LOURDES
HEALTH SYSTEM

# *Employee Self-Service New Hire Guide*

## Index

## What is ESS:

Welcome to your quick guide for Employee Self-Service (ESS). ESS is a web based tool which allows associates to manage their personal information from their desktop or from home.

As a LHS associate, you will use Employee Self-Service (ESS) to check your personal and payroll information and make benefit elections, if eligible. Upon hire LHS will mail information to your home listing your ESS User ID and Password; **DO NOT GIVE YOUR USER ID AND PASSWORD TO ANYONE**. Using the letter and this packet, you can log on for the first time to view or update your personal information or enroll for benefits within 31 days of becoming eligible for benfits. You can return to the site as you like to change or check your personal/payroll information and check your current benefit enrollments.

ESS gives you secure access anywhere, around-the-clock, to maintain your Personal HR/Payroll information.

## With ESS, You Can:

| UPDATE/CHANGE | VIEW | ENROLL |
|---|---|---|
| Dependents | Paycheck History | For benefits for Newly Eligible or New Hired Associates |
| Name (must match SSCard)<br><br>Home Address & Phone Number | Year-to-date Earnings/Deductions | For benefits during Open Enrollment |
| Emergency Contacts | Current Benefits | |
| Payroll Information (Direct Deposit & Tax Withholding) | Performance Review Scores | |
| Beneficiaries | Leave Balances (PPL/ESL) | |

**USE ALL CAPS when updating information in ESS*.* After inputting a change, do not exit a page until you have clicked on "update" or "add" if data is to be processed. You may need to adjust the window using a scroll bar on a form if update/add buttons do not appear.**

# EMPLOYEE SELF-SERVICE (ESS) Quick Reference Guide

Type this url into your address bar to access Lawson ESS - **https://lawsoness.che.org/lawson/portal/**

Log in to ESS with your ADID/Network ID and password. Enter Data using ALL CAPS. After inputting a change, do not exit a page until you have clicked on “update” or “add” if data is to be processed. You may need to adjust the window if update/add buttons do not appear. **Select Logout (top right of screen) to close Employee Self-Service.**

## NEW HIRE

New Associates will verify personal data, enroll in benefits and/or set-up payment and beneficiary information online in ESS. New Hire menu options available to New Associates include:

- **Personal Data**
  Review/Update personal information for your employment record/benefits.
  - Dependents – must be added before enrolling in benefits. **Send required documents directly to Conner Strong via e-mail at CSSTeam@connerstrong.com or secure fax (856) 685-2253.**
  - Home Address – verify accuracy. Other personal information to view is listed under Personal Information.
- **Benefits**
  - New Hire Enrollment - *You must add dependents under personal data before enrolling in benefits, if the dependents are to be covered under benefits. New Associates must elect benefits dates within 31 days of their hire date via ESS. Any questions about your eligibility please contact the benefits helpline 800-563-9929. Beneficiary – Add beneficiaries
  - Associates budgeted for 20 hours or more per week are eligible for Basic Life Insurance after 3 months of employment. Basic life provides coverage equal to one times your base salary. The cost is fully paid by LHS.
- **Payment Set-up**
  - **Direct Deposit** Add direct deposit account(s) for paycheck distribution.
  - **Tax Withholding (W-4)** Update your Federal and State tax withholding information. If no action is taken by the associate, the highest tax, Single-0 will be withheld.

## PERSONAL INFORMATION

Associates are responsible for updating their personal information. This allows Associates to quickly make sure the HR system accurately reflects their information without waiting for any paperwork to process. Select the appropriate menu option and update your information. ESS will walk you through all the additional information you may need to update due to a personal information change. If the system prompts you, be sure to look at each of these sections in order to be certain you have accurately updated your records. Personal Information menu options available to Associates include:

- **Ethnicity** – view/change information
- **Marital Status** – view change information (does not effect tax withholding, must go to Pay/Tax withholding)
- **Nickname** – add a preferred name, please remember this is your official employment record.
- **Veteran Status** – view/change
- **Dependents** -must add before enrolling in benefits – add/review/change dependent information. **Send required documents directly to Conner Strong via e-mail at CSSTeam@connerstrong.com or secure fax (856) 685-2253.**
- **Emergency** – add/review/change emergency contact information.
- **Leave Balances** - this is informational only and reflects PPL and ESL leave balances, if applicable. If there is a discrepancy bring it to the attention of your Leader.
- **Personal Profile** - review personal information such as birth date, gender, race, etc. Disability status data is not being stored.

## PAY

Associates can quickly review and maintain information pertaining to their pay. Pay menu options available to Associates include:

- **Direct Deposit** – add/review/update. The default account is the one in which the remaining funds will be deposited after you have determined the amount to be deposited to other accounts.
- **Pay Checks** – pay history, review only. Click on the diamonds to view details. To print a pay stub or pay check detail, select printable view once you have selected a payment to view. Go to the toolbar on the printable view document at the top and click on ***File*** and then ***Print***.
- **Pay Modeling** – model pay for taxes and deductions. Change the hours to your biweekly hours, not the 80 which defaults. Section 125 refers to your pre-tax deductions which may indicate health/dental insurance, and spending accounts
- **Tax Withholding (W-4)** – review/update your Federal and State tax withholding information.

**Year-to-Date** – pay history, review only.

# EMPLOYEE SELF-SERVICE (ESS) Quick Reference Guide

Type this url into your address bar to access Lawson ESS - **https://lawsoness.che.org/lawson/portal/**

Log in to ESS with your ADID/Network ID and password. Enter Data using ALL CAPS. After inputting a change, do not exit a page until you have clicked on "update" or "add" if data is to be processed. You may need to adjust the window if update/add buttons do not appear. **Select Logout (top right of screen) to close Employee Self-Service.**

| CURRENT BENEFITS | LIFE EVENTS | EMPLOYMENT |
|---|---|---|
| Associates have the ability to review and update benefit information on-line in ESS. Benefits menu options available to Associates include:<br><br>• **Beneficiaries** – Associates can access, create and update beneficiary information. Associates with budgeted hours are eligible for Basic Life and are required to maintain beneficiaries via ESS.<br><br>• **Benefits Enrollment** – Associates whose status changes and they become eligible for benefits should enroll in benefits via New Hire Enrollment or contact the helpdesk 800-563-9929. Associates who do not have a qualifying life event or status change will have to wait until open enrollment to elect/change benefits.<br><br>• **Current Benefits** – Associates can review current benefit selections and pre-tax costs. Many deductions are taken from gross earnings before taxes are applied, resulting in higher net pay. IRS regulations may govern whether you can change or stop this deduction without a qualifying event. Post-tax cost - some deductions are taken from gross earnings after taxes are applied, such as Prudential supplemental life insurance, and opt- up disability insurance.<br><br>• **Benefits Information** – the ESS site has links to the HR SharePoint site where benefit booklets, forms and other information can be accessed and printed from LHS computers. | Associates are responsible for updating personal information that changes as a result of a ***life event***. This allows Associates to directly input changes in their information. Life Events menu options available to Associates include:<br><br>• **Adoption**<br>• **Birth**<br>• **Divorce**<br>• **Legal Separation**<br>• **Marriage**<br>• **Move (Address & Phone#)**<br><br>(True Marital Status and **Name Changes** can be addressed under Divorce, Legal Separation or Marriage). Please update your information with Social Security first and then send a copy to or bring HR by fax to 856-757-3044 or interoffice mail. ESS will walk you through all the information you may need to update your information due to a life event, including home address, tax withholding, dependent address, beneficiaries, emergency contacts and direct deposit. Be sure to look at each of these sections in order to be certain you have accurately updated your records.<br><br>If the ***life event*** change you are updating will affect your benefits, you must make the changes (including changes to your dependents) via ESS and then call the Benefits Help Line at 800-563-9929 for further enrollment instructions. You are required to provide proof of the life event and proof of your relationship to your dependent(s). **Send required documents directly to Conner Strong via e-mail at CSSTeam@connerstrong.com or secure fax (856) 685-2253.** | Associates have access to detailed employment information such as:<br><br>• **Job Profile** - Lists job code, job title and job-related information. Adjusted hire date is the basis of accrued paid leave.<br>• **Review History -** View annual performance reviews. |

**For Password assistance contact the helpdesk (Press option #2):**

**OLLMC 856-757-3945 or LMCBC 609-835-5888**

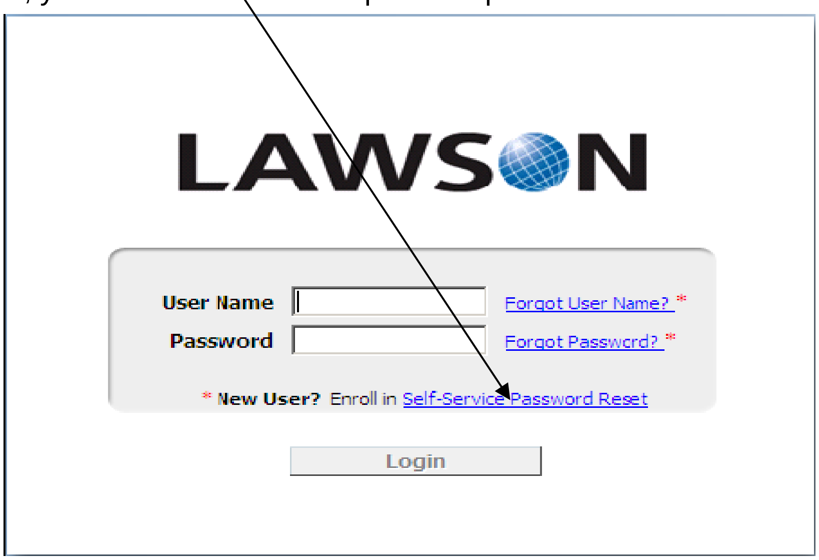
# NEW HIRE

## LAWSON EMPLOYEE SELF-SERVICE ENROLLMENT AND PASSWORD RESET

STEP 1: Go to Lawson Site (links provided below):

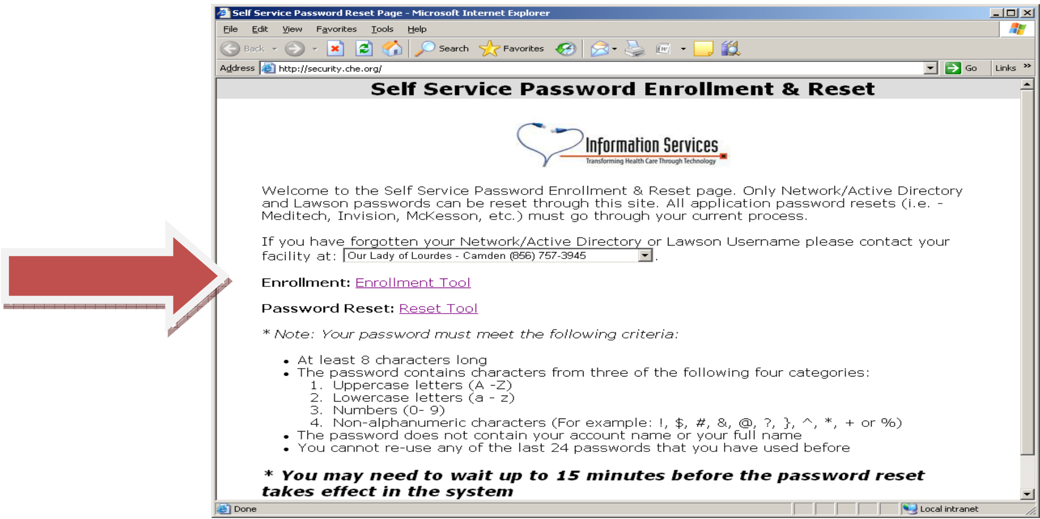
| Create a Personal Password for Lawson before Logging in to access Employee Self Service. | Log Off Employee Self-Service |
|---|---|
| **From Lourdes Health System (LHS):** Access ESS at the kiosks in the cafeteria or Human Resources Lobby by selecting the ***Lawson Portal*** button. From the Lourdes Intranet Homepage (LINC), click ***Business Services***, and ***Lawson BPR MSS/RSS/ESS***. | 1. Always Click **Logout** at the top right of the screen.<br>2. Close all open Employee Self-Service windows by clicking the "**X**" in the upper right corner of each window. |
| **From other locations:** Access ESS wherever you have internet connection by typing the following URL into your internet browser.<br>https://lawsoness.che.org/lawson/portal/ | |

- STEP 2: **New Users** Click on the "Self Service Password Reset" link if you recently received a username and initial password, you will need to create a personal password:

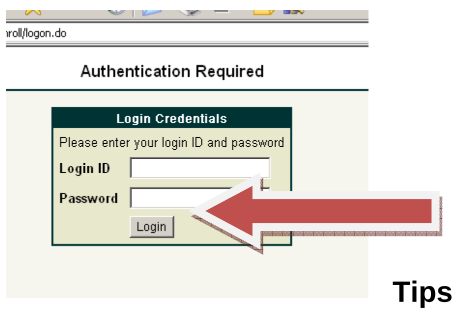


# SELF SERVICE PASSWORD ENROLLMENT

- STEP 3: Click on “Enrollment Tool”

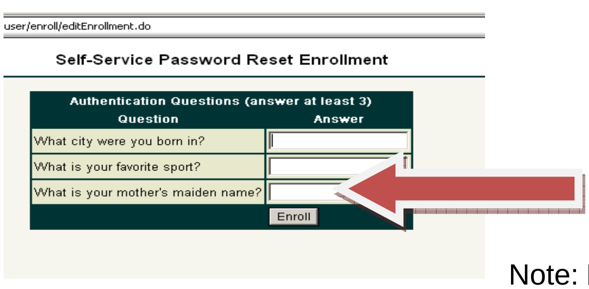



- STEP 4: Enter your current Network (AD) “Username and Initial Password”, then click the “Login” button




**Tips for Challenge Questions:**

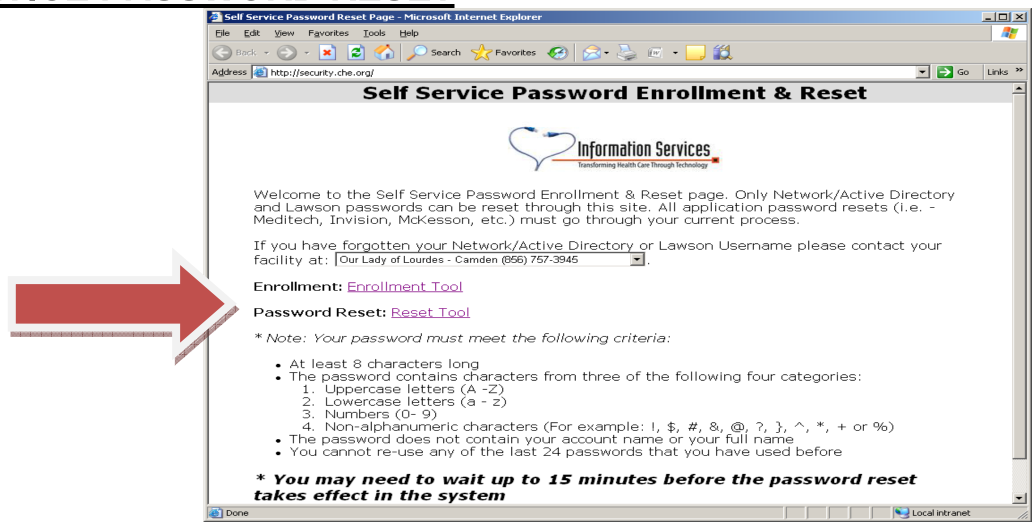
- You cannot use the same three answers for the challenge questions.
- Choose one word answers.
- Do not use complicated characters that you may not remember in your answers.




- STEP 5: Answer the questions on the boxes. (Ex: camden, baseball, smith) **Remember your answers and the format for these questions for future reference!!!**
- STEP 6: Then click on the “Enroll” button

Note: **If you are a first time Network/Active (AD) or Lawson user** you will be prompted to change your password after you click the Enroll button, select the reset password link to the far right of the page.

## SELF SERVICE PASSWORD RESET



Self Service Password Reset Page - Microsoft Internet Explorer

http://security.che.org/

**Self Service Password Enrollment & Reset**

Information Services

Welcome to the Self Service Password Enrollment & Reset page. Only Network/Active Directory and Lawson passwords can be reset through this site. All application password resets (i.e. - Meditech, Invision, McKesson, etc.) must go through your current process.

If you have forgotten your Network/Active Directory or Lawson Username please contact your facility at: Our Lady of Lourdes - Camden (856) 757-3945.

Enrollment: Enrollment Tool

Password Reset: Reset Tool

** Note: Your password must meet the following criteria:*

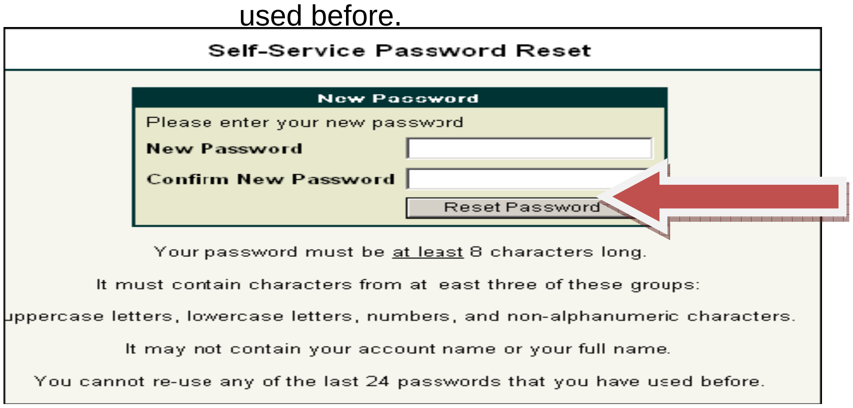
- At least 8 characters long
- The password contains characters from three of the following four categories:
  1. Uppercase letters (A -Z)
  2. Lowercase letters (a - z)
  3. Numbers (0- 9)
  4. Non-alphanumeric characters (For example: !, $, #, &, @, ?, }, ^, *, + or %)
- The password does not contain your account name or your full name
- You cannot re-use any of the last 24 passwords that you have used before

**** You may need to wait up to 15 minutes before the password reset takes effect in the system***

- STEP 5 : Click Reset Tool (If you are a current user, new users will be prompted to Reset Tool upon enrolling, proceed to next bullet.)

- Type a personal password in both the New Password field and Confirm New Password field then click on the "Reset Password" button.

***Note: Your password must meet the following criteria:**
• At least 8 characters long
• The password contains characters from **<u>three</u>** of the following four categories:
1. Uppercase letters (A -Z)
2. Lowercase letters (a - z)
3. Numbers (0- 9)
4. Non-alphanumeric characters (For example: !, $, #, &, @, ?, }, ^,*, &, + or %)
• The password does not contain your account name or your full name.
• You cannot re-use any of the last 24 passwords that you have used before.



**Self-Service Password Reset**

**New Password**

Please enter your new password

**New Password**

**Confirm New Password**

Reset Password

Your password must be at least 8 characters long.

It must contain characters from at east three of these groups:

uppercase letters, lowercase letters, numbers, and non-alphanumeric characters.

It may not contain your account name or your full name.

You cannot re-use any of the last 24 passwords that you have used before.

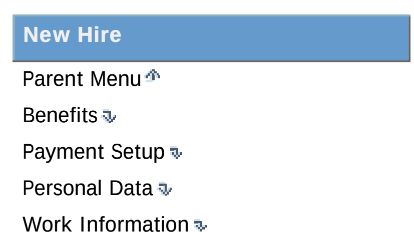
- STEP 2: Click Reset Password Button.

**Return to Lawson login page** https://lawsoness.che.org/lawson/portal/

**Sign-in with User Name and Personal Password**


**Lawson Home Page**


**ESS Menu Options**

# NEW HIRE - PERSONAL DATA/DEPENDENTS

***Add dependents you want covered under your benefits. (You must add dependents before enrolling in benefits).*** Send required documents directly to Conner Strong via e-mail at CSSTeam@connerstrong.com or secure fax (856) 685-2253. Repeat these steps for each dependent you want covered under your benefit elections.

1. Select New Hire

**Employee Self-Service**

Benefits
Employment
Life Events
**New Hire**
Pay
Personal Information
Savings Plan Modeling

2. Select Personal Data

**New Hire**

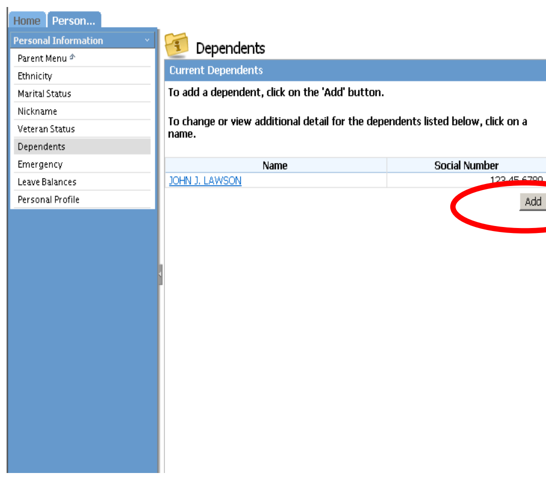
Parent Menu
Benefits
Payment Setup
**Personal Data**
Work Information

3. Select Dependents

**Personal Data**

Parent Menu
Ethnicity
Marital Status
Nickname
Veteran Status
**Dependents**
Emergency
Home Address
Personal Profile

## ADDING DEPENDENTS

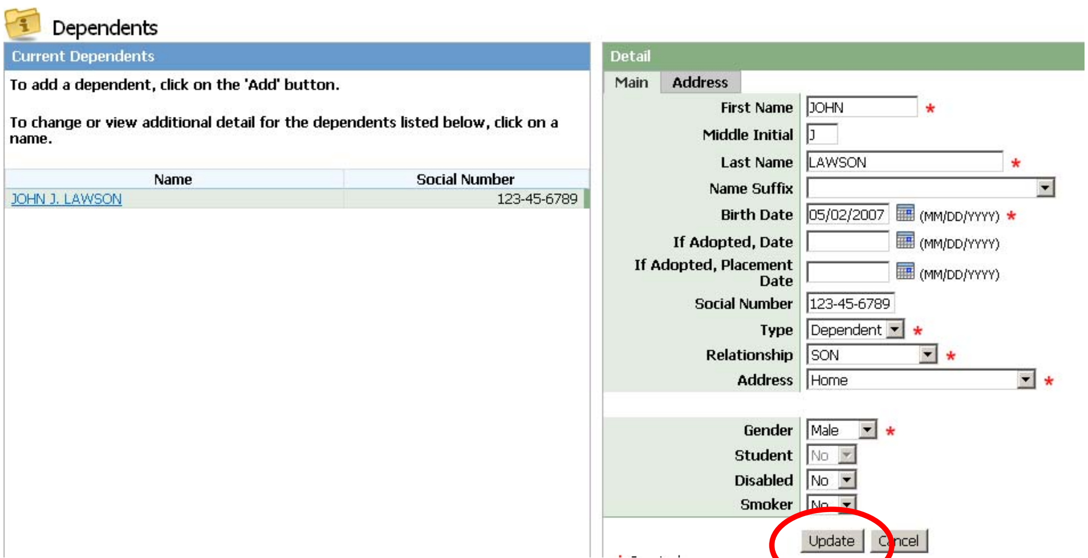



4. Select **Add** Button to add new dependent

**Review all personal data areas for accuracy and to personalize your employment record. Please remember this is your employment record, all fields are maintained in the Human Resources Information System.**

## NEW HIRE - PERSONAL DATA/DEPENDENTS

## ADDING DEPENDENTS




5. Complete all required fields (marked with red * asterisk).

Home address will default to the Associate's address in Lawson. If different from "home address" select different from home and enter address on address tab.

6. Select **Update** to save information.

# NEW HIRE – PAYMENT SET-UP/TAX WITHHOLDING

Update Tax Withholding. Default Tax Withholding is Single, 0 and will remain if no action is taken on ESS by the new associate. Taxes will be withheld based on your selections, it is the associate's responsibility to verify that tax withholdings are accurate.

1. Select New Hire

**Employee Self-Service**

Benefits
Employment
Life Events
**New Hire**
Pay
Personal Information
Savings Plan Modeling

2. Select Payment Setup

**New Hire**

Parent Menu
Benefits
**Payment Setup**
Personal Data
Work Information

3. Select Tax Withholding

**Payment Setup**

Parent Menu
Direct Deposit
**Tax Withholding**

## UPDATE TAX WITHHOLDING

**Deductions**

| Description | Resident Status | Marital Status | Exemptions | Additional Amount |
|---|---|---|---|---|
| FEDERAL INCOME TAX | Resident | Single | 0 | |
| NJ STATE INCOME TAX | Resident | Single | 0 | |

3. Select the link for the tax you with to submit a change. The online W-4 form will appear for Federal Income Tax and the online State Tax form will appear for NJ State Income Tax.

See NJ State Income Tax instructions if you are not a NJ resident.

### Federal Income Tax

Your personal data (name, address, SS#) will default from your employment record.

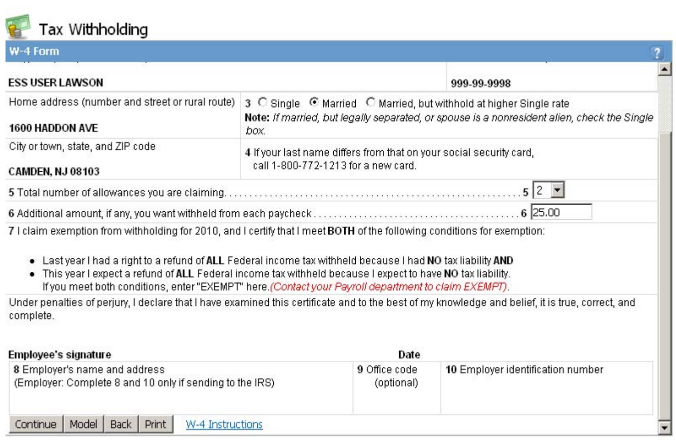
1. Update the following sections if applicable:

**Section 3**: Marital Status

**Section 5**: Allowances/Exemptions

**Section 6**: Additional Amount/Withholding

Scroll down using the scroll bar within the form to update changes by selecting continue.



Tax Withholding

W-4 Form

ESS USER LAWSON 999-99-9998

Home address (number and street or rural route)
1600 HADDON AVE

3 Single Married Married, but withhold at higher Single rate
**Note:** *If married, but legally separated, or spouse is a nonresident alien, check the Single box.*

City or town, state, and ZIP code
CAMDEN, NJ 08103

4 If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.

5 Total number of allowances you are claiming. . . . . . . . . . 5 2

6 Additional amount, if any, you want withheld from each paycheck . . . . . . . . . . 6 25.00

7 I claim exemption from withholding for 2010, and I certify that I meet **BOTH** of the following conditions for exemption:

- Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability **AND**
- This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.
  If you meet both conditions, enter "EXEMPT" here.*(Contact your Payroll department to claim EXEMPT)*.

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.

**Employee's signature** **Date**

8 Employer's name and address (Employer: Complete 8 and 10 only if sending to the IRS) | 9 Office code (optional) | 10 Employer identification number

Continue | Model | Back | Print | W-4 Instructions

# UPDATE TAX WITHHOLDING

2. Select Update to Verify Changes

**Verify W-4 Changes**

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.

- If you select "Update", you are authorizing these changes.
- If you "Cancel", your changes will not be processed.

**Update** **Cancel**

3. The following warning may appear:

*Warning-tax errors; partial update; PR13.8; OK to cont*

Select **OK** to continue.


4. Select Update again to finalize and view Federal changes

**Verify W-4 Changes**

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.

- If you select "Update", you are authorizing these changes.
- If you "Cancel", your changes will not be processed.

**Update** **Cancel**

**Deductions**

| Description | Resident Status | Marital Status | Exemptions | Additional Amount |
|---|---|---|---|---|
| FEDERAL INCOME TAX | Resident | Married | 2 | $25.00 |
| | | | | |

# UPDATE TAX WITHHOLDING

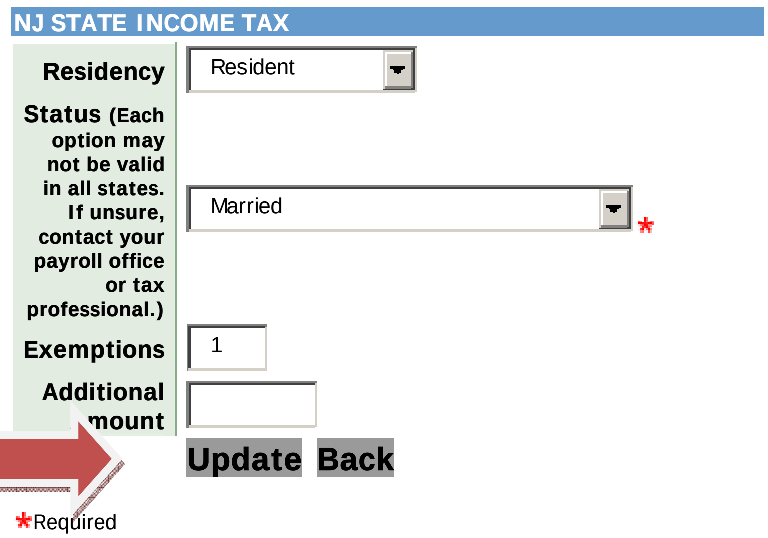
## NJ State Income Tax

1. Select the NJ State Income Tax Link

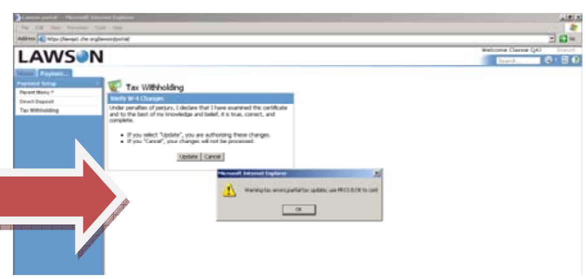
| Description | Resident Status | Marital Status | Exemptions | Additional Amount |
|---|---|---|---|---|
| NJ STATE INCOME TAX | Resident | Single | 0 | |
| | | | | |

2. Make necessary changes to the following:

- **Residency** – State Tax will be applied based on Residency. Select Residency status.
- **Status** – Select from the drop down Married or Single
- **Exemptions** – Enter number of exemptions
- **Additional Amount** – Enter any additional amount to be withheld (ex. 25.00)




3. Select **Update** to submit changes.



4. The following warning may appear:

*Warning-tax errors; partial update; PR13.8; OK to cont*

Select **OK** to continue.

5. Select **Update** again to finalize and view State changes.

**Deductions**

| Description | Resident Status | Marital Status | Exemptions | Additional Amount |
|---|---|---|---|---|
| NJ STATE INCOME TAX | Resident | Married | 1 | |

# NEW HIRE – PAYMENT SET-UP/DIRECT DEPOSIT

You can add up to 99 direct deposit accounts. Initial deposit(s) may take a couple pay periods. Checks will be mailed if no direct deposit accounts are added on ESS by the new associate.

1. Select New Hire

**Employee Self-Service**

Benefits
Employment
Life Events
**New Hire**
Pay
Personal Information
Savings Plan Modeling

2. Select Payment Setup

**New Hire**

Parent Menu
Benefits
**Payment Setup**
Personal Data
Work Information

3. Select Direct Deposit

**Payment Setup**

Parent Menu
**Direct Deposit**
Tax Withholding

## ADD DIRECT DEPOSIT ACCOUNT(S)

Direct Deposit

**Accounts**

**You may open up to 99 accounts.**

**Add**

4. Select **Add** to set-up Direct Deposit Account(s). You may add open up to 99 accounts.

**Authorization**

I hereby authorize my employer, OLL HEALTHCARE SERVICES, INC, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts.

This authority is to remain in full force until OLL HEALTHCARE SERVICES, INC has received written notification from me of its termination in such timely manner as to give OLL HEALTHCARE SERVICES, INC and my financial institution a reasonable opportunity to act on it, or until the termination of my employment.

- I agree with the above statement.
- I do not agree with the above statement.

5. Read the Authorization. Agree to terms by selecting the circle next to "I agree…".

# ADD DIRECT DEPOSIT ACCOUNT(S)

6. Fill in the Direct Deposit Information. (Be sure to have you account information to verify accuracy before adding accounts).

.

7. Complete blank fields below (See example).

**If you use this drop down be sure that the routing number matches your banks routing number.** The routing number will default when you select the bank name. **Be sure to use ALL CAPS.** Your personal information will default from your employment record.

If you wish to set-up direct deposit for a set amount, enter that amount in the flat amount box. You can only add an account as flat amount or Percent/Net, it cannot be both. Account Type can be Checking **or** Savings.

8. Select **Update** to add account. Select Cancel if you need to come back at a later time.

**Add Account**

**Bank** WACHOVIA * 09/24/2010

**Description** DEPOSIT * **Account Type** Checking Savings*

ESS USER LAWSON
1600 HADDON AVE
CAMDEN, NJ 08103
US

Deposit ____________________ AMOUNT

**Flat Amount** or

**Percent of Net** 100.00

11111111 * **Routing Number**

123456789000 * **Account Number**

**Update** **Cancel**

Your first account will update as the "Default" account. If you wish to add additional accounts, select Add and repeat completion of direct deposit account for new account.

**Accounts**

**You may open up to 98 accounts.**

| Bank | Account | Description | Type | Amount | |
|---|---|---|---|---|---|
| WACHOVIA | 3. 123456789000 ****Default** | DEPOSIT | Checking | 100.00% | Close Account |

**Add** **Select New Default** **Re-Order**

# NEW HIRE BENEFIT ENROLLMENT

Associates budgeted for 20 hours or more per week are eligible for benefits after three (3) months of employment. If you are a benefits-eligible new hire, or if you just recently changed your status to a benefits-eligible status, please follow these easy steps to make benefit elections via Lawson Employee Self-Service (ESS):

All associates have 31 days from their benefit eligibility date (hire date or status change date) to enroll in benefits online. For more benefit information refer to the benefits information provided in orientation or posted on the HR SharePoint site/Benefits Tab. If you do not enroll within the 31 days you will have to wait to enroll in benefits during annual open enrollment.

You will need your ADID/User ID and password. If you misplaced it, or cannot remember it, please contact the helpdesk. Camden Associates 856-757-3945 – Burlington Associates 609-835-5888

**Review all benefit material provided so you can elect the best coverage for you!**

***You must add dependents before enrolling in benefits, as noted in the adding dependents section.*** If you have not added dependents please refer to this section first and come back to the Enrollment Process. Send required documents directly to Conner Strong via e-mail at CSSTeam@connerstrong.com or secure fax (856) 685-2253. Repeat these steps for each dependent you want covered under your benefit elections.

1. Select New Hire

**Employee Self-Service**

Benefits
Employment
Life Events
**New Hire**
Pay
Personal Information
Savings Plan Modeling

2. Select Benefits

**New Hire**

Parent Menu
**Benefits**
Payment Setup
Personal Data
Work Information

3. Select New Hire Enrollment

**Benefits**

Parent Menu
Beneficiary
**New Hire Enrollment**

**Welcome**

This message for new hires can be easily defined to meet your requirements.

The new hire enrollment process uses the flexibility of the benefits system to tailor the open enrollment process to each employee. For example, full-time employees may enroll in different plans than part-time employees, or the enrollment process for corporate employees may be different from regional employees.

Click the continue button below to proceed.

PLEASE USE UPPERCASE LETTERS WHEN UPDATING INFORMATION

**Continue**

4. Read the welcome message

5. Select **Continue** to start enrollment process.

New Hire Enrollment

**Enrollment Order**

| | Plan Type |
|---|---|
| You will enroll in benefits in the following order | MEDICAL |
| | DENTAL |
| | BASIC LIFE |
| | SUPPLEMENTAL LIFE |
| | CHILD LIFE INSURANCE |
| | SPOUSE LIFE INS |
| | DEPENDENT CARE FLEX |
| | HEALTH CARE FLEX SPD |
| | LONG TERM DISABILITY |
| | SUPPLEMENTAL LTD |

Continue | Exit without saving

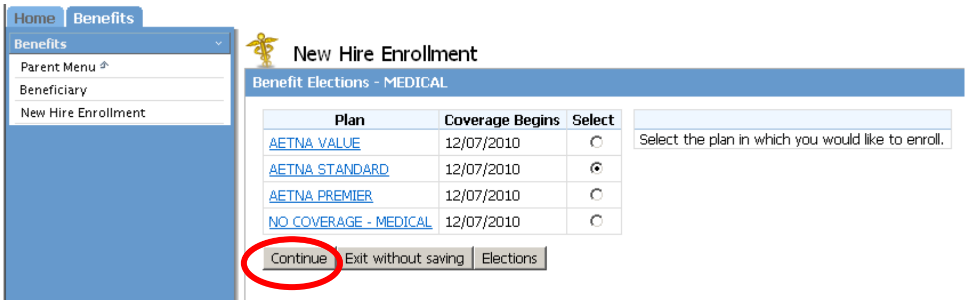
6. View Enrollment Order

7. Select **Continue**

If at any time during the enrollment process you need to cancel the enrollment select ***Exit without saving***. No changes will be saved and you can restart the enrollment process at a later date, as long as it's within the allotted enrollment period.

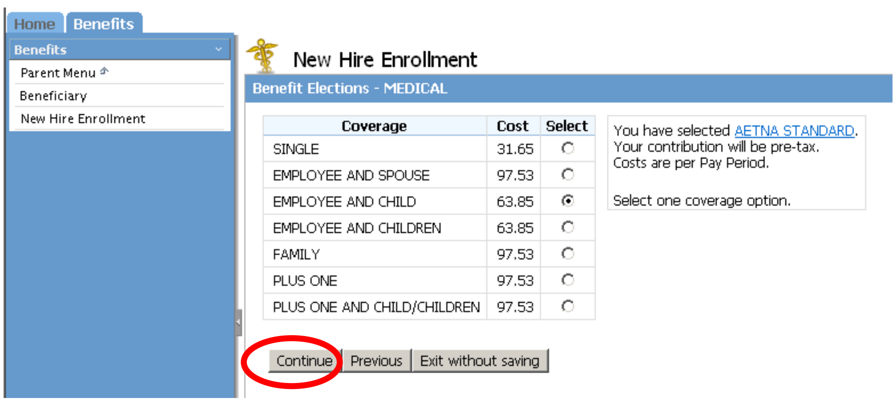
# NEW HIRE BENEFIT ENROLLMENT

The New Hire Benefit Enrollment process will take you through each eligible benefit. You will need to select the circle next to an option for each benefit plan.



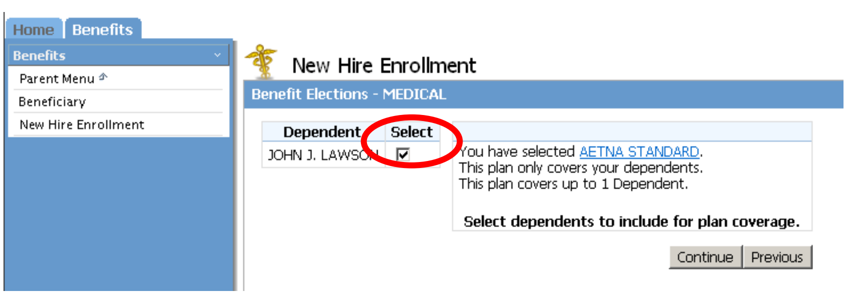

8. Select **Continue** after selecting each plan. The Coverage Begin Date will appear for each plan so you will have an idea of the period when deductions will be withheld from your paycheck.

If you do not wish to carry coverage for any plan, select the “No Coverage” option.




9. Select a **Coverage Option** for each plan, the estimated cost per pay period is shown next to the options. Select **Continue**.

**Reminder:** If you chose to cover spouse or dependents they must be added before starting enrollment process.

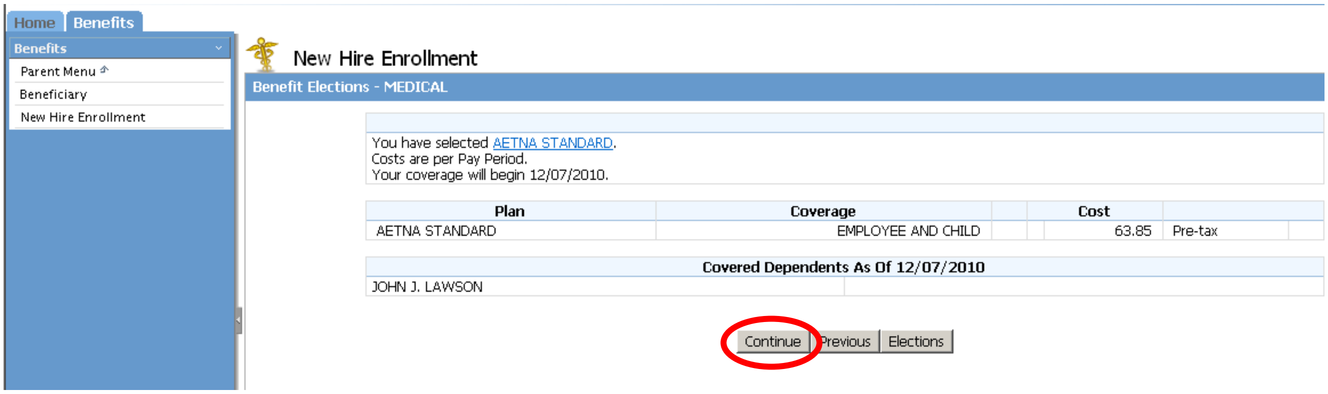



10. If you select to cover a spouse or dependent for any plan, attach them but selecting the box next to the name of the spouse/dependent.

11. Select **Continue** to go to enroll in the next plan. If you wish to go back to at any time and the **Previous** button is available, select previous to go back to the previous enrollment section.

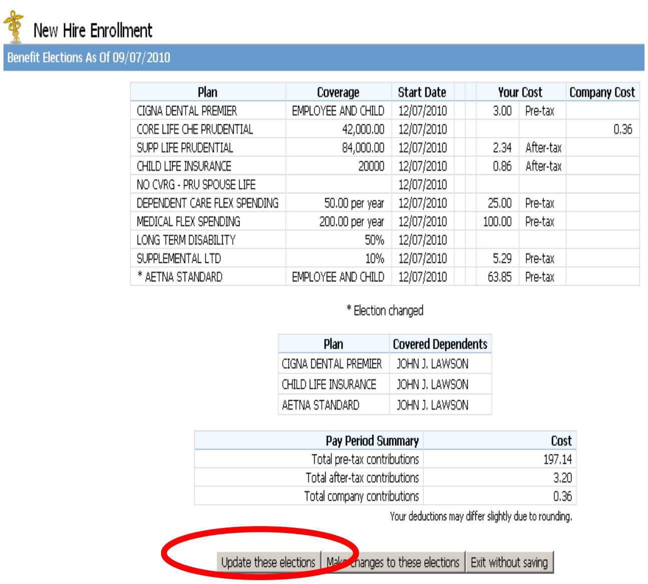
# NEW HIRE BENEFIT ENROLLMENT

12. Verify enrollment information on each screen. For some plans, your costs/remaining deductions will depend on your eligibility date (date deductions start) and the number of pay periods remaining in the current plan year.




13. Select **Continue** to get through all eligible plans. You will reach a final verification screen to review all elections before updating.

14. Verify all elections once you have gone through all eligible plan enrollment screens. If you are satisfied with the elections select **Update these elections.** If you need to make changes to any plan select **Make changes to these elections** and select the plan that you need to change. If you want to cancel the enrollment and come back at a later time select **Exit without saving.** If you exit without saving all elections will be cancelled and you will have to start enrollment process again. You must complete the enrollment within 31 days from your hire date or status change or you will have to wait until annual open enrollment to elect benefits.


New Hire Enrollment

Benefit Elections As Of 09/07/2010

| Plan | Coverage | Start Date | | | Your Cost | | Company Cost |
|---|---|---|---|---|---|---|---|
| CIGNA DENTAL PREMIER | EMPLOYEE AND CHILD | 12/07/2010 | | | 3.00 | Pre-tax | |
| CORE LIFE CHE PRUDENTIAL | 42,000.00 | 12/07/2010 | | | | | 0.36 |
| SUPP LIFE PRUDENTIAL | 84,000.00 | 12/07/2010 | | | 2.34 | After-tax | |
| CHILD LIFE INSURANCE | 20000 | 12/07/2010 | | | 0.86 | After-tax | |
| NO CVRG - PRU SPOUSE LIFE | | 12/07/2010 | | | | | |
| DEPENDENT CARE FLEX SPENDING | 50.00 per year | 12/07/2010 | | | 25.00 | Pre-tax | |
| MEDICAL FLEX SPENDING | 200.00 per year | 12/07/2010 | | | 100.00 | Pre-tax | |
| LONG TERM DISABILITY | 50% | 12/07/2010 | | | | | |
| SUPPLEMENTAL LTD | 10% | 12/07/2010 | | | 5.29 | Pre-tax | |
| * AETNA STANDARD | EMPLOYEE AND CHILD | 12/07/2010 | | | 63.85 | Pre-tax | |

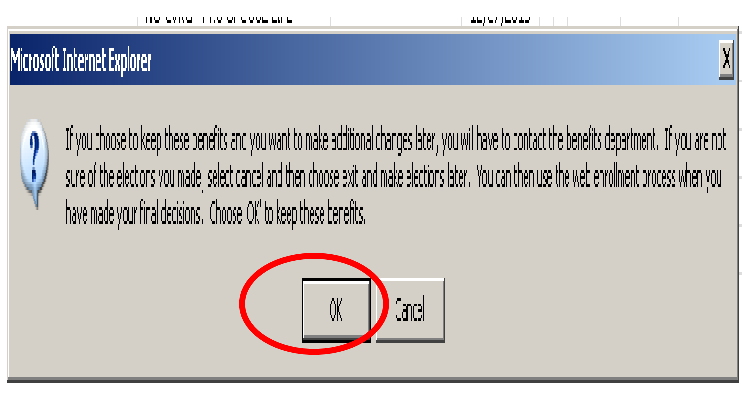
* Election changed

| Plan | Covered Dependents |
|---|---|
| CIGNA DENTAL PREMIER | JOHN J. LAWSON |
| CHILD LIFE INSURANCE | JOHN J. LAWSON |
| AETNA STANDARD | JOHN J. LAWSON |

| Pay Period Summary | Cost |
|---|---|
| Total pre-tax contributions | 197.14 |
| Total after-tax contributions | 3.20 |
| Total company contributions | 0.36 |

Your deductions may differ slightly due to rounding.

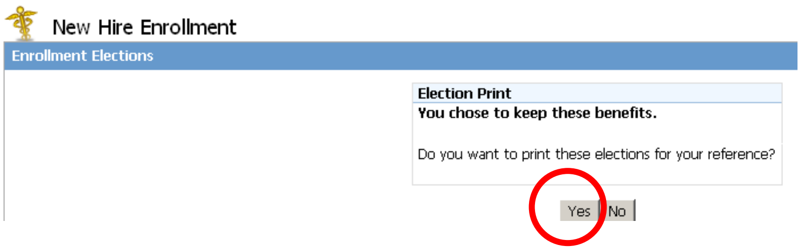
Update these elections | Make changes to these elections | Exit without saving

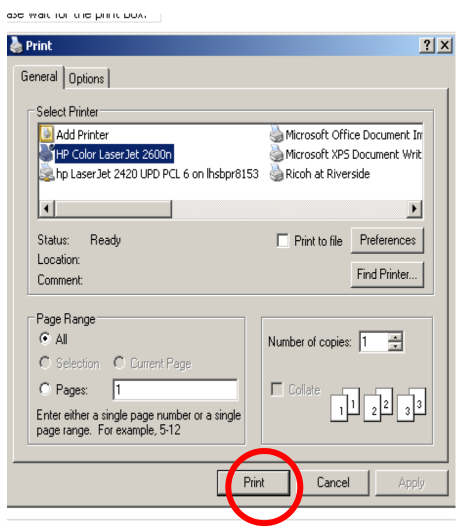



15. Select **OK** to keep these benefits

# NEW HIRE BENEFIT ENROLLMENT

16. Select **Yes** to print benefit elections to keep for your records.




17. Select Print to print election record.

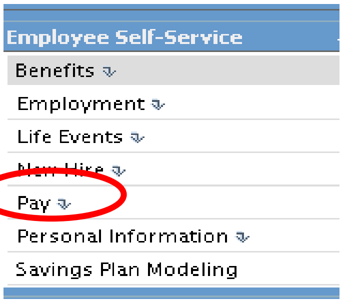
You have successfully completed benefit enrollment!!


18. Select **Continue**

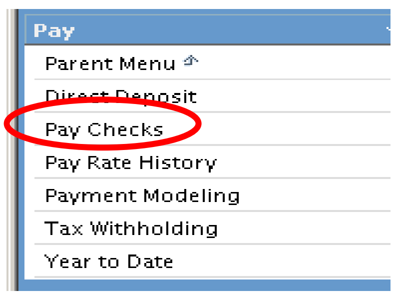
# PAYMENT INFORMATION

View your payment history here each pay period.

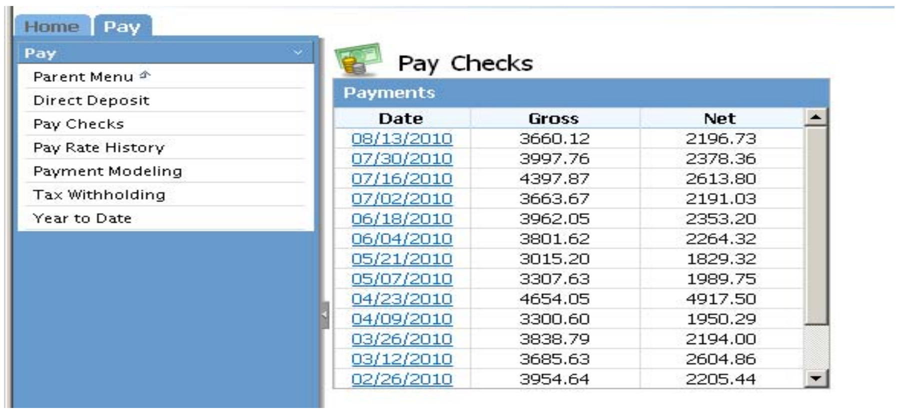
1. Select Pay

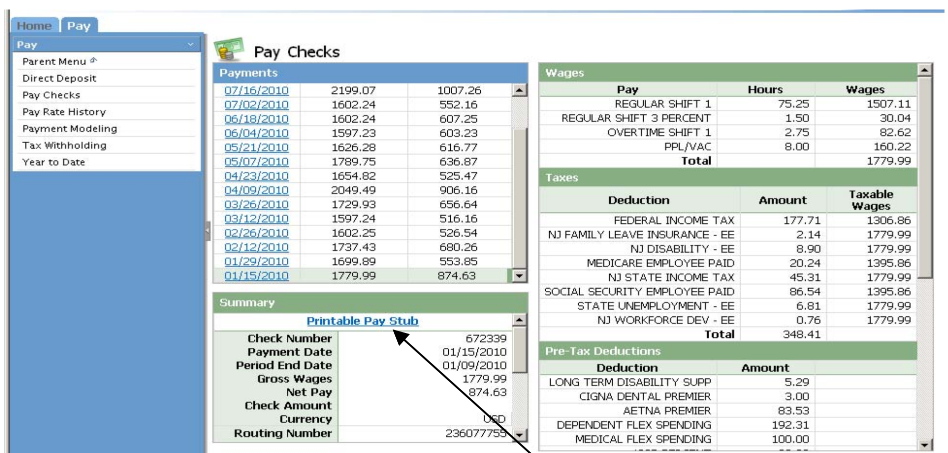



2. Select Paychecks




3. Select the date of the paycheck you wish to view to see detailed payment/deduction information. You will have access to YTD payment information here.




To view your check stub, click on the ***Printable Pay Stub*** link. You may then print your check stub by selecting file and then print.

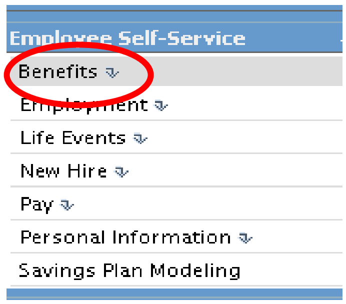
**Associates are responsible for printing their own pay stubs. If your employment is terminated with Lourdes you will no longer have access to Employee Self-Service. You may be charged a fee if you request copies paystubs after termination.**

# LIFE EVENTS

Through life events associates can update personal and family life events . Add dependents such as children and/or spouse due to life events such as birth, adoption, marriage etc. PLEASE NOTE: ADDING DEPENDENT DATA THROUGH LIFE EVENTS DOES NOT ATTACH THEM TO BENEFIT PLANS FOR COVERAGE ELIGIBILITY.

To attach dependents/spouse to benefits associates need to contact the Benefits Help Line 800-563-9929 within 31 days of the qualifying life event to complete benefit enrollment. Documentation is required when adding dependents/spouse for benefit coverage. Send required documents directly to Conner Strong via e-mail at CSSTeam@connerstrong.com or secure fax (856) 685-2253 within 31 days of the qualifying event.

1. Select Life Events




2. Select the respective Life Event and complete the necessary information on the form.

Required data will be marked with a red asterisk *



*If you need to update your address and/or contact number select the ***MOVE*** life event. Submit Name Changes via Divorce, Legal Separation or Marriage. Do NOT submit name changes as a result of Divorce, Marriage or Separation until you have updated your information with Social Security. Please be prepared to provide Human Resources with copies of documentation for Name Changes.

# Questions

**INFORMATION SYSTEMS DEPARTMENT**

**LOURDES IT HELP DESK**

If you have difficulty logging on, get an error on page, or forget your password, please contact the CHE IT Help Desk. Press option 2 for password assistance.

Call: 856-757-3945 – Camden Associates:

609-835-5888 – Burlington Associates

**BENEFITS HELPLINE**

Call the helpline for ALL benefit related questions or concerns. E-mail and fax provided for submitting required documentation.

Call: 800-563-9929

Fax: 856-685-2253 (Secure)

E-mail: CSSTeam@connerstrong.com

**DEPARTMENT SUPERVISOR**

Your department supervisor is your first point of contact before calling Human Resources or Payroll. Make note of this number below and keep if for future reference.

Call: ______________________

Fax: ______________________

**FOR HUMAN RESOURCES INFORMATION**

Call: 856-757-3838 (Main Number)

856-580-6482 (Employee Self-Service Assistance)

Fax: 856-757-3044

Lourdes internal HR Sharepoint Site: http://boreas/lhs/humanresources/default.aspx

**FOR PAYROLL INFORMATION**

Call: 856-824-3182 – Camden Associates

856-824-3474 – Burlington Associates

Fax: 856-824-3477

# NOTES: