

FIORI Employee Self-Service FAQs

Contact us:

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1. How to notify us of **appointment change**?

- Submit Job Order through portal for Appointment Change (Reason Types: Change In Hours, Part Time to Full Time, Full Time to Part Time)

2. How to change **personal records** in IHRPS?

- Access personal records via **FIORI** Employee Self-Service (ESS)
- *It is important to follow BEST (OSC) instructions to accurately update personal information using FIORI ESS.

3. How to **change a supervisor** in a position?

- Submit Supervisor Change request form electronically to PC for submission to IHRPS Specialist for update. The form must be completed, and without numeric errors to be accurately updated in the system. Agency HR Liaisons should check entries for accuracy prior to submitting the Supervisor Change request form.

4. How to update a **withholding** information?

- Access tax withholding records via **FIORI** Employee Self-Service (ESS)
- *It is important to follow BEST (OSC) instructions to accurately update personal information using FIORI ESS.

5. How to update the **work contract**?

- For work contract, an updated ETTS form is requested by Placement from the EE, returned to PC, and electronically submitted to IHRPS for changes/updates via Outlook email.

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