

New Employee Expectations

Within one week:

- Read New Employee Checklist
- Log onto OPUS and complete checklist items

New Supervisor Expectations

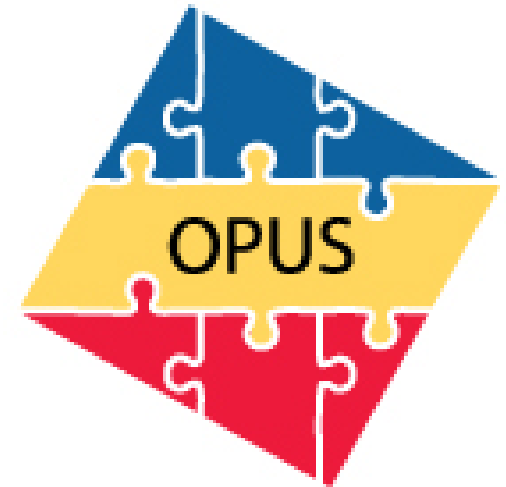
Supervisors & Managers should also:

Within two weeks:

Open Manager Self Service CBT

At minimum,
Complete the following topics:

- Self Service Time Entry (for managers)
- Self Service HR Management



New Employee Expectations

Within two weeks:

Open Employee Self Service CBT

At minimum,
Complete the following topics:

- Manage Payroll Information
- Self Service Time Entry

OPUS Help

Business Technology Services
Customer Support Center
High Priority Support Available 24x7

Phone: 727-453-HELP (4357)
Fax: 727-464-4735
Email: supportctr@pinellascounty.org

[Oracle Project Unified Solutions](#)

OPUS

Self Service

[Intranet/opus](#)



OPUS Employee Access

1. Open Internet Explorer
 - a. If the Pinellas County Intranet is your home page
 - i. Click on **“OPUS – Employee Access”** located on the Left side of the screen.
 - b. If the Pinellas County Intranet is not your home page
 - i. In the address bar at the top of the screen; type **“intranet”** and click Enter
 - ii. Click on **“OPUS – Employee Access”** located on the Left side of the screen.
2. The OPUS Log-In Screen is now showing
 - a. Your ‘User Name’ is the first letter of your first name your last name your employee ID number
 Ex: John Doe with employee number 1223456
 User Name would look like: jdoe123456
 - b. Your ‘Password’ is your network password
 (This is the same password you use to log into your computer each day.)


Employee Self-Service

1. Open Internet Explorer
 - a. If the Pinellas County Intranet is your home page
 - i. Scroll to the bottom of the page
 - ii. Click on **“OPUS – Oracle Project Unified Solution”**
 - b. If the Pinellas County Intranet is not your home page
 - i. In the address bar at the top of the screen; type **“intranet”** and click Enter
 - ii. Scroll to the bottom of the page
 - iii. Click on **“OPUS – Oracle Project Unified Solution”**



2. The OPUS Intranet Site is now showing
 - a. Under Processes/Procedures on the Left side of the page
 - i. Click on **“HR to Payroll”**
 - ii. Click on **“Employee Self-Service – CBT”**
 (CBT stands for Computer Based Training)



3. The Oracle User Productivity Kit is now showing
 - a. Click on the + sign in front of each topic to expand that topic
 - b. Click on any  to launch that CBT
 You will now have 3 options for training
 - i. See It – This demonstrates a step-by-step simulation
 - ii. Try It – This allows you to practice step-by-step
 - iii. Print It – This produces a Job Aid file as reference

