Gates Employee Self Service Guide for Employees on US Payroll

Gates Corporation Employee Self Service provides quick and easy access to view and /or update your:

Personal information such as address, phone numbers.
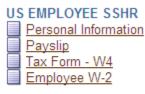Pay-related documents, including pay slip, W2 and W4.
Benefit elections
If you elect to receive your pay slip on-line, you will receive notifications when your pay slips are available.
Your documents are available wherever you have web access to Oracle/Gates network-whether at home, the office or out of town.

Login now to view your pay slip, W-2, W-4 and benefit information online by doing the following:

From work:

1. Log on to Oracle
2. Select the US Employee SSHR menu responsibility
3. Click on any of the following:

US EMPLOYEE SSHR
- Personal Information
- Payslip
- Tax Form - W4
- Employee W-2

Benefits
- Benefits

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From home or away from the office:

4. URL: https://connect.gates.com
5. Login: gateshr
6. Password: accessonline
7. Select Gates Self-Service HR under the Web
8. Select the US Employee SSHR menu responsibility
9. Click on any of the following:

US EMPLOYEE SSHR
- Personal Information
- Payslip
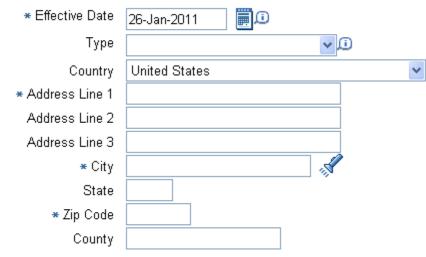- Tax Form - W4
- Employee W-2

Benefits
- Benefits

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To View and/or Update Your Address

Responsibility: US EMPLOYEE SSHR

Function: Personal Information

1. Click Personal Information
2. Under the Main Address section, click the Update button

3. Select the button next to: **Enter a new address if you have moved**

4. Click the Next button

5. Enter in the required fields for you new address.
   a. Helpful Hints:
      i. The effective date defaults to today's date. Enter the correct date for the address change. The effective date *can* be a future date.

      ii. Do not type in your city. Click the ✎ . Once the page loads, type in your city, the hit GO. Select your city, state, zip code, and county combination. If you do not see the right combination, chose the closest one.
      iii. Be sure to fill in your zip code

* Effective Date	26-Jan-2011 📅ⓘ
Type	▼ⓘ
Country	United States ▼
* Address Line 1	
Address Line 2	
Address Line 3	
* City	✎
State	
* Zip Code	
County	

6. Click the Next button

7. Review the information on the Review Page. A ⊙ indicates a change.

8. Click the SUBMIT button

9. You will see a confirmation page:

10. To make another personal information update, click RETURN TO OVERVIEW. To go back to the Oracle Homepage, click the Home link

To View and/or Update Phone Numbers

Responsibility: US EMPLOYEE SSHR

Function: Personal Information

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11. Under the Phone Numbers section, click the Update button

12. You can Add, Correct, or Delete a phone number
    a. To ADD – Click ADD ANOTHER ROW, select the type and enter the phone number. You can only have one of each type. You must delete the old number before adding the new phone number
    b. To DELETE – Click the 🗑 next to the next you want to end
    c. To CORRECT – Click inside the phone number field for the number you want to change and correct

13. Click the Next button

14.
15. Review the information on the Review Page. A ⦿ indicates a change.

16. Click SUBMIT

17. You will see a confirmation page:

ORACLE®
Human Resources

📖 Confirmation

Your changes have been applied.

18. To make another personal information update, click RETURN TO OVERVIEW. To go back to the Oracle Homepage, click the Home link.

To View and/or Update Contacts and Emergency Contact

<u>Responsibility:</u> US EMPLOYEE SSHR

<u>Function:</u> Personal Information

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19. Under the Emergency Contact section, click the Add button

20. If you have elected benefits AND they are effective, you will see a list of your dependants. Any of these listed can be your emergency contact. Just select the radio button next to his/her name and click the Continue button. To enter a *new* contact, click the Continue button without selecting an existing contact from the list.

21. Enter the general information for your emergency contact. The more information you provide the better. Be sure to check the Primary Contact box for the person you want HR to contact in case of an emergency

22. Enter the phone number(s) for your contact. Click ADD ANOTHER ROW, select the type and enter the phone number. You can only have one of each type.

23. Click the Next button

24. Review the information on the Review Page. If updating a contact, a ⊙ indicates the change

25. Click the SUBMIT button

26. You will see a confirmation page:

27. To add another contact or another personal information update, click RETURN TO OVERVIEW. To go back to the Oracle Homepage, click the Home link.

Responsibility: US EMPLOYEE SSHR

Function: Personal Information

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28. Under the Basic Details section, click the Update button

29. Select the radio button next to: **Enter new information because of a real change to the current details (e.g. because of a change in marital status)**

30. Click the Next button

31. To sign up for online pay slips, enter a "Y" in the Online PaySlip Only field. To cancel online pay slips, remove the "Y"

32. Click the Next button

33. Review the change made on the Review Page

34. Click the Submit button

35. Under the Federal Information Section, click the **Update** button

36. Update your W-4 information, check the **"I agree"** box (this serves as your e-signature), and then click the **Continue** button

The IRS Federal W-4 Form(PDF) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

Filing Status ⦿ Single
○ Married
○ Married, but Withhold at Higher Single Rate

Allowances 0
Additional Amount Withheld 0.00

Last Name Different

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.

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Exempt from Withholding

I claim exemption from withholding for 2010, and I certify that I meet BOTH of the following conditions for exemption:

Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND
This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check 'EXEMPT':
☐ Exempt

Agreement

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.
☐ I Agree

[Cancel] [Continue]

37. A pdf. file will open with the W-4 changes made on the previous screen
    a. If the information is correct, print/save for your records, and then in Oracle click the Submit button
    b. If the information is not correct, in Oracle hit the Back button, correct the information, click the Continue button to review the information, print/save for your records, and then click the Submit button.