Oracle HR & Finance – UAB Self Service Applications

The Oracle HR & Finance – UAB Self Service Applications is an internet based system in which you will use to manage your personal record and financial information which includes the following:

- Name and address changes
- Manage your direct deposit accounts
- Change federal tax withholding
- Change state tax withholding
- View pay slips
- Create Employment Verification reports

To access your UAB Self Service Applications:

Go to www.uab.edu/adminsystems.

Click the Oracle HR & Finance button.
Login to the Oracle Administrative System using your Blazer ID and Password.

**Blazer ID and Employee ID # are required before access will be granted to the Oracle Administrative System**

Click UAB Self Service Applications.

Click on menu option.

Things you need to do immediately:

1. Verify your **Personal Information** is accurate; update as needed
2. Set up your **Direct Deposit Account(s)***
3. Complete your **Federal Online Tax Form** and your **State Online Tax Form****

* Required for all UAB employees, see UAB Polices & Procedures Library: Pay Periods – HR Policy 209
**Federal and State Tax withholdings will default to Single and 0(zero)

Step by Step Instructions can be found at:

http://financialaffairs.uab.edu/content.asp?id=430692

If you need additional assistance with:

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<tr>
<th>Logging In or System Access</th>
<th>Ask IT</th>
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<td><a href="http://www.uab.edu/it/home/askit">http://www.uab.edu/it/home/askit</a></td>
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<tr>
<th>Oracle HR &amp; FN Administrative Systems</th>
<th>Admin Systems Instruction and Development</th>
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| Payroll, Direct Deposit or Tax Withholdings | **UAB Payroll Services**  
280 Administration Building  
701 20\textsuperscript{th} Street South  
(205) 934-4523  
Payhelp2@uab.edu  

**Public Hours:**  
M-F 9 am to 3pm  
Biweekly Pay Day 8 am to 5 pm |