

Employee who are interested in working during Summer School.

1. Log into OneSource



The screenshot shows a login interface for OneSource. On the left is the Houston Independent School District logo, which features a five-pointed star in the center, surrounded by a circular border containing the text "HOUSTON INDEPENDENT SCHOOL DISTRICT". To the right of the logo is the "OneSource" logo, which includes a graduation cap icon. Below the logos are two input fields: "User *" and "Password *". A "Log On" button is positioned to the right of the password field.

2. Go to Employee Self Service Tab and the Personal Profile

The screenshot displays the OneSource web application interface. At the top left is the OneSource logo. A navigation bar contains several tabs: SAP ECC GUI, HRBP Portal Menu, Manager Self-Service, My Inbox, SAP Access Request, and Employee Self-Service (which is highlighted with a red border). Below this is the 'Employee Self Service Menu' section, with a breadcrumb trail: Employee Self-Service > Employee Self Service Menu. The main content area is titled 'Employee Services' and features a 'Directory' tab. Under the Directory tab, there are three main categories: 'Personal Information', 'Time & Leave', and 'Payment'. The 'Personal Information' category includes a link for 'Personal Profile', which is highlighted with a red border. Other categories include 'Contracts & Forms' (Voluntary Separation), 'Employee Quick Links' (OneSource Me), and a list of payment-related items: Pay Statement, Total Rewards Statement (Placeholder), Employee Stipend History, Employee Compensation History, W-4 Tax Withholding, Election for Online W-2, View Online W-2, and Instructions for your Electronic W2.

OneSource

SAP ECC GUI HRBP Portal Menu Manager Self-Service My Inbox SAP Access Request **Employee Self-Service**

Employee Self Service Menu

Employee Self-Service > Employee Self Service Menu

Employee Services

Directory Index

Personal Information
Personal Profile

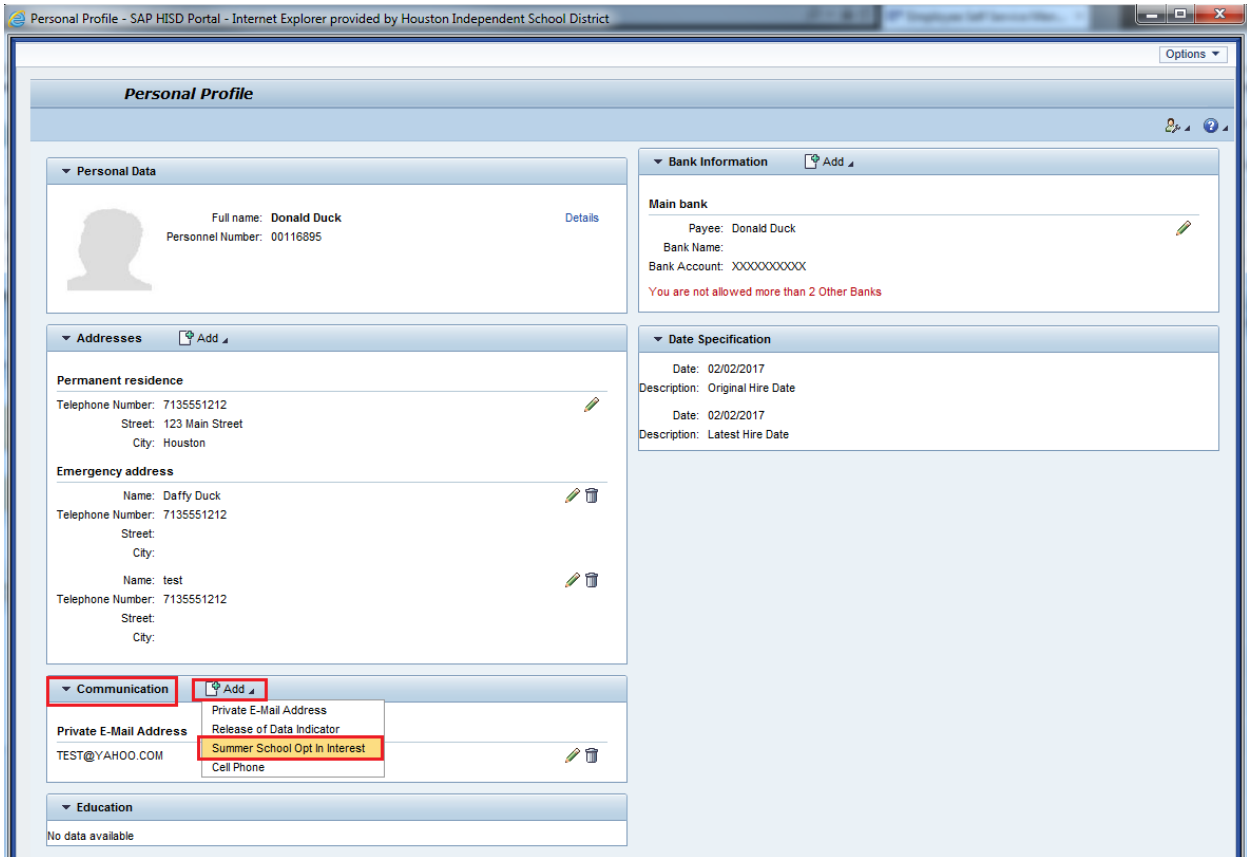
Contracts & Forms
Voluntary Separation

Time & Leave
Leave Request & Holidays
Certify Working Time

Employee Quick Links
OneSource Me

Payment
Pay Statement
Total Rewards Statement (Placeholder)
Employee Stipend History
Employee Compensation History
W-4 Tax Withholding
Election for Online W-2
View Online W-2
Instructions for your Electronic W2

3. Under Communications, click on the Add button and click on Summer School opt In Interest



4. Type in yes if you are interested in working summer school.

5. Then click the Save and Back button.

This is not an assignment. This only is a notification if you are interested in working summer school.

