

## New Employee Expectations

### Within one week:

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

## New Supervisor Expectations

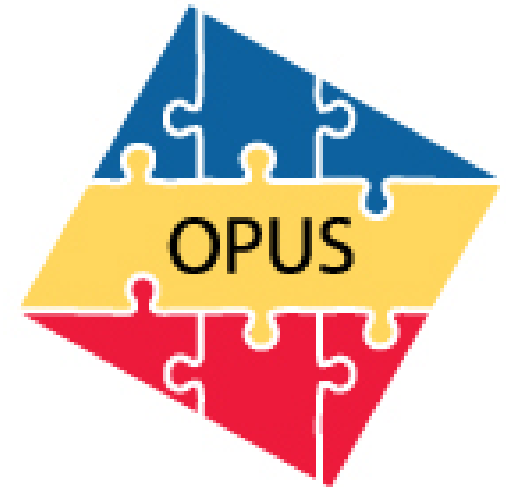
### Supervisors & Managers should also:

### 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](mailto: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

