Using the New Employee Self Service

Contents

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
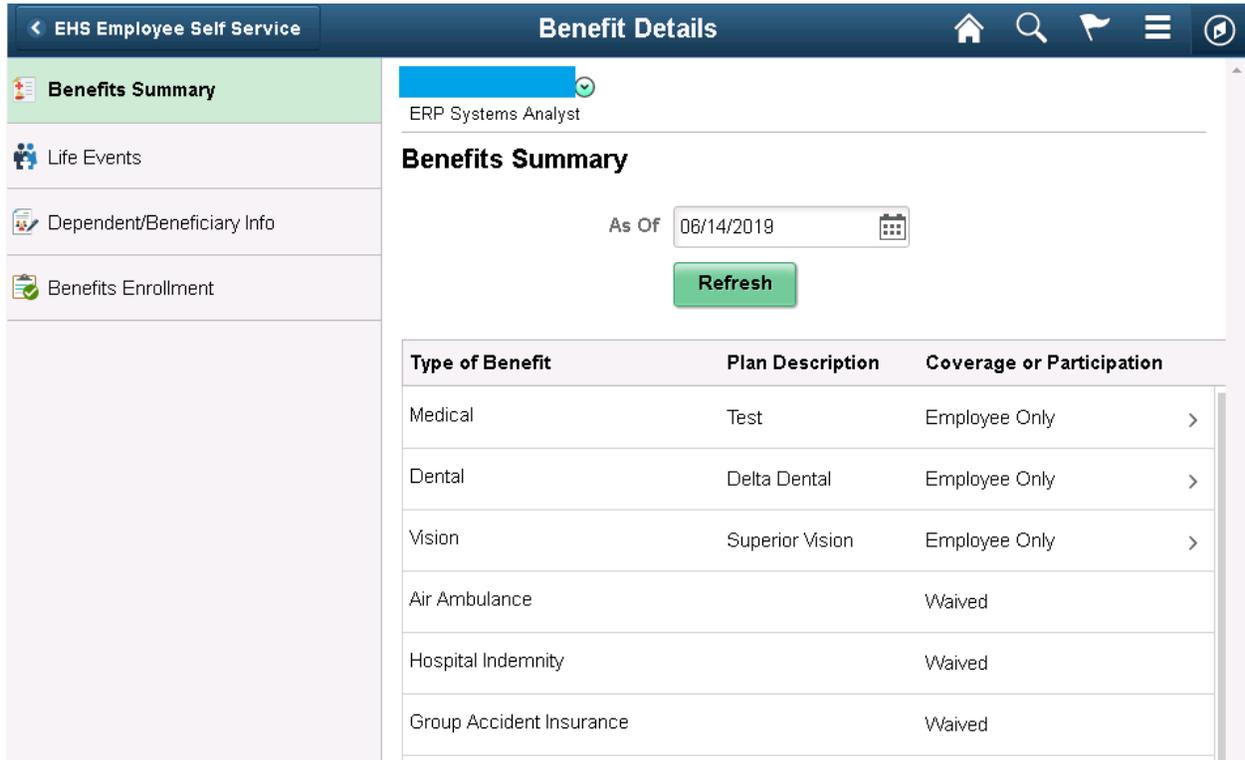- Quickly access the internal career site
- Quickly access Kronos for PTO
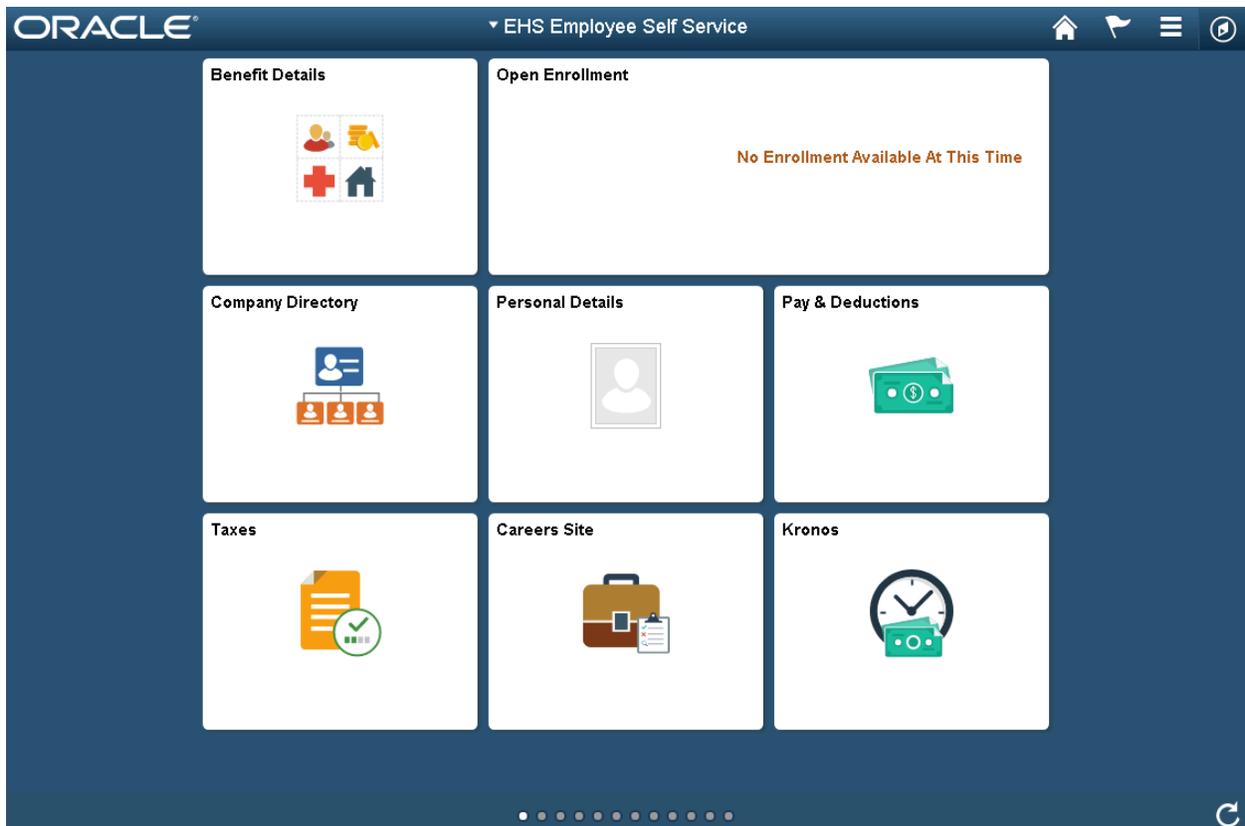
Benefit Details

Benefits Summary

Navigation: Benefit Details > Benefits Summary

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

Retirement Contributions for 403(b)
Navigation: Benefit Details > Benefits Summary > Retirement Savings

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

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

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

Retirement Contributions for 457
Navigation: Benefit Details > Benefits Summary > Section 457

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

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

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Section 457

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

04/03/2020 [📅]   [Go]

Section 457

Plan Name	Section 457
	Prudential
Group Number	111479
Customer Service	**Extension**

Current Contributions

Before Tax	$722.22
After Tax	0%

[Edit]

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

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Change Current Savings Plan Contributions

Section 457   **Section 457**

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

Current Savings Contributions

Before Tax	722.22
After Tax	

New Savings Contributions

Before Tax

Flat Amount	$722.22	**Percent**		**Maximum** 100.000

[Save]

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	🏠 🚩 ☰ ◉

📇 Benefits Summary	⬤▾
👥 **Life Events**	ERP Systems Analyst
📝 Dependent/Beneficiary Info	**Life Events**
📋 Benefits Enrollment	

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.

Benefits Enrollment
Navigation: Benefit Details > Benefits Enrollment

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

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.

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.

Personal Details

Addresses

Navigation: Personal Details > Addresses

On this screen, you can update your home or 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.

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.

Name

Navigation: Personal Details > Name

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

Ethnic Groups

Navigation: Personal Details > Ethnic Groups

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

Emergency Contacts

Navigation: Personal Details > Emergency Contacts

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

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.

Disability
Navigation: Personal Details > Disability

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

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.[i] 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.

Form I-9

Navigation: Personal Details > Form I-9

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

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.

Make a Contribution

Navigation: Pay & Deductions > Make a Contribution

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

Pay

Navigation: Pay & Deductions > Pay

On this screen, you can view your paychecks.

< *Employee Self Service	**Pay and Deductions**	🏠 🔍 🏳 ☰ ◎

Paychecks (left menu: Direct Deposit, Make a Contribution, **Pay**)

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.

W-2 Reissue Request
Navigation: Taxes > W-2 Reissue Request

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

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.

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.

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.

Careers Site

Navigation: Careers Site

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

Kronos

Navigation: Kronos

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