar, papers and Forward Plan
- Email
- Consultations
- Report or check highways issues
- Member development
- Guidance, resources and key documents
- My Oracle**
- News and social media
- Key contacts



CSP

To ● Joanna Boaler - Head of Democracy & Transparency

WELCOME TO MY ORACLE



Please see below for **login details** and other useful information to get you started...

My Oracle

LAUNCH INFORMATION

Dear Councillor

This welcome email is to share your My Oracle login details and help you get started in the new system.

ACCESSING MY ORACLE

- **ECC laptop/essex.gov.uk:** Go into the system via the **Financial and People Tools** tile on the home page on the intranet. Then click on **'Company Single Sign-On'**
- **ECC smart device:** Use the latest Edge browser to open office.com and login. Once logged in, go to 'All Apps' and then open the My Oracle tile. Once loaded, choose **'Company Single Sign-On'**
- **Non ECC laptop/smart device/Non essex.gov.uk:** Please follow the ['Accessing My Oracle on Non ECC Devices'](#) guidance

Thank you

Corporate Systems Programme

Useful resources for My Oracle:



[Guidance on 'Accessing My Oracle on Non ECC devices and via Non essex.gov.uk email'](#)

Sign In Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

Good morning, Joanna Boaler!

Me My Team My Client Groups Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organisation Chart

APPS



Directory



Checklist Tasks



Pay



Time and Absences



Personal Information



Roles and Delegations



Expenses



My Oracle Hub



Show More

Things to Finish

Assigned to Me

3 minutes ago

ACTION REQUIRED

Approval of Annual

Pay



Joanna Boaler



My Payslips

View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.



Payment Methods

Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.



Year-End Documents

View, print, download and search year-end documents for current or prior tax years.



Payslips
Joanna Boaler

Details

Last 3 Months









There's nothing here so far.

Good morning, Joanna Boaler!

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QUICK ACTIONS

-  Personal Details
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-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
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APPS



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Checklist Tasks



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Time and Absences



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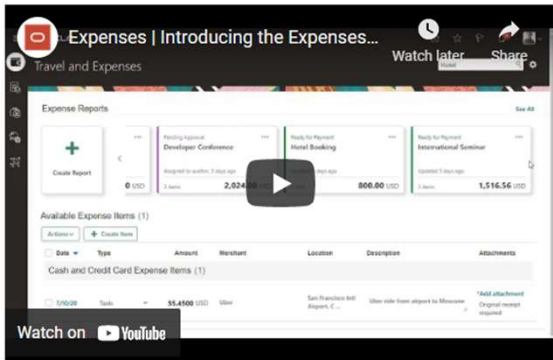


ACTION REQUIRED




Approval of Annual

Travel and Expenses

Expenses Product Tour



Go to Travel and Expenses

-  **Create**
 - Create Expense Report
 - Create Expense Item
-  **Manage**
 - Manage Delegates
 - Expenses Preferences
-  **Learn**
 - Corporate Policies

Live demo

Key points

If one fuel receipt for multiple journeys, select missing receipt, but add to at least one claim

Duplication still useful

For claims before 24 September, you need to put the 24/09 date but in the description, field put the actual date the session occurred

A useful reminder when making a claim

You can claim reasonable expenses for undertaking an 'Approved Duty' as defined in Part Five, Appendix 1 of *The Constitution*

All claims made by Members, once paid, become a matter of public record and are published on the [ECC website](#)

Any claim must be supported with attached receipts - any claim without such a receipt will not be paid. Please don't highlight them.

All claims for expenses must be made using e-payroll

It is your responsibility to ensure that what is claimed is correct – and help and guidance is available to you for this

Claims must be made within four months of the approved duty, remember you have until the end of October for any claims from May and June that couldn't be done because of the closure of the system.



Because we have to check it - is important that we understand it!



To say 'home to CH for Council and return' is acceptable. We know that CH is County Hall and we know where you live.



'Home to CH for meeting' is insufficient. We need to know what meeting in order to determine if it is an Approved Duty or not.



We will also seek clarification from you if your line entry says something like: 'To CH - DJ & GJ/BP'.



We prefer to clarify rather than to reject – but clarification leads to delay.

Deadlines



In order to comply with payroll deadlines and get your expenses to you as quickly and as efficiently as possible it is helpful to follow a few simple guidelines:



Make your expenses claims once a month - or in groups of months eg June/July.



Don't fall behind with your claims; the Scheme requires that all claims are made within four months... but more timely and regular claims are much better.



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