Bimbo Bakeries USA

Employee Self Service

BBU Employee Self Service Guide

Contents

Information Prior to Accessing 2

Navigation 2

My Personal Actions 3

- Viewing Payslips 3
- Updating Federal and State Tax Information 5
- Adding new Direct Deposit account information 10
- Update an existing Direct Deposit account amount 12

My Personal Information 14

- Overview 14
- Adding a Preferred Name 15
- Updating Phone Numbers 16
- Updating an Address 18
- Adding Contacts 20

My Employment Information 22

Viewing Current Job Information 22

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 thinks to know:

External Link

https://hcmpdmz.bimboconnect.com

Internal Link

https://hcmpapp.gbimbo.com

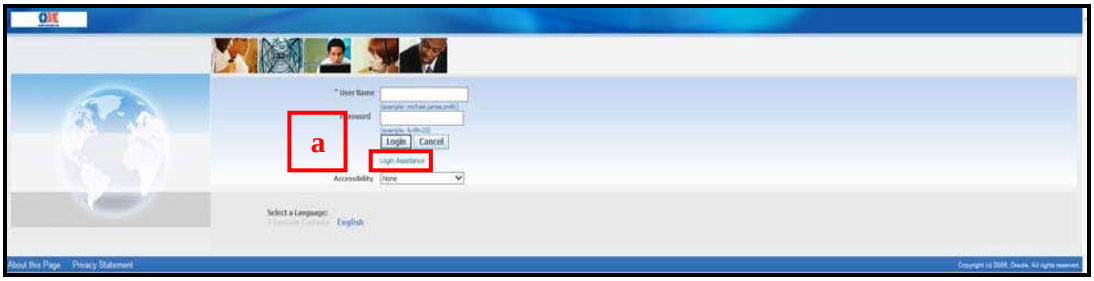
Note: The external link should be accessed when off the BBU WIFI/network and on personal device(s)—otherwise, the internal link should be used.

Navigation

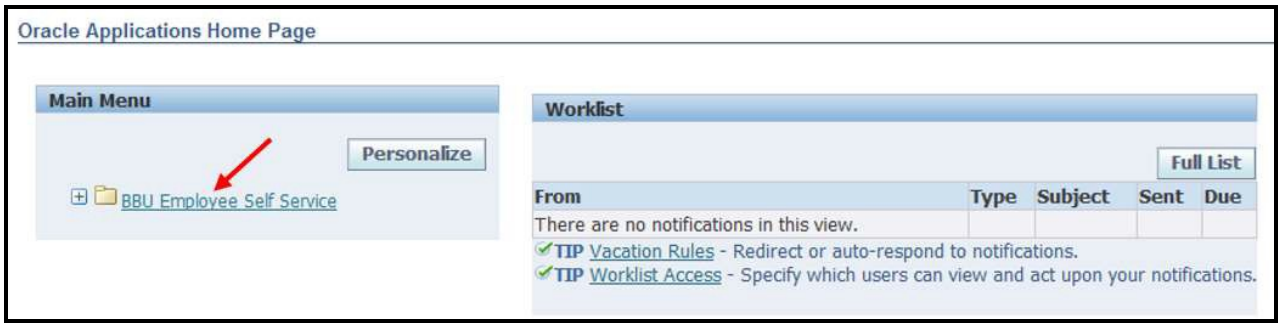
1) Sign into Oracle HCM.

   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**":



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

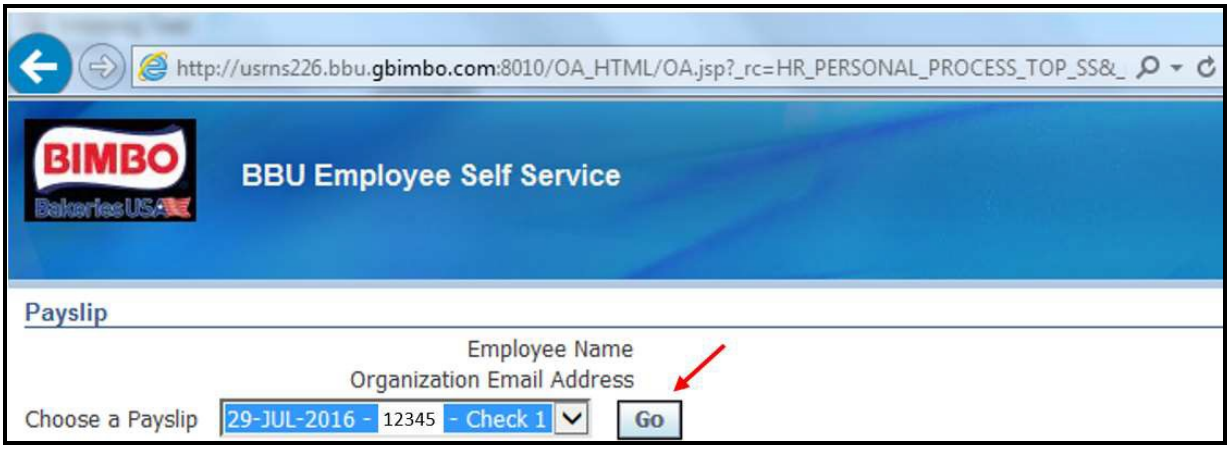
Viewing Payslips

1) Within '**My Personal Actions**', several actions are available for updating information.

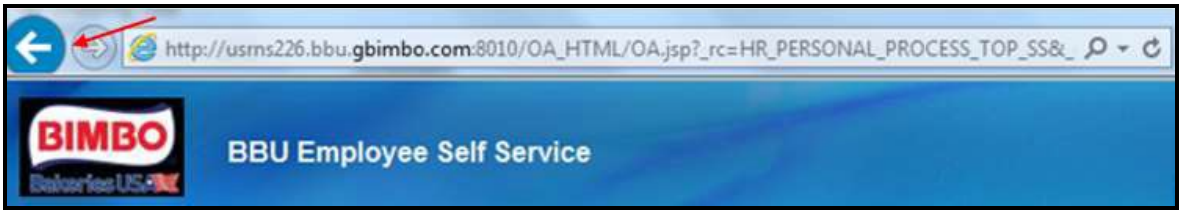
2) Select the radio button next to '**Payslip**' and click the 'Start' button to view previous payslips:

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:

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



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



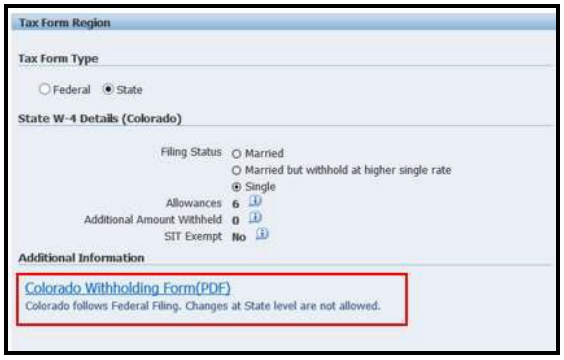
Updating Federal and State Tax Information

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.

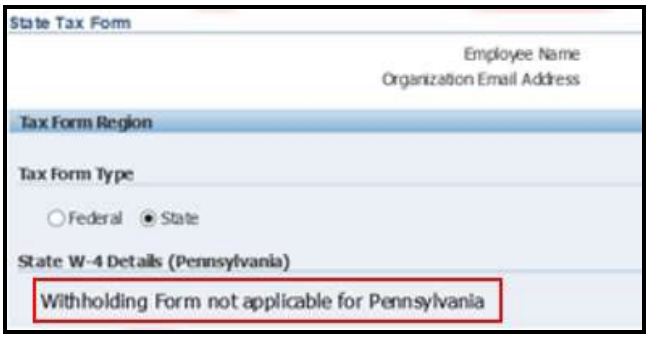
State Exceptions

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

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

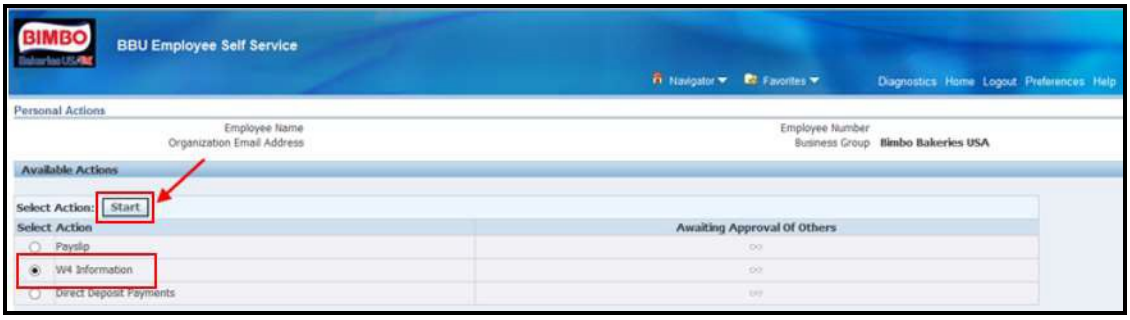


3) Pennsylvania Residents, will see the following. If you are a PA resident, please see Human Relations to get a PA Act 32 form to update your PA local taxes.



Updating Federal Tax Information

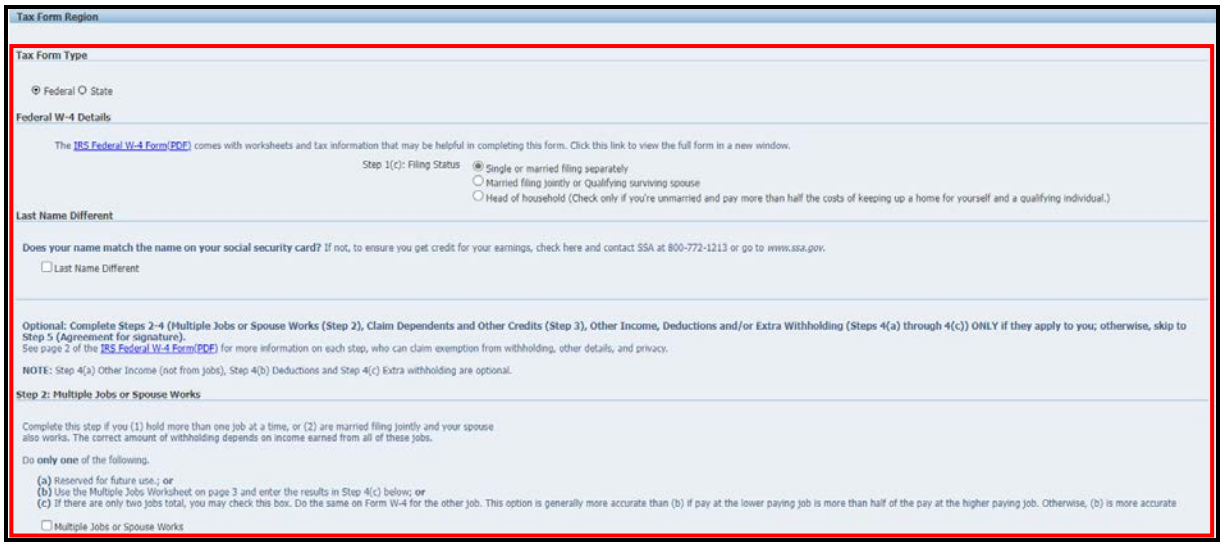
1) Select the radio button for '**W4 Information**' and click the '**Start**' button to update Federal and state tax forms:

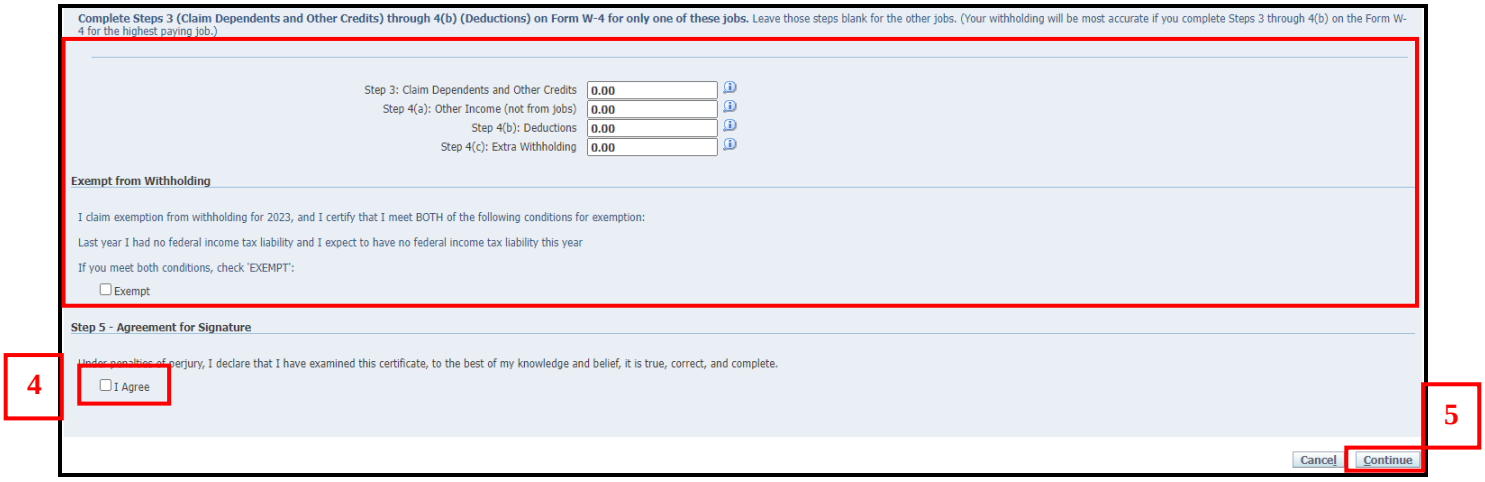


2) The Tax Form page will have two choices, "**Federal**" and "**State**", under Tax Form Type. Select the radio button for Federal, then click update.

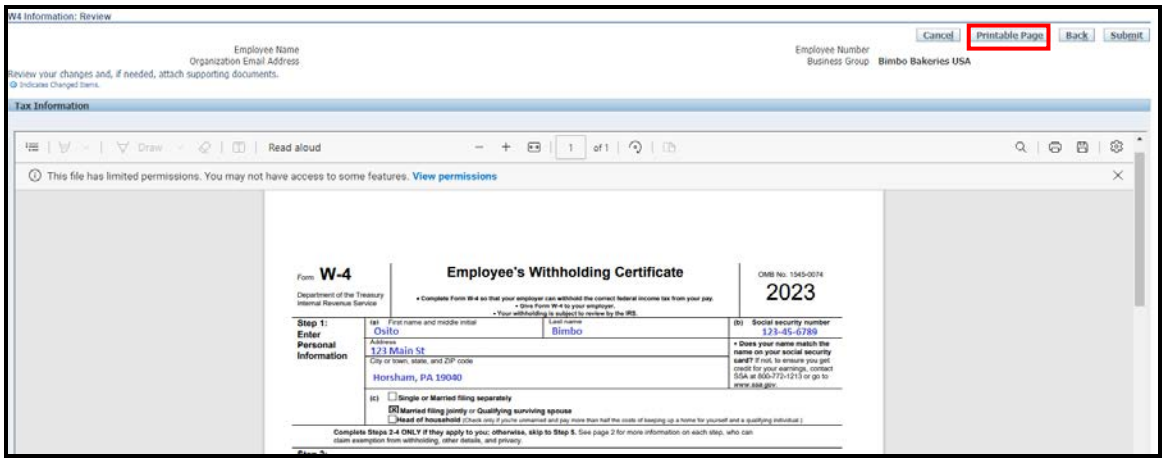
3) Make the necessary updates.
4) Make sure to click the '**I Agree**' box.
5) When finished, click the '**Continue**' button.

3



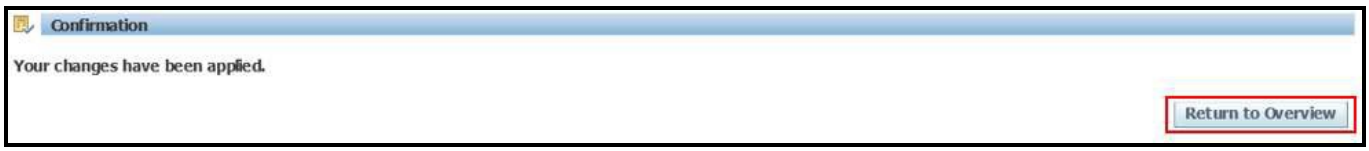


6) After you click **Continue**, a new W-4 form displaying updates will display and is printable for your records.



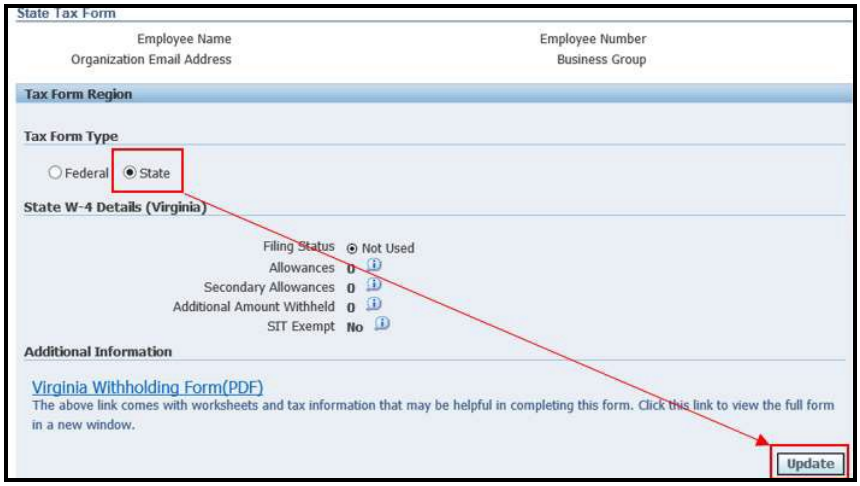
7) If the updated data is correct, click on the **Submit** button

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

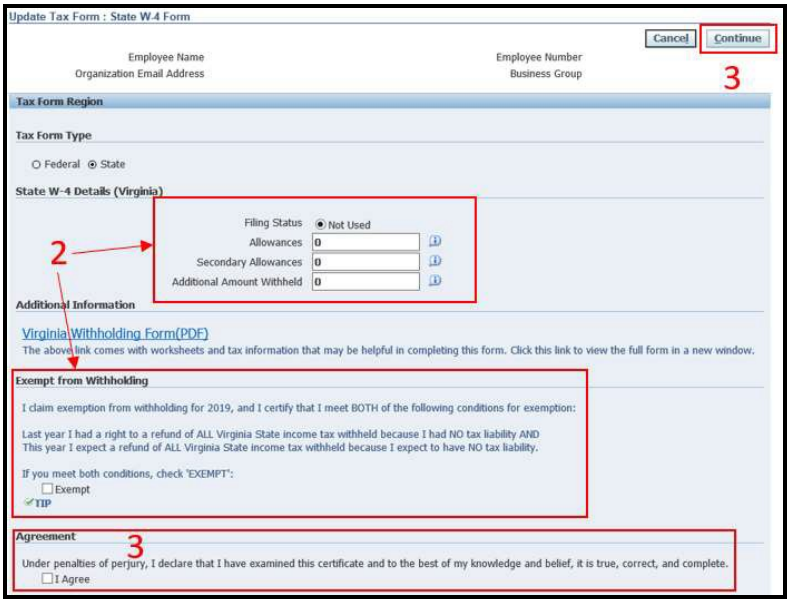


Updating State Tax Information

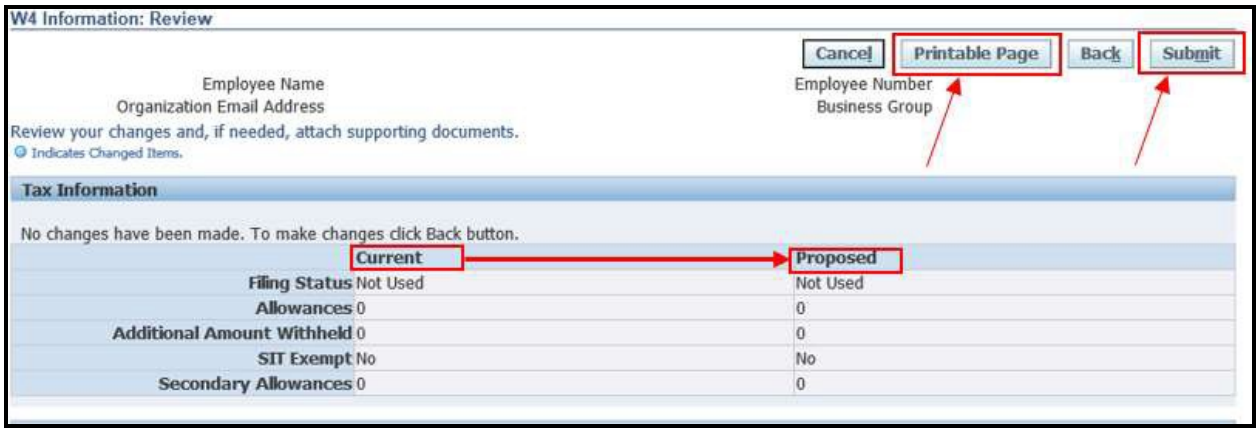
1) Select **State** and click Update.



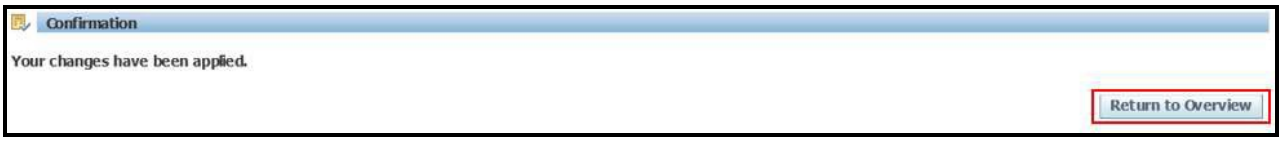
2) Make the necessary updates.
3) Make sure to click the '**I Agree**' box. When finished, click the '**Continue**' button.



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.



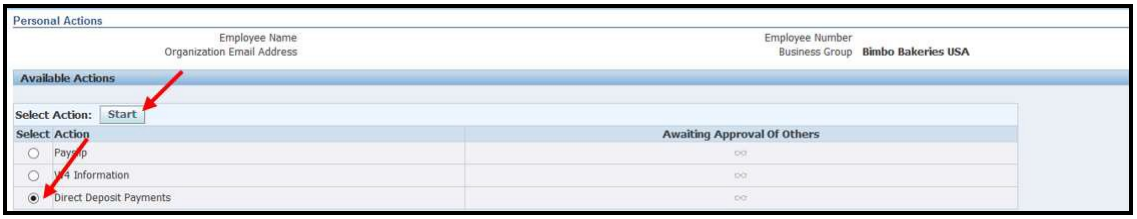
5) After submitting, there will be a confirmation page that lets you know that "Your changes have been applied". Click "**Return to Overview**"



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:



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.
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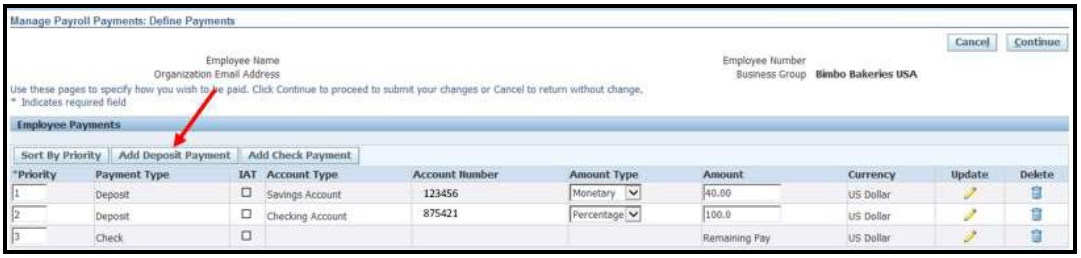
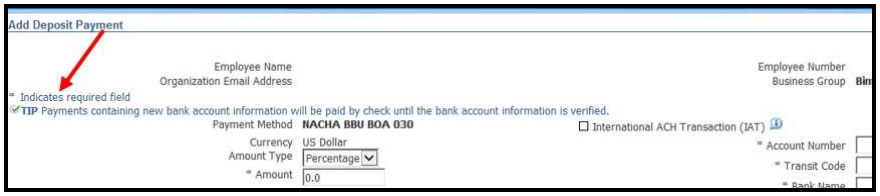


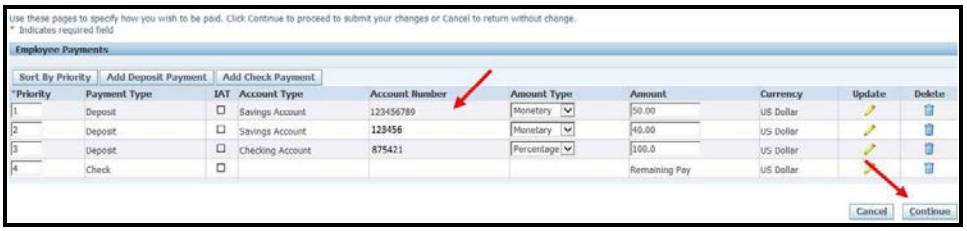
4) As noted on the screen, the ' * ' indicates required fields. *Note: Transit Code should be the banks Routing Number.*



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

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

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



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

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

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

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

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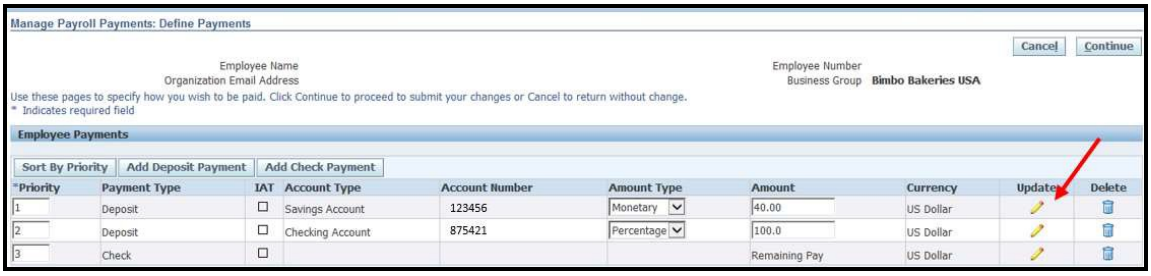
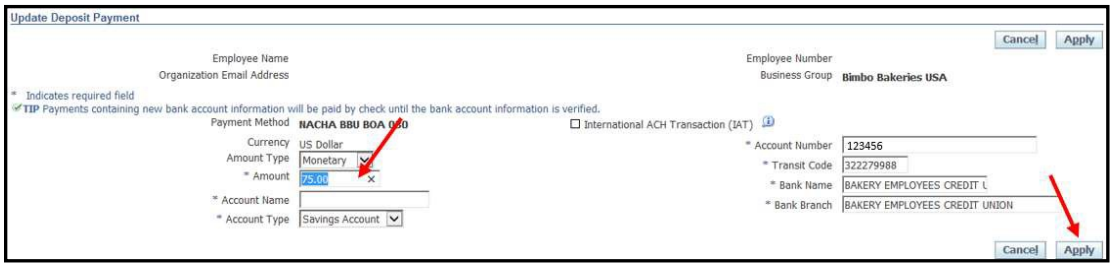
If you have any questions or concerns, please reach out to your HR Business Partner**.**

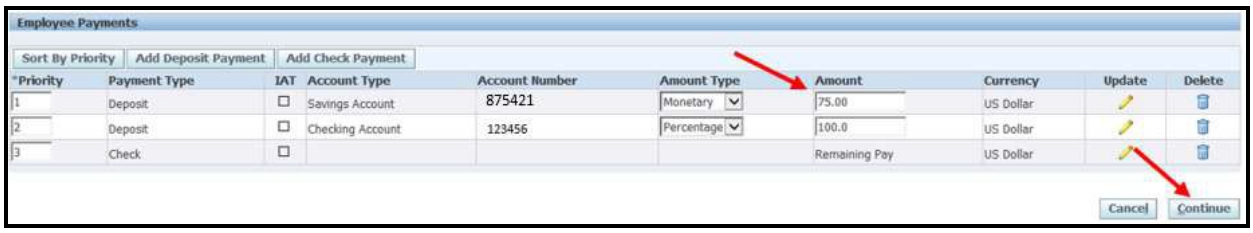
3) To update existing account information, click the '**Update**' pencil icon.



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.



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

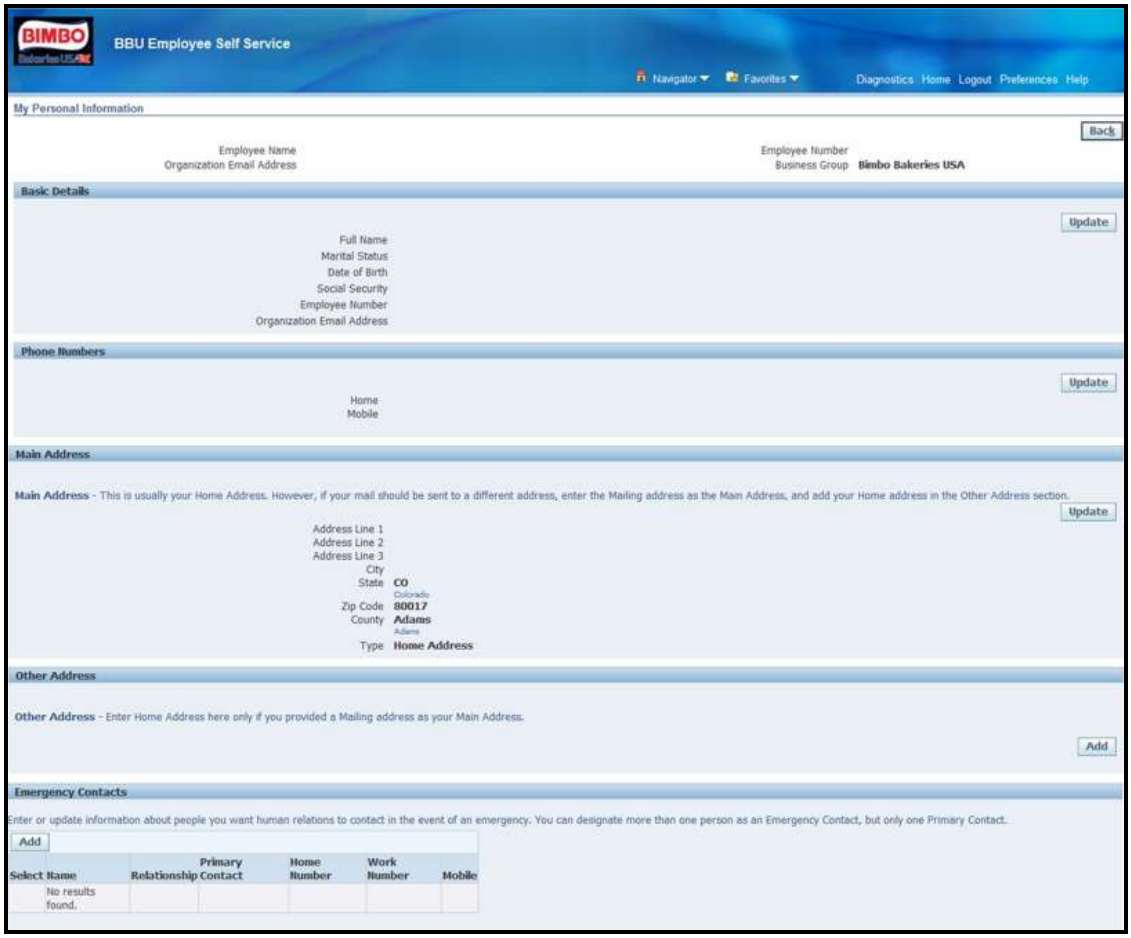
7) A confirmation message will be displayed after the submission.

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

My Personal Information

Overview

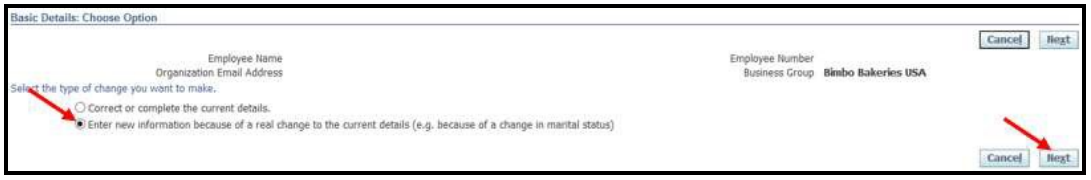
1) Click the '**My Personal Information**' link to add a preferred name, a new phone number, update a new address or add a new contact.



Adding a Preferred Name

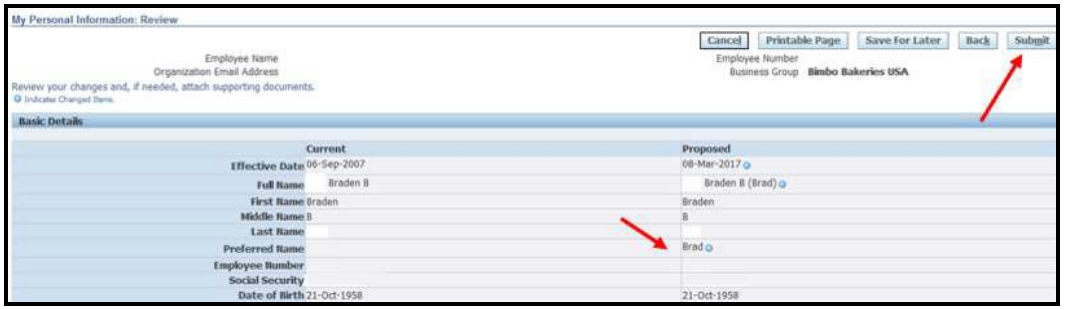
1) To add a Preferred Name, click the '**Update**' button. Preferred Name is considered a "Nickname".

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.

Updating Phone Numbers

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

2) Current phone numbers are displayed.

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

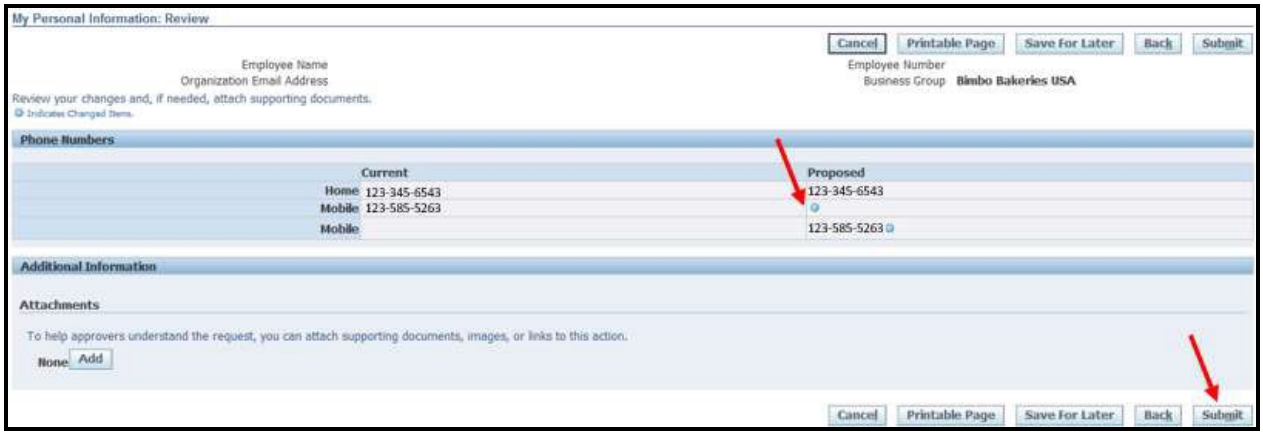
4) To add a new phone number, click the '**Add Another Row**' button.

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

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

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.

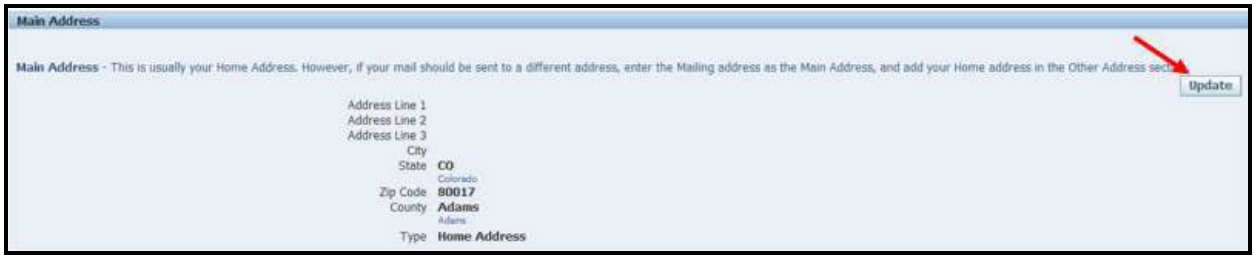
8) After reviewing the data, click the '**Submit**' button.



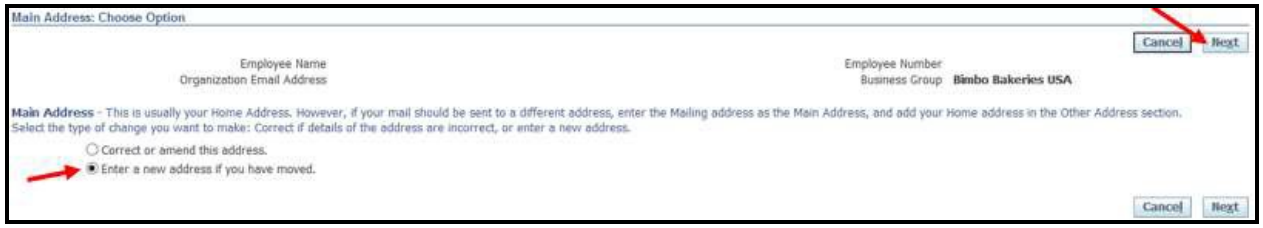
9) The confirmation statement is displayed, and then click the '**Return to Overview**' button.

Updating an Address

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

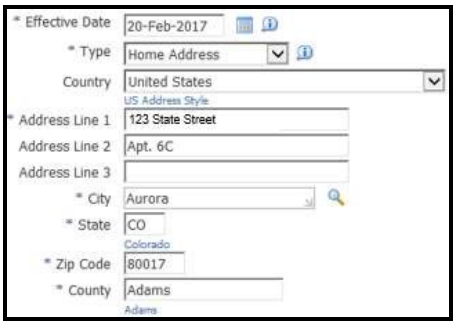


2) To enter a new address, leave the radio button defaulted to '**Enter a new address if you have moved**' and click the '**Next**' button.



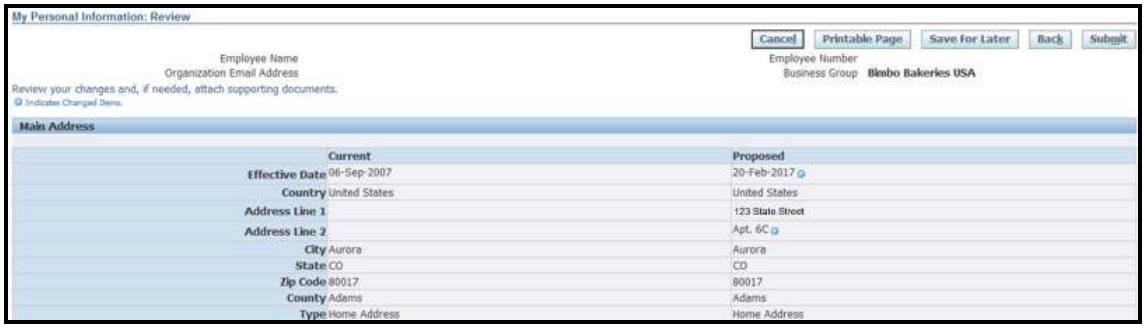
3) Upon entry to the new web page, all address fields will be blank
Note: the ' * ' indicates the required fields

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



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.



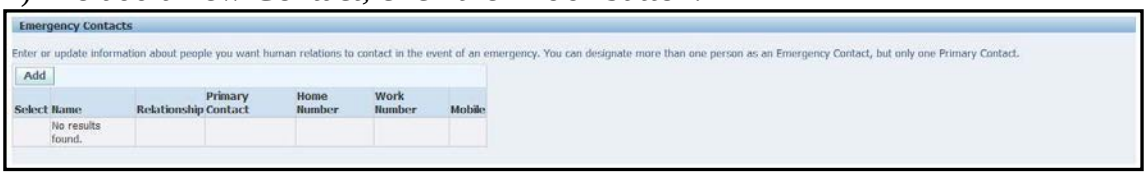
7) If data is correct, click the '**Submit**' button

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

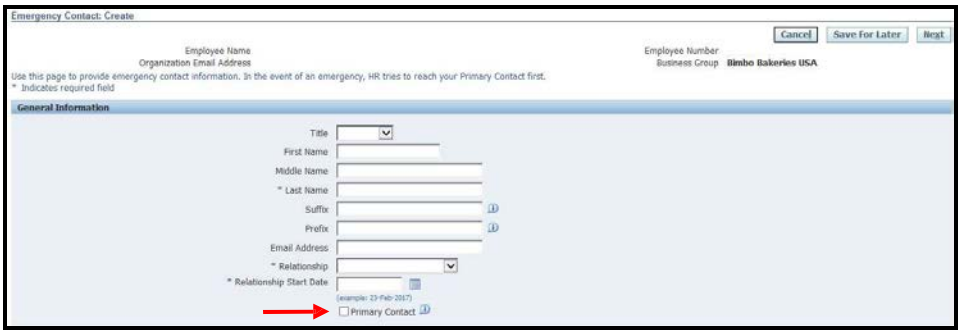
9) The new address information is now displayed;

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.



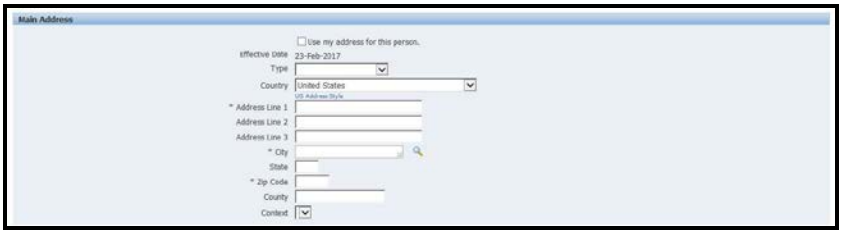
3) In the General Information region, enter the applicable data.

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.



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

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.

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

10) The new Emergency Contact information is now displayed

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

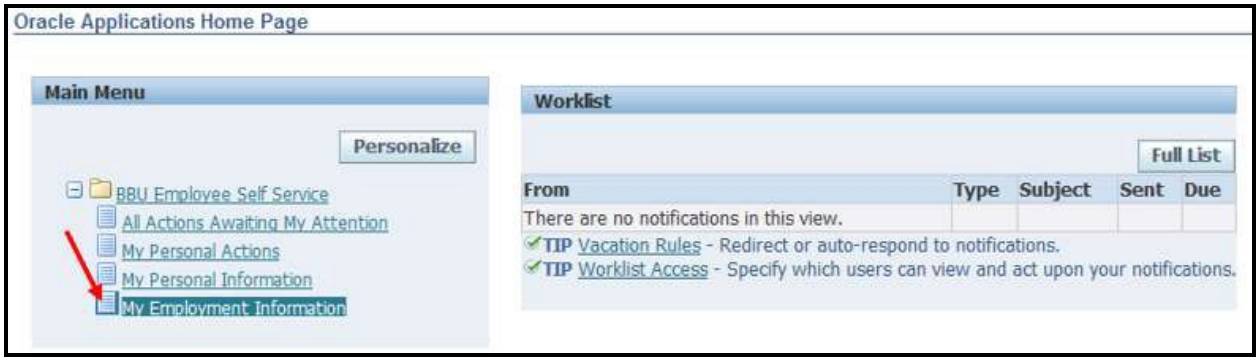
My Employment Information

Viewing Current Job Information

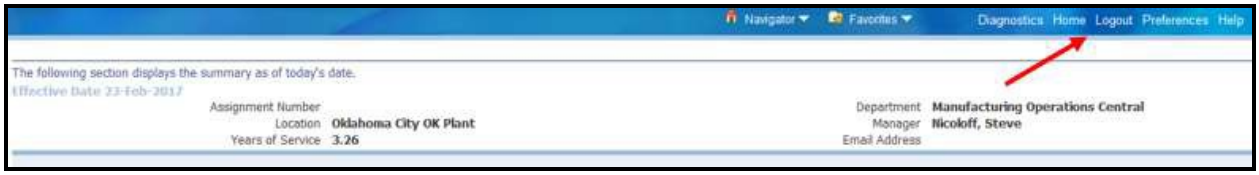
The "**My Employment Information**" page will show you:

- 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