



## Employee Self Service - PeopleSoft eGuide

### eProfile, ePay and eBenefits

**You will receive a card containing your new PeopleSoft-generated associate ID#. This number should be safeguarded as you would any confidential, personal information.**

Your new PeopleSoft ID should be used for the Employee Self Service Module of Peoplesoft as well as HealthStream. **At a future date**, this number will replace your current associate ID; i.e. Mercy Campus, social security number or the 4-digit number assigned to the Hackley and Lakeshore Campus associates for Time and Attendance.

As an additional security measure, please follow these instructions to log onto Employee Self Service (ESS) to change your password immediately.

ESS LOG IN INSTRUCTIONS: (YOU MUST LOG-IN WITHIN 30 DAYS)

1. Go to **My Benefits** from the MHP Intranet or <http://mybenefits.trinity-health.org>
2. Select **My Self Service**
3. Click on **Mercy Health Partners, Muskegon**
4. Enter your PeopleSoft ID
5. Enter temporary password (Initials in **all caps** and PeopleSoft ID)
6. Click sign In
7. The system will prompt you to change your temporary password to a new password and to set up your security questions so you can reset your own password in the future.
8. If you have problems accessing ESS, please contact the Resolution Center at **888-667-3003\***.

Once you have changed your password, you can immediately use ESS for the following functions:

- **E-Benefits (Benefits)** – make changes to your health and welfare benefits. Use e-benefits to view your existing benefit elections or to change your benefits when you have a life status event, like a marriage, divorce or a birth of a child. Also used during the annual benefits open enrollment period each fall.
- **E-Pay (Pay and Compensation)** – view your paycheck online, including your earnings, deductions, taxes, and net pay distributions. In the future you will be able to print pay statements from prior months. Use e-Pay to sign up online for payroll direct deposit if you don't already have it.
- **E-Profile (Personal Information)** – review, add, update or make changes to your personal profile information, including your address, phone number, emergency contact.

**► HealthStream Log-in and Password are the same as your PeopleSoft Employee ID (NEW 7-DIGIT NUMBER) ◀**

**PLEASE LOG-IN TO EMPLOYEE SELF SERVICE WITHIN 30 DAYS OR YOU WILL HAVE TO CALL THE RESOLUTION CENTER AT 3003 TO ACCESS\***

**First Sign On and New Password Reset Process for Employee Self-Service**

- The new process allows the associates to reset the password and unlock their PeopleSoft user account.
- In order for the associate to be able to reset their own password, they will have to set up two hint questions and answers. The associates will be asked to create these help questions and answers when they log in. This will be a one time set up.
- The first sign on after this process goes live the associates will be asked to set up their questions and answers. This is mandatory, the user can not continue unless they set up their help questions and answers.



[NewWindow](#) | [Help](#) |

If you do not have password help set up. Select My Profile link to set up your password help questions and answers. These will be used to authenticate you if you forget your password. (20001,6)

- 

**Click on OK.**

**General Profile Information**

**Password**

[Change password](#)

[Change or set up forgotten password help](#)

Click on Change or set up forgotten password help

**Change or set up forgotten password help**

Select your two hint questions and enter your answers below.

In the event, you forget your password, this information will be used to authenticate you.

User ID 500134

Question 1

Response

Question 2

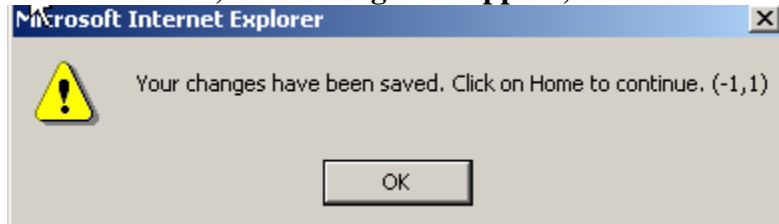
Response

- Associates can select from the following set of questions.

What is your favorite band?  
 What is your city of birth?  
 What is your fathers year of birth?  
 What is your favorite movie?  
 What is your favorite sports team?  
 What is your mothers maiden name?  
 What is your mothers year of birth?  
 What was your High School Mascot?

**Question 1 and 2; click on the down arrow at the right of the box, select a question. Key answer in Response box.**

**Click on SAVE, this message will appear, Click on OK.**



**Click on HOME to return to menu. These menus will not show up again.**

- If the associate forgets their password the questions and the answers will be used to validate the associate and provide a temporary password.
- The associate can use this temporary password to log into PeopleSoft. They will be asked to change their password once they log in.
- A new Link on the Sign on page, called Forgot My Password can be used to unlock a user profile and get a new password. Associates will be asked to answer their help questions before a password is assigned. Click on Forgot My Password.

User ID:

Password:

[Forgot My Password?](#)

### Forgot My Password

If you have forgotten your password, or your password has expired, you can have the password reset.

Enter your User ID below.

User ID:

## Enter User ID, (employee number).

### Forgot My Password

User ID 500134

Please answer the following question below for user validation.

Question1 What is your favorite sports team?

\*Response 1

Question 2 What is your city of birth?

\*Response2

Get Password

Close

Please note down the password below.

To exit, close the browser window using File ->Close

## Key in the answers to the questions, click on Get Password

Please answer the following question below for user validation.

Question1 What is your favorite sports team?

\*Response 1

Question 2 What is your city of birth?

\*Response2

Get Password

Close

Please note down the password below.

To exit, close the browser window using File ->Close

New Password **KT1J5QPZ9**

**Write down the new password. Click on Close.** This will take you back to the sign on screen. **Key in your User Id and this new password**, letters are in capitals. You will be asked to change your Password.

Note: If the associate highlights the password and pastes in the password field there is a blank space that is at the end of the password, which will cause an error that the User Id and Password do not match.

- If an associate clicks on the Forgot My Password link before they set up their questions and answers this error will appear.

Please Set up Password Hint. (20001,6)

You do not have your forgotten password hints set up. Please select the MyProfile link to setup the Forgotten Password Hint.

OK

Cancel

- The top Menu will Display an option called My Profile.



My Profile page has options to change password and change the question and answers, if desired.



**Remember to click sign out once you have completed your enrollment.**

## General Profile Information

### Password

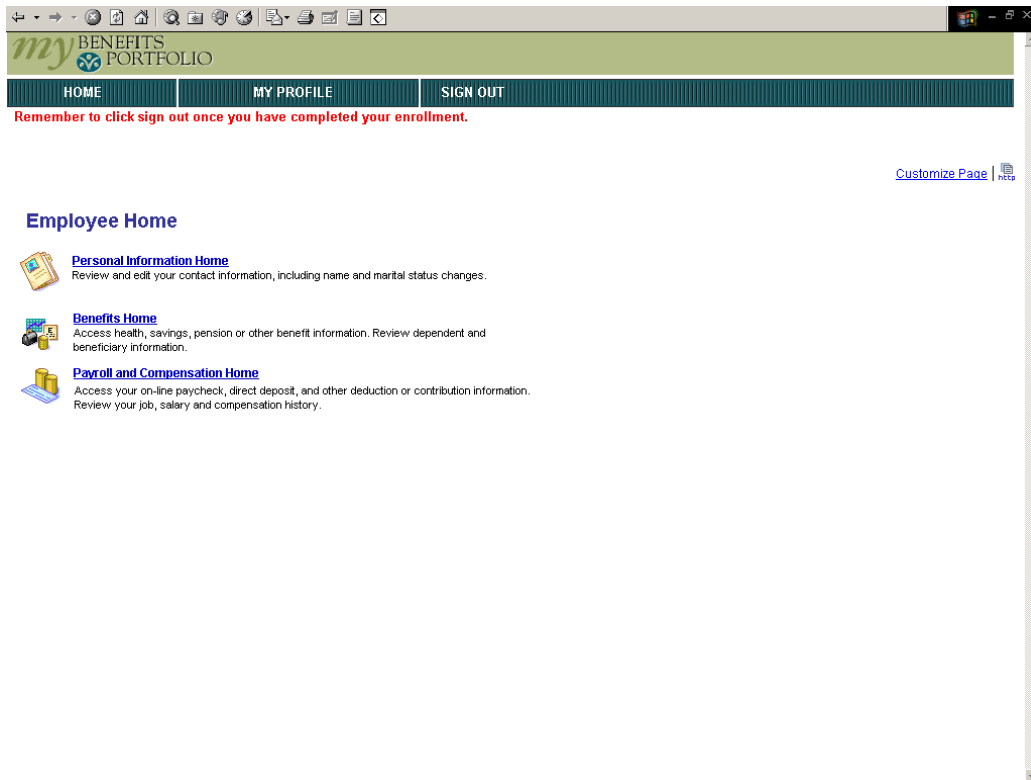
[Change password](#)

[Change or set up forgotten password help](#)

**Click on Sign Out if you want to get out of the system.**

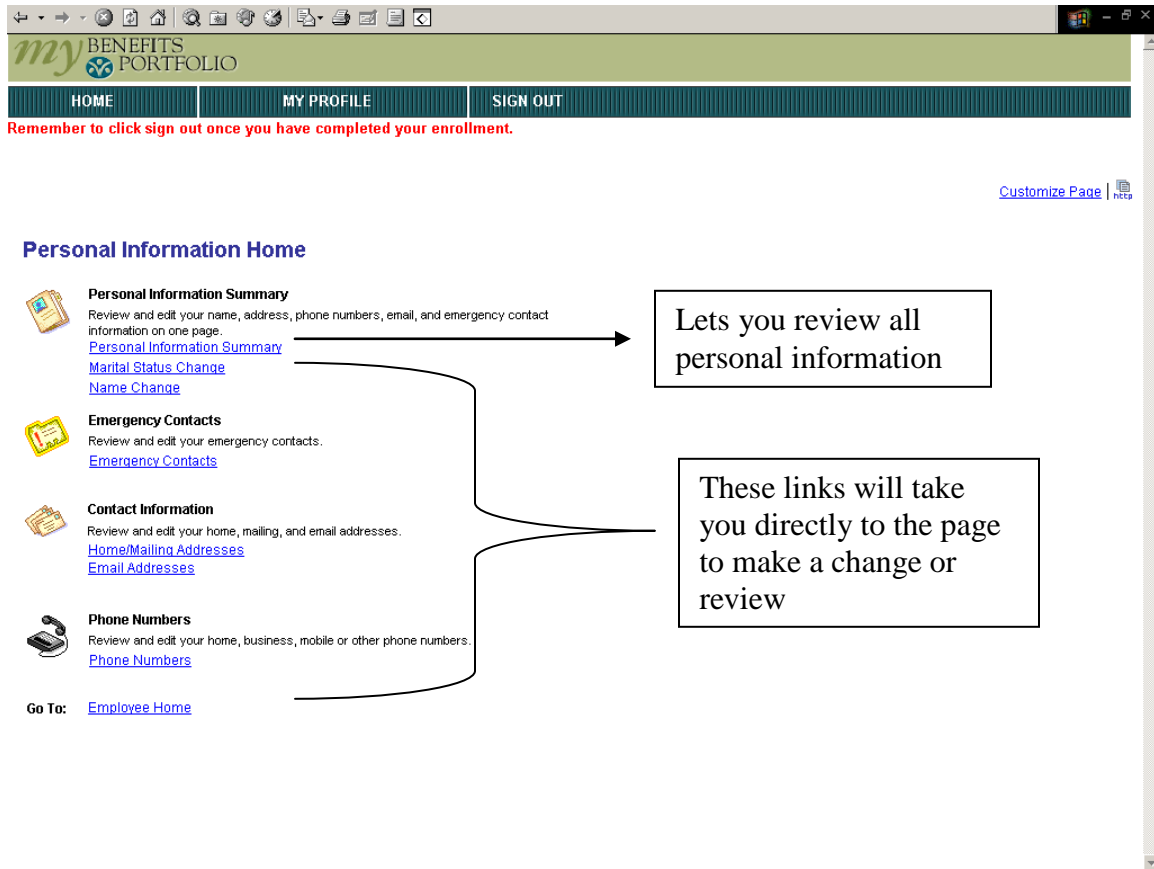
**- Or -**

**Click on Home to proceed.**



This screen shows the options available to make changes – Personal Information, Benefits and Payroll/Compensation.

Viewing the Personal Information Home link:



You can click on the Personal Information Summary link and review all personal information and/or make changes as you see in the below screen prints. You can also just click directly on any of the links above to get to that particular information to make your change.

Select the information that you need to update and make the necessary changes to your information. Be sure to enter the effective date on screens where a date is requested. Also make sure to save/submit your changes after entering your information.

When changing your name, please send a copy of your marriage license or divorce decree to Human Resources. This change cannot be approved until the information is received in Human Resources. Please note: Changes to marital status in the e-Profile system do not impact benefit enrollment. Changes to your benefits with a Marital Status must be completed in the e-Benefits section within 31 days of your marriage date or you will not be eligible to change your benefit elections for this family status change.

## Viewing the Personal Information Summary link:

The screenshot shows a web browser window with the URL [myBENEFITS PORTFOLIO](#). The navigation bar includes links for HOME, MY PROFILE, and SIGN OUT. A red message states: "Remember to click sign out once you have completed your enrollment." A "Customize Page" link is visible on the right.

### Personal Information

Employee Test

**Name**

Test,Employee

[Change name](#)

**Addresses**

Address Type	Status	As Of	Country	Address
Home	Current	01/15/2007	USA	123 Main Farmington Hills, MI 12345

[Change home/mailling addresses](#)

**Phone Numbers**

Phone Type	Phone Number
Main	248/111-2233

[Change phone numbers](#)

**Emergency Contacts**

Name	Relationship to Employee
------	--------------------------

[Change emergency contacts](#)

**Email Addresses**

Email Type	Email Address
Business	test@trinity-health.org

Change email addresses

**Marital Status**

**Marital Status:** Single **As of:** 01/15/2007

Change marital status

**Employee Information**

**Gender:** Female  
**Date of Birth:** 01/01/1950  
**Birth Country:** United States  
**Birth State:**  
**Social Security Number:** 111-22-5555  
**Smoker Status:** Non Smoker  
**Date Entitled to Medicare:**  
**Military Status:** Not indicated  
**Original Hire Date:** 01/15/2007  
**Highest Education Level:** A-Not Indicated

**Ethnic Group Information**

Ethnic Group	Primary
White	Y

Contact the Human Resources department if any of your Employee Information is incorrect.

Go to: [Employee Home](#)  
[Personal Information Home](#)

Click the yellow 'Change' button to make a change. The next screen print shows how an address change would appear if you had clicked the 'Change home/ mailing addresses' or clicked on the 'Home/ Mailing Address' link from the Personal Information Home page





To change your address you would click the edit button and make the appropriate changes while also indicating an effective date for the address change.

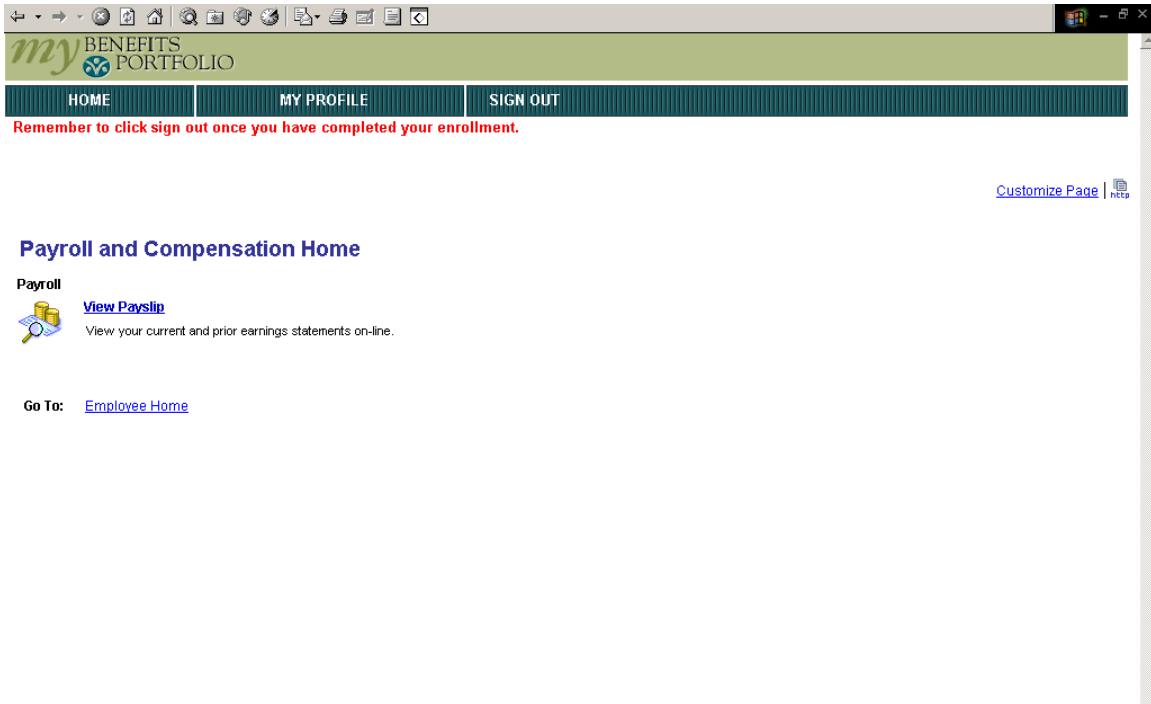
#### Misc Notes:

- The system does not allow the associate to delete their business email address if it should be populated
- The first emergency contact is flagged as the primary contact this can be changed once the associate has added a second contact.
- Currently you cannot add a second address type, this would need to be done by HR.
- Associates should be careful of effective dates, as they will default to the system date.

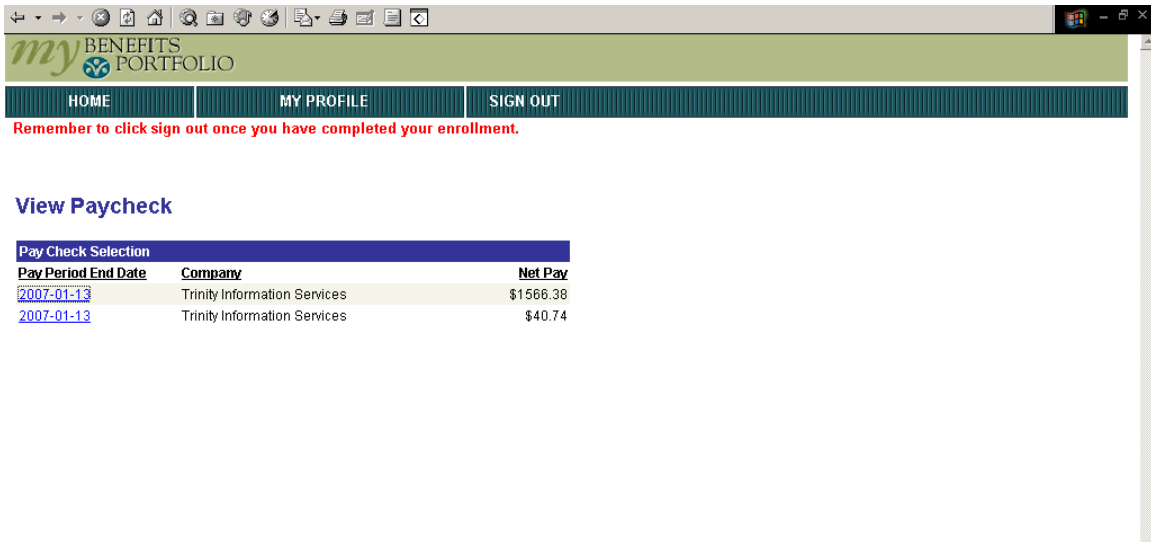
When you are done entering information and have saved/submitted your data, it is important to sign out of the e-Tools program by clicking Sign Out at the top of the screen.

### ePay:

To view pay advice information from the Employee Home page click the 'Pay and Compensation Home' link.



From the above screen print click the View Payslip link to view pay statements. Year to date information will only reside on the most current pay statement. This is important for the last pay of the year as associates should print the last pay statement of the year before the first pay of the year is confirmed if they want to have record of their YTD for the prior year. Each pay advice is available for 12 months.



Remember to click sign out once you have completed your enrollment.

### View Paycheck

Employee Name

**Company:**

Trinity Information Services

**Address:**

34605 Twelve Mile Road  
Farmington Hills, MI 48331

**Net Pay:** \$1,566.38

**Pay Begin Date:** 12/31/2006

**Pay End Date:** 01/13/2007

**Check Date:** 01/18/2007

[View a Different Payment](#)  
[View Printable Check](#)

General			
<b>Name:</b>	Employee Name	<b>Business Unit:</b>	IS101
<b>Employee ID:</b>	12345678	<b>Pay Group:</b>	Salary
<b>Address:</b>	123 Main Farmington Hills, MI 48331	<b>Department:</b>	T0271552 - HRMS Applications
		<b>Location:</b>	Trinity Information ServicesMI
		<b>Job Title:</b>	Systems Analyst
		<b>Pay Rate:</b>	\$31.56 Hourly

Tax Data			
<b>Fed Marital Status:</b>	Single	<b>MI Marital Status:</b>	Not applicable
<b>Fed Allowances:</b>	0	<b>MI Allowances:</b>	0
<b>Fed Addl Percent:</b>	0.000	<b>MI Addl Percent:</b>	0.000
<b>Fed Addl Amount:</b>	\$0.00	<b>MI Addl Amount:</b>	\$0.00

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	2,524.84	2,257.68	685.91	272.55	1,566.38
YTD	5,090.42	4,515.30	1,371.82	545.09	3,173.51

Earnings				
Description	Hours	Rate	Amount	YTD Amount
Ex Reg			2,272.36	4,544.72
Ex Hol	8.00	31.560600	252.48	504.96
Mileage				40.74
<b>Total:</b>	<b>8.00</b>		<b>2,524.84</b>	<b>5,090.42</b>

Taxes		
Description	Amount	YTD Amount
Fed Withholding	405.84	811.67
Fed MED/VEE	36.39	72.79
Fed OASD/VEE	155.63	311.26
MI Withholding	88.05	176.10
<b>Total:</b>	<b>685.91</b>	<b>1,371.82</b>

Before-Tax Deductions		
Description	Amount	YTD Amount
Flex Credit	-184.58	-184.58
PreFlxCrd		15.33
Medical	170.00	170.00
Dental	13.84	13.84
Vision	3.10	3.10
Basic Life	3.81	3.81
LTD	9.17	9.17
403b	252.48	504.96
<b>Total:</b>	<b>267.82</b>	<b>535.63</b>

After Tax Deductions		
Description	Amount	YTD Amount
PostFlxCrd		4.73
Legal	4.73	4.73
<b>Total:</b>	<b>4.73</b>	<b>9.46</b>

Employer Paid Benefits		
Description	Amount	YTD Amount
Basic Life*	0.66	1.25
<b>Total:</b>	<b>0.66</b>	<b>1.25</b>

Net Pay Distribution				
Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit	1442	Savings	XXXXXXXXXXXXXXXX-1-0	125.00
Direct Deposit	1442	Checking	XXXXXXXXXXXXXXXX9880	1,000.00
Direct Deposit	1442	Savings	XXXXXXXXXXXXXXXX8800	441.38
<b>Total:</b>				<b>1,566.38</b>

Leave Balances			
Description	Taken/PP	Earned/PP	Adjusted YTD YTD Balance
			127.00

**Note:** Salary employee's regular "hours" do not appear, they do appear when time other than regular is being paid, for example holiday pay. Hours do appear in the YTD Hours column.

**Benefits (eBenefits):** PeopleSoft ePay enables associates to review their benefit summary and make benefit elections at certain times.

**my** BENEFITS PORTFOLIO

HOME CHANGE PASSWORD SIGN OUT

**Remember to click sign out once you have completed your enrollment.**

## Benefits Home

**Benefits Information**  
Review current benefit enrollment information.  
[Benefits Summary](#)

**Life Events**  
Make benefit elections or changes for yourself and/or your dependents.  
[Life Status Event](#)

Associates can make elections upon hire/rehire, when they have a qualifying job status change, a qualifying life event, and at open enrollment. At all times, a benefit eligible associate can log on to Employee Self Service and see a Benefit Summary or complete a Life Status Event.

**Remember to click sign out once you have completed your enrollment.**

## Benefits Summary

Jane Smith

These are your benefits as of the date below:

06/06/2005

Type of Benefit	Plan Description	Coverage or Participation
<a href="#">Medical</a>	MEDICAL STANDARD PLAN	Employee +2 or more
<a href="#">Dental</a>	DENTAL HIGH PLAN	Employee +2 or more
<a href="#">Vision</a>	VISION PLAN	Employee +2 or more
<a href="#">Legal Plan</a>	GROUP LEGAL	Employee +1 or more
<a href="#">Supplemental Life</a>	Supplemental Life 3X	3 X Salary
<a href="#">Life and AD/D</a>	BASIC LIFE 2X	2 X Salary
<a href="#">Dependent Life</a>	CHILD LIFE 20K	\$20,000
<a href="#">Spousal Life</a>	SPOUSE LIFE 100K	\$100,000
<a href="#">Long-Term Disability</a>	LTD 66%	66.666% of Salary
<a href="#">Flex Spending Health - U.S.</a>	HEALTH CARE SPENDING ACCOUNT	\$1,500 Pledge
<a href="#">Flex Spending Dependent Care</a>	DEPENDENT CARE SPENDING ACCT	\$3,000 Pledge

**Go To:** [Benefits Home](#)

Associates can click on the blue links under each type of benefit to see more information.

**Always click on Save or Submit for changes to be effective.**

**Also, Sign Out on top right of screen.**