



PEOPLESOFT

Self-service instruction guide



Samaritan
Health Services



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Login information

PeopleSoft from work

From the SHS Insider page, click on the PeopleSoft link in the right navigation bar. You should be logged in automatically.

The screenshot shows the SHS Insider website header. The navigation bar includes links for SHS Insider, Departments, Operations, Employees, Service Requests, Role-Based, and Focus Links. A large banner image of a Ferris wheel is displayed with the text "Join Us for Some Fun at the Fair — Our Treat!". On the right side, there is a "Days Since Last Serious Safety Event" counter showing "11" and a list of quick links: RLDatix Event Reporting, EthicsPoint Compliance & Privacy, Kronos (UKG), PeopleSoft (highlighted with a red arrow), Performance, and Policies, Procedures & Documents.

PeopleSoft from home

- Go to samhealth.org.
- Scroll to the bottom of the page and select **For Employees**.
- From **Quick Links**, select **PeopleSoft**.
- Follow the prompts to log in via Microsoft Authenticator.

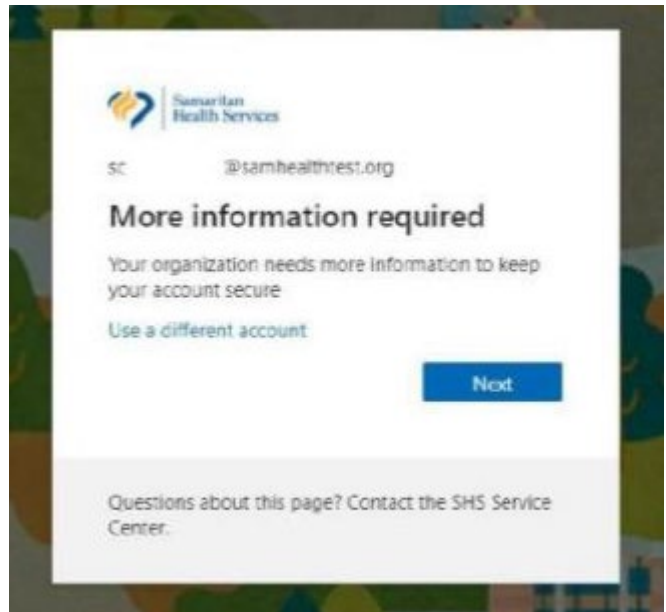
The screenshot shows the footer of the samhealth.org website. It is divided into four columns: "Online Tools" (Find a Doctor, Find a Location, Find a Job, Pay Your Bill, Price Transparency), "Access MyChart", "Medical Library", "Donate", "Contact Us", "Our Network" (Samaritan Health Plans, SamFit, InterCommunity Health Network, CCO), "Our Newsletter" (Sign up for a free health newsletter, Sign Up button), and "Our Team" (For Employees - highlighted with a red arrow, For Clinicians).

The screenshot shows the "Quick Links" section of the samhealth.org website. It features a horizontal row of buttons: Kronos (UKG), PeopleSoft (highlighted with a red arrow), PeopleSoft - Former Employees, and symplr Performance. Below this row is a "Health Plan" button.

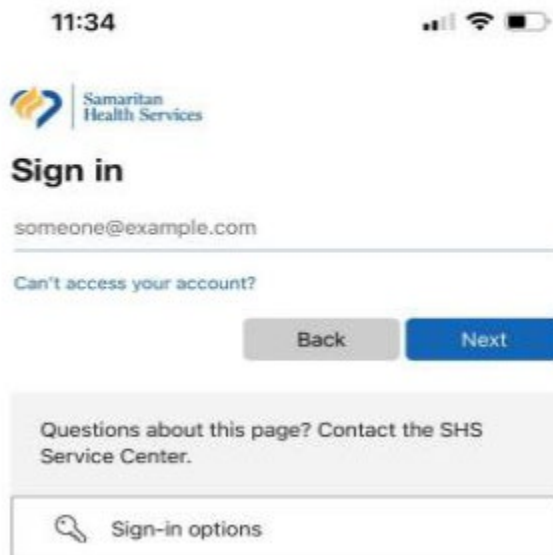


Setup Microsoft Authenticator (iOS & Android)

1. On your computer, go to <https://aka.ms/mysecurityinfo> and login using your Samaritan email (username@samhealth.org).
2. After entering your password, you will be prompted with “**More information required.**” Click **Next.**



Microsoft Authenticator





Benefits details

How to enroll in benefits

From PeopleSoft:

- Select **Benefit Details**.
- Select **Benefits Enrollment**.
- Select **Start**.
- Select **Review**.
- Select **Submit Enrollment**.

Employee Self Service ▾

Approvals 0	Expenses 	Payroll Last Pay Date 07/22/2024	Personal Details
Benefit Details ←	My Forms 	Approver Expense Modifications 	Change External HR Password

Benefit Details

Benefits Enrollment ←	Benefits Statement 2024 Confirmation	Benefits Summary
Life Events Start a Life Event	Benefits Attachment 	View Form 1095-C
Form 1095-C Consent Consent Granted		



Benefits Enrollment

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified life event. Click on the **Start** button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

Your Benefit Events

Event Description	Event Date	Event Status	Job Title	Start
New Hire	08/01/2022	Open	RN-New Grad Trainee	Start

Benefits Enrollment

The Enrollment Overview displays which benefit options are open for edits. There are no enrollment requirements for employer paid (ER Paid) benefits, however, we encourage you to please add, review or update your dependents/beneficiaries in the appropriate Benefit Plans below.

To begin your enrollment click on each available Benefit Plan tile to review and make your elections.

Enrollment Summary

Your Pay Period Cost: **\$0.00** Full Cost: **\$0.00**
Employer Cost: **\$15.94**

Status: **Pending Review**

[Enrollment Preview Statement](#)

Submit Enrollment

Benefit Plans

Medical	Health Savings Account	Dental/Vision
Current: No Coverage New: Wave Status: Pending Review Dependents: 0	Current: No Coverage New: Wave Status: Pending Review	Current: No Coverage New: Wave Status: Pending Review Dependents: 0
Pay Period Cost: \$0.00 Review	Pay Period Cost: \$0.00 Review	Pay Period Cost: \$0.00 Review

Benefits Enrollment

The Enrollment Overview displays which benefit options are open for edits. There are no enrollment requirements for employer paid (ER Paid) benefits, however, we encourage you to please add, review or update your dependents/beneficiaries in the appropriate Benefit Plans below.

To begin your enrollment click on each available Benefit Plan tile to review and make your elections.

Enrollment Summary

Your Pay Period Cost: **\$0.00** Full Cost: **\$0.00**
Employer Cost: **\$15.94**

Status: **Pending Review**

[Enrollment Preview Statement](#)

Submit Enrollment



Personal details

Emergency contacts

From PeopleSoft:

- Select **Personal Details**.
- Select **Emergency Contacts**.
- Select **Add Emergency Contact**.
- Enter **Contact Name** and choose the **Relationship**.
- Click **Add Address**, enter the information or click **Same as mine**. Then select **Done**.
- Click **Add Phone Number**, enter the information, then select **Done** and **Save**.

Employee Self Service ▾

The dashboard displays several tiles: Approvals (0), Expenses, Payroll (Last Pay Date 07/22/2024), Personal Details (highlighted with a red arrow), Benefit Details, My Forms, Approver Expense Modifications, and Change External HR Password (ORACLE PEOPLESOF).

Personal Details

The Personal Details page shows: Addresses (Updated 05/13/2024), Contact Details (3 Details), Emergency Contacts (2 Contacts, highlighted with a red arrow), Name (Updated 05/03/2024), Ethnic Groups (1 Ethnic Group), and Additional Information.



Employee Self Service Personal Details

New Employee HR Technical Analyst

- Addresses
- Contact Details
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts**
- Additional Information

Emergency Contacts

No data exists.

Add Emergency Contact ←

Emergency Contact Save

*Contact Name ←

*Relationship ←

Preferred

Employee Self Service Personal Details

New Employee HR Technical Analyst

- Addresses
- Contact Details
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts**
- Additional Information

Emergency Contacts

No data exists.

Add Emergency Contact

Emergency Contact Save

Address Done

Same as mine

Country

Address 1

*City ←

*State

*Postal

County

New Employee HR Technical Analyst

- Addresses
- Contact Details
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts**
- Additional Information

Emergency Contacts

No data exists.

Add Emergency Contact

Emergency Contact Save

*Contact Name

Phone Number Done

Same as mine

*Type

*Number

Extension

Address

Phone Number

No data exists.

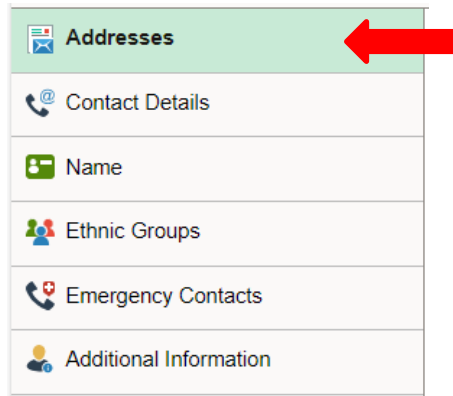
Add Phone



Update mailing and home addresses

From PeopleSoft:

- In **Personal Details**, from the left navigation bar, select **Addresses**.
- Verify address information is correct.
- To update, click on the arrow and complete the information.



Addresses

Home Address

<input type="text"/>	Current	>
----------------------	---------	---

Mailing Address

<input type="text"/>	Current	>
----------------------	---------	---

Update email and phone number

From PeopleSoft:

- In **Personal Details**, from the left navigation bar, select **Contact Details**.
- To add work and personal emails or phone numbers, click on the “+” icon, enter the information, then **Save**.
- To edit an email or phone number, click on the item to edit, update the information, then **Save**.





Important note: Please add a text message phone type to receive important emergency notices via text.

Contact Details

Phone

+			
Number	Extension	Type	Preferred

Email

+		
Email Address	Type	Preferred

Changing your name

From PeopleSoft:

- In **Personal Details**, from the left navigation bar, select **Name**.
- Update the information, then **Save**.
- Name changes will be routed to the HR Service Center for verification and approval.

Personal Details

Jane Doe
RN-New Grad Trainee

Addresses

Contact Details

Name ←

Ethnic Groups

Emergency Contacts

Additional Information

Name Details

Jane Doe Current >



Payroll details

Completing or updating your W-4

From PeopleSoft:

- Select **Payroll**.
- Select **W-4 Tax Changes**.
- Select **Federal W-4 Tax Information**, complete the online form, then **Submit**.
- Select **State W-4 Tax Information**, complete the online form, then **Submit**.

Employee Self Service ▾

Approvals 0	Expenses 	Payroll Last Pay Date 07/22/2024	Personal Details
Benefit Details 	My Forms 	Approver Expense Modifications 	Change External HR Password

Payroll

Pay Last Pay Date 07/22/2024	Compensation History 	W-4 Tax Changes 	W-2/W-2c Consent Consent received
W-2/W-2c Forms 	Direct Deposit 1 Account Updated 06/06/2024	Paycheck Modeler 	Form 1095-C Consent Consent Granted

W-4 Tax Changes

Federal W-4 Tax Information
State W-4 Tax Information



Direct deposit

From PeopleSoft:

- From **Payroll**, select **Direct Deposit**.
- Select the “+” icon under **Accounts**, enter your bank information, then **Save**.

Payroll

The screenshot shows a dashboard with eight tiles. The 'Direct Deposit' tile is highlighted with a red arrow and shows '1 Account' and 'Updated 06/06/2024'. Other tiles include 'Pay' (Last Pay Date 07/22/2024), 'Compensation History', 'W-4 Tax Changes', 'W-2/W-2c Consent' (Consent received), 'W-2/W-2c Forms', 'Paycheck Modeler', and 'Form 1095-C Consent' (Consent Granted).

Accounts



Cancel Add Account Save

* Indicates required field

When this second account is saved, the deposit type of the first account will be updated from Full Balance to Remaining Balance and the account order will be updated to last in the list.

Nickname

*Payment Method

Bank

Routing Number

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount or Percent

- If you use **Deposit Type-Percent** and are setting up more than one bank account, the last priority account must be **Deposit Type-Balance**.
- **Edit Mode** should only be used to change a dollar or percent amount on an existing account.
- Changes, corrections or additions should be made with the **Delete** and **Add** features.
- This page can only be saved once per day, so make all changes before hitting **Save**.
- By signing up for direct deposit, you understand your pay statement will be available only electronically.
- Direct deposit can take up to two pay periods to verify, so your next one to two paychecks still may arrive via mail.