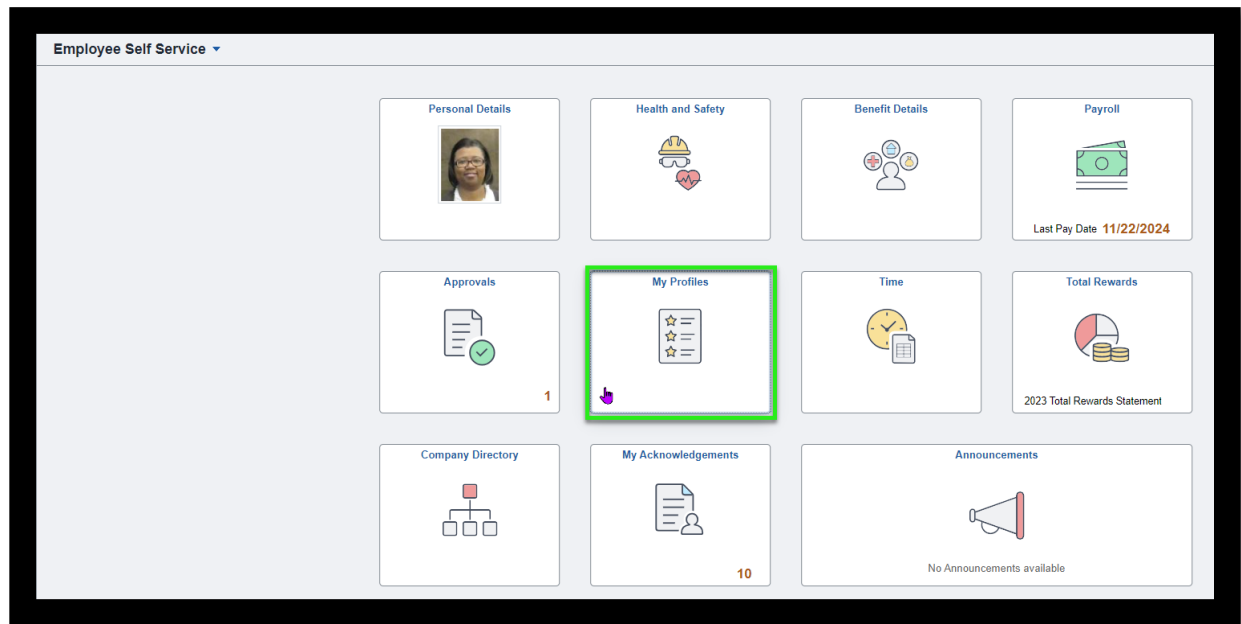


EMPLOYEE SELF SERVICE – MY PROFILE TILE

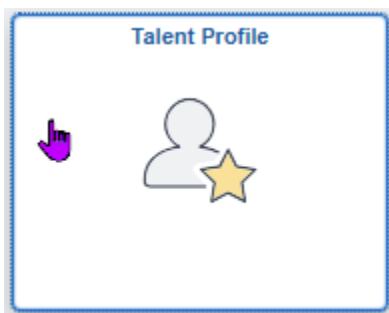


Employee Self Service is the main hub used by an employee to view their own personal data entered into the PeopleSoft HCM application. The My Profile component will be used to track blood donation status.

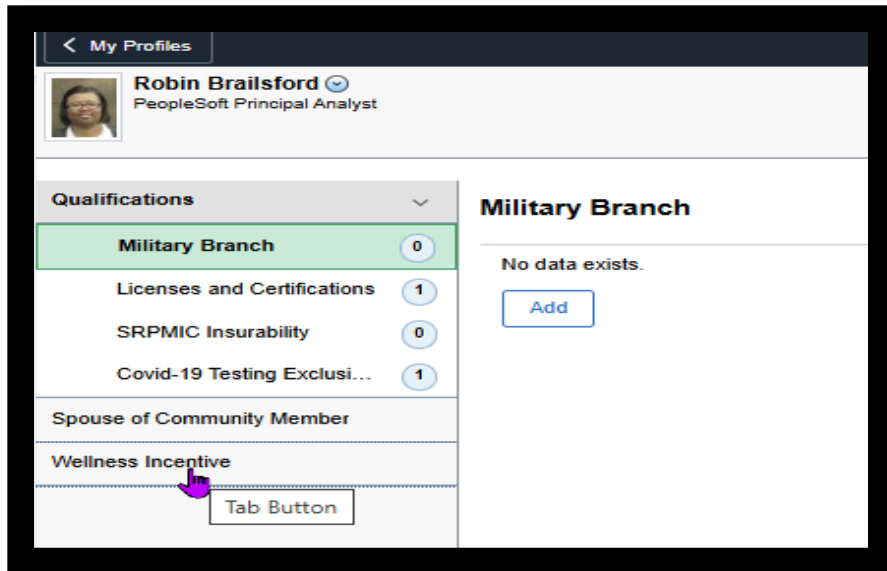
1. From Employee Self Service Homepage, click on the My Profiles tile.
2. Then click on the Talent Profile tile.
3. Select menu item Wellness Incentive to be redirected to Blood Donation Incentive form.
4. Enter your details and attached your support documentation and click the Continue button.
5. Most important step, Submit your form for approval.

TALENT PROFILE – WELLNESS INCENTIVE

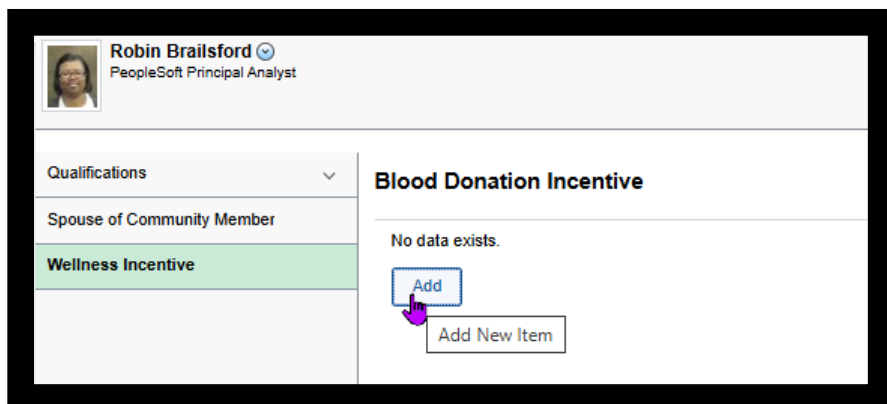
Once you click on the Talent Profile tile, proceed to click on the Wellness Incentive menu item to enter your blood donation status.



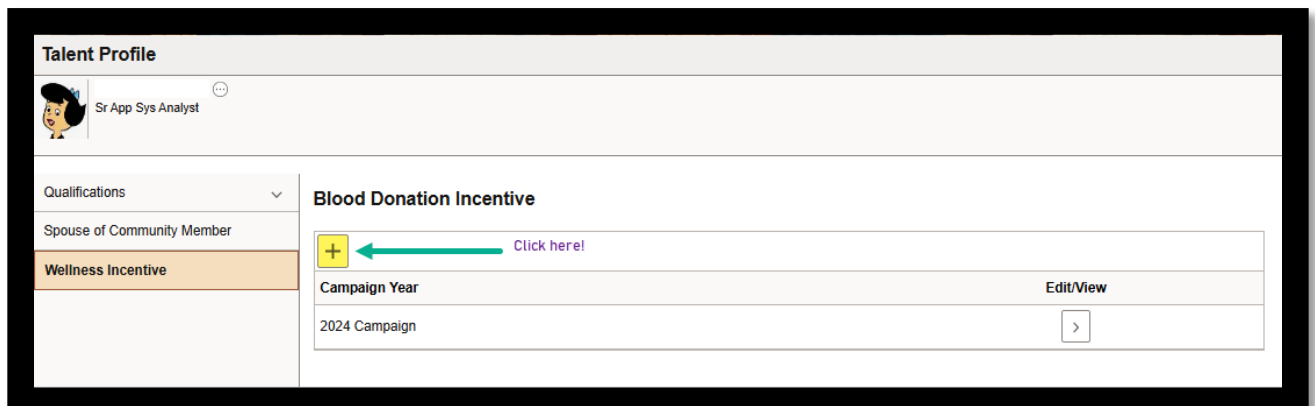
Click the Wellness Incentive menu item to be redirected to the Blood Donation Incentive form.



If this is your first time entering a blood donation incentive request, click the “Add” button.



If you previously participated, notice that your campaigns are listed. To add a new incentive request, click the “+” button.



Proceed with updating the following fields and upload your supporting documentation to be reviewed and approved by the Public Health Representative from the Health and Human Services Division.

1. Campaign Year
2. Incentive Type: 8 hours or \$100
3. Donation Site
4. Donation Status
5. Attach your supporting document
6. Click "Continue" button

Cancel

Blood Donation Incentive

1

*Donation Date

09/18/2026

2

*Campaign Year

2026 Campaign

3

*Incentive Type

4

*Donation Site

Two Waters Complex (Judicial Ce

5

*Donation Status

Successful

Acknowledgement

I understand providing false information may subject me to discipline or termination.

Information Release

I agree to release my donation status to SRP-MIC Health and Human Services for validation.

Incentive Payout

I understand it may take up to two pay periods for my incentive to be applied to my leave balance.

Attachment Required

You must upload proof of donation to be eligible for the annual leave incentive.

Attachments

No attachments have been uploaded for this profile item.

Add Attachment

IMPORTANT STEP: SUBMIT YOUR FORM FOR APPROVAL

Submit your form for approval. As noted, once approved, it may take up to two pay periods for your incentive to be processed.

Sr App Sys Analyst

Qualifications

Spouse of Community Member

Wellness Incentive

Blood Donation Incentive

6

Submit for Approval

Campaign Year	Status	Edit/View
2024 Campaign		>
2026 Campaign	New	>