



Paycheck Self-Service 9.2

LSUNO and HCSD

Version Date: November 7, 2017

**Training Guide
LSUNO and HCSD**

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Logon to Employee Self-Service Off Campus

NOTE: If you experience technical problems using Self Service, or if your User ID, Password, or Account is locked; contact the Help Desk at: 1-800-303-3290 or 1-504-568-HELP (4357) or helpdesk@lsuhsc.edu. Also, passwords can be changed and/or accounts unlocked by accessing the LSUHSC Change Password page at: <http://www.lsuhs.edu/changepassword>

Warning! Information viewed during a PeopleSoft Self Service session will be saved to your browser's internet cache and may be viewed by others who use this device.

We recommend against using public or shared devices to access Self Service. To protect the security of this information, it is important for you to follow the sign out procedures in this document, **delete the internet cache prior to closing the browser**, and **confirm ALL browser windows are closed at the end of your session.**

Instructions on how to delete the browser's internet cache and clearing its history can be found in the document [Clearing Commonly Used Browser's Internet Cache](#) on the Employee Self Service Training website.

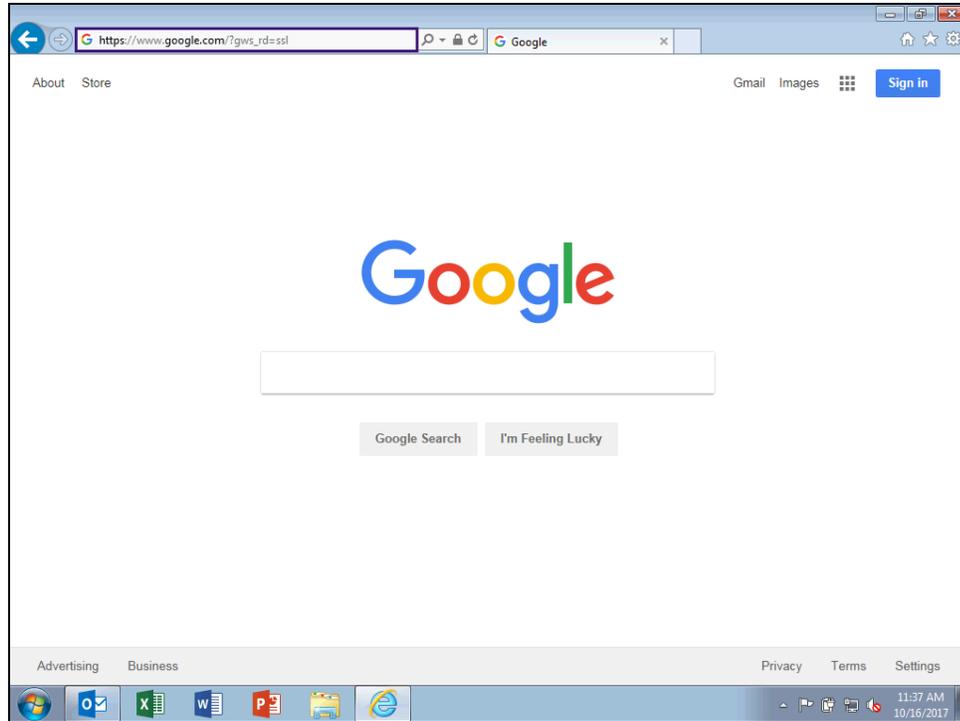
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Procedure

In this topic you will learn how to **Logon to Employee Self-Service**.



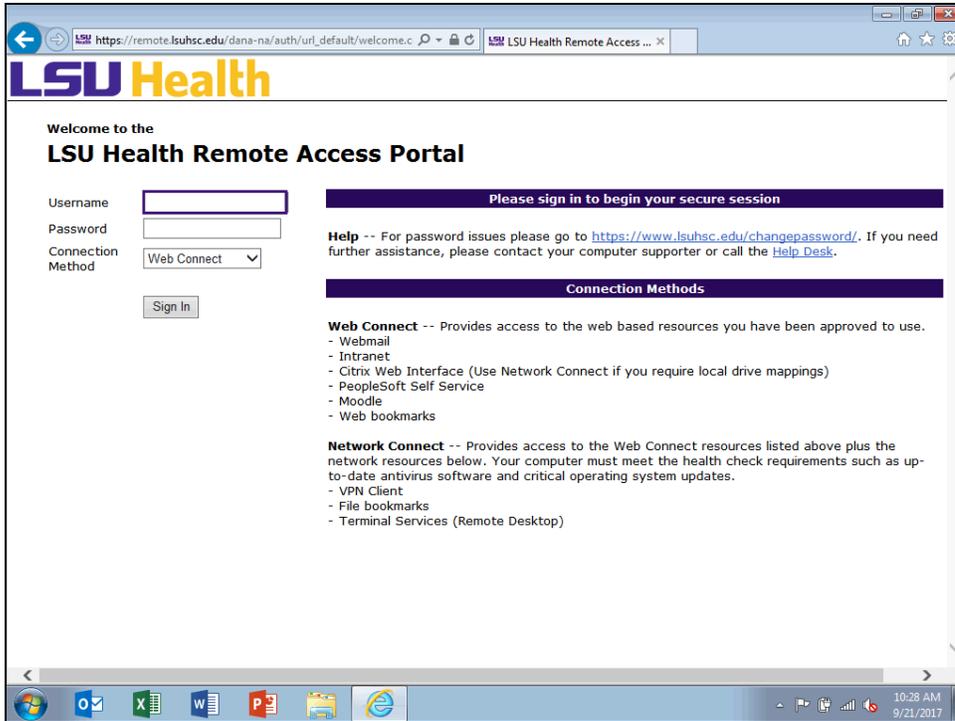
Step	Action
1.	Double-click the Internet Explorer button. 



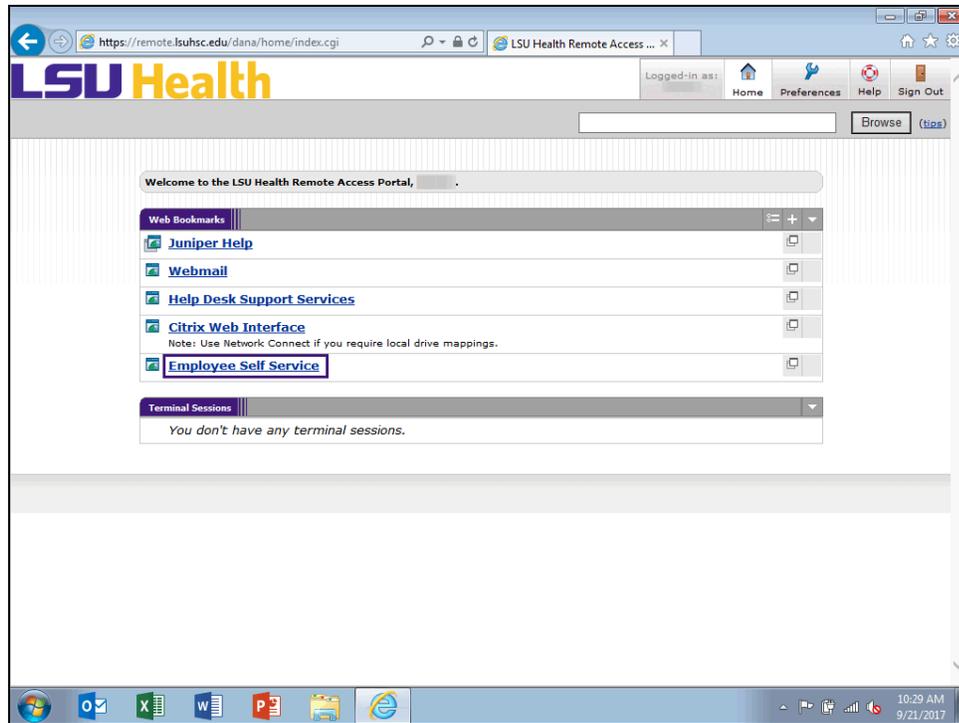
Step	Action
2.	Enter the desired information into the Address Bar field. Enter " employeeservice.lsuhscc.edu ". Press the Enter key on your keyboard.

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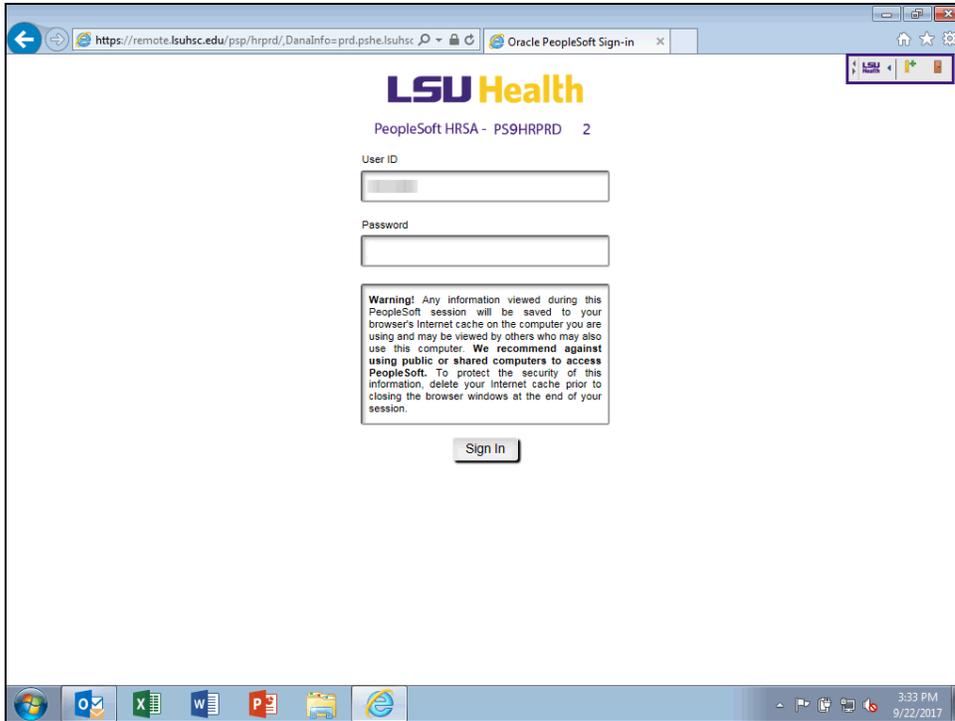
Step	Action
3.	<p>NOTE: Since you are off campus, you must connect to Employee Self-Service through the Remote Access Portal.</p> <p>Enter your <i>LSUHSC User ID</i> into the <i>Username</i> field.</p> <p>Enter the desired information into the Username field. Enter "*****".</p> <div style="border: 1px solid red; width: 150px; height: 20px; margin-left: 20px;"></div>
4.	<p>Enter your <i>LSUHSC Password</i> into the <i>Password</i> field.</p> <p>Enter the desired information into the Password field. Enter "*****".</p> <div style="border: 1px solid red; width: 150px; height: 20px; margin-left: 20px;"></div>
5.	<p>NOTE: Make sure the Connection Method is Web Connect. If it is not, click the drop-down arrow and select it.</p> <p>Click the Sign In button.</p> <div style="border: 1px solid gray; padding: 2px 5px; display: inline-block; margin-left: 20px;">Sign In</div>



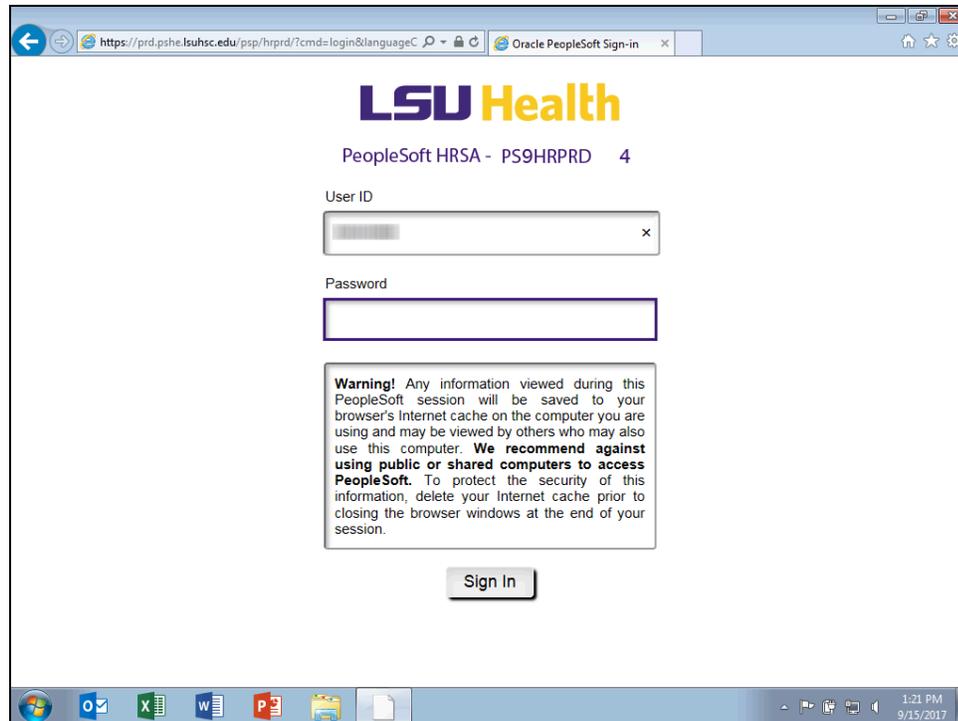
Step	Action
6.	<p>The <i>Remote Access Portal</i> displays. The options you see will depend on your network access.</p> <p>Click the Employee Self Service link.</p> <p><u>Employee Self Service</u></p>

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Step	Action
7.	<p>The <i>Remote Access</i> toolbar will display in the upper right side of the window.</p> <p>The toolbar buttons from left to right are:</p> <ul style="list-style-type: none"> • Reposition toolbar - double arrows - moves toolbar from one side of page to the other • LSU Health – takes you back to the Remote Access home page • Expand/Collapse – single arrow - expands or collapses toolbar • Bookmark – marks page for easy access • Door – Sign out of Remote Access



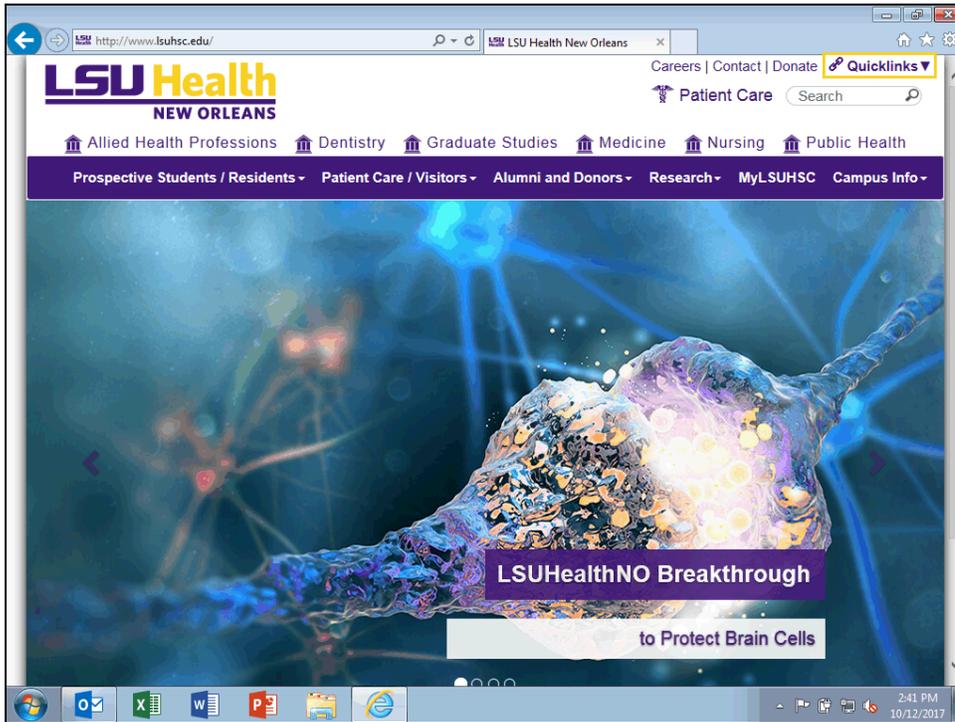
Step	Action
8.	<p>Your <i>User ID</i> should default into the User ID field. If it does not, enter it directly into the field. The <i>User ID</i> will automatically convert to <i>Upper Case</i>.</p> <p><i>Passwords</i> are <i>case sensitive</i>. Enter your PeopleSoft password directly into the <i>Password</i> field.</p> <p>Enter the desired information into the Password field. Enter "*****".</p> 
9.	<p>Click the Sign In button.</p> 
10.	<p>This completes <i>Logon to Employee Self-Service Off Campus</i>. End of Procedure.</p>

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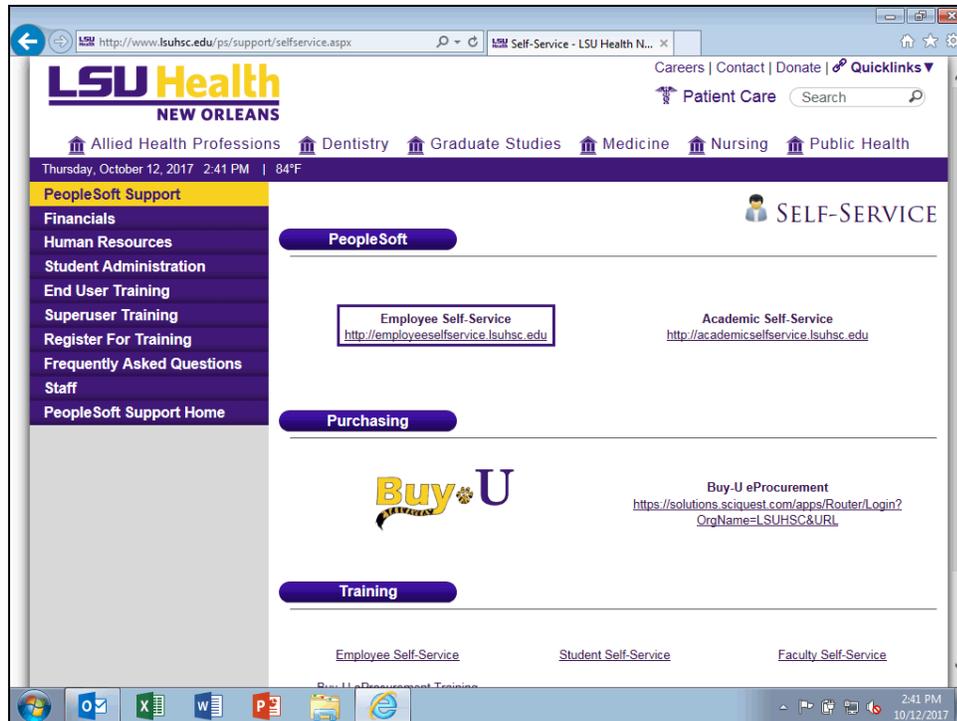
Logon to Employee Self-Service On Campus

Procedure

In this topic you will learn how to **Logon to Employee Self-Service On Campus**.



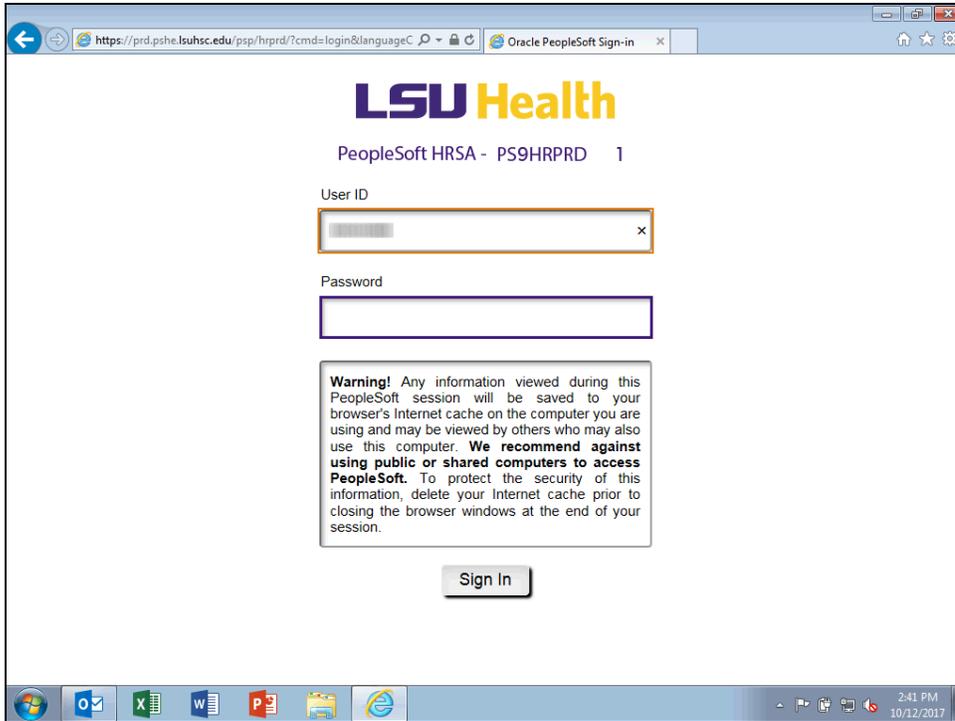
Step	Action
1.	You do not need to go through Citrix or Remote VPN when on campus to access <i>Employee Self-Service</i> . Click the Quicklinks ▼ link. 
2.	Click the Self Service link.  Self Service



Step	Action
3.	Click the Employee Self-Service link. <div style="text-align: center;"> Employee Self-Service http://employeeselfservice.lsuhs.edu </div>

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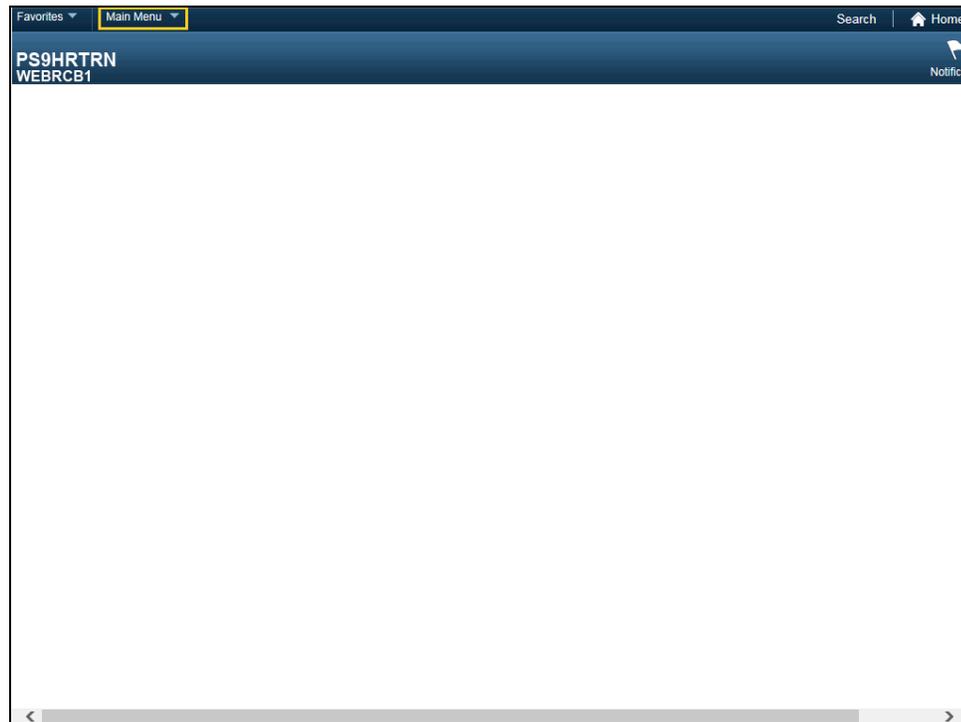


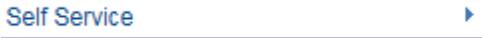
Step	Action
4.	<p>Your User ID should default into the User ID field. If it does not, please enter it.</p> <p>Enter the desired information into the Password field. Enter "*****".</p> 
5.	<p>Click the Sign In button.</p> 
6.	<p>PeopleSoft opens using the <i>Classic Menu</i> option.</p>
7.	<p>This completes <i>Logon to Employee Self-Service On Campus</i>. End of Procedure.</p>

Access Paycheck Information using Classic Menu

Procedure

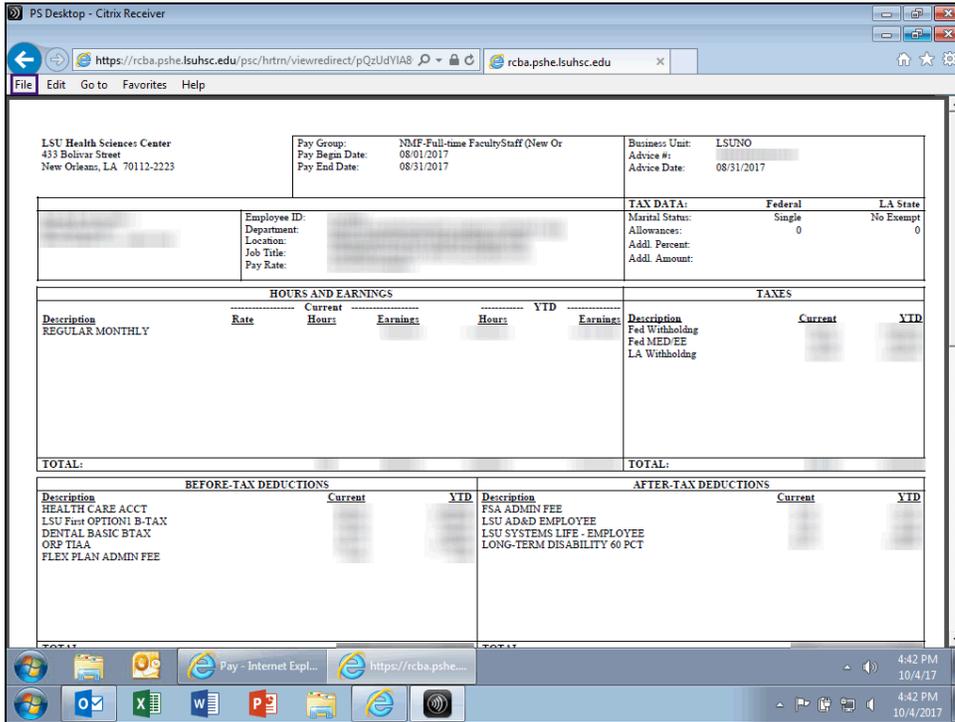
In this topic you will learn how to [Access Paycheck Information](#).



Step	Action
1.	Click the Main Menu button. 
2.	Click the Self Service menu. 
3.	Click the Payroll and Compensation menu. 
4.	Click the Pay menu. 
5.	Paychecks are listed in chronological order according to the pay period end date. Select the paycheck advice you would like to view by clicking the date under the <i>Check Date</i> column. Click an entry in the 8/31/2017 row. 

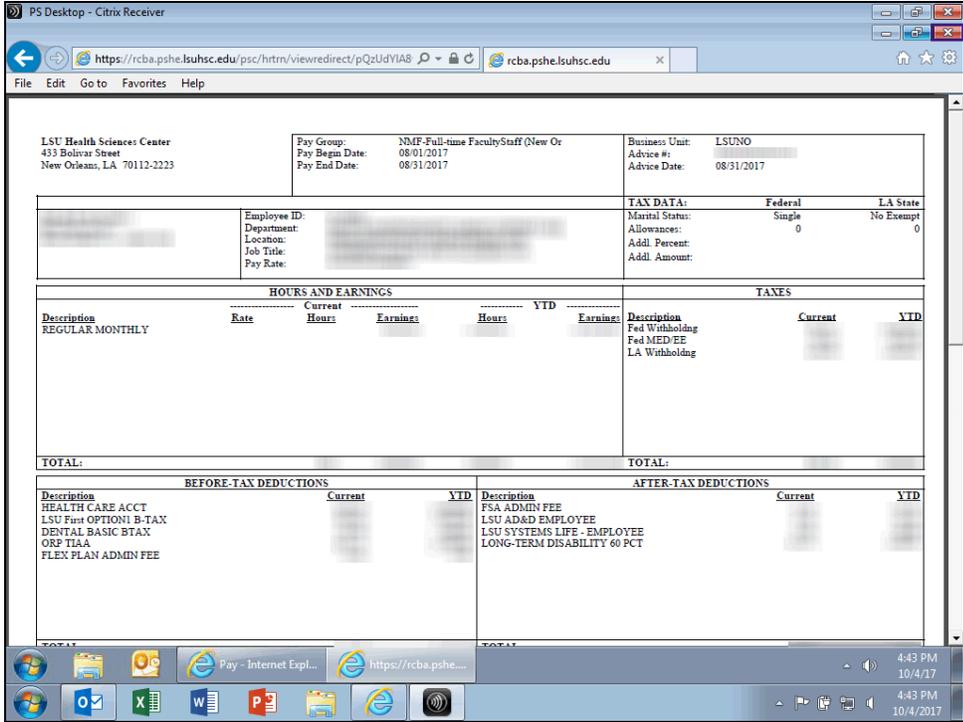
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Step	Action
6.	<p>The online paycheck advice will display in a new window as a .pdf file. You may print your paycheck using the Print option found in the File menu.</p> <p>Click the File button.</p> <p>File</p>
7.	<p>Click the Print menu.</p> <p>Print...</p>
8.	<p>You would make any needed changes on the page and then click the Print button.</p> <p>For <i>training purposes only</i>, click the Cancel button.</p> <p>Cancel</p>
9.	<p>You can also save your paycheck advice to a secure location on your computer using the Save As... option found in the File menu.</p> <p>Click the File button.</p> <p>File</p>
10.	<p>Click the Save as... menu.</p> <p>Save as...</p>

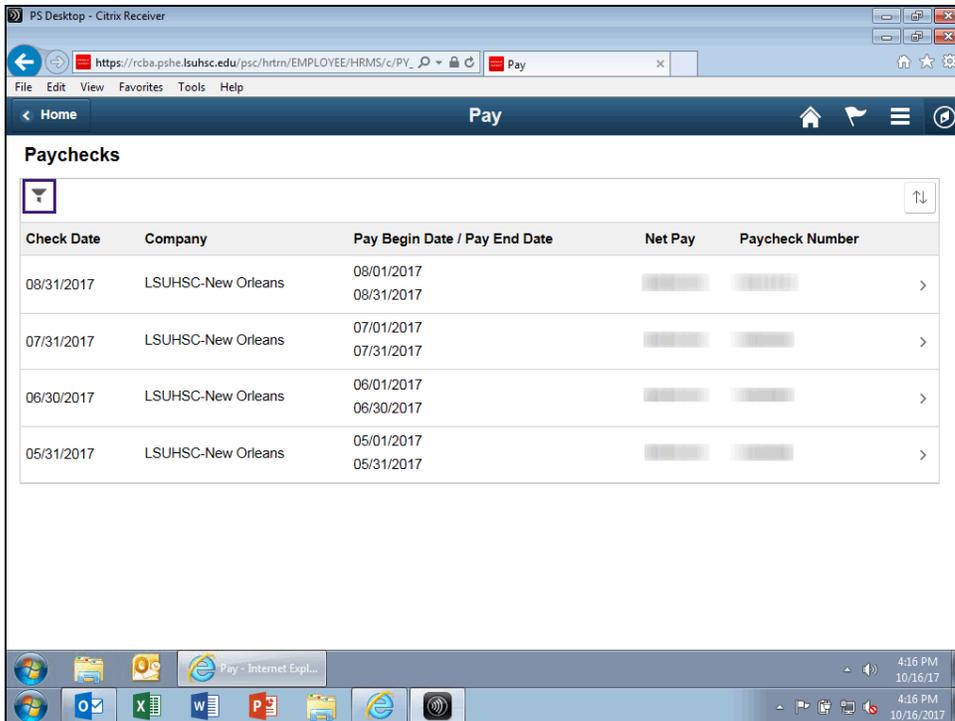
Step	Action
11.	<p>Select where you wish to save the document, change the file name if needed and then click the <i>Save</i> button.</p> <p>For <i>training purposes only</i>, click the Cancel button.</p> 



Step	Action
12.	<p>Click the Close button.</p> 

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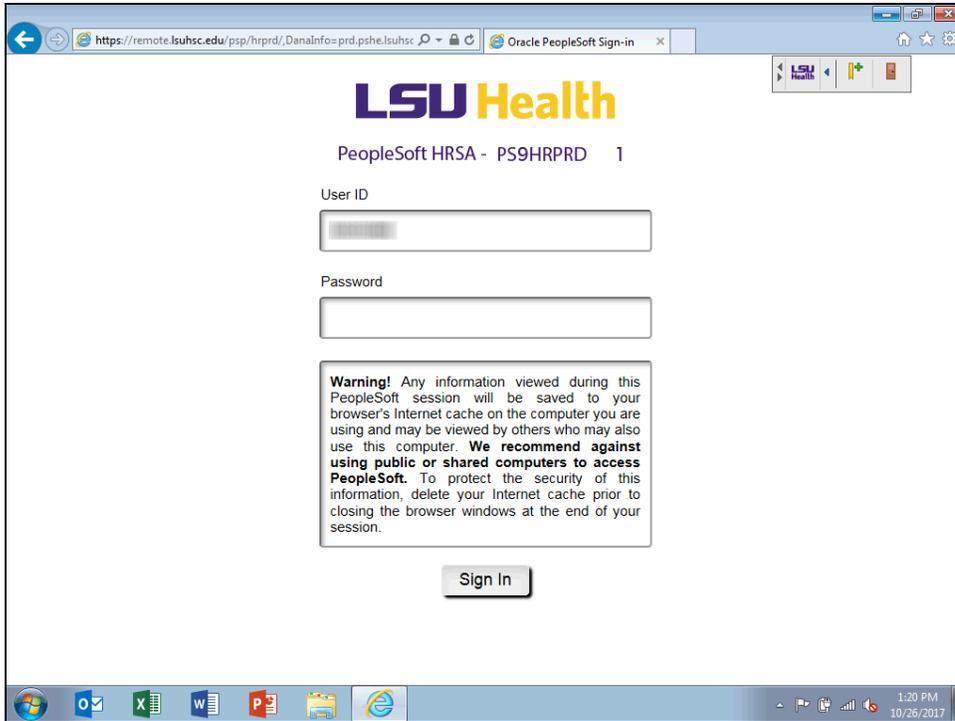


Step	Action
13.	<p>You can use the Filter to change the date range of paychecks displayed. Simply change the date in the From and/or To field.</p> <p>Click the Filter button.</p> 
14.	<p>Simply change the date in the From and/or To field.</p> <p>Enter the desired information into the From field. Enter "03312017".</p> 
15.	<p>Click the Done button.</p> 
16.	<p>The new date range displays.</p> <p>You can change how paychecks are sorted using the Sort Paychecks button.</p> <p>Click the Sort Paychecks button.</p> 

Step	Action
17.	<p>You can sort by any field shown in the grid (<i>Check Date, Company, Pay Begin Date, Pay End Date, Net Pay, or Paycheck Number</i>). By clicking the Pay End Date, paychecks would display in descending order rather than chronological order.</p> <p>Click the Pay End Date list item.</p> 
18.	<p>Click the Pay End Date list item to return to the original view.</p> 
19.	<p>Click the Close button.</p> 
20.	<p>The Home button returns you to the Classic Home page.</p> <p>Click the Home button.</p> 
21.	<p>NOTE: To exit the Self-Service system, you must click the Sign out link in the upper right corner of the screen.</p> <p>Click the Sign out link.</p> 

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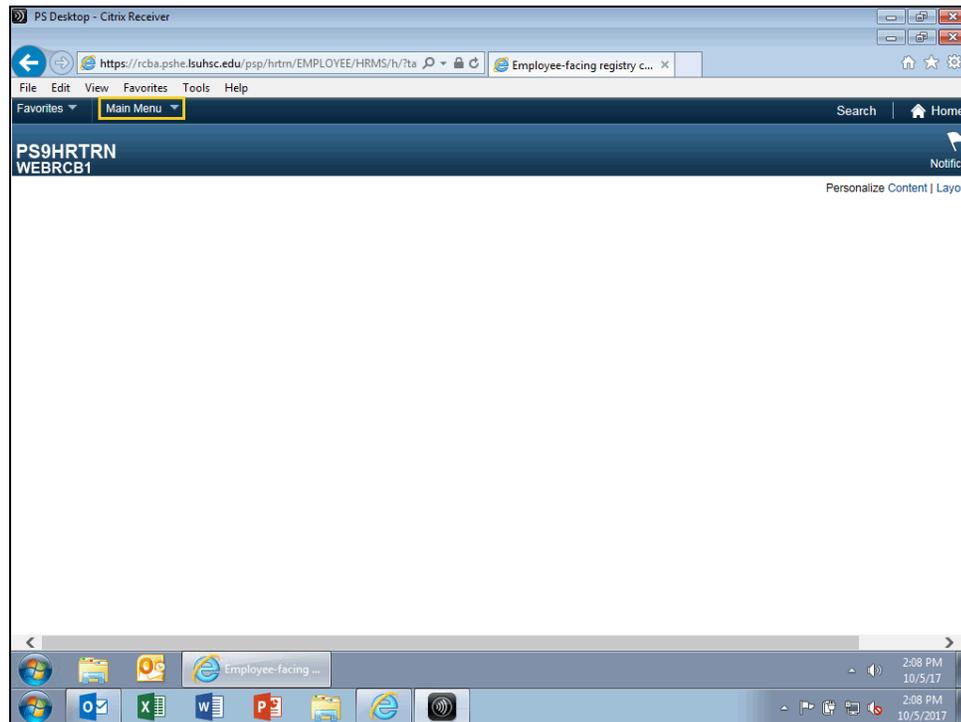


Step	Action
22.	<p>If you are <i>off campus</i> and signed into the <i>Remote Access Portal</i>, you must sign out of it.</p> <p>Click the Sign out button.</p> 
23.	<p>WARNING! Any information viewed during a PeopleSoft Self-Service session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may use this computer. <u>We recommend against using public or shared computers to access Self-Service.</u> To protect the security of this information, delete the Internet cache prior to closing the browser, and confirm ALL browser windows are closed at the end of your session. If you need additional information on how to delete the browser's internet cache for supported browsers, please see the document, <u>Clearing Commonly Used Browser's Internet Cache</u> on the Employee Self-Service Training website.</p>
24.	<p>This completes <i>Access Paycheck Information</i>.</p> <p>End of Procedure.</p>

Access Paycheck Information using Fluid Menu

Procedure

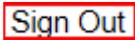
In this topic you will learn how to [Access Paycheck Information using the Fluid Menu](#).

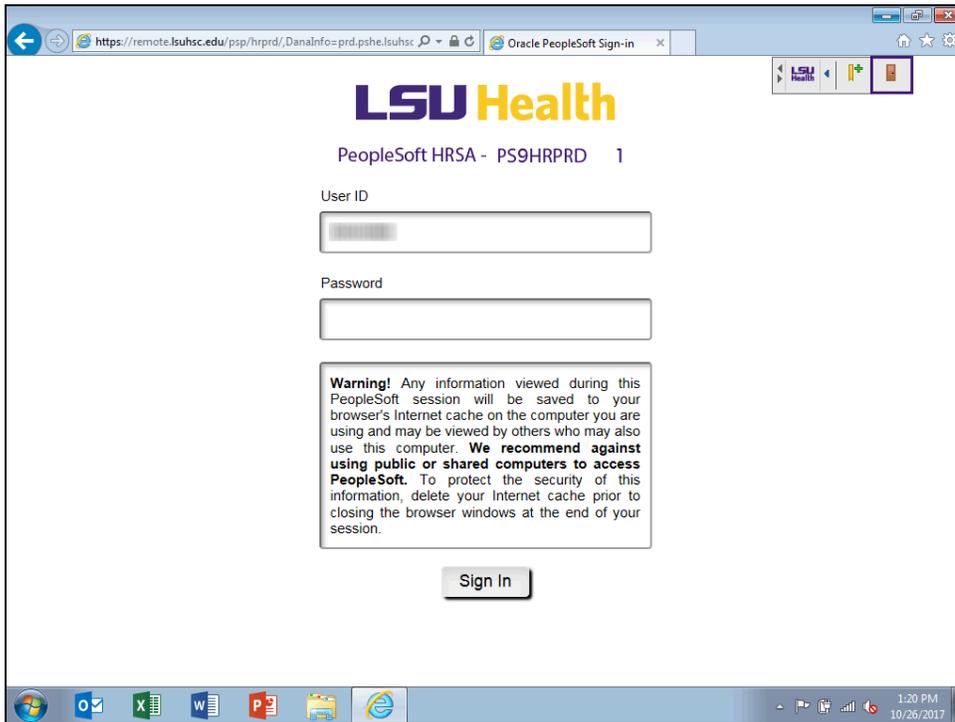


Step	Action
1.	Click the Main Menu link. 
2.	Click the Fluid Home link. 
3.	Click the Pay button.  Last Pay Date 08/31/2017
4.	Click an entry in the 08/31/2017 row. 

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Step	Action
5.	All functions for printing and saving the document are the same as shown in the Classic Menu exercise. Click the Close button. 
6.	All functions for using the Filter and Sort Paychecks buttons are the same as shown in the Classic Menu exercise.
7.	Click the Actions List button. 
8.	Click the Sign Out list item. 



Step	Action
9.	If you are <i>off campus</i> and signed into the Remote Access Portal , you must sign out of it. Click the Sign out button. 

Step	Action
10.	WARNING! Any information viewed during a PeopleSoft Self-Service session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may use this computer. <u>We recommend against using public or shared computers to access Self-Service.</u> To protect the security of this information, delete the Internet cache prior to closing the browser, and confirm ALL browser windows are closed at the end of your session. If you need additional information on how to delete the browser's internet cache for supported browsers, please see the document, <u>Clearing Commonly Used Browser's Internet Cache</u> on the Employee Self-Service Training website.
11.	This completes <i>Access Paycheck Information using the Fluid Menu.</i> End of Procedure.