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 computer.

<u>We recommend against using public or shared computers to access Employee Self Service.</u> To protect your information please follow the sign out procedures in the training documents, **delete the Internet Browser cache prior to closing the browser**, **and confirm ALL browser windows are closed at the end of your session**.

Click the following link for instructions on deleting and <u>Clearing Commonly Used Browser's</u> <u>Internet Cache</u>.

Instructions on accessing Employee Self Service off campus: <u>Accessing Employee Self Service Off</u> <u>Campus.</u>

Use the https://www.lsuhsc.edu/ps/support/selfservice.aspx URL to sign into PeopleSoft.

1. At the PeopleSoft sign on screen, enter your *User ID* (system automatically converts it to Upper Case), and case sensitive Password, and click Sign In.

	LSU Health	
	PeopleSoft HRSA - PS9HRTRN	2
User ID		
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Password		
	Sign In	

2. From the My PeopleSoft Home page, click the Self Service tile.

My People	Soft Home \vee			:	
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	Self Service	Manager Self Service	LSUHSC Forms		
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3. Click the drop-down arrow to the right of **Payroll Info** to view available options.

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Benefits Summary	
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1095-C Forms	
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4. Click the W-2/W-2c Forms button.

Payroll Info	^
Paychecks	
Timesheet	
W-2/W-2c Forms	
W-2/W-2c Consent	

5. The current Tax Year information defaults into the required fields. Click the **View Form** button to view the W-2.

	Tax Yea	r 2024 🗸		
LSUHSC-New Orleans				
				↑↓
Tax Form	Issue Date	Year End Form	Filing Instructions	
W-2	01/27/2025	View Form	0	

A new window opens and the W-2 is displayed in Adobe format within your internet browser window. The W-2 can be *printed or saved* by clicking the **Printer** icon the toolbar menu. Close the W-2 window by clicking the X button for the appropriate tab.

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7. Filing Instructions can also be viewed/printed/saved.

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8. Exit the **PeopleSoft** system by clicking the Actions (3 dots) button in the upper right corner of the Screen. Select the **Sign out** button from the drop-down list.

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9. If using remote portal (off-campus), click the Sign Out button to exit the Remote Access Portal.



Please make sure the **Remote Access Portal** has ended successfully before moving to the next step of clearing your internet cache. If the session has ended correctly, the *"Your session has ended"* box will display.