



## Complete Guide with Step-by-Step Instructions

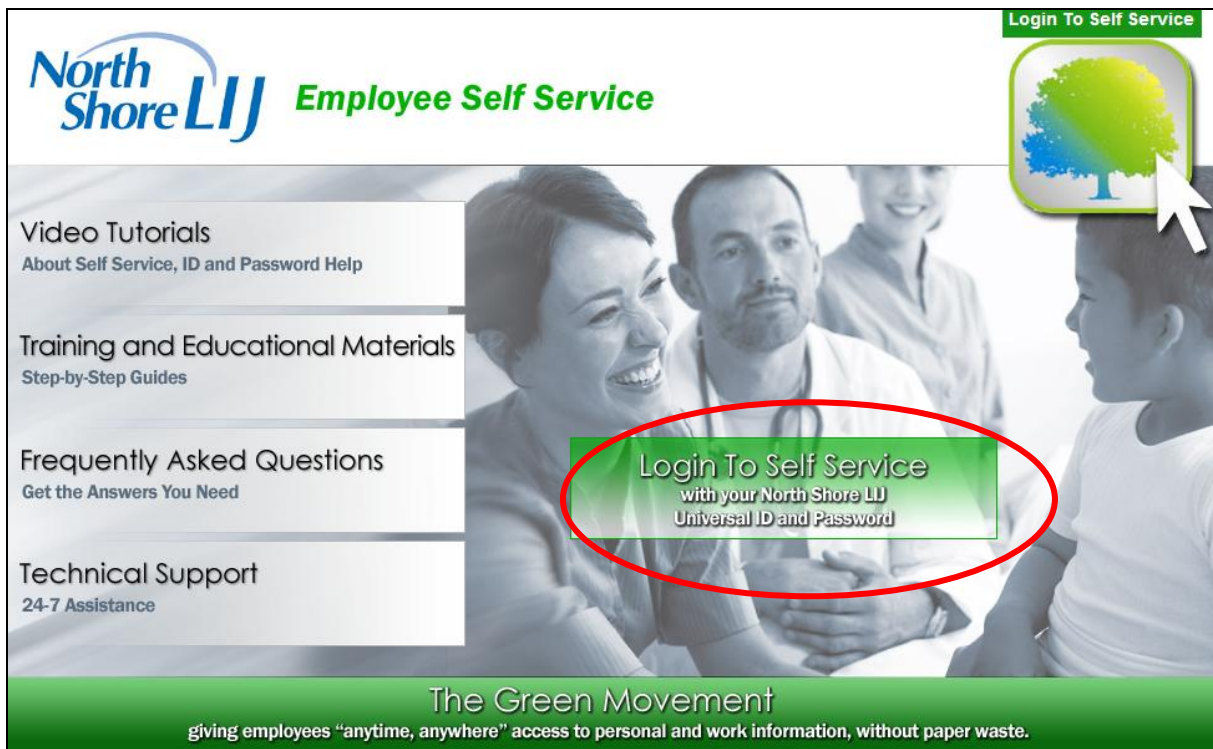
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## SECTION 1: HOW TO ACCESS THE EMPLOYEE SELF SERVICE PORTAL

**Step 1:** From any computer with Internet access, type the following address into the Web Browser: <http://ess.nsljweb.com> and click "Enter." Or, go to *HealthPort*, the Employee Intranet, and select "Employee Self Service" on the left-hand side of the page. You will then arrive at the Employee Self Service portal homepage shown below.

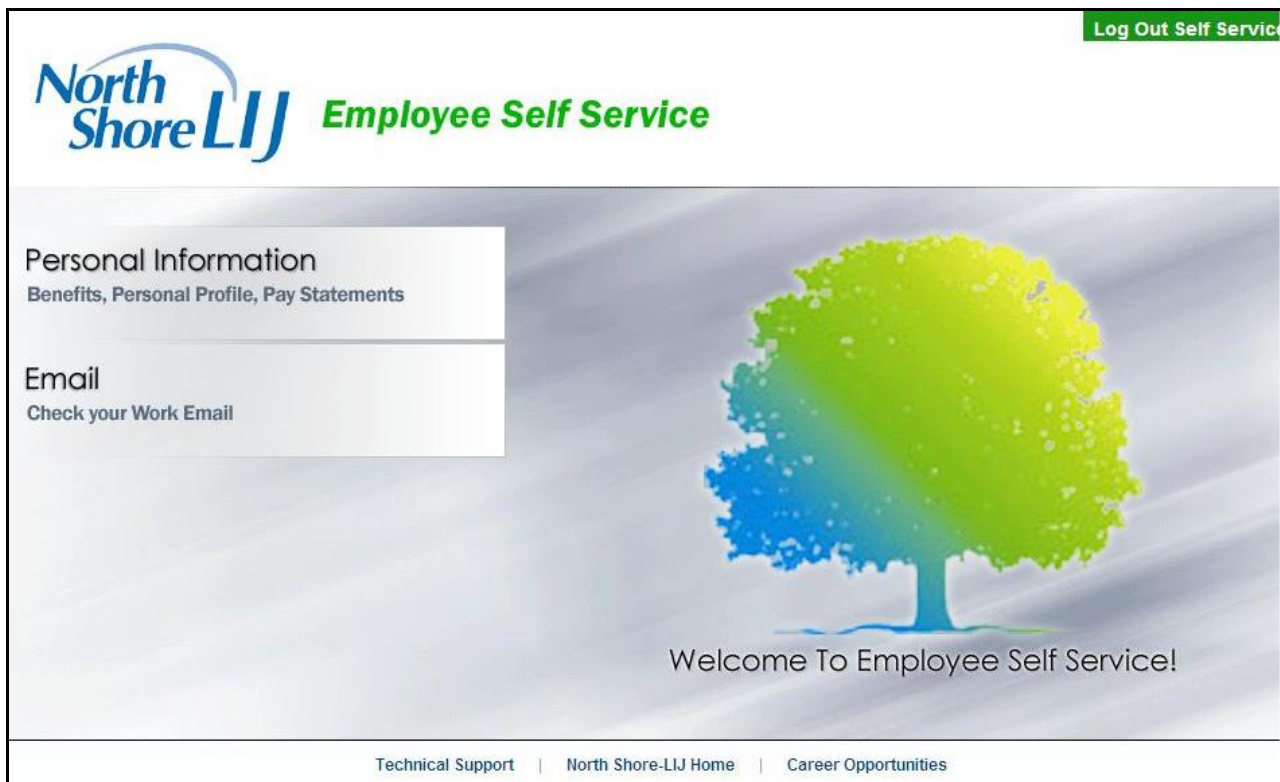
**Step 2:** Once on the Employee Self Service homepage, select "Login to Self Service." **Note:** You must be registered to use Employee Self Service. See instructions below to register as a first-time user.



**Step 3:** Enter your secure North Shore-LIJ Universal ID, Password and ESS Key. **Note:** Refer to instructions on page 20 if you don't have this information.

The screenshot shows the login page of the North Shore LIJ Employee Self Service portal. The header includes the North Shore LIJ logo, the text "Employee Self Service", and a tree icon. Below the header, there is a breadcrumb trail: "Home > Self Service Login". The main content area has a heading "Please sign in with your North Shore-LIJ Universal ID, Password and ESS Key." followed by three input fields: "Universal ID", "Password", and "ESS Key". These three fields are circled in red. Below the input fields is a "Sign In" button. To the right of the input fields, there is a link that says "Forgot your ESS Key?".

**Congratulations! You are now securely logged into the Employee Self Service Portal.**



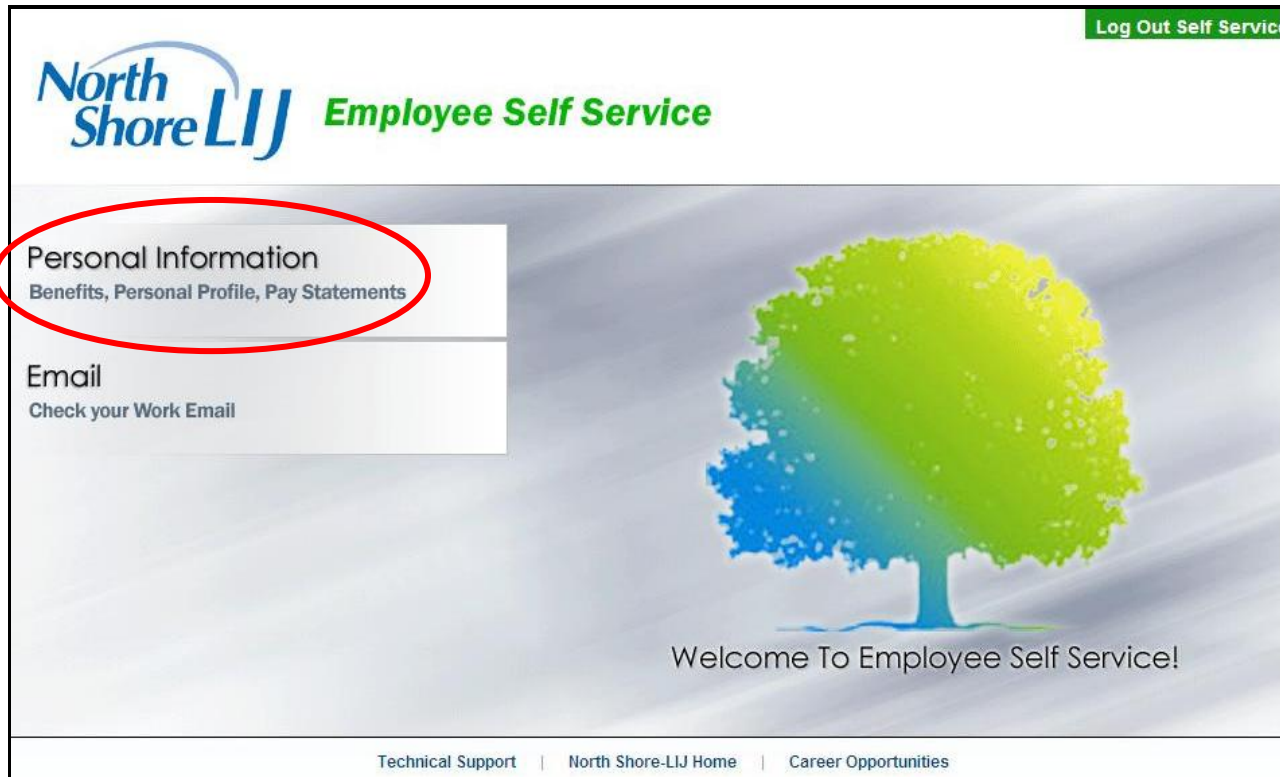
From the Employee Self Service Portal you may select from two applications:

- 1) Personal Information** > *Benefits, Personal Profile, Pay Statements*
- 2) Email** > *Work Email*

## 1) Accessing Personal Information

Personal Information is securely stored in the *PeopleSoft* application which houses employees' personal data, pay statements and benefits. **Note:** Only select Human Resources representatives may access PeopleSoft for workforce related requests.

Simply click on the Personal Information tab as shown below to be taken to PeopleSoft.



You will then be taken to the PeopleSoft Self Service Menu, shown below.



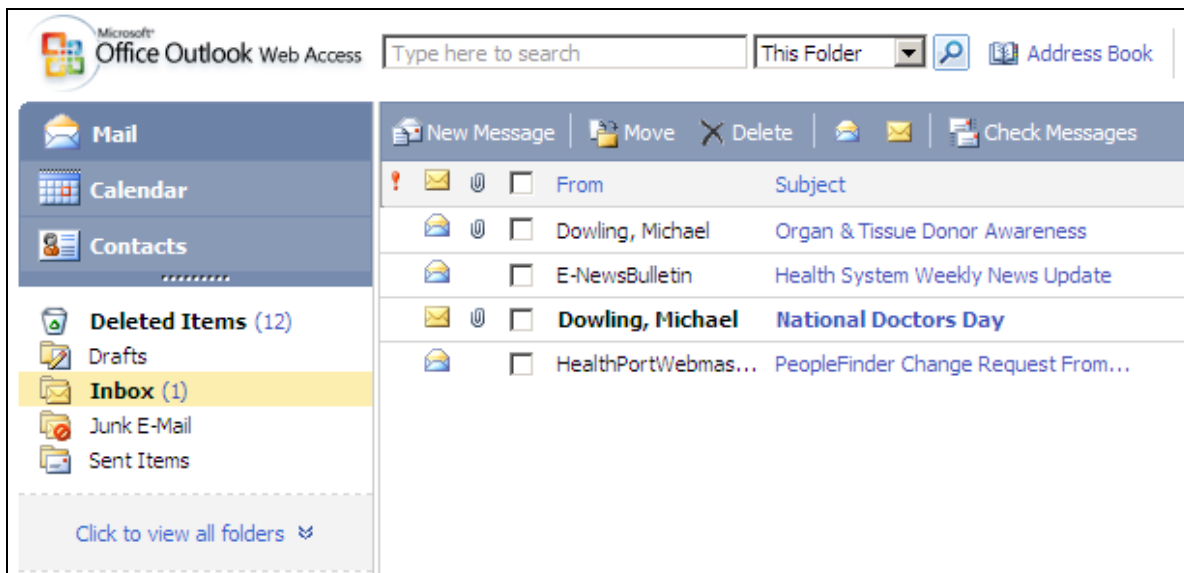
**Congratulations! You are now logged into Employee Self Service > Personal Information.**

## 2) Accessing North Shore-LIJ Email (your Work Email Account)

All North Shore-LIJ employees\* have an assigned email account/address as part of employment with the health system. Email is a free communications tool that is used frequently to communicate important information and should be checked regularly. Accessing your work email is simple. Once you are logged into Employee Self Service, simply click on the Email tab, shown below. **\*Note:** Employees at Lenox Hill, Staten Island and Huntington Hospitals may not yet have North Shore-LIJ email or access to Employee Self Service.



You will then be taken to your North Shore-LIJ mailbox through Outlook, shown below.



**Congratulations! You are now logged into Employee Self Service > Email.**

### Registering as a First-Time User (for newly hired employees)

First-time user registration requires obtaining your North Shore-LIJ Universal ID and Password, either from your supervisor or from the IS Help Desk at: 516-470-7272. You will then need to enter your ESS Key (initially set to “ns” plus the last four digits of your social security number (e.g. ns1234). Follow steps 1, 2 and 3 above.

Once you login, you will be asked to answer three security questions as shown below. Please remember your answers for future reference.



## Questions & Answers

You must answer 3 questions. You will be asked to answer these questions in case you forget your ESS Key and want to reset it.

### Predefined Questions

Question 1:

Please choose a question...

Answer:

Question 2:

Please choose a question...

Answer:

Question 3:

Please choose a question...

Answer:

You will then be asked to reset your ESS Key by entering a new key made up of combination of numbers and letters. This new ESS Key can be any kind of password you like, as long as it meets the "Rules." Please follow the instructions shown in the blue box "ESS Key Rules." After you enter your new ESS Key twice, click "Next."



✓ Your questions and answers have been successfully saved!

## ESS Key

Please enter a new ESS Key and then confirm it by entering it a second time. You will be required to provide your ESS Key everytime you sign-in to Employee Self-Service. So, make sure you change it to something that you will remember.

\* New ESS Key:

\* Confirm ESS Key:

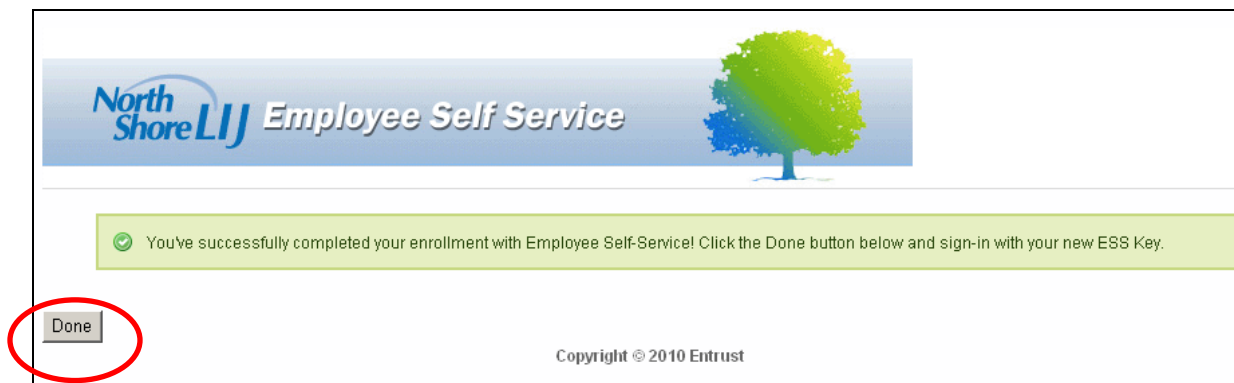
Next

### ESS Key Rules

- ✗ ESS Key must be at least 4 characters long
- ✗ ESS Key must contain a numeric character
- ✗ ESS Key cannot contain your user name
- ✗ New and confirmation ESS Keys must match
- ⓘ ESS Key cannot be one that is disallowed
- ⓘ ESS Key cannot contain contact information

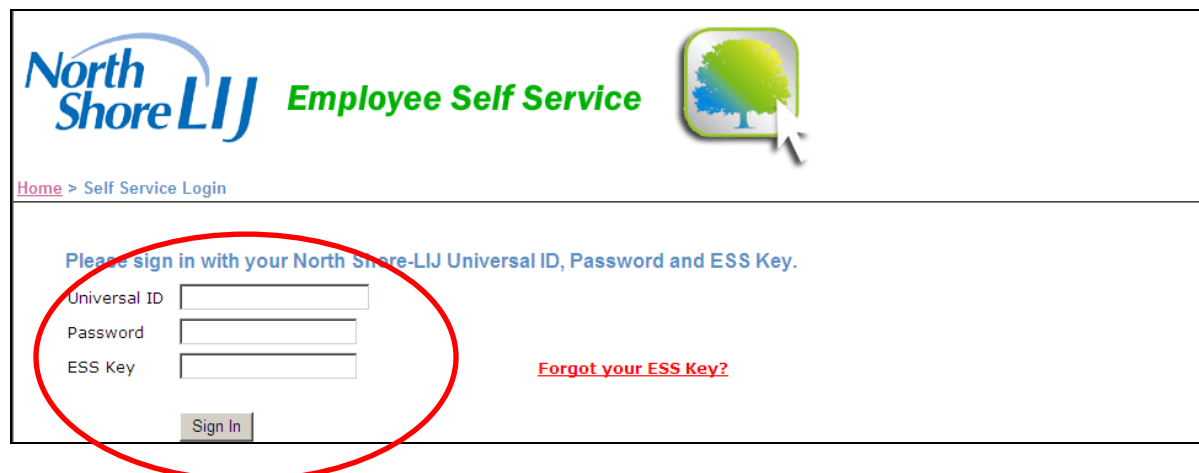
Copyright © 2010 Entrust

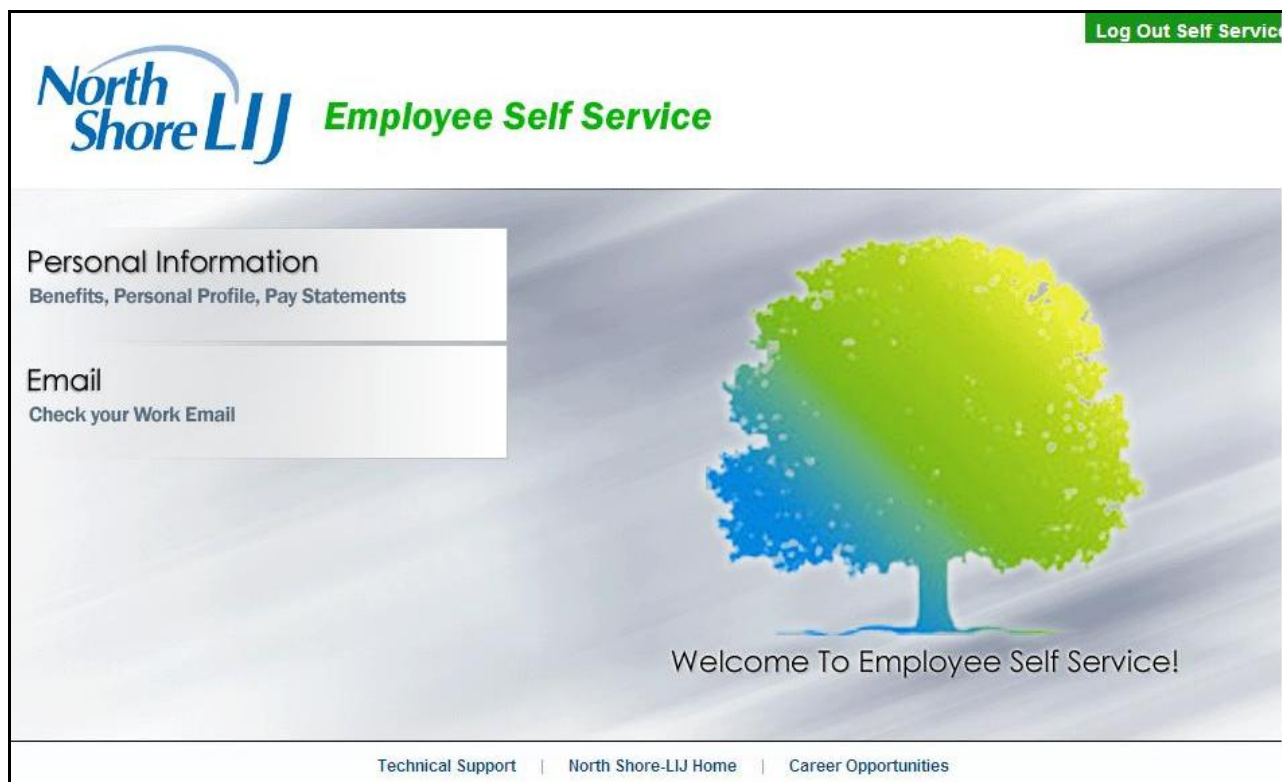
Once you have reset your ESS Key and completed your first-time user registration, click “Done.”



From there, you will be taken back to the main Employee Self Service Login page. Now that you have registered as a first-time user, you may login to Employee Self Service.

Enter your North Shore-LIJ Universal ID, Password and *new* ESS Key and click “Sign In.”





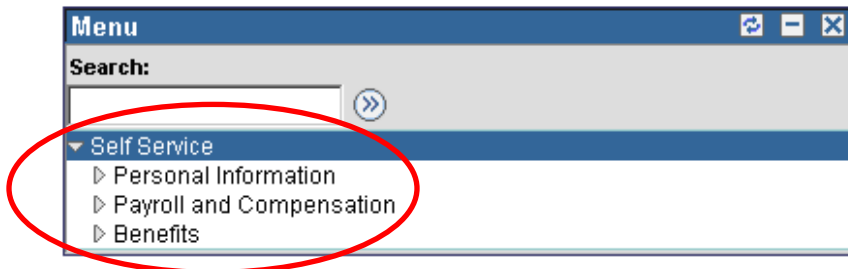
**Congratulations! You are now logged into the Employee Self Service Portal.**

From here you can select one of two applications (Personal Information or Email); refer to the steps on page 3.

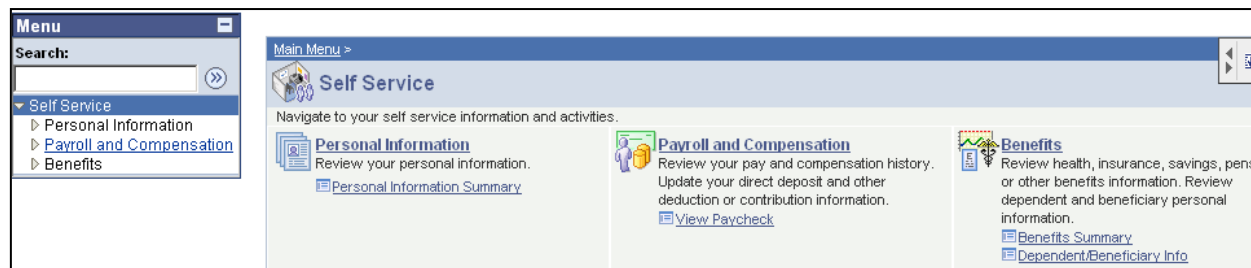
## SECTION 2: NAVIGATING THROUGH THE PEOPLESOFT SELF SERVICE MENU

Once in the Personal Information tab through Employee Self Service, you are in the PeopleSoft application. Select **Self Service** and the menu will expand and drop down three options:

- 1) Personal Information
- 2) Payroll and Compensation
- 3) Benefits

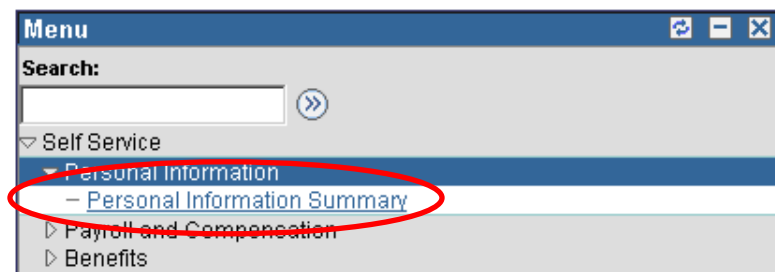


**Note:** When the Self Service Menu expands, this is how it will display on screen:



### 1) Personal Information

From the Self Service menu, select **Personal Information** and you will be taken to a *Personal Information Summary* which displays your personal demographic information stored in PeopleSoft (e.g. your name, address and marital status).



Once you click on *Personal Information Summary*, you will see a page displaying your personal demographic information currently stored in PeopleSoft as shown below.

Menu

Search:

Self Service

Personal Information

Personal Information Summary

Phone Numbers

Email Addresses

Payroll and Compensation

Benefits

Personal Information

Jane Sample

Name

Jane Sample

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	05/01/2006	USA	123 Sample Lane Rego Park, NY 11374 USA

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Cellular	5167777777		<input checked="" type="checkbox"/>
Home	718/333-5555		<input type="checkbox"/>
Main	631/333-5555		<input type="checkbox"/>
Other	516/555-5555		<input type="checkbox"/>

Emergency Contacts

Name	Relationship to Employee	Primary Contact
Orange Sample	Mother	<input checked="" type="checkbox"/>

Email Addresses

### Updating Personal Information: *Phone and Email*

From the "Personal Information" menu, choose either "**Phone Numbers**" or "**Email Addresses.**"

**To Update Your Personal Phone Numbers:** Enter the new telephone number and click on the button "Add a Phone Number." When finished, click "Save." If you wish to delete a telephone number from this screen, simply check the box next to the number you are deleting and click on "Delete" and "Save." You are also able to identify a "Preferred Number" of contact by clicking in the box next to the number you prefer to be called on. Note: *You cannot change your business phone number.*

Menu

Search:

Self Service

Personal Information

Personal Information Summary

Phone Numbers

Email Addresses

Payroll and Compensation

Benefits

Phone Numbers

Jane Sample

Enter your phone numbers below.

Phone Type	Telephone	Extension	Preferred	
Cellular	5167777777		<input checked="" type="checkbox"/>	Delete
Home	718/333-5555		<input type="checkbox"/>	Delete
Main	631/333-5555		<input type="checkbox"/>	Delete
Other	516/555-5555		<input type="checkbox"/>	Delete

Add a Phone Number

\* Required Field

Save

### To update your Personal Email Addresses

Select "Email Addresses" from the Personal Information dropdown on the left. Please note that your North Shore-LIJ email is always set as Preferred, meaning, even though you provide a personal email address, the health system will email your work email account for business. Type your personal email in the box and click on "Add an Email Address" then click "Save." If you wish to delete an email address, just check-off the box and click on "Delete" and then "Save." Note: *You cannot change your business email address.*

The screenshot shows a web application interface for managing personal information. On the left is a navigation menu with a search bar and a list of options: Self Service, Personal Information (expanded), Personal Information Summary, Phone Number, Email Addresses (highlighted with a red circle), Payroll and Compensation, and Benefits. The main content area has a heading 'Email Addresses' and a sub-header 'Jane Sample'. Below this is a table with columns: \*Email Type, Email Address, Preferred, and a Delete button. The table contains two rows: 'Business' with email 'jsample@NCHC.edu' and 'Preferred' checked, and 'Other' with email 'test@aol.com' and 'Preferred' unchecked (this row is circled in red). Below the table is a yellow 'Add an Email Address' button. At the bottom, there is a '\* Required Field' label and a yellow 'Save' button (also circled in red).

*Email Type	Email Address	Preferred	Delete
Business	jsample@NCHC.edu	<input checked="" type="checkbox"/>	Delete
Other	test@aol.com	<input type="checkbox"/>	Delete

Add an Email Address

\* Required Field

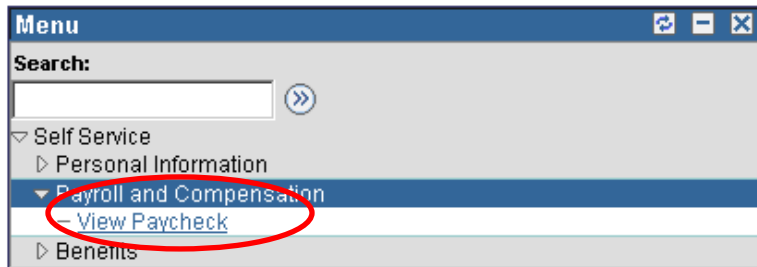
Save

### Updating Other Personal Information

To change personal information other than phone and email, please call the Human Resources Service Center at: 516-734-7000.

## 2) Payroll and Compensation

From the Self Service menu, select *Payroll and Compensation* and you will be taken to *View Paycheck* shown below. **Note:** Although this menu item states “paycheck” it is not an actual check; it is a pay statement.



Once you are in *View Paycheck*, you will see your current pay statement displayed.

A screenshot of the 'View Paycheck' page for a user named Jane Sample. The page layout includes a left-hand menu, a top navigation bar, and a main content area with multiple tables.

**Menu**

Search: [ ]

- Self Service
  - Personal Information
  - Payroll and Compensation**
    - View Paycheck**
  - Benefits

**View Paycheck**  
Jane Sample

[View a Different Paycheck](#)  
[View Printable Version](#)

**Address:** 123 Sample Lane  
Apt 5F  
Rego Park, NY 11374

**Check Date:** 05/20/2010  
**Net Pay:** \$3,339.51

General					
EmpID:	987654	Pay Group:	NS2		
Business Unit:	FPPLJ	Pay Begin Date:	05/02/2010		
DeptID:	23628010	Pay End Date:	05/15/2010		
Pay Rate:	87.17	SSN:	XXX-XX-5555		

Earnings					
Description	Rate	Hours	Amount	YTD Hours	YTD Amount
Regular	87.17	75.00	6,538.46	630.00	54,249.99
Vacation	0.00	0.00	0.00	105.00	8,615.38
Retro Pay	0.00	0.00	0.00	0.00	673.08
Holiday	0.00	0.00	0.00	15.00	1,173.09
<b>Total:</b>		<b>75.00</b>	<b>6,538.46</b>	<b>750.00</b>	<b>64,711.54</b>

Tax Data			
	Federal	State	Local
Marital Stat:	Married	Married	Married
Allowances:	0	0	2
Addl. Pct.:	0.00	0.00	0.00
Addl. Amt.:	0.00	0.00	0.00

Taxes		
Description	Current	YTD
Fed Withholding	966.24	8,942.20
Fed MED/EE	91.63	906.47
Fed OASDI/EE	391.77	3,875.93
NY Withholding	349.27	3,446.13
NY OASDI/EE	1.20	12.00
NY NYC Withholding	190.48	1,881.92
<b>Total:</b>	<b>1,990.59</b>	<b>19,064.65</b>

Before Tax Deductions		
Description	Current	YTD
FlexMed	185.24	1,852.40
FlexDen	33.60	336.00

After Tax Deductions		
Description	Current	YTD

Taxable Fringe Benefits		
Description	Current	YTD
FlexLife	7.93	79.30

## Printing a pay statement

To print your current pay statement, click on “View Printable Version” at the top of the page.

**Menu**  
Search:  
Self Service  
Personal Information  
Payroll and Compensation  
View Paycheck  
Benefits

### View Paycheck

Jane Sample

**Address:** 123 Sample Lane  
Apt 5F  
Rego Park, NY 11374

**Check Date:** 05/20/2010  
**Net Pay:** \$3,339.51

[View a Different Paycheck](#)  
[View Printable Version](#)

General					
EmplID:	987654	Pay Group:	NS2		
Business Unit:	FPLPJ	Pay Begin Date:	05/02/2010		
DeptID:	23628010	Pay End Date:	05/15/2010		
Pay Rate:	87.17	SSN:	XXX-XX-5555		

Tax Data			
Marital Stat:	Married	State	Married
Allowances:	0		2
Addl. Pct.:	0.00	0.00	0.00
Addl. Amt.:	0.00	0.00	0.00

Earnings					
Description	Rate	Hours	Amount	YTD Hours	YTD Amount
Regular	87.17	75.00	6,538.46	630.00	54,249.99
Vacation	0.00	0.00	0.00	105.00	8,615.38
Retro Pay	0.00	0.00	0.00	0.00	673.08
Holiday	0.00	0.00	0.00	15.00	1,173.09
<b>Total:</b>		<b>75.00</b>	<b>6,538.46</b>	<b>750.00</b>	<b>64,711.54</b>

Before Tax Deductions			After Tax Deductions		
Description	Current	YTD	Description	Current	YTD
FlexMed	185.24	1,852.40			
FlexDen	33.60	336.00			

Taxes		
Description	Current	YTD
Fed Withholding	966.24	8,942.20
Fed MED/VEE	91.63	906.47
Fed OASDI/VEE	391.77	3,875.93
NY Withholding	349.27	3,446.13
NY OASDI/VEE	1.20	12.00
NY NYC Withholding	190.48	1,881.92
<b>Total:</b>	<b>1,990.59</b>	<b>19,064.65</b>

Taxable Fringe Benefits		
Description	Current	YTD
FlexLife	7.93	79.30

From there, click on “Print” at the top of the page. Note: If you print out your pay statement, be sure to pick-up promptly at the printer to ensure others do not see your information.

**Menu**  
Search:  
Self Service  
Personal Information  
Payroll and Compensation  
View Paycheck  
Benefits

### Jane Sample

123 Sample Lane  
Apt 5F  
Rego Park, NY 11374

**Check Date:** 05/20/2010  
**Net Pay:** \$3,339.51

[Print](#)

**North Shore LIJ**

General					
EmplID:	987654	Pay Group:	NS2		
Business Unit:	FPLPJ	Pay Begin Date:	05/02/2010		
DeptID:	23628010	Pay End Date:	05/15/2010		
Pay Rate:	87.17	SSN:	XXX-XX-5555		

Tax Data			
Marital Stat:	Married	State	Married
Allowances:	0		2
Addl. Pct.:	0.00	0.00	0.00
Addl. Amt.:	0.00	0.00	0.00

Earnings					
Description	Rate	Hours	Amount	YTD Hours	YTD Amount
Regular	87.17	75.00	6,538.46	630.00	54,249.99
Vacation	0.00	0.00	0.00	105.00	8,615.38
Retro Pay	0.00	0.00	0.00	0.00	673.08
Holiday	0.00	0.00	0.00	15.00	1,173.09
<b>Total:</b>		<b>75.00</b>	<b>6,538.46</b>	<b>750.00</b>	<b>64,711.54</b>

Before Tax Deductions			After Tax Deductions		
Description	Current	YTD	Description	Current	YTD
FlexMed	185.24	1,852.40			
FlexDen	33.60	336.00			

Taxes		
Description	Current	YTD
Fed Withholding	966.24	8,942.20
Fed MED/VEE	91.63	906.47
Fed OASDI/VEE	391.77	3,875.93
NY Withholding	349.27	3,446.13
NY OASDI/VEE	1.20	12.00
NY NYC Withholding	190.48	1,881.92
<b>Total:</b>	<b>1,990.59</b>	<b>19,064.65</b>

Taxable Fringe Benefits		
Description	Current	YTD
FlexLife	7.93	79.30

## Viewing a past pay statement

Once you are in the *View Paycheck*, click on “View a Different Paycheck” at the top of the page.

**Menu**

Search:

- Self Service
  - Personal Information
  - Payroll and Compensation
    - View Paycheck**
  - Benefits

**View Paycheck**

Jane Sample

**Address:** 123 Sample Lane  
Apt 5F  
Rego Park, NY 11374

**Check Date:** 05/20/2010  
**Net Pay:** \$3,339.51

**View a Different Paycheck**  
**View Printable Version**

General					
<b>EmpID:</b>	987654	<b>Pay Group:</b>	NS2		
<b>Business Unit:</b>	FPPLJ	<b>Pay Begin Date:</b>	05/02/2010		
<b>DeptID:</b>	23628010	<b>Pay End Date:</b>	05/15/2010		
<b>Pay Rate:</b>	87.17	<b>SSN:</b>	XXX-XX-5555		

Earnings					
Description	Rate	Hours	Amount	YTD Hours	YTD Amount
Regular	87.17	75.00	6,538.46	630.00	54,249.99
Vacation	0.00	0.00	0.00	105.00	8,615.38
Retro Pay	0.00	0.00	0.00	0.00	673.08
Holiday	0.00	0.00	0.00	15.00	1,173.09
<b>Total:</b>		<b>75.00</b>	<b>6,538.46</b>	<b>750.00</b>	<b>64,711.54</b>

Tax Data			
	Federal	State	Local
<b>Marital Stat:</b>	Married	Married	Married
<b>Allowances:</b>	0	0	2
<b>Addl. Pct.:</b>	0.00	0.00	0.00
<b>Addl. Amt.:</b>	0.00	0.00	0.00

Taxes		
Description	Current	YTD
Fed Withholding	966.24	8,942.20
Fed MED/EE	91.63	906.47
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NY Withholding	349.27	3,446.13
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Before Tax Deductions		
Description	Current	YTD
FlexMed	185.24	1,852.40
FlexDen	33.60	336.00

After Tax Deductions		
Description	Current	YTD

Taxable Fringe Benefits		
Description	Current	YTD
FlexLife	7.93	79.30

Then you will be taken to a page containing a list of your past pay statements from the current and prior calendar year, underlined in blue, sorted by date. Click on a link to any past pay statement you would like to see, and you will be taken to a page showing a copy of the pay statement.

**Menu**

Search:

- Self Service
  - Personal Information
  - Payroll and Compensation
    - View Paycheck**
  - Benefits

**View Paycheck**

Review your prior available paychecks now. Select the paycheck you would like to review.

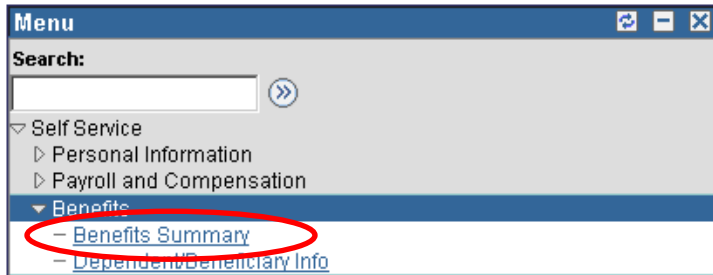
Paycheck Selection		
Pay Period End Date	Company	Net Pay
<u>2010-05-15</u>	North Shore-LIJ Health System	\$3339.51
<u>2010-05-01</u>	North Shore-LIJ Health System	\$3339.53
<u>2010-04-17</u>	North Shore-LIJ Health System	\$3409.71
<u>2010-04-03</u>	North Shore-LIJ Health System	\$3409.71
<u>2010-03-20</u>	North Shore-LIJ Health System	\$3409.71
<u>2010-03-06</u>	North Shore-LIJ Health System	\$3409.71
<u>2010-02-20</u>	North Shore-LIJ Health System	\$3409.72
<u>2010-02-06</u>	North Shore-LIJ Health System	\$3716.34
<u>2010-01-23</u>	North Shore-LIJ Health System	\$3409.70
<u>2010-01-09</u>	North Shore-LIJ Health System	\$2810.61
<u>2009-12-26</u>	North Shore-LIJ Health System	\$3723.67
<u>2009-12-12</u>	North Shore-LIJ Health System	\$2827.65
<u>2009-11-28</u>	North Shore-LIJ Health System	\$2827.65

## Printing a past pay statement

Follow the same instructions as above “Printing a Pay Statement.”

### 3) Benefits

From the Self Service menu, select *Benefits* and you will see two options: *Benefits Summary* and *Dependent/Beneficiary Info*. Select “View Benefits Summary” first. **Note:** Benefits displayed in the Benefits Summary reflect plans sponsored only by North Shore-LIJ. If an employee is covered under a collective bargaining agreement and may therefore receive benefits under a non-employer sponsored benefit plan (e.g. 1199 or NYSNA), these health plan elections are not viewable through Employee Self Service.



Once in *Benefits Summary* you may view your existing and historical Benefit elections including healthcare, welfare and contributions to the 403(b) plan.

#### **Reviewing your Health & Welfare and Retirement Benefits**

The top of the page shows three important things: The type of benefit, the plan choice and the type of coverage chosen.

A screenshot of the 'Benefits Summary' page for 'Jane Sample'. The page title is 'Benefits Summary' and the user name 'Jane Sample' is displayed. Below the title, a red text prompt says 'Listed below are your current elections:'. A table follows, with its header row circled in red. The table has three columns: 'Type of Benefit', 'Plan Description', and 'Coverage or Participation'. The table lists various benefits and their current election status.

Type of Benefit	Plan Description	Coverage or Participation
<a href="#">Medical</a>	Empire	Family
<a href="#">Dental</a>	CIGNA PPO	Employee + Spouse/DP
<a href="#">Vision</a>	Davis Vision	Employee Only
Domestic Partner Medical		Not Enrolled
Domestic Partner Dental		Not Enrolled
Domestic Partner Vision		Not Enrolled
<a href="#">Life and AD and D</a>	Life & AD/D 1.5X	1.5 X Salary
Supplemental Life & AD/D		Not Enrolled
<a href="#">Long-Term Disability</a>	Long-Term Disability 50%	50% of Salary
<a href="#">403b EE Voluntary Contribution</a>	403b Savings	15% Before Tax
<a href="#">403b ER Basic Contribution</a>	403b ER Basic Contrib 3%	Enrolled
Health Care FSA	Health Care FSA	\$150 Pledge
Dependent Care FSA		Not Enrolled

#### **Updating/Changing Benefits**

This can only be done during annual Open Enrollment and due to a Qualifying Life Event. If you need to report a Qualifying Life Event, please do so promptly by calling the HR Service Center at: 516-734-7000.

**Note:** In the future, benefits enrollment and changes will be submitted directly through Employee Self Service, eliminating the need for forms and paper waste, helping us go green.

## **Detailed Explanation of Benefits Summary**

### ***Medical***

Your medical plan choice is shown at the top of the page. In this example, the employee is enrolled in Medical coverage, through the Empire plan with Family coverage.

### ***Dental***

Your dental plan choice is shown next. In this example, the employee is enrolled in Dental coverage, through the Cigna PPO plan, for the employee plus a spouse dependent (spouse/DP).

### ***Vision***

Your vision plan choice is shown next. In this example, the employee is enrolled in Vision coverage, through Davis Vision, only for the employee.

### ***Domestic Partner Medical, Dental, Vision***

Next you will see three options for Domestic Partner plans – for medical, dental and vision. Unless you have elected Same Sex Domestic Partner benefits, this will display as “Waived.”

### ***Life and AD and D***

Next you will see your coverage choice for Life and Accidental Death & Dismemberment (AD and D) coverage. In this example, the employee is eligible for 1.5 times their salary and has elected coverage for 1.5 times their salary.

### ***Supplemental Life and AD and D***

Next you will see your coverage choice for supplemental life insurance coverage which is “Waived” in this example.

### ***Long-Term Disability***

Next you will see your coverage choice for long-term disability. In this example, the employee is eligible for a benefit equal to 50% of their salary and has elected coverage for 50% of their salary.

### ***403(b) EE Voluntary Contribution***

Next you will see your own “voluntary” contributions to the 403(b) retirement savings plan. In this example, the employee is contributing 15% before tax, meaning 15% of the employee’s salary is being automatically deducted from their pay to contribute to the 403(b) savings account managed by MetLife. **Note:** The 403(b) Plan is open to ALL employees of the health system.

### ***403(b) ER Basic Contribution***

Next you will see the health system’s Employer Basic contribution to the 403(b) retirement savings plan. You must be a benefits-eligible employee to receive this benefit contribution. In this example, the employee is eligible and is receiving a 3% contribution. It is showing the employee as “Enrolled.” **Note:** You are Not eligible for this benefit if you do not work 975+ hours annually, or if you are covered by a collective bargaining agreement.

### Health Care FSA

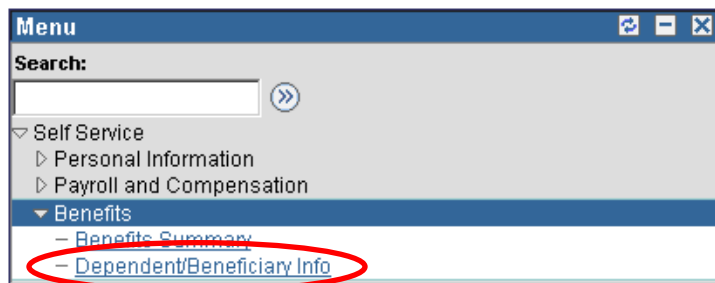
Next you will see the Healthcare Flexible Spending Account (FSA) benefit choice. In this example, the employee has chosen to “pledge” \$150 per year. This means that a total of \$150 is being automatically deducted over the year, in a healthcare FSA.

### Dependent Care FSA

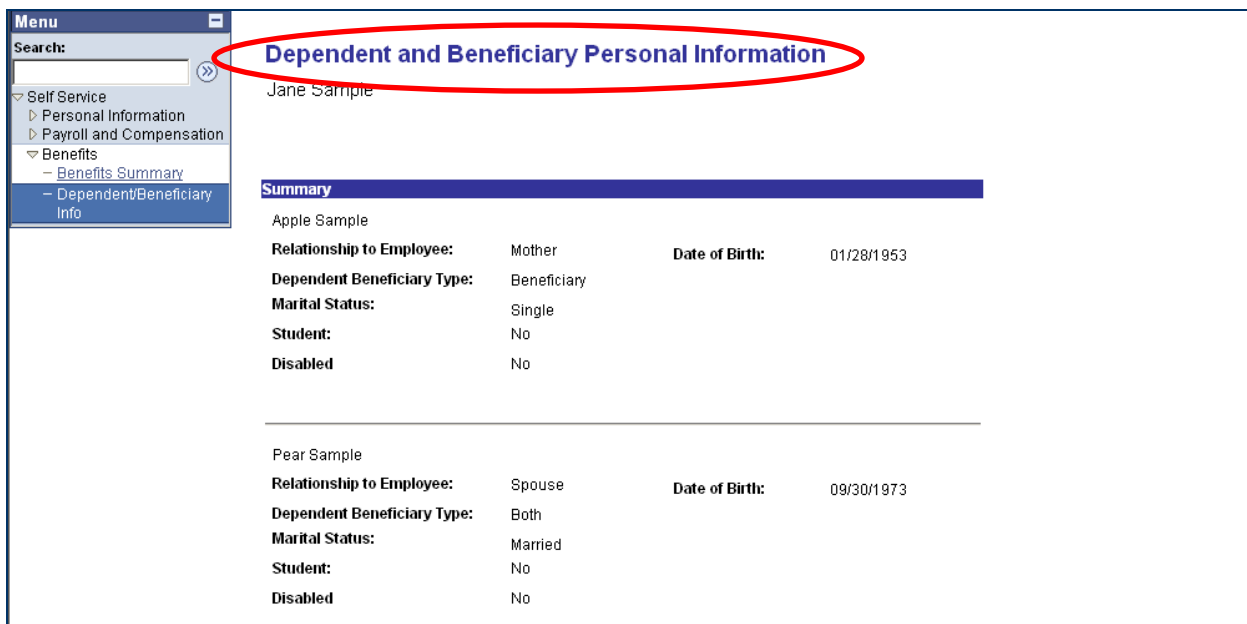
Next you will see the Dependent Care Flexible Spending Account (FSA) benefit choice which is “Waived” in this example.

### Reviewing Dependent Beneficiary Info

From the Self Service > Benefits Menu, select *Dependent/Beneficiary Info* to review your designated dependents and beneficiaries on record.



In this example below, the employee has several dependents on file.

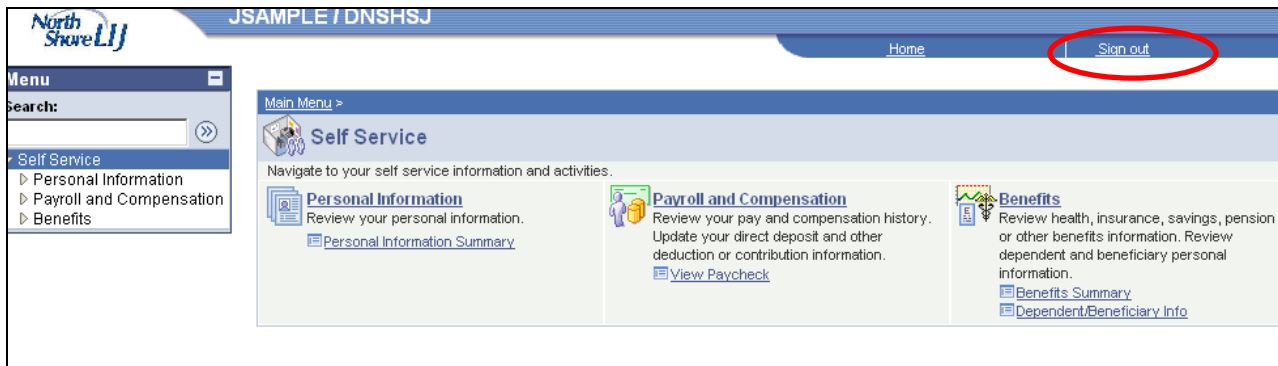


### Updating/Changing Dependent Beneficiary Info

If you see an error or need to change or update your dependent beneficiaries or dependents, please contact the HR Service Center at: 516-734-7000. **Note:** In the future, changes will be submitted directly through Employee Self Service.

## SECTION 3: HOW TO SIGN-OUT OF SELF SERVICE

It is very important to *sign out* of Employee Self Service when you have completed your session to ensure your privacy. Employee Self Service will automatically be “timed out” after 5 minutes of inactivity. If this happens, you will need to login to Employee Self Service again. See **Section 1**.



## SECTION 4: YOUR SECURE LOGIN INFORMATION – NORTH SHORE-LIJ UNIVERSAL ID, PASSWORD AND ESS KEY

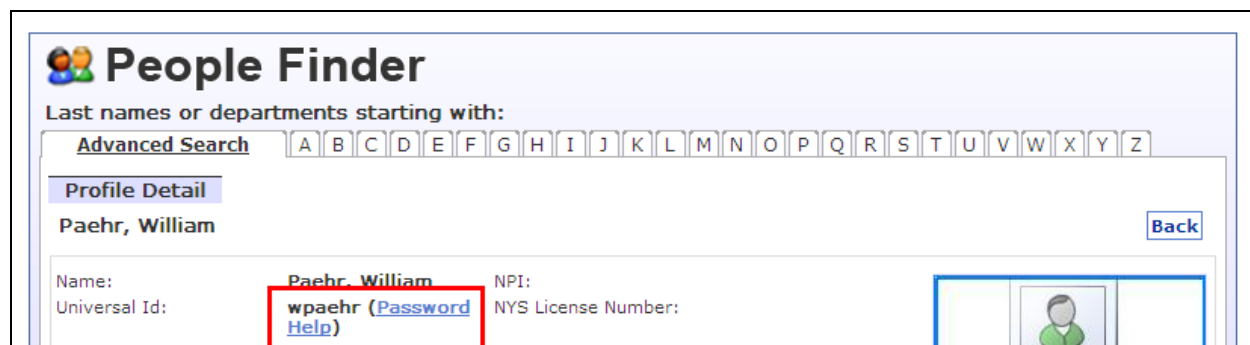
### 1) North Shore-LIJ Universal ID

To look-up your Universal ID online, go to *PeopleFinder*, a directory of North Shore-LIJ employees with contact information. **Note:** If you cannot access HealthPort to lookup your Universal ID, then call the Help Desk 24-hours a day, 7-days a week, at: 516-470-7272.

To get to *PeopleFinder*, go to HealthPort, the employee Intranet and go to “*PeopleFinder*” located at the top of the page. Enter your first and last name, then click “Search.”



Then you will be taken to a page showing your information stored in *PeopleFinder*. Your Universal ID will be displayed underneath your name at the top of the page. In this example, the employee's name is William Paehr. His Universal ID is: Wpaehr.



### 2) Password

If you do not know your Password, you will need to reset it. You may do this online on your own in *PeopleFinder*. **Note:** If you cannot access HealthPort to lookup/reset your Password online, then

please call the Help Desk 24-hours a day, 7-days a week, at: 516-470-7272.

To reset your Password online from *PeopleFinder*, go to the same page showing your Universal ID. Click on “Password Help.”

**People Finder**  
Last names or departments starting with:  
[Advanced Search](#) A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**Profile Detail**  
**Paehr, William** [Back](#)

Name:	<b>Paehr, William</b>	NPI:
Universal Id:	<b>wpaehr (Password Help)</b>	NYS License Number:
Manager's Name:	<a href="#">Turpin, Michael</a>	Hospital Affiliation:
Work Phone (Primary):		Specialties:
Work Phone (Secondary):		Insurance Accepted:
Fax Number:		Practice Limited To:
<a href="#">Pager Number:</a>		Website:
Cell Number:		
Email Address:	<a href="mailto:wpaehr@NSHS.edu">wpaehr@NSHS.edu</a>	
Position:		
Department:		
Business Unit:		

Would you like to include a professional portrait with your profile? Portraits are taken Thursdays from 12:00 pm - 4:00 pm at North Shore - LIJ Studios located at 155 Community Drive, Great Neck. Business attire required. For questions relating to portraits,

Click on “I forgot my Password / I want to reset my Password.”

**Password Help**

[I forgot my password / I want to reset my password.](#)  
Your NSLUHS Universal ID and Password is the same as your current NSLUHS Network Logon ID, E-mail, Sunrise, Remote Access (RAP) and NSUH Cardiology PACS credentials.

**This not my Universal ID** I use a different Network Logon ID to access the NSLIJHS network and e-mail  
If you feel that the NSLUHS Universal ID assigned to you is NOT accurate, please fill out the [NSLUHS Identity Verification Form](#)

**I have received a new NSLIJHS Universal ID. What is my password?**  
If this is your first time using your NSLUHS Universal ID, you have been assigned a default password.

**Help Desk Assistance**  
Please contact the I.S. Help Desk at (516, 718, 631) 470-7272

**Click here to reset password.**

Then, follow the instructions to reset your Password shown below.

North Shore LIJ Password Reset Form Close this window

**Resetting password for Universal ID:** wpaehr Confirm that your Universal ID is correct.

**Step 1 - Validate your identity**

1. Select your birth month, birth day and enter the last 4 digits of your Social Security Number in the appropriate text fields.
2. Click the 'Validate Identity' button.

Birth Month: Select Birth Month ▼

Social Security Number (Last 4 digits only):

Birth Day: Select Birth Day ▼

Validate Identity

Please contact the Customer Service Center at (516) 462-1000

Fill out all three required fields.


Click Validate Identity using the mouse button.

**Note:** If you need assistance with your Password, please call the IS Help Desk 24-hours a day, 7-days a week, 365 days a year, at: 516-470-7272.

### 3) ESS Key

ESS stands for “Employee Self Service.” Your ESS Key is initially set to “ns” plus the last four digits of your social security number (SSN). An example is: ns1234. If you do not know your SSN, you may find it on an old pay statement at the top left section. Once you select a permanent ESS Key, you will use that instead of your initial ESS Key. If you forget it, you will be asked to reset it.

**Resetting your ESS Key:** If you forget your ESS Key, you will need to reset it. Go to the main Employee Self Service login page and click on “Forgot ESS Key” shown below.

North Shore LIJ **Employee Self Service** 

[Home](#) > Self Service Login

Please sign in with your North Shore-LIJ Universal ID, Password and ESS Key.

Universal ID

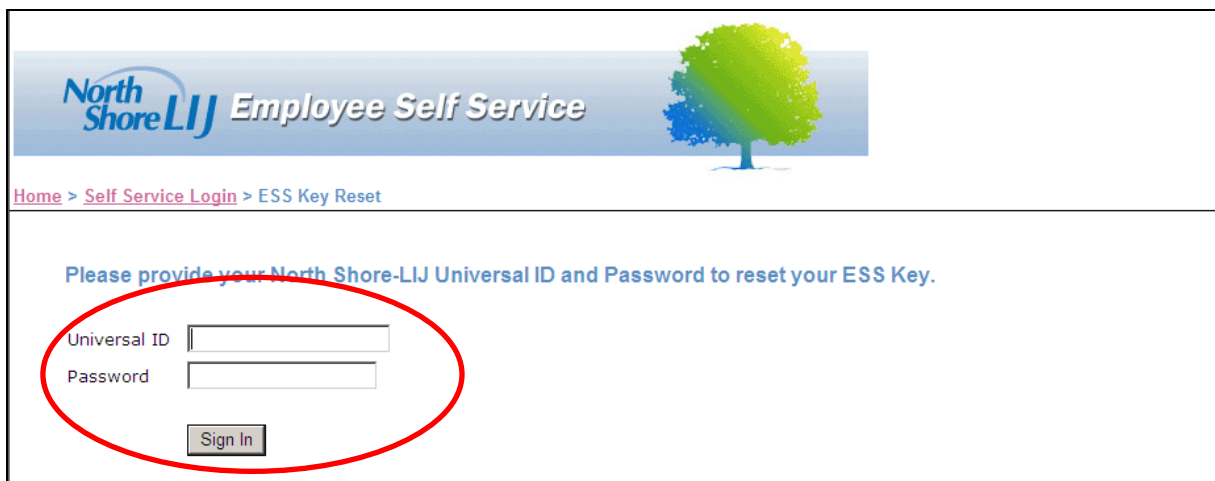
Password

ESS Key

Forgot your ESS Key?

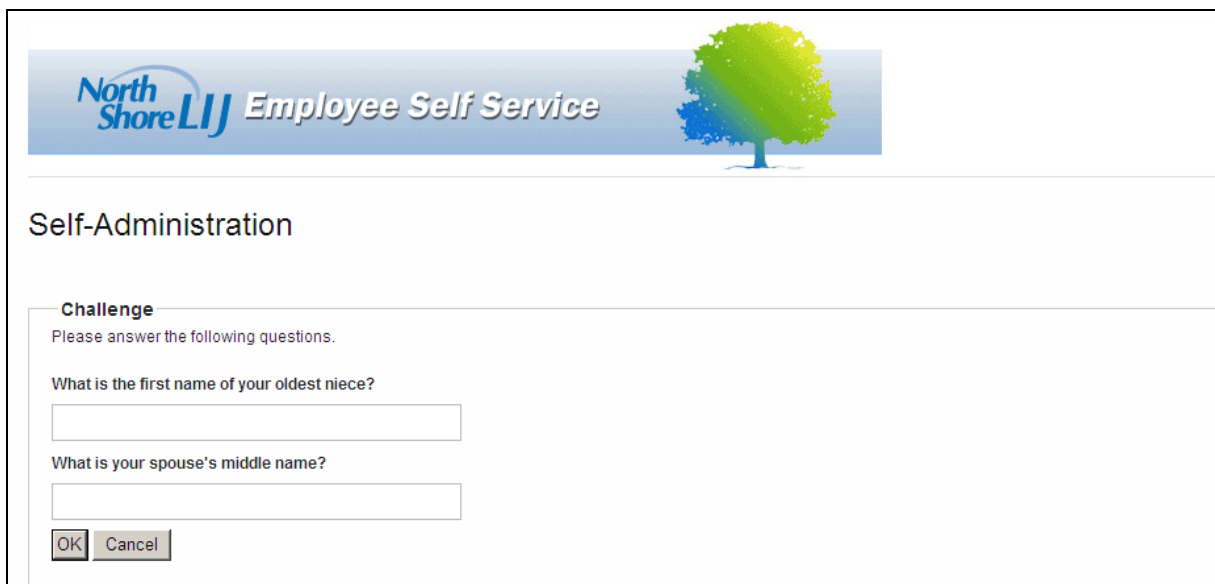
Sign In

You will be asked to enter your North Shore-LIJ Universal ID and Password.



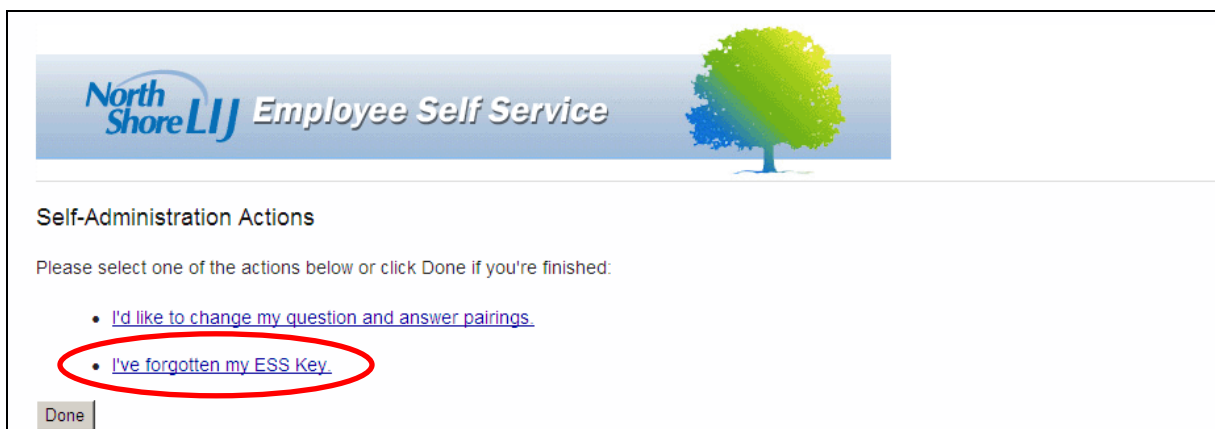
The screenshot shows the 'North Shore LIJ Employee Self Service' header with a tree logo. Below the header is a breadcrumb trail: 'Home > Self Service Login > ESS Key Reset'. The main instruction reads: 'Please provide your North Shore-LIJ Universal ID and Password to reset your ESS Key.' Below this, there are two input fields: 'Universal ID' and 'Password'. A red oval is drawn around these two fields and the 'Sign In' button located below them.

You will then be asked your previously selected security questions (example is shown below).



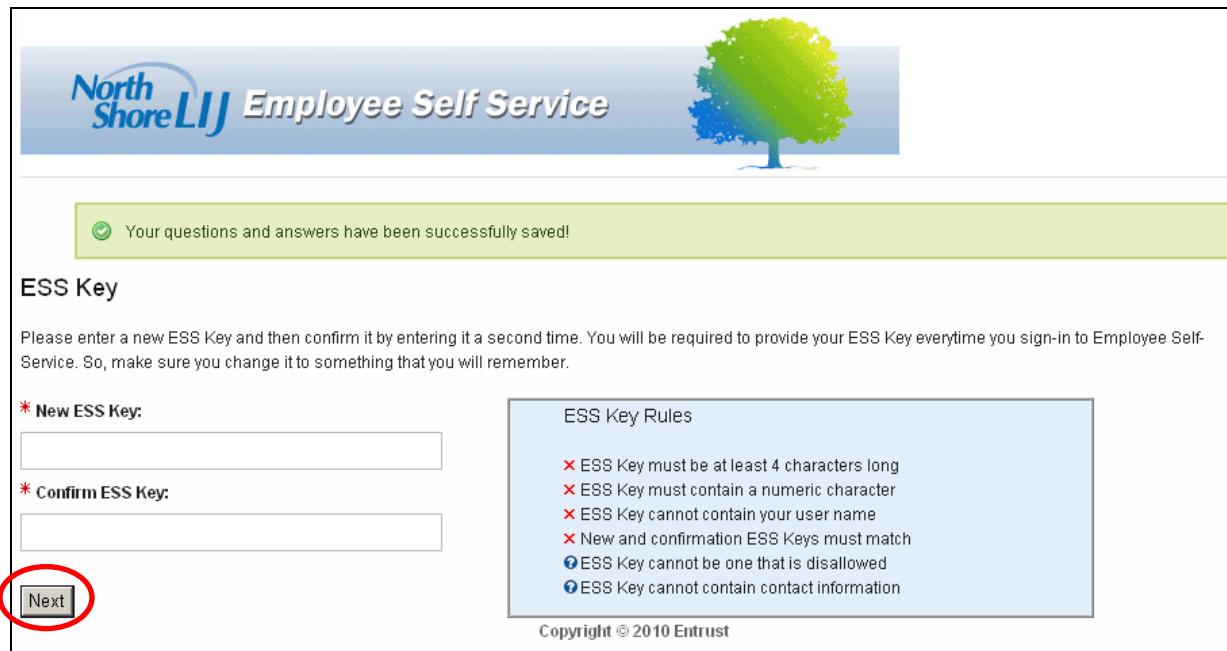
The screenshot shows the 'North Shore LIJ Employee Self Service' header with a tree logo. Below the header is the section 'Self-Administration'. Underneath is a 'Challenge' box with the instruction: 'Please answer the following questions.' There are two questions with corresponding input fields: 'What is the first name of your oldest niece?' and 'What is your spouse's middle name?'. At the bottom of the challenge box are 'OK' and 'Cancel' buttons.

Once you enter the correct answers, you will be brought to another page. Click on "I've forgotten my ESS Key."



The screenshot shows the 'North Shore LIJ Employee Self Service' header with a tree logo. Below the header is the section 'Self-Administration Actions'. The instruction reads: 'Please select one of the actions below or click Done if you're finished:'. There are two bullet points: 'I'd like to change my question and answer pairings.' and 'I've forgotten my ESS Key.'. The second bullet point is circled in red. At the bottom left is a 'Done' button.

You will be brought back to the ESS Key page and should follow the instructions to change and save your ESS Key by clicking on “Next.”



North Shore LIJ Employee Self Service

✓ Your questions and answers have been successfully saved!

### ESS Key

Please enter a new ESS Key and then confirm it by entering it a second time. You will be required to provide your ESS Key everytime you sign-in to Employee Self-Service. So, make sure you change it to something that you will remember.

\* New ESS Key:

\* Confirm ESS Key:

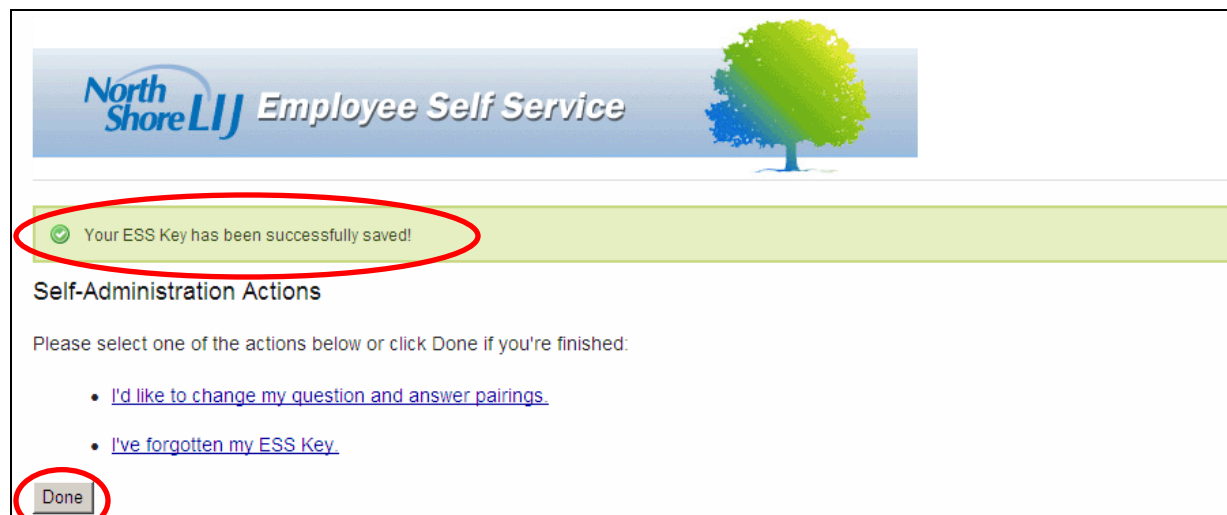
**Next**

**ESS Key Rules**

- ✗ ESS Key must be at least 4 characters long
- ✗ ESS Key must contain a numeric character
- ✗ ESS Key cannot contain your user name
- ✗ New and confirmation ESS Keys must match
- ⓘ ESS Key cannot be one that is disallowed
- ⓘ ESS Key cannot contain contact information

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Once you have completed this step, click on “Done.”



North Shore LIJ Employee Self Service

✓ Your ESS Key has been successfully saved!

### Self-Administration Actions

Please select one of the actions below or click Done if you're finished:

- [I'd like to change my question and answer pairings.](#)
- [I've forgotten my ESS Key.](#)

**Done**

You will then be taken back to the main Login page and can sign in with your new ESS Key.