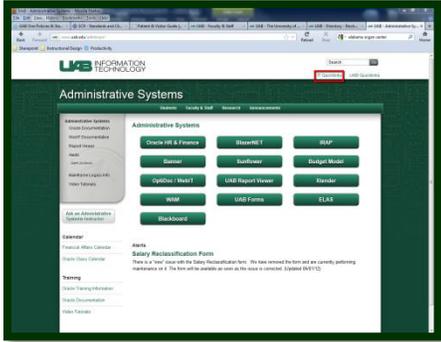
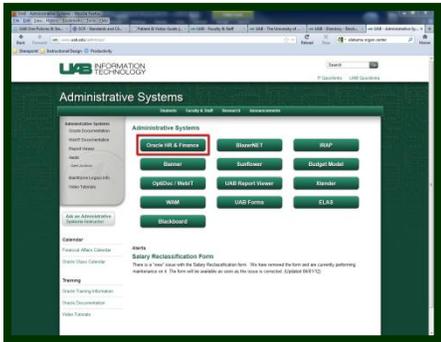


Oracle HR & Finance – UAB Self Service Applications

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:

<p>Go to www.uab.edu/adminsystems.</p>	
<p>Click the Oracle HR & Finance button.</p>	

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 Policies & 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:

Logging In or System Access	Ask IT http://www.uab.edu/it/home/askit (205) 996-5555
Oracle HR & FN Administrative Systems	Admin Systems Instruction and Development Instructeam@uab.edu

Payroll, Direct Deposit or Tax Withholdings

UAB Payroll Services

280 Administration Building
701 20th Street South
(205) 934-4523
Payhelp2@uab.edu

Public Hours:

M-F 9 am to 3pm
Biweekly Pay Day 8 am to 5 pm