

Using the New Employee Self Service

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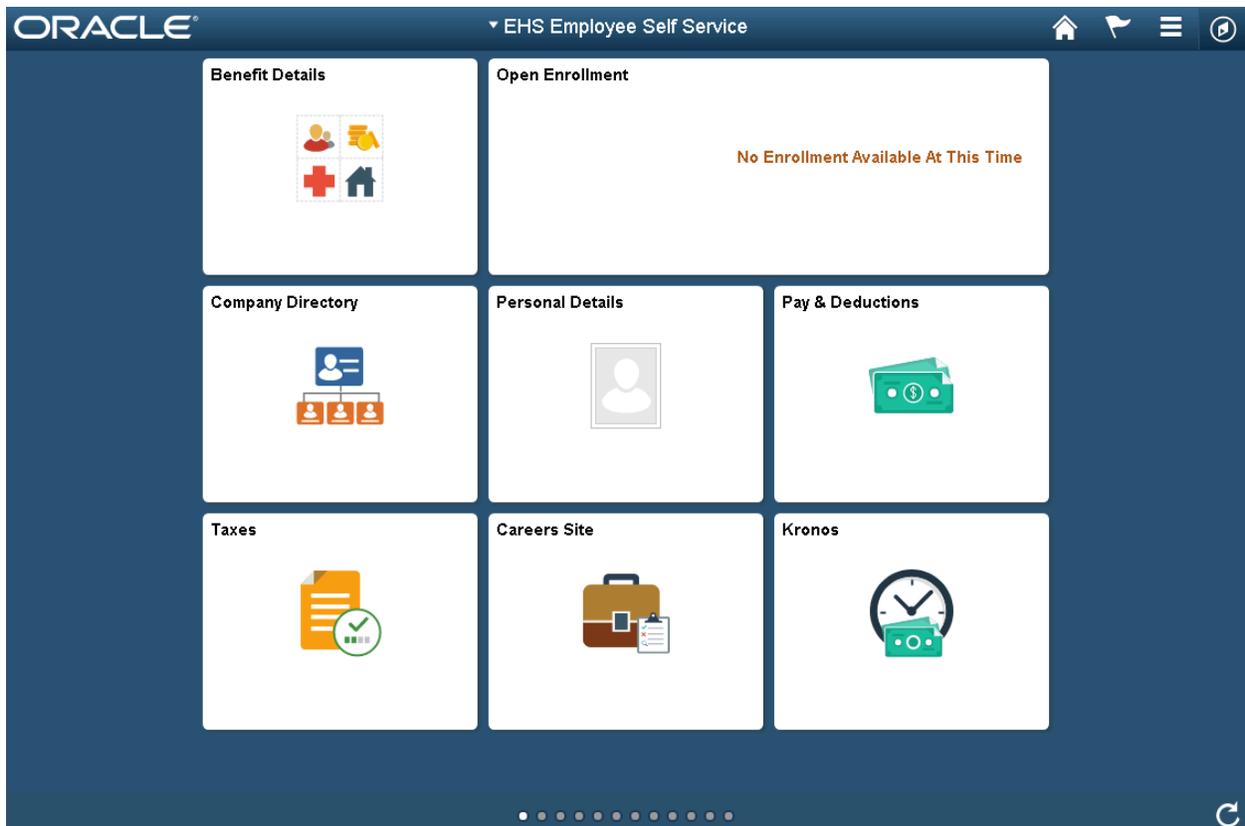
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Home Page

Welcome to the new Employee Self Service home page!

Here, you can perform the following actions:

- View and update your benefits information
- Enroll in benefits during Open Enrollment
- View the Org Chart
- View and update your personal information
- View your paychecks and configure your direct deposit
- View and update tax forms
- Quickly access the internal career site
- Quickly access Kronos for PTO

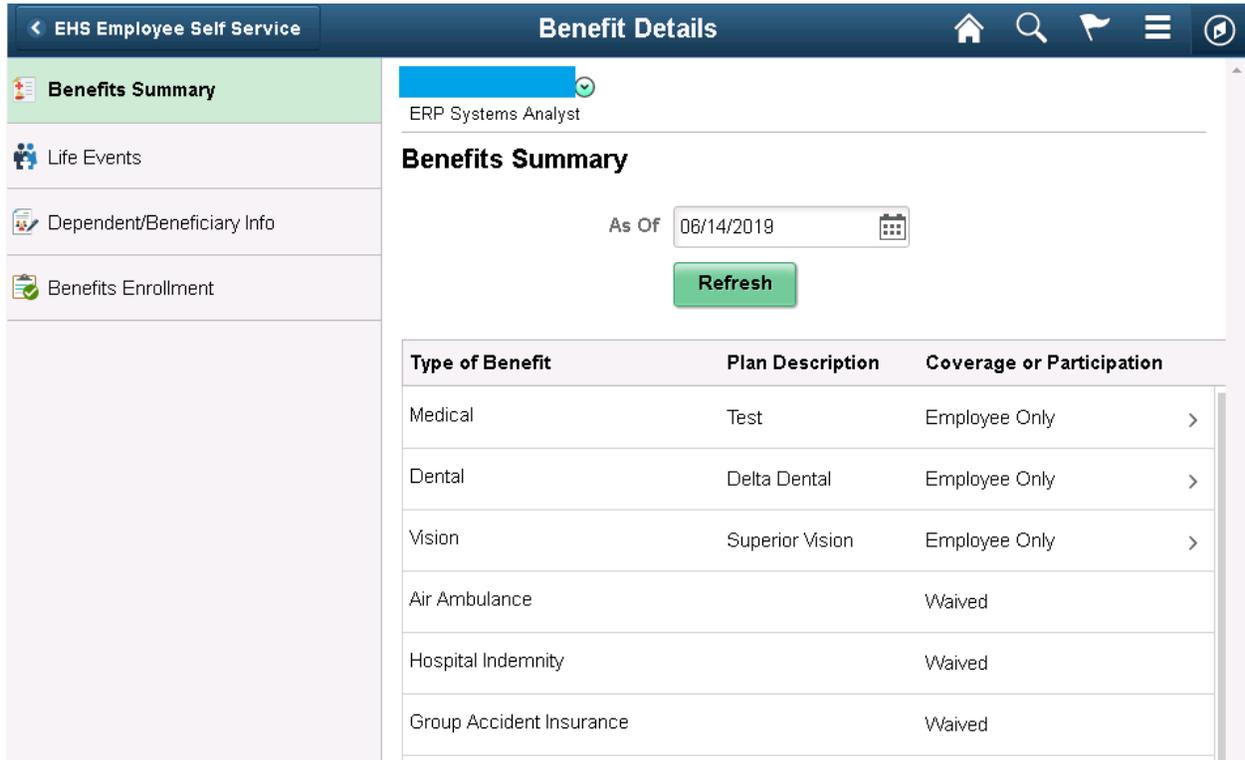


Benefit Details

Benefits Summary

Navigation: Benefit Details > Benefits Summary

On this screen, you can view your benefits as of a certain date.



Benefits Summary

As Of 06/14/2019

Refresh

Type of Benefit	Plan Description	Coverage or Participation
Medical	Test	Employee Only >
Dental	Delta Dental	Employee Only >
Vision	Superior Vision	Employee Only >
Air Ambulance		Waived
Hospital Indemnity		Waived
Group Accident Insurance		Waived

Retirement Contributions for 403(b)

Navigation: Benefit Details > Benefits Summary > Retirement Savings

On the Benefits Summary, scroll down and click on **Retirement Savings**.

Benefit Details

Reporting & Analytics Manager

Benefits Summary

As Of 04/03/2020

Refresh

Type of Benefit	Plan Description	Coverage or Participation
Whole Life Employee		Waived
Critical Illness Spouse		Waived
Critical Illness Employee	Critical Illness Employee	\$20000 >
Voluntary ShortTerm Disability		Waived
Long-Term Disability	Long Term Disability	60% of Salary >
Retirement Savings	403B with match	4% Before Tax >
Section 457		Waived
403B EHS Employer Contribution	EHS Contribution	Employer Funded >
STD Bank	STD Bank	
Paid Time Off	Paid Time Off	
FSA Health		Waived

To edit your Retirement Savings contribution, click **Edit**.

The screenshot shows the 'Retirement Savings' page in an 'Employee Self Service' portal. The left sidebar contains navigation options: Benefits Summary (highlighted), Life Events, Dependent/Beneficiary Info, Benefits Enrollment, Benefit Statements, and Affordable Care Act. The main content area is titled 'Retirement Savings' and includes a date selector (04/03/2020) and a 'Go' button. Below this, a section titled 'Retirement Savings' displays plan details: Plan Name (403B with match, Prudential), Group Number (111479), and Customer Service/Extension links. A 'Current Contributions' section shows 'Before Tax' at 4% and 'After Tax' at 0%. A red-bordered 'Edit' button is highlighted. Below this is an 'Additional Information' section with a 'Fund Allocations' button. The top right of the page has links for 'New Window', 'Help', and 'Personalize Page'.

Enter either a Flat Amount or a Percent and click **Save**.

The screenshot shows the 'Change Current Savings Plan Contributions' page in the same 'Employee Self Service' portal. The left sidebar is identical to the previous screenshot. The main content area is titled 'Change Current Savings Plan Contributions' and shows 'Retirement Savings' for plan '403B with match'. It includes a date selector and a 'Go' button. Below this, a section titled 'Current Savings Contributions' shows 'Before Tax' at 4.00 and 'After Tax' at 0.00. A 'New Savings Contributions' section has a 'Before Tax' sub-section with input fields for 'Flat Amount', 'Percent' (set to 4.000), and 'Maximum' (set to 100.000). A red-bordered 'Save' button is highlighted. The top right of the page has links for 'New Window', 'Help', and 'Personalize Page'.

Retirement Contributions for 457

Navigation: Benefit Details > Benefits Summary > Section 457

On the Benefits Summary, scroll down and click on Section 457.

The screenshot shows the 'Employee Self Service' interface for 'Benefit Details'. The user is identified as 'Reporting & Analytics Manager'. The 'Benefits Summary' section is active, showing data as of 04/03/2020. A table lists various benefits and their participation status. The 'Section 457' row is highlighted with a red border.

Type of Benefit	Plan Description	Coverage or Participation
Whole Life Employee		Waived
Critical Illness Spouse		Waived
Critical Illness Employee	Critical Illness Employee	\$20000 >
Voluntary ShortTerm Disability		Waived
Long-Term Disability	Long Term Disability	60% of Salary >
Retirement Savings	403B with match	4% Before Tax >
Section 457		Waived
403B EHS Employer Contribution	EHS Contribution	Employer Funded >
STD Bank	STD Bank	
Paid Time Off	Paid Time Off	
FSA Health		Waived

To edit your Section 457 contribution, click **Edit**.

Section 457

To view your benefits as of another date, enter the date and select Go.

04/03/2020

Section 457

Plan Name Section 457
Prudential

Group Number 111479

Customer Service Extension

Current Contributions

Before Tax \$722.22

After Tax 0%

Enter either a Flat Amount or a Percent and click **Save**.

Change Current Savings Plan Contributions

To change your current savings plan contributions, enter the biweekly percent or dollar amount.

Section 457 **Section 457**

Current Savings Contributions

Before Tax 722.22

After Tax

New Savings Contributions

Before Tax

Flat Amount Percent Maximum 100.000

Life Events

Navigation: Benefit Details > Life Events

On this screen, you can initiate qualifying life events, including birth, adoption, marriage, divorce, and gain/loss of coverage.

Employee Self Service | **Benefit Details** | Home | Flag | Menu | Profile

Benefits Summary

Life Events

Dependent/Beneficiary Info

Benefits Enrollment

Life Events

You and/or your covered dependents have recently had a qualifying event that provides an opportunity to make changes to some or all of your Erlanger Health System Benefit Elections.

You have **31 DAYS** from the date of the qualifying event to make any changes and provide the required documentation as listed below.

NO EXCEPTIONS will be made and you will need to wait until the next open enrollment period to change your elections if the proper documentation is not received by Human Resources.

Important Reminders for Enrolling

- You must provide the Date of Birth, Social Security Number and Residence Address for each dependent you enroll.
- If you have dependents residing outside the Chattanooga area (for example, a child attending school out of state), you must provide their Residence Address in order for them to qualify for Out-of-Area benefits.

Documentation Requirements:

- Birth** of a child: you must upload a copy of the certified birth certificate OR the mother's copy of birth facts from the hospital.
- Legal Guardianship**: you must upload a copy of their birth certificate and court documents signed by the judge naming you the legal guardian.
- Adoption or Placement for Adoption**: you must upload a birth certificate AND court documents signed by a judge placing the children in your care.
- Step-Children**: you must upload a copy of your certified marriage license AND a copy of their birth certificate.
- Children with a different** last name than you: you must upload a copy of their birth certificate.
- Marriage**: you must upload a copy of your certified marriage license.
- Divorce**: The front and back page of the divorce decree with employee's name and judge's signature.
- Loss** or **Gain** of other coverage: You must upload a HIPAA letter with start and end dates of specific coverages OR a letter on company letterhead stating the reason for loss or gain of

Dependent/Beneficiary Info

Navigation: Benefit Details > Dependent/Beneficiary Info

On this screen, you can update your dependents and/or beneficiaries.

The screenshot shows a mobile application interface for an Employee Self Service portal. At the top, there is a dark blue header with a back arrow, the text "Employee Self Service", the title "Benefit Details", and icons for home, a flag, a menu, and a refresh button. Below the header is a vertical navigation menu with four items: "Benefits Summary", "Life Events", "Dependent/Beneficiary Info" (which is highlighted in green), and "Benefits Enrollment". The main content area on the right shows a user profile for "ERP Systems Analyst" with a blue bar and a checkmark icon. Below the profile is the section "Dependent/Beneficiary Info" with a sub-section "Dependent and Beneficiary Information". Under this sub-section, it says "No data exists" and there is a button labeled "Add Individual".

Benefits Enrollment

Navigation: Benefit Details > Benefits Enrollment

On this screen, you can enroll in benefits as required by open enrollment or qualifying life events.

The screenshot shows a web application interface for "Employee Self Service" with a "Benefit Details" header. On the left is a navigation menu with options: "Benefits Summary", "Life Events", "Dependent/Beneficiary Info", and "Benefits Enrollment" (which is highlighted in green). The main content area displays the user's name "ERP Systems Analyst" and the "Benefits Enrollment" section. This section includes a blue header bar, a redacted name, and explanatory text about enrollment periods and icons. A note states that some events may be temporarily closed. Below this is a section titled "Your Benefit Events" containing a table with one row for "Open Enrollment".

Event Description	Event Date	Event Status	Job Title	
Open Enrollment	01/01/2019	Open	ERP Systems Analyst	Start

Open Enrollment

Navigation: Open Enrollment

During Open Enrollment, all you have to do to get started with electing benefits is click Open Enrollment. Then follow the steps on each page and click next.

[Exit](#) **Open Enrollment** [Next >](#)

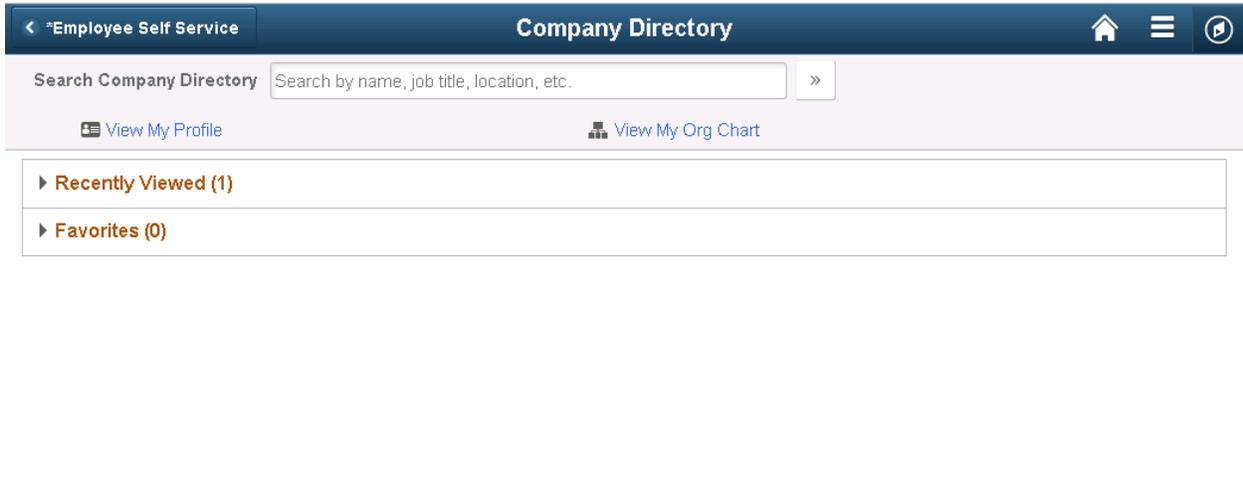
🔗 **Enrollment Period 11/11/2018 - 6/30/2019**

Welcome <input checked="" type="radio"/> Visited	<h3>Welcome</h3> <p>Open enrollment is your annual opportunity to modify your benefit choices. The video gives you step by step instruction on how to enroll your benefits.</p> <p>You have the option of watching the video or selecting to view the video transcript. View Video Transcript</p> 
Personal Information <input type="radio"/> Not Started	
Dependent/Beneficiary Info <input type="radio"/> Not Started	
Benefits Summary <input type="radio"/> Not Started	
Benefits Enrollment <input type="radio"/> Not Started	
Benefits Statements <input type="radio"/> Not Started	
Summary <input type="radio"/> Not Started	

Company Directory

Navigation: Company Directory

To view your location in the org chart, click Company Directory. You can also search for other employees as well.



The screenshot shows the 'Company Directory' page within an 'Employee Self Service' application. The top navigation bar is dark blue with a back arrow, the text '*Employee Self Service', the page title 'Company Directory', and icons for home, menu, and refresh. Below the navigation bar is a search section with the label 'Search Company Directory' and a text input field containing the placeholder 'Search by name, job title, location, etc.' and a search button with a right-pointing arrow. Underneath the search bar are two links: 'View My Profile' with a person icon and 'View My Org Chart' with an organizational chart icon. The main content area contains two expandable sections: 'Recently Viewed (1)' and 'Favorites (0)', both with a right-pointing arrow icon.

Personal Details

Addresses

Navigation: Personal Details > Addresses

On this screen, you can update your home or mailing address.

The screenshot shows the 'Employee Self Service' interface for 'Personal Details'. At the top, there is a navigation bar with a back arrow, the text 'Employee Self Service', the title 'Personal Details', and icons for home, menu, and help. Below the navigation bar is a user profile section with a placeholder for a profile picture and the text 'ERP Systems Analyst'. A sidebar on the left contains a list of menu items: 'Addresses' (highlighted in green), 'Contact Details', 'Marital Status', 'Name', 'Ethnic Groups', 'Emergency Contacts', 'Additional Information', 'Disability', 'Veteran Status', and 'Form I-9'. The main content area is titled 'Addresses' and is divided into two sections. The 'Home Address' section shows a form with three redacted fields and the text 'Current' with a right-pointing arrow. The 'Mailing' section contains the text 'No data exists.' and a button labeled 'Add Mailing Address'.

Contact Details

Navigation: Personal Details > Contact Details

On this screen, you can update your contact information, including multiple phone numbers and email addresses.

< *Employee Self Service Personal Details   



[Redacted] ✓
ERP Systems Analyst

-  Addresses
-  **Contact Details**
-  Marital Status
-  Name
-  Ethnic Groups
-  Emergency Contacts
-  Additional Information
-  Disability
-  Veteran Status
-  Form I-9

Contact Details

Phone

[+](#)

Number	Extension	Type	Preferred
[Redacted]		Home	✓ >

Email

[+](#)

Email Address	Type	Preferred
[Redacted]	Business	✓ >
[Redacted]	Home	>

Instant Message

No data exists.

[Add IM](#)

Marital Status

Navigation: Personal Details > Marital Status

On this screen, you can view your marital status. To update your marital status, contact the Benefits department.

The screenshot shows the 'Employee Self Service' interface. At the top, there is a navigation bar with a back arrow, the text '*Employee Self Service', the title 'Personal Details', and icons for home, menu, and refresh. Below the navigation bar is a user profile section with a placeholder icon and the text 'ERP Systems Analyst'. A vertical sidebar on the left contains a list of menu items: 'Addresses', 'Contact Details', 'Marital Status' (highlighted in green), 'Name', 'Ethnic Groups', 'Emergency Contacts', 'Additional Information', 'Disability', 'Veteran Status', and 'Form I-9'. The main content area on the right is titled 'Marital Status' and displays 'Current Single'. Below this, there is a link labeled 'Change Marital Status'.

Name

Navigation: Personal Details > Name

On this screen, you can view your name. To update your name, contact the Benefits department.

The screenshot displays the 'Personal Details' page in an 'Employee Self Service' application. The header includes a back arrow, the text '*Employee Self Service', the page title 'Personal Details', and navigation icons for home, menu, and refresh. Below the header is a user profile section with a placeholder icon and the text 'ERP Systems Analyst'. A vertical sidebar on the left lists various personal detail categories: Addresses, Contact Details, Marital Status, Name (highlighted in green), Ethnic Groups, Emergency Contacts, Additional Information, Disability, Veteran Status, and Form I-9. The main content area is titled 'Name' and shows a blue bar representing the current name, followed by the text 'Current' and a right-pointing arrow.

Ethnic Groups

Navigation: Personal Details > Ethnic Groups

On this screen, you can view and update the ethnic group or groups you belong to.

The screenshot shows a mobile application interface for 'Employee Self Service'. The top navigation bar is dark blue with a back arrow, the text '*Employee Self Service', the title 'Personal Details', and icons for home, menu, and profile. Below the navigation bar is a user profile card with a placeholder icon and the text 'ERP Systems Analyst'. A vertical sidebar on the left contains menu items: Addresses, Contact Details, Marital Status, Name, Ethnic Groups (highlighted in green), Emergency Contacts, Additional Information, Disability, Veteran Status, and Form I-9. The main content area is titled 'Ethnic Groups' and features a large white input field with a plus sign icon and a blue bar below it. Below this is a section titled 'Voluntary Self-Identification' with a horizontal line. The text in this section reads: 'The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.'

Emergency Contacts

Navigation: Personal Details > Emergency Contacts

On this screen, you can update your emergency contacts. You can have more than one.

[← Employee Self Service](#) **Personal Details**   

 ERP Systems Analyst

- Addresses
- Contact Details
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts**
- Additional Information
- Disability
- Veteran Status
- Form I-9

Emergency Contacts



Contact Name	Relationship	Preferred
	Other Relative	<input checked="" type="checkbox"/> 

Additional Information

Navigation: Personal Details > Additional Information

On this screen, you view additional information about yourself such as your gender, date of birth, birth country, birth state, social security number, smoker status, start date, and highest education level.

Employee Self Service Personal Details Home Menu Profile

 ERP Systems Analyst

- Addresses
- Contact Details
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information**
- Disability
- Veteran Status
- Form I-9

Additional Information

Gender	[Redacted]
Date of Birth	[Redacted]
Birth Country	United States
Birth State	
Social Security Number	[Redacted]
Smoker	Non Smoker
Date Entitled to Medicare	
Original Start Date	01/18/2016
Last Start Date	01/18/2016
Highest Education Level	Masters Level Degree

Employee Information

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

Disability

Navigation: Personal Details > Disability

On this screen, you can indicate whether or not you have a disability.

Employee Self Service | Personal Details

ERP Systems Analyst

- Addresses
- Contact Details
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability**
- Veteran Status
- Form I-9

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Veteran Status

Navigation: Personal Details > Veteran Status

On this page, you can indicate whether or not you are a veteran.

< *Employee Self Service Personal Details   

 ERP Systems Analyst 

- Addresses
- Contact Details
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability
- Veteran Status**
- Form I-9

Veteran Status

Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of

Form I-9

Navigation: Personal Details > Form I-9

On this page, you can view your I-9 form.

[*Employee Self Service](#) **Personal Details**   

 ERP Systems Analyst 

-  Addresses
-  Contact Details
-  Marital Status
-  Name
-  Ethnic Groups
-  Emergency Contacts
-  Additional Information
-  Disability
-  Veteran Status
-  **Form I-9**

Form I-9

Employment Eligibility Verification

Read instructions carefully before completing this form [I-9 Instructions for Employee](#)

You submitted Form I-9 on 09/18/2017

[Go to Form I-9](#)

Pay & Deductions

Direct Deposit

Navigation: Pay & Deductions > Direct Deposit

On this page, you can edit your direct deposit information. You can have multiple bank accounts and can allocate funds between them by dollar amount, percentage, or remaining balance.

The screenshot shows the 'Direct Deposit' page in an Employee Self Service portal. The page has a dark blue header with the text 'Employee Self Service' and 'Pay and Deductions'. On the left, there is a sidebar with options: 'Direct Deposit' (selected), 'Make a Contribution', and 'Pay'. The main content area is titled 'Direct Deposit' and contains a table of accounts. Below the table is a 'Print Option' section with a toggle switch set to 'Yes'.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/Percent
Last	Checking999	Direct Deposit	[Redacted]	[Redacted]	Checking	Remaining Balance >

Print Option

Send a paper copy of the direct deposit pay statement to my home. Yes

Make a Contribution

Navigation: Pay & Deductions > Make a Contribution

On this screen, you can make a contribution through voluntary paycheck deductions.

The screenshot shows the 'Voluntary Deductions' page within an 'Employee Self Service' portal. The page title is 'Pay and Deductions'. The left sidebar contains navigation options: 'Direct Deposit', 'Make a Contribution' (highlighted), and 'Pay'. The main content area displays 'Voluntary Deductions' for 'Erlanger Health System'. Below the title, there is a blue bar and the text 'Review, add or update your voluntary deductions information.' A table titled 'Voluntary Deductions' is shown with columns: Deduction Type, Start Date, Stop Date, Status, Deduction, Goal Amount, and Goal Balance. The table is currently empty. Below the table is an 'Add Deduction' button. The top right of the page includes links for 'New Window', 'Help', and 'Personalize Page'.

Employee Self Service | Pay and Deductions | New Window | Help | Personalize Page

Voluntary Deductions

Erlanger Health System

Review, add or update your voluntary deductions information.

Voluntary Deductions						
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance

Add Deduction

Pay

Navigation: Pay & Deductions > Pay

On this screen, you can view your paychecks.

Employee Self Service		Pay and Deductions							
Paychecks									
Check Date	Company	Pay Begin Date / Pay End Date		Net Pay	Paycheck Number				
03/15/2019	Erlanger Health System	02/24/2019	03/09/2019	\$1308.81	2450545	>			
03/01/2019	Erlanger Health System	02/10/2019	02/23/2019	\$1308.81	2443674	>			
02/15/2019	Erlanger Health System	01/27/2019	02/09/2019	\$1308.82	2436752	>			
02/01/2019	Erlanger Health System	01/13/2019	01/26/2019	\$1308.21	2429829	>			
01/18/2019	Erlanger Health System	12/30/2018	01/12/2019	\$1324.06	2422915	>			
01/04/2019	Erlanger Health System	12/16/2018	12/29/2018	\$1342.52	2416089	>			
12/21/2018	Erlanger Health System	12/02/2018	12/15/2018	\$1342.87	2409625	>			

Taxes

W-2/W-2c Consent

Navigation: Taxes > W-2/W-2c Consent

On this screen, you can elect or withdraw your consent to receive your W-2 electronically.

The screenshot shows a web interface for "EHS Taxes" under "Employee Self Service". The left sidebar contains a menu with the following items: "W-2/W-2c Consent" (highlighted in green), "W-2 Reissue Request", "W-4 Tax Information", "EHS State Tax Information", and "View W-2/W-2c Forms". The main content area is titled "W-2/W-2c Consent" and displays the message "You currently receive W-2 or W-2c forms electronically" with a person icon. Below this is a yellow box containing a checkbox and the text "I withdraw my consent to receive W-2 or W-2c forms electronically". A green "Submit" button is positioned below the checkbox. A blue "Hamburger" menu icon is visible at the bottom of the sidebar.

W-2 Reissue Request

Navigation: Taxes > W-2 Reissue Request

On this screen, you can request a reissued W-2 form.

The screenshot shows a web interface for "EHS Taxes" under "Employee Self Service". The left sidebar contains a menu with the following items: "W-2/W-2c Consent", "W-2 Reissue Request" (highlighted in green), "W-4 Tax Information", "EHS State Tax Information", and "View W-2/W-2c Forms". The main content area is titled "W-2 Reissue Request" and includes a blue bar. Below the title, it says "Complete the following information to request a reissue of your W-2 form." There are two main input sections: "Home Address" and "W-2 Reissue Request". The "Home Address" section has a text input field with a blue bar. The "W-2 Reissue Request" section has a text input field with a blue bar, a dropdown menu for "W2 Request for year" set to "2018", and a dropdown menu for "Select where you want your W-2 delivered" set to "Mailing Address". A "Submit" button is located at the bottom of the form. The top right of the page has navigation links: "New Window | Help | Personalize Page".

W-4 Tax Information

Navigation: Taxes > W-4 Tax Information

On this screen, you can update your W-4 tax information, which includes additional withholding and the number of allowances you are claiming.

The screenshot shows a web interface for "EHS Taxes" with a navigation menu on the left and a main content area. The navigation menu includes: "W-2/W-2c Consent", "W-2 Reissue Request", "W-4 Tax Information" (highlighted), "EHS State Tax Information", and "View W-2/W-2c Forms". The main content area is titled "W-4 Tax Information" and includes the following sections:

- Home Address:** A text input field with a blue bar obscuring the address.
- W-4 Tax Data:** A section with two input fields: "Enter total number of Allowances you are claiming" (with a value of 2) and "Enter Additional Amount, if any, you want withheld from each paycheck".
- Indicate Marital Status:** Radio buttons for "Single" (selected) and "Married".
- Checkboxes:** Two checkboxes: "If married filing separately, check here and select Single status for 'Married, but withhold at higher Single rate.'" and "Check here if your last name differs from that shown on your social security card. You must call 1-800-772-1213 for a new card."
- Claim Exemption:** A section with a text input field containing "2019" and the text "I claim exemption from withholding for the year 2019 and I certify that I meet".

EHS State Tax Information

Navigation: Taxes > EHS State Tax Information

On this screen, you can enter your state tax information. This is only required if you are *not* a resident of Tennessee.

EHS Taxes New Window | Help | Personalize Page

EHS State Tax Form

30155

Address

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.

SWT Marital/Tax Status

Withholding Allowances

Additional Amount

Additional Percentage

Additional Allowances

[View Tax Worksheet](#)

View W-2/W-2c Forms

Navigation: Taxes > View W-2/W-2c Forms

On this screen, you can view prior and current W-2 forms.

The screenshot shows a web interface for 'EHS Taxes' under 'Employee Self Service'. On the left is a navigation menu with options: 'W-2/W-2c Consent', 'W-2 Reissue Request', 'W-4 Tax Information', 'EHS State Tax Information', and 'View W-2/W-2c Forms' (which is highlighted in green). The main content area is titled 'View W-2/W-2c Forms' and features a 'Tax Year' dropdown menu set to '2018'. Below this is a section for 'Erlanger Health System' containing a table with columns for 'Tax Form', 'Issue Date', 'Year End Form', and 'Filing Instructions'. The table lists one entry: 'W-2' with an issue date of '01/24/2019', a 'View Form' button, and an information icon. A blue pause button is visible on the right side of the navigation menu.

Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/24/2019	View Form	i

Careers Site

Navigation: Careers Site

On this screen, you can apply for internal career postings.

The screenshot shows the Erlanger Health System Careers Site. At the top, there is a navigation bar with the Erlanger Health System logo and links for Home, Worklist, MultiChannel Console, and Performance T. Below this is a breadcrumb trail: Favorites > Main Menu > Erlanger Careers Site (Taleo). The main header features the Erlanger Health System logo and a 'Job Opportunities' section. A dark blue banner reads 'Welcome. You are not signed in.' Below this is a 'Job Search' input field. A sidebar on the left contains links for Job Opportunities, Job Search, How to Apply, Your Profile, Locations, Benefits, and About Taleo. The main content area is titled 'Login' and contains the following text: 'If you are a current Erlanger Health System associate, you already have an account! To access your account, please enter your login information in the fields below and click "Login". **You must use a personal email address as your User Name, not an Erlanger email.** If you do not currently have a password, click on "Forgot your password" to have one sent to your personal email address.' Below this text is a note: 'Mandatory fields are marked with an asterisk.' There are two input fields: '*User Name' and '*Password'. Below the password field are links for 'Forgot your user name?' and 'Forgot your password?'. To the right of the input fields is a section titled 'or Sign in with:' with three social media icons: Taleo Up, G+, and Yahoo!. A 'Login' button is located below the input fields. At the bottom of the page, there is a footer with links for Home, Contact Us, Privacy Policy, and SiteMap, and a copyright notice: 'Copyright © 2017 Erlanger Health System. All Rights Reserved.'

Kronos

Navigation: Kronos

On this screen, you can quickly access Kronos to enter PTO.

