

Employee Self Service Job Aid

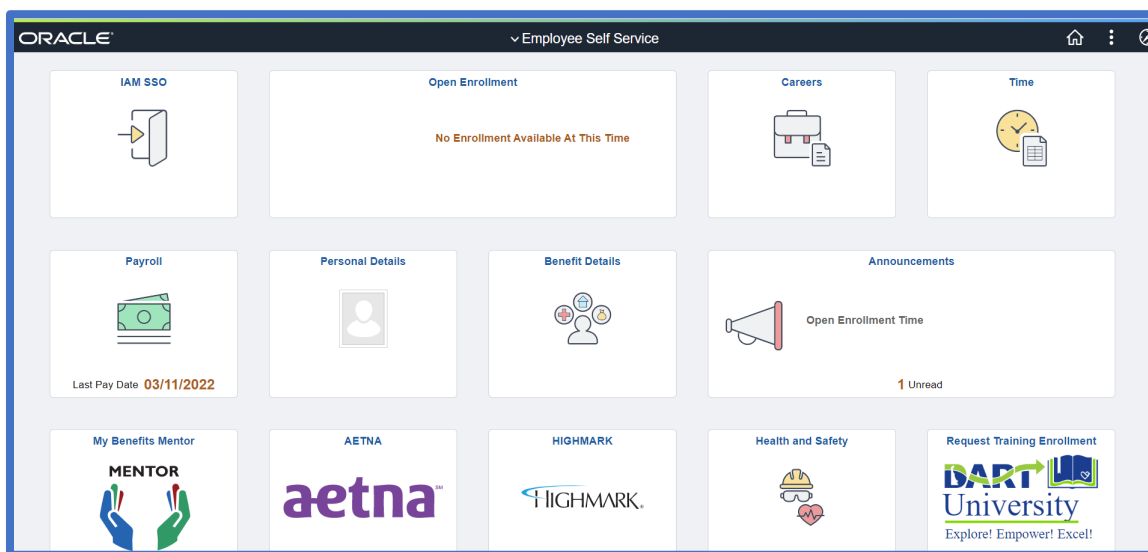
June 16, 2022

Table of Contents

What is Employee Self Service?	1
How To Access Employee Self Service	2
Announcement Tile.....	3
Benefits	3
Benefits Details Tile	3
Aetna Tile.....	3
Highmark Tile.....	3
My Benefits Mentor Tile.....	4
Open Enrollment Tile	4
Careers Tile.....	4
DART University – Request Training Enrollment Tile.....	5
Payroll Tile.....	5
Personal Details Tile.....	6
Time Tile.....	6

What is Employee Self Service?

Employee Self Service is a collection of services available to DTC employees that can be accessed at any time from work or home. This Job Aid is a brief explanation of the available functionality.

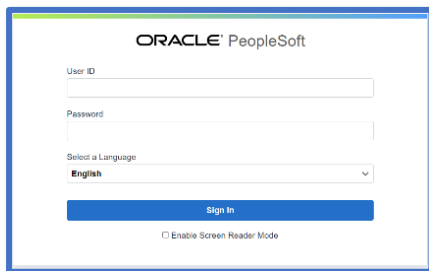


How To Access Employee Self Service

1. You can find the My.Delaware.gov icon on the DeIDOT or **DTC Intranet** <https://deldotportal/sites/DTC> by searching for this symbol.

When using your cell phone, make sure you type in the full internet address: <https://my.delaware.gov> when accessing it from home or elsewhere.

2. Click on the **DTC Employee Self Service** tile to access your personal information as you did in the past. Make sure to **sign out**, especially when using a shared computer.
3. If you have a PeopleSoft Account, login to a work computer using your computer credentials.



ORACLE PeopleSoft

User ID

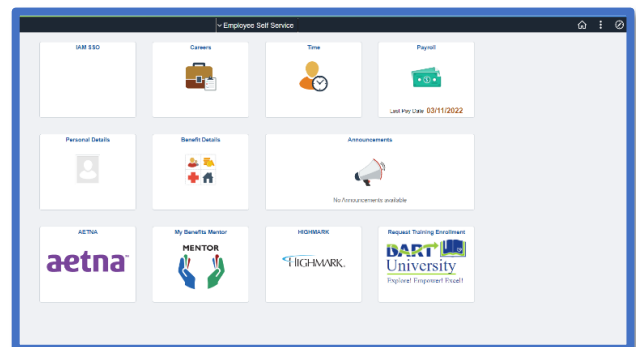
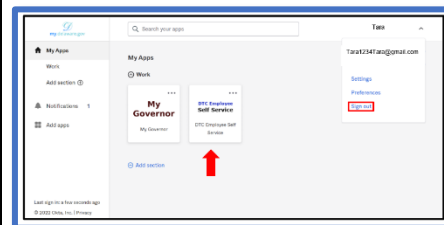
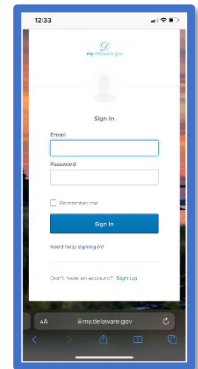
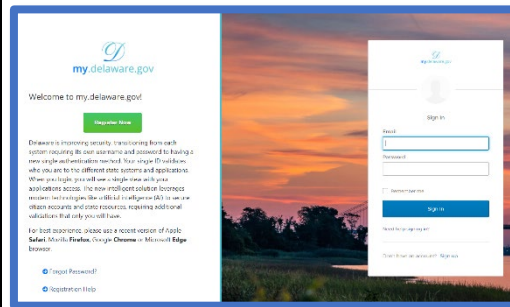
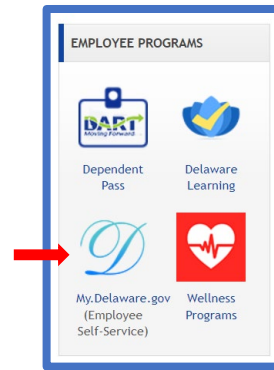
Password

Select a Language

English

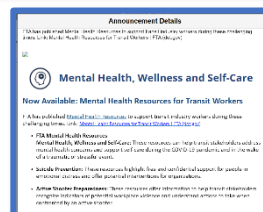
Sign In

☐ Enable Screen Reader Mode



Announcement Tile

1. Announcements will notify employees of special events and information from the DTC Departments.
2. Clicking on the Announcement tile will sometimes provide additional information.



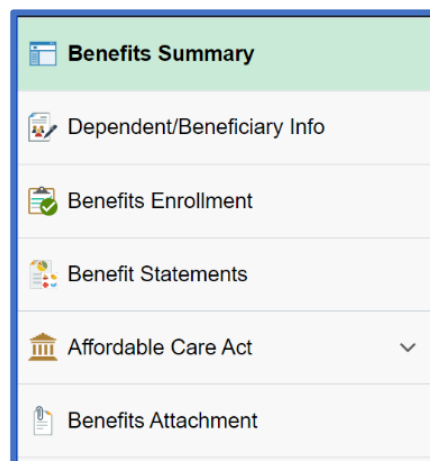
Benefits

Several components are related to Benefits Administration.

Benefits Details Tile



Employees who are currently enrolled in a State of Delaware health plan, can view various details of their benefit selections and dependent and beneficiary information.



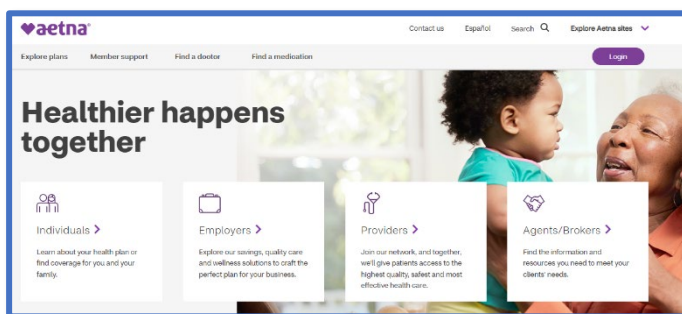
Aetna Tile



To encourage benefit-eligible employees who are currently enrolled in a State of Delaware health plan, administered by

Aetna to access their **Aetna Navigator** account using Employee Self-Service

For **New** users, select the **New User Registration** link and follow the instructions provided



Highmark Tile



employees who are currently enrolled in a State of Delaware health plan, administered by Highmark to access their

Highmark Navigator account using Employee Self-Service

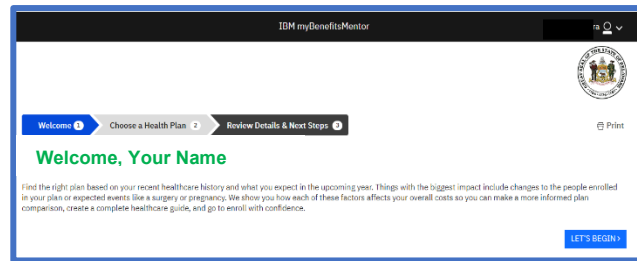


My Benefits Mentor Tile

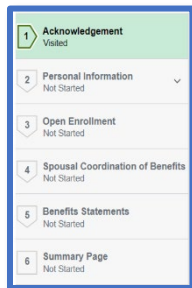


My Benefits Mentor helps employees make informed decisions when open enrollment time comes around regarding their

medical benefit plan options by comparing their current selection



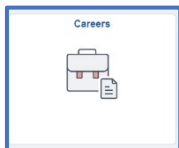
Open Enrollment Tile



Annually in the Spring, eligible employees may choose to select medical benefits for themselves and their families. The process consists of reviewing and/or updating the information in 6 Steps.

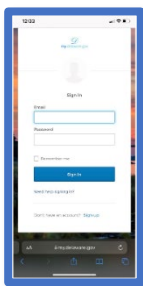


Careers Tile

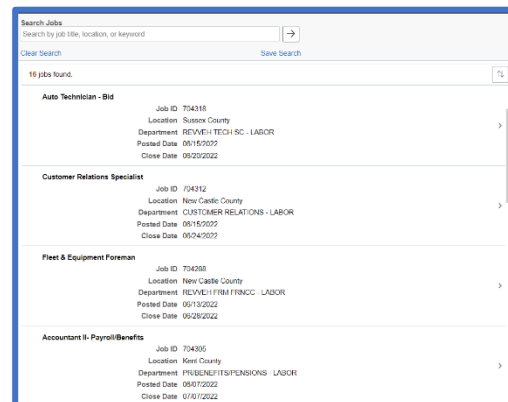
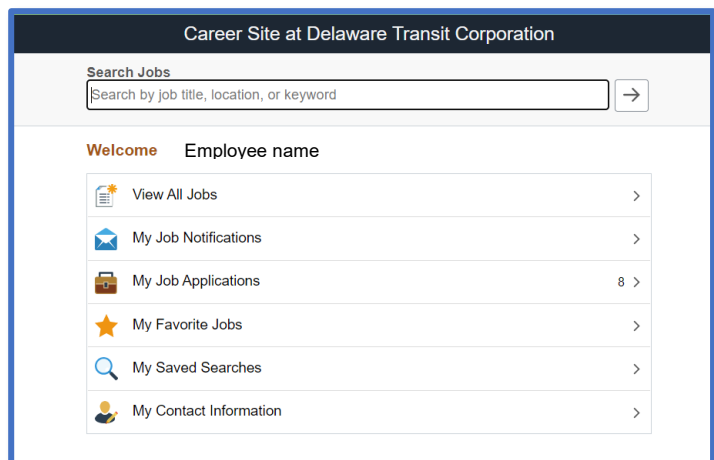


DTC employees use this tile to apply for open positions available within the company. The Careers tile can be accessed from

<https://My.Delaware.Gov> or if you have a PeopleSoft system login.



Using the Careers Tile is the only way the system will identify you to Employment Services and the Hiring Manager as a current employee when you Search and apply for a position.



DART University – Request Training Enrollment Tile



DART U offers a variety of training course selections for DTC employees. The full course offering are available on the DART U

web site:

<https://deldotportal/sites/DTC/DARTU>

Employees would then go to the Request Training Enrollment tile to register.

Request Training Enrollment

Request Training Enrollment

Course Search

Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

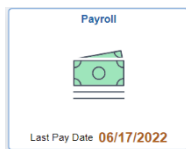
Course Name

Search

Course Details

Description	Course Detail	Course Number	Session Availability
Mental Health Awareness	i	CPMIHAW	View Available Sessions
Mental Health Awareness - Emp	i	CPMIHAE	No Sessions Available

Payroll Tile



Employees use the **Pay** tile to view their paycheck information, Consent and W-2 form, as well as your

Compensation History.

Using the Filter button, you can review paychecks dating back to your initial employment at DTC.

Paycheck information displays differently on a cell phone, if you want to view and print the entire paycheck, you will need to use a computer.

W-2/W-2c

W-2/W-2c Consent

View W-2/W-2c Forms

Paychecks

Compensation History

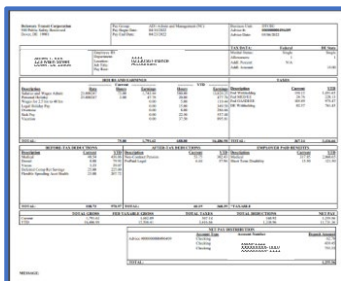
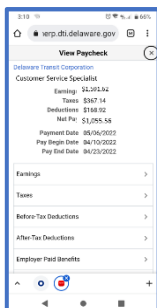
Paychecks

Check Date	Company	Pay Begin Date / Pay End Date
06/17/2022	Delaware Transit Corporation	05/22/2022 06/04/2022
06/03/2022	Delaware Transit Corporation	05/08/2022 05/21/2022
05/20/2022	Delaware Transit Corporation	04/24/2022 05/07/2022
05/06/2022	Delaware Transit Corporation	04/10/2022 04/23/2022
04/22/2022	Delaware Transit Corporation	03/27/2022 04/09/2022
04/08/2022	Delaware Transit Corporation	03/13/2022 03/26/2022
03/25/2022	Delaware Transit Corporation	02/27/2022 03/12/2022

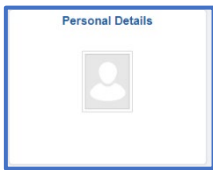
Paychecks

Filter

Check Date	Company	Pay Begin Date / Pay End Date
01/09/2015	Delaware Transit Corporation	12/14/2014 12/27/2014
01/23/2015	Delaware Transit Corporation	12/28/2014
02/06/2015	Delaware Transit Corporation	
02/20/2015	Delaware Transit Corporation	



Personal Details Tile



Use the **Personal Details** tile to View and update the personal information such as your name and address, contact details and Email Address.

In order to use <https://My.Delaware.Gov> to access Employee Self Service, you must have a home email listed under contacts as well as indicate which information is the preferred form of contact.

- Addresses
- Contact Details**
- Social Media
- Marital Status
- Emergency Contacts
- Additional Information

Phone

Number	Extension	Type	Preferred
302/111-2222		Business	
240/555-1212		Mobile	<input checked="" type="checkbox"/>
302/760-2800		Home	

Email

Email Address	Type	Preferred
TheBat@gmail.com	Home	<input checked="" type="checkbox"/>
TheBat@gmail.com	Okta LoginID (my.delaware.gov)	

Time Tile



The **Time** page provides summary view of employee's time exceptions, absence requests and leave balances.

Currently, leave requests can only be submitted by logging directly into PeopleSoft, for those who have access.

Employee Self Service Time

- Cancel Absences
- View Requests
- Absence Balances

View Requests 4 rows

Request Type	Status	Start Date	End Date	Hours
Vacation Leave	Approved	08/23/2018	09/24/2018	15 Hours
Vacation Leave	Approved	08/22/2018	09/22/2018	2.5 Hours
Sick Leave	Approved	08/05/2018	08/05/2018	7.5 Hours
Personal Leave	Approved	07/05/2018	07/05/2018	3 Hours