

Bimbo Bakeries USA

# Employee Self Service

BBU Employee Self Service Guide



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# BBU Employee Self Service

## Information Prior to Accessing

There is an internal and external link. If you are accessing the external link, there are some important things to know:

### External Link

<https://hcmpdmz.bimboconnect.com>

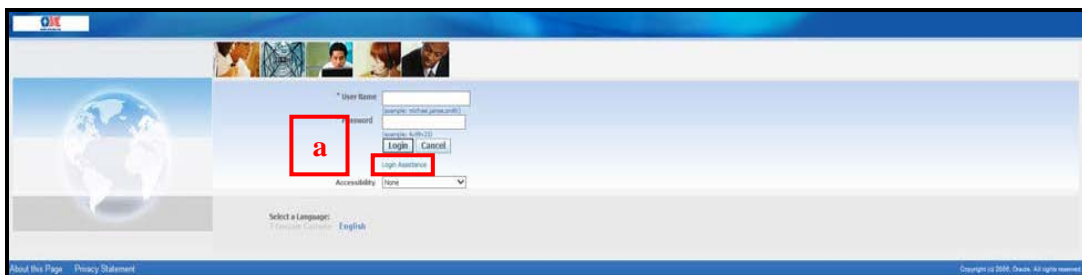
### Internal Link

<https://hcmpapp.gbimbo.com>

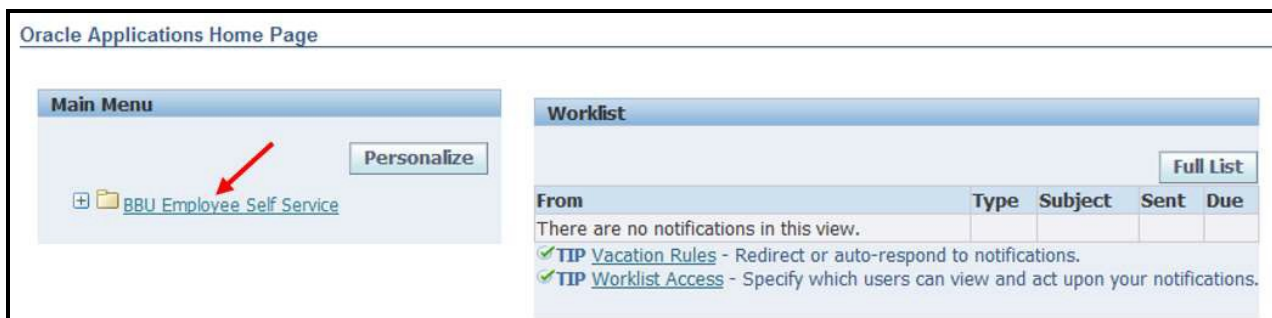
**Note:** The external link should be accessed when off the BBU WIFI/network and on personal device(s)—otherwise, the internal link should be used.

## Navigation

- 1) Sign into Oracle HCM.
  - a. New Salaried Associates will receive a welcome email from the HCM team with their initial login credentials. Existing salaried associate can use the *Login Assistant* to request their username or reset their password
  - b. Hourly Associates will need to contact their HR Business Partner to receive their Username and instructions on how to contact the help desk to reset password.

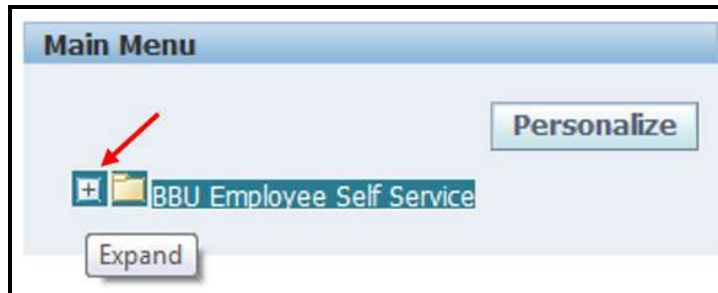


- 2) Click “BBU Employee Self Service”:



## BBU Employee Self Service

- 3) Open the menu by clicking the “+” icon to expand:



- 4) These are the categories you should see as an associate. When you click any of these links, they will take you to the page:



## My Personal Actions

### Viewing Payslips

- 1) Within ‘**My Personal Actions**’, several actions are available for updating information.
- 2) Select the radio button next to ‘**Payslip**’ and click the ‘Start’ button to view previous payslips:





## BBU Employee Self Service

- 3) In the 'Choose a Payslip' region, the latest payslip *as of 9/6/2022* will be displayed. Any payslips after this date can be found on your [iPay](#) account:

**BIMBO** BBU Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help

**Payslip**

Employee Name  
Organization Email Address

Choose a Payslip: 29-JUL-2016 - 123456 - Check 1

Employee Number: 06-Sep-2007  
Latest Hire Date: 06-Sep-2007  
Original Hire Date: 06-Sep-2007  
Adjusted Service Date:  
Assignment Number:  
Location: Commerce City CO (56th Ave) Depot  
Position: LW-Sales 908 Intermountain  
Payroll: 123 State Street  
Employee Address: Aurora CO 80017

Employer name: Bimbo Bakeries USA, Inc.  
Employer Phone Number: 570-819-8400  
Organization: BBU Colorado/Wyoming  
Pay Calculation Method:  
Pay Basis: Hourly  
Frequency: Week  
Shift:  
Bargaining Unit: 900110 IBT 455  
Collective Agreement: 900110 IBT Denver CO Sales Trans  
Contract:  
Employer Address: 225 Stewart Rd Wilkes-Barre PA 18702  
Employer BIN:

- 4) Click the 'Go' button to view past payslips:

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**Payslip**

Employee Name  
Organization Email Address

Choose a Payslip: 29-JUL-2016 - 12345 - Check 1

- 5) When finished viewing, click the back arrow button to return to the 'My Personal Actions' page:

**BIMBO** BBU Employee Self Service



# BBU Employee Self Service

## Updating Federal and State Tax Information

### NOTES:

**Please note:** Direct Deposit and Tax information **cannot** be updated while payroll is running.

**Hourly** payrolls run on Mondays and Tuesdays. Entries can be made the day after the payment date printed on your paycheck up until Monday morning, **weekend entry only**.

**Salaried** payrolls run the first Wednesday of the pay period. Entries can be made the day after payment date printed on your paycheck up until the first Tuesday of the pay period. If you have any questions or concerns, please reach out to your HR Business Partner.

### State Exceptions

- 1) Associates in states where there is no state tax or there is a state tax but no state tax information is used, will see

The screenshot shows the 'State Tax Form' interface. At the top, there are fields for 'Employee Name', 'Organization Email Address', 'Employee Number', and 'Business Group'. Below these, the 'Tax Form Region' is selected. Under 'Tax Form Type', the 'State' radio button is selected. The 'State W-4 Details (Pennsylvania)' section is visible, and a red box highlights the message: 'Withholding Form not applicable for STATE NAME.'

- 2) Associates in states that follow what is entered on the Federal Withholding, will see

The screenshot shows the 'State Tax Form' interface for Colorado. The 'Tax Form Type' is set to 'State'. Under 'State W-4 Details (Colorado)', the 'Filing Status' is set to 'Single', and 'Allowances' is set to 6. The 'Additional Information' section is visible, and a red box highlights the message: 'Colorado Withholding Form(PDF) Colorado follows Federal Filing. Changes at State level are not allowed.'

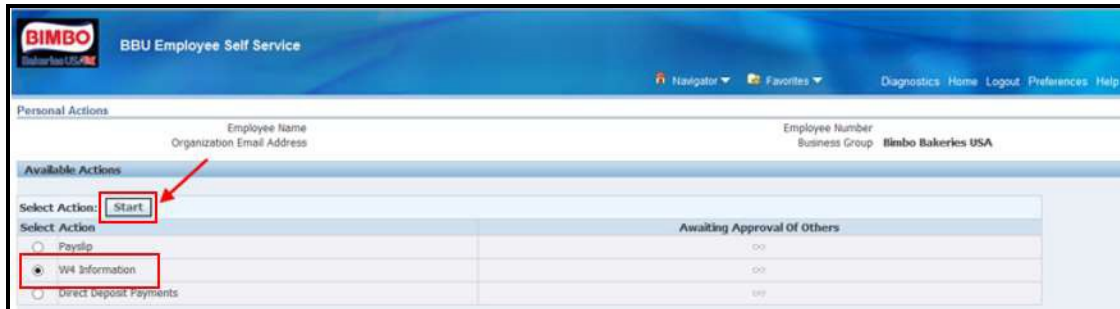
- 3) Pennsylvania Residents, will see the following. If you are a PA resident, please see Human Relations to get a PA Act 32 form to update your PA local taxes.

The screenshot shows the 'State Tax Form' interface for Pennsylvania. The 'Tax Form Type' is set to 'State'. The 'State W-4 Details (Pennsylvania)' section is visible, and a red box highlights the message: 'Withholding Form not applicable for Pennsylvania'

# BBU Employee Self Service

## Updating Federal Tax Information

- 1) Select the radio button for **'W4 Information'** and click the **'Start'** button to update Federal and state tax forms:

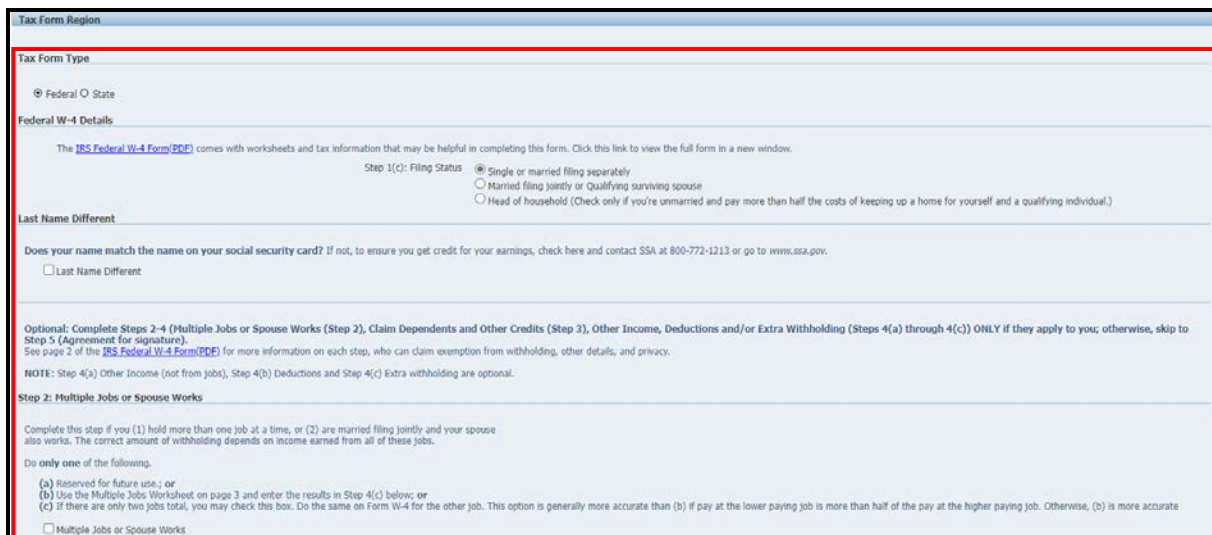


- 2) The Tax Form page will have two choices, **"Federal"** and **"State"**, under Tax Form Type. Select the radio button for Federal, then click update.



- 3) Make the necessary updates.
- 4) Make sure to click the **'I Agree'** box.
- 5) When finished, click the **'Continue'** button.

3







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Complete Steps 3 (Claim Dependents and Other Credits) through 4(b) (Deductions) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents and Other Credits	0.00	(i)
Step 4(a): Other Income (not from jobs)	0.00	(i)
Step 4(b): Deductions	0.00	(i)
Step 4(c): Extra Withholding	0.00	(i)

**Exempt from Withholding**

I claim exemption from withholding for 2023, and I certify that I meet BOTH of the following conditions for exemption:

Last year I had no federal income tax liability and I expect to have no federal income tax liability this year

If you meet both conditions, check 'EXEMPT':

☐ Exempt

**Step 5 - Agreement for Signature**

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

☐ I Agree

Cancel Continue

- 6) After you click **Continue**, a new W-4 form displaying updates will display and is printable for your records.

W-4 Information: Review

Employee Name  
Organization Email Address

Employee Number  
Business Group Bimbo Bakeries USA

Cancel Printable Page Back Submit

Review your changes and, if needed, attach supporting documents.  
Indicates Changed Items.

**Tax Information**

This file has limited permissions. You may not have access to some features. View permissions

Form **W-4**  
Department of the Treasury  
Internal Revenue Service

**Employee's Withholding Certificate**

OMB No. 1545-0046  
**2023**

Step 1: Enter Personal Information

(a) First name and middle initial  
Osito

Last name  
Bimbo

(b) Social security number  
123-45-6789

(c) Address  
121 Main St  
City or town, state, and ZIP code  
Horsham, PA 19040

(d) ☐ Single or married filing separately  
☒ Married filing jointly or Qualifying surviving spouse  
Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

- 7) If the updated data is correct, click on the **Submit** button

**My Personal Actions: Review**

Employee Name  
Organization Email Address

Employee Number  
Business Group

Cancel Printable Page Back Submit

Review your changes and, if needed, attach supporting documents.  
Indicates Changed Items.

**Tax Information**

- 8) A message of '**Confirmation**' will be displayed
- 9) Click on the '**Return to Overview**' button to return to the Tax Form page.

**Confirmation**

Your changes have been applied.

Return to Overview



# BBU Employee Self Service

## Updating State Tax Information

- 1) Select **State** and click Update.

State Tax Form

Employee Name  
Organization Email Address

Employee Number  
Business Group

**Tax Form Region**

**Tax Form Type**

☐ Federal ☒ State

**State W-4 Details (Virginia)**

Filing Status ☒ Not Used

Allowances

Secondary Allowances

Additional Amount Withheld

SIT Exempt ☒ No

**Additional Information**

[Virginia Withholding Form\(PDF\)](#)  
The above link 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.

**Update**

- 2) Make the necessary updates.
- 3) Make sure to click the '**I Agree**' box. When finished, click the '**Continue**' button.

Update Tax Form : State W-4 Form

Employee Name  
Organization Email Address

Employee Number  
Business Group

**Cancel** **Continue**

**Tax Form Region**

**Tax Form Type**

☐ Federal ☒ State

**State W-4 Details (Virginia)**

Filing Status ☒ Not Used

Allowances

Secondary Allowances

Additional Amount Withheld

**Additional Information**

[Virginia Withholding Form\(PDF\)](#)  
The above link 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.

**Exempt from Withholding**

I claim exemption from withholding for 2019, and I certify that I meet BOTH of the following conditions for exemption:  
Last year I had a right to a refund of ALL Virginia State income tax withheld because I had NO tax liability AND  
This year I expect a refund of ALL Virginia State income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check "EXEMPT":

☐ Exempt  
☒ YIP

**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



## BBU Employee Self Service

- 4) The next page is the review page. An option to print the page is available at this time. After a review is complete, click submit.

**W4 Information: Review**

Employee Name  
Organization Email Address

Review your changes and, if needed, attach supporting documents.  
Indicates Changed Items.

Cancel Printable Page Back Submit

Employee Number  
Business Group

**Tax Information**

No changes have been made. To make changes click Back button.

	Current	Proposed
Filing Status	Not Used	Not Used
Allowances	0	0
Additional Amount Withheld	0	0
SIT Exempt	No	No
Secondary Allowances	0	0

- 5) After submitting, there will be a confirmation page that lets you know that “Your changes have been applied”. Click “Return to Overview”

**Confirmation**

Your changes have been applied.

Return to Overview



# BBU Employee Self Service

## Adding new Direct Deposit account information

- 1) Click 'My Personal Actions'



- 2) To add a new direct deposit bank account, select the radio button for 'Direct Deposit Payments' and click the 'Start' button:

Personal Actions

Employee Name  
Organization Email Address

Employee Number  
Business Group **Bimbo Bakeries USA**

Available Actions

Select Action: **Start**

Select Action

☐ Payroll

☐ US Information

☒ Direct Deposit Payments

Awaiting Approval Of Others

- 3) To add new bank account information, click the 'Add Deposit Payment' button.

**Please note:** Direct Deposit and Tax information **cannot** be updated while payroll is running.

**Hourly** payrolls run on Mondays and Tuesdays. Entries can be made the day after the payment date printed on your paycheck up until Monday morning, **weekend entry only**.

**Salaried** payrolls run the first Wednesday of the pay period. Entries can be made the day after payment date printed on your paycheck up until the first Tuesday of the pay period. If you have any questions or concerns, please reach out to your HR Business Partner.

Manage Payroll Payments: Define Payments

Employee Name  
Organization Email Address

Employee Number  
Business Group **Bimbo Bakeries USA**

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.  
\* Indicates required field.

Employee Payments

Sort By Priority | **Add Deposit Payment** | Add Check Payment

*Priority	Payment Type	IAT	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	<input type="checkbox"/>	Savings Account	123456	Monetary	40.00	US Dollar		
2	Deposit	<input type="checkbox"/>	Checking Account	875421	Percentage	100.0	US Dollar		
3	Check	<input type="checkbox"/>			Remaining Pay		US Dollar		

- 4) As noted on the screen, the ' \* ' indicates required fields. *Note: Transit Code should be the banks Routing Number.*

Add Deposit Payment

Employee Name  
Organization Email Address

Employee Number  
Business Group **Bimbo Bakeries USA**

\* Indicates required field

☒ TIP Payments containing new bank account information will be paid by check until the bank account information is verified.

Payment Method **HACHA BBU BOA 030**

☐ International ACH Transaction (IAT)

Currency **US Dollar**

Amount Type **Percentage**

\* Amount **0.0**

\* Account Number

\* Transit Code

\* Bank Name



## BBU Employee Self Service

5) Enter the required data information, then click the **'Apply'** button.

\* Indicates required field  
✓ TIP Payments containing new bank account information will be paid by check until the bank account information is verified.  
\* Indicates required field

Payment Method: **ACHA BBU BOA 030** ☐ International ACH Transaction (IAT) ⓘ

Currency: US Dollar  
Amount Type: Monetary  
Amount: 50.00  
Account Name: Vacations  
Account Type: Savings Account

Account Number: 123456789  
Transit Code: 102001017  
Bank Name: Wells Fargo  
Bank Branch: Downtown

Buttons: Cancel, Add Another, **Apply**

6) The new account information is displayed. **Please be reminded that the lowest priority will be used first.**

7) Click the **'Continue'** button

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.  
\* Indicates required field

Employee Payments

Sort By Priority	Add Deposit Payment	Add Check Payment	Priority	Payment Type	IAT	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	<input type="checkbox"/>	1	Deposit	<input type="checkbox"/>	Savings Account	123456789	Monetary	50.00	US Dollar		
2	Deposit	<input type="checkbox"/>	2	Deposit	<input type="checkbox"/>	Savings Account	123456	Monetary	40.00	US Dollar		
3	Deposit	<input type="checkbox"/>	3	Deposit	<input type="checkbox"/>	Checking Account	875421	Percentage	100.0	US Dollar		
4	Check	<input type="checkbox"/>	4	Check	<input type="checkbox"/>				Remaining Pay	US Dollar		

Buttons: Cancel, **Continue**

8) This will take you to the Review Page; review for accuracy.

Review your changes and, if needed, attach supporting documents.  
ⓘ Indicates Changed Items.

Current	Proposed
Priority	1 ⓘ
Payment Type	Deposit ⓘ
Currency	US Dollar ⓘ
Amount Type	Monetary ⓘ
Amount	50 ⓘ
Account Name	Vacations ⓘ
Account Type	Savings Account ⓘ
Account Number	123456789 ⓘ
Transit Code	102001017 ⓘ
Bank Name	Wells Fargo ⓘ
Bank Branch	Downtown ⓘ

Buttons: Cancel, Printable Page, Back, **Submit**

9) If the information is correct, click the **'Submit'** button.

Buttons: Cancel, Printable Page, Back, **Submit**

10) A confirmation message will be displayed after the submission.

11) Click the **'Home'** button to return to the Main Menu.

Confirmation  
Your changes have been applied.

Home



# BBU Employee Self Service

Update an existing Direct Deposit account amount

- 1) Click 'My Personal Actions'



- 2) To update an existing direct deposit bank account, click the radio button for 'Direct Deposit Payments' and click the Start button.

**Please note:** Direct Deposit and Tax information **cannot** be updated while payroll is running.

**Hourly** payrolls run on Mondays and Tuesdays. Entries can be made the day after the payment date printed on your paycheck up until Monday morning, **weekend entry only**.

**Salaried** payrolls run the first Wednesday of the pay period. Entries can be made the day after payment date printed on your paycheck up until the first Tuesday of the pay period.

If you have any questions or concerns, please reach out to your HR Business Partner.

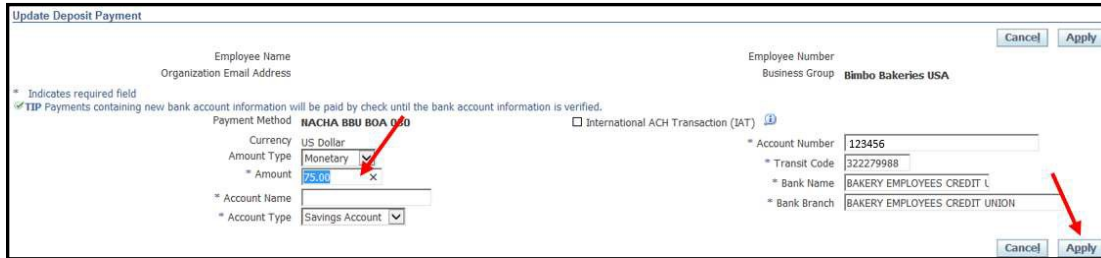
The screenshot shows the 'Personal Actions' page. At the top, there are fields for 'Employee Name', 'Organization Email Address', 'Employee Number', and 'Business Group' (Bimbo Bakeries USA). Below this is the 'Available Actions' section. On the left, under 'Select Action:', there are three radio buttons: 'Payroll', 'Tax Information', and 'Direct Deposit Payments' (selected with a red arrow). To the right of these is a table titled 'Awaiting Approval Of Others' with two columns and two rows of empty cells.

- 3) To update existing account information, click the 'Update' pencil icon.

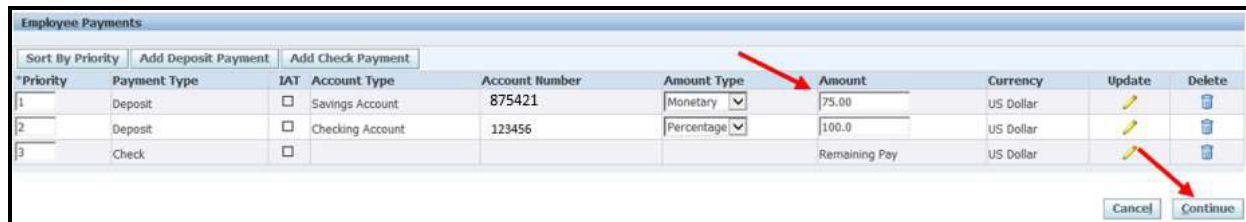
The screenshot shows the 'Manage Payroll Payments: Define Payments' page. At the top, there are fields for 'Employee Name', 'Organization Email Address', 'Employee Number', and 'Business Group' (Bimbo Bakeries USA). Below this is a table titled 'Employee Payments'. The table has columns: 'Priority', 'Payment Type', 'IAT', 'Account Type', 'Account Number', 'Amount Type', 'Amount', 'Currency', 'Update', and 'Delete'. There are three rows of data. The first row is for a 'Deposit' to a 'Savings Account' with account number '123456' and amount '40.00'. The second row is for a 'Deposit' to a 'Checking Account' with account number '875421' and amount '100.0'. The third row is for a 'Check' with amount 'Remaining Pay'. The 'Update' column for each row contains a pencil icon, with the first one highlighted by a red arrow. The 'Delete' column contains a trash can icon.

## BBU Employee Self Service

- 4) There are different options you can choose from under the **Amount Type**. If using *Monetary* as the Amount Type in the '**Amount**' field, type in the new dollar amount. If using *Percent* as the Amount Type, in the '**Amount**' field, type in the percent amount. Once complete, click the '**Apply**' button



- 5) The updated account amount is displayed. **Please be reminded that the lowest priority will be used first.** Click the '**Continue**' button to submit the new information and review prior to submitting.



Priority	Payment Type	IAT	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	<input type="checkbox"/>	Savings Account	875421	Monetary	75.00	US Dollar		
2	Deposit	<input type="checkbox"/>	Checking Account	123456	Percentage	100.0	US Dollar		
3	Check	<input type="checkbox"/>				Remaining Pay	US Dollar		

- 6) After reviewing, if the new information is correct, click the '**Submit**' button:



Current	Proposed
Priority 1	1
Payment Type Deposit	Deposit
Currency US Dollar	US Dollar
Amount Type Monetary	Monetary
Amount 40	75
Account Name USA Bank	USA Bank
Account Type Savings Account	Savings Account
Account Number 875421	875421
Transit Code 123456	123456
Bank Name BAKERY EMPLOYEES CREDIT UNION	BAKERY EMPLOYEES CREDIT UNION
Bank Branch BAKERY EMPLOYEES CREDIT UNION	BAKERY EMPLOYEES CREDIT UNION

- 7) A confirmation message will be displayed after the submission.
- 8) Click the '**Home**' button to return to the Main Menu.





# BBU Employee Self Service

## My Personal Information

### Overview

- 1) Click the **'My Personal Information'** link to add a preferred name, a new phone number, update a new address or add a new contact.



**My Personal Information**

Employee Name  
Organization Email Address

Employee Number  
Business Group: **Bimbo Bakeries USA**

**Basic Details**

Full Name  
Marital Status  
Date of Birth  
Social Security  
Employee Number  
Organization Email Address

**Phone Numbers**

Home  
Mobile

**Main Address**

Main Address - This is usually your Home Address. However, if your mail should be sent to a different address, enter the Mailing address as the Main Address, and add your Home address in the Other Address section.

Address Line 1  
Address Line 2  
Address Line 3  
City  
State: **CO**  
City: **Colorado**  
Zip Code: **80017**  
County: **Adams**  
County: **Adams**  
Type: **Home Address**

**Other Address**

Other Address - Enter Home Address here only if you provided a Mailing address as your Main Address.

**Emergency Contacts**

Enter or update information about people you want human relations to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

**Add**

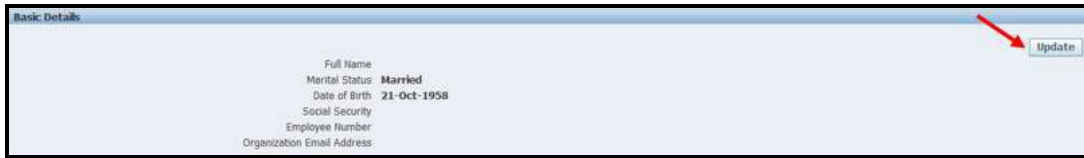
Select Name	Relationship	Primary	Contact	Home Number	Work Number	Mobile
No results found.						



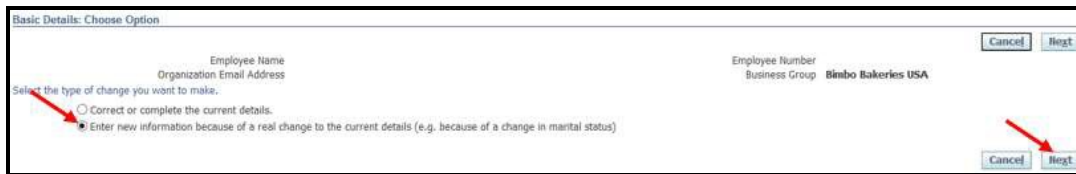
# BBU Employee Self Service

## Adding a Preferred Name

- 1) To add a Preferred Name, click the **'Update'** button. Preferred Name is considered a "Nickname".



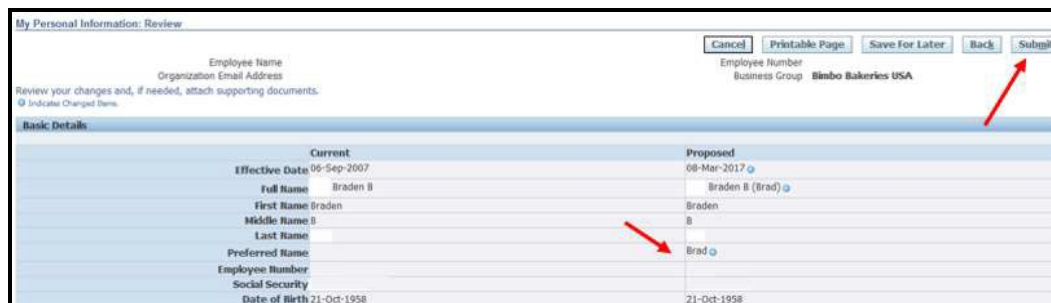
- 2) Leave the radio button defaulted when adding a new Preferred Name, then click the **'Next'** button.



- 3) Enter the Preferred Name, then click the **'Next'** button.



- 4) Review the data for accuracy, then click the **'Submit'** button.



- 5) The confirmation statement is displayed. Then click the **'Return to Overview'** button.



# BBU Employee Self Service

## Updating Phone Numbers

- 1) To update phone numbers, click the **'Update'** button.

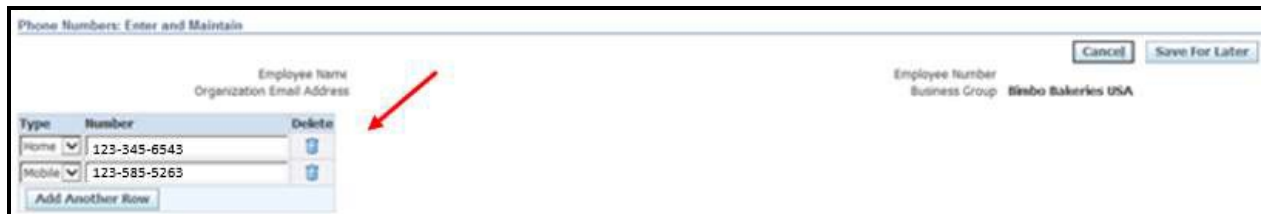


Phone Numbers

Home 123-345-6543  
Mobile 123-585-5263

Update

- 2) Current phone numbers are displayed.





Phone Numbers: Enter and Maintain


Employee Name  
Organization Email Address

Employee Number  
Business Group Bimbo Bakeries USA

Cancel Save For Later

Type	Number	Delete
Home	123-345-6543	
Mobile	123-585-5263	

Add Another Row

- 3) To delete a row, click the  icon.

- 4) To add a new phone number, click the **'Add Another Row'** button.



Type	Number	Delete
Home	123-345-6543	

Add Another Row

- 5) In the drop-down list for **'Type'** – select the applicable type of new phone number and enter the number formatted as ###-###-####.



Type	Number	Delete
Home	123-345-6543	
Mobile		
Other		
Work		

Add Another Row

- 6) When finished, click the **'Next'** button.



Phone Numbers: Enter and Maintain

Employee Name  
Organization Email Address


Employee Number  
Business Group Bimbo Bakeries USA

Cancel Save For Later Next

Type	Number	Delete
Home	123-345-6543	
Mobile	123-585-5263	

Add Another Row

## BBU Employee Self Service

- 7) On the 'Review' page, review the '**Proposed**' column – this displays what number was deleted and what number was added by displaying the  beside the row.
- 8) After reviewing the data, click the '**Submit**' button.



My Personal Information: Review

Employee Name  
Organization Email Address

Review your changes and, if needed, attach supporting documents.  
 Indicate Changed Items.

Phone Numbers

	Current	Proposed
Home	123-345-6543	123-345-6543
Mobile	123-585-5263	 123-585-5263
Mobile		123-585-5263 

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None

Cancel Printable Page Save for Later Back **Submit**

- 9) The confirmation statement is displayed, and then click the '**Return to Overview**' button.



Confirmation

Your changes have been applied.



## BBU Employee Self Service

### Updating an Address

- 1) To update address, click the **'Update'** button.

**Main Address**

Main Address - This is usually your Home Address. However, if your mail should be sent to a different address, enter the Mailing address as the Main Address, and add your Home address in the Other Address section.

Address Line 1  
Address Line 2  
Address Line 3  
City  
State **CO**  
Colorado  
Zip Code **80017**  
County **Adams**  
Adams  
Type **Home Address**

**Update**

- 2) To enter a new address, leave the radio button defaulted to **'Enter a new address if you have moved'** and click the **'Next'** button.

**Main Address: Choose Option**

Employee Name  
Organization Email Address  
Employee Number  
Business Group **Bimbo Bakeries USA**

Main Address - This is usually your Home Address. However, if your mail should be sent to a different address, enter the Mailing address as the Main Address, and add your Home address in the Other Address section. Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address.

☐ Correct or amend this address.  
☒ Enter a new address if you have moved.

**Next**

- 3) Upon entry to the new web page, all address fields will be blank

**Note:** the **'\*'** indicates the required fields

**Main Address: Enter New Address**

Employee Name  
Organization Email Address  
Enter the date your change takes effect. Select your country and enter your address.  
\* Indicates required field

\* Effective Date **23-Feb-2017**  
\* Type **Home Address**  
Country **United States**  
US Address Style  
\* Address Line 1  
Address Line 2  
Address Line 3  
\* City  
State  
\* Zip Code  
County

- 4) Enter the new information. Please only select **Home** or **Mailing** Address as the Type.

\* Effective Date **20-Feb-2017**  
\* Type **Home Address**  
Country **United States**  
US Address Style  
\* Address Line 1 **123 State Street**  
Address Line 2 **Apt. 6C**  
Address Line 3  
\* City **Aurora**  
\* State **CO**  
Colorado  
\* Zip Code **80017**  
\* County **Adams**  
Adams

## BBU Employee Self Service

5) When finished entering the new information, click the **'Next'** button.



6) At the 'Review' page, ensure all information is entered correctly. If a data field needs to be corrected, click the **'Back'** button, fix the data, and then click the **'Next'** button to review again.

**My Personal Information: Review**

Employee Name  
Organization Email Address  
Review your changes and, if needed, attach supporting documents.  
ⓘ Indicate Changed Items.

Employee Number  
Business Group **Bimbo Bakeries USA**

**Main Address**

Current	Proposed
Effective Date 06-Sep-2007	20-Feb-2017 ⓘ
Country United States	United States
Address Line 1	123 State Street
Address Line 2	Apt. 6C ⓘ
City Aurora	Aurora
State CO	CO
Zip Code 80017	80017
County Adams	Adams
Type Home Address	Home Address

Buttons: Cancel, Printable Page, Save For Later, Back, Submit

7) If data is correct, click the **'Submit'** button



8) A confirmation message will display. Click the **'Return to Overview'** button



9) The new address information is now displayed;

**Main Address**

Main Address - This is usually your Home Address. However, if your mail should be sent to a different address, enter the Mailing address as the Main Address, and add your Home address in the Other Address section.

Address Line 1: **123 State Street**  
 Address Line 2: **Apt. 6C**  
 Address Line 3:  
 City: **Aurora**  
 State: **CO**  
 Zip Code: **80017**  
 County: **Adams**  
 Type: **Home Address**

Buttons: Update

## Adding Contacts

- 1) To add a new Contact, click the **'Add'** button.



- 2) If this person is to be the first person contacted in case of emergency, check the **'Primary Contact'** box.



- 3) In the General Information region, enter the applicable data.

**Note:** There are asterisks, **'\*'**, that indicated required data fields

- 4) Review Main Address for Primary Contact.

**Note:** The **'Main Address'** for your primary contact will default to your address. If this is not the case, un-check the box and the Main Address region opens for entry of a different address.



- 6) If you are changing the Main Address for your primary contact, enter the required information.





## BBU Employee Self Service

- 7) Enter a phone number, number formatted as ###-###-####, where the contact can be reached in case of emergency. When finished, click the **'Next'** button.



Phone Numbers

Type	Number	Delete
Mobile	215-555-6789	X

Add Another Row

Cancel Save For Later **Next**

- 8) Review the data entered. If a field needs to be corrected, click the **'Back'** button. Otherwise, if all data looks correct, click the **'Submit'** button.



My Personal Information: Review

Employee Name  
Organization Email Address

Review your changes and, if needed, attach supporting documents.  
Indicates Changed Items.

Cancel Printable Page Save For Later **Back** **Submit**

Employee Number  
Business Group **Bimbo Bakeries USA**

Maintain Contact

Contact

Proposed
Relationship Type Contact
First Name John
Last Name Smith
Primary Contact Yes
Relationship Began On 20-Feb-2017
Emergency Contact Yes
Resides With Me Yes

Phone

Proposed
Mobile 215-555-6789

- 9) The confirmation page will appear. Click the **'Return to Overview'** button.



Confirmation

Your changes have been applied.

Return to Overview

- 10) The new Emergency Contact information is now displayed



Emergency Contacts

Enter or update information about people you want human relations to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact: Update Remove Add

Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile
<input checked="" type="radio"/> Smith, John Contact	Yes				215-555-6789

- 11) To return to the main menu, click the **'Home'** link. To logout, click the **'Logout'** link.



## BBU Employee Self Service

### My Employment Information

#### Viewing Current Job Information

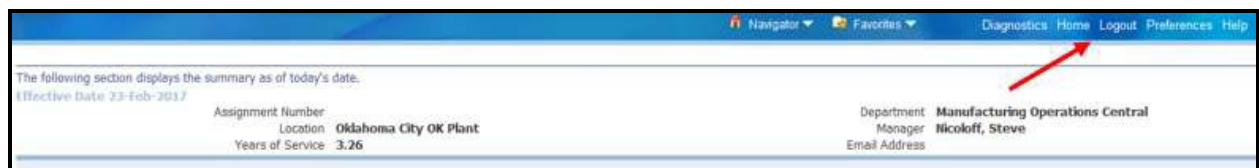
The “**My Employment Information**” page will show you:

- Assignment Number
- Department
- Location
- Manager
- Years of Service
- Company Email Address (if applicable)

1) Click the link to “**My Employment Information**” to view.



2) After viewing the page, either click the ‘**Home**’ link to return to the Main Menu or click the ‘**Logout**’ link if you wish to exit Employee Self Service.



For any further questions or concerns please contact your HR Business Partner or the GB Support Help Desk