PEOPLE SOFT ~ VIEW PAYCHECK

Step 1Go to the Beacon Intranet and select:Beacon Health System > Employee > People Soft Employee	Alex (Virtual Benefits Counselor) Associate Community Benefit Tracker Beacon Academy Beacon Physician Leadership Academy Beacon Active Staffer Peacon Beacon	Ceneral Hospital Memorial Hospital Requests Access Management Beacon Travel Distribution of Restricted Funds Financial Forms Forms Holp Port Saff Sanciac	
		Beacon Balance ■ Beacon Phone Book Beacon Promise BHS Policies and Procedures Electronic W2s Performance Manager IUSB Continuing Education 3 Job Postings Just Ask LiGHT Program ■ Lynx NetLearning ■ NetLearning (Admin) PeopleSoft Employee Home Shop Beacon Merchandise ■ Hiring Manager Tools	Heip Desk Sell-Service Konica Minolta Resource Center Record Locator Self-Service Password Reset Portal Telecom Work Order Brand Resources Vital Link AP Invoice Viewer Cerner RHO Application Cerner HomeWorks RHO Application Dese Hole
Step 2	Enter your USER ID and PASSWORD This is your single sign on Network ID	CRACLEC PEOPLESOFT	

Step 3	On your Home Page, under Menu, select " SELF SERVICE "	Favorites Main Menu CRACLE Menu Search: Searc
Step 4	Under Payroll and Compensation, click " View Paycheck"	Payroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. View Paycheck W-4 Tax Information View W-2/W-2c Forms W-2/W-2c Consent

PEOPLE SOFT ~ VIEW W2 / W4 ~ ENROLL ELECTRONIC W2

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Step 1	Go to the Beacon	Beacon Health System Elkhart	General Hospital Memorial Hospita
	Intranet and select:	Employee	Requests
	Beacon Health System > Employee > People Soft Employee	Alex (Virtual Benefits Counselor) Associate Community Benefit Tracker Be a Beacon Beacon Academy Beacon Physician Leadership Academy Beacon Physician Leadership Academy Beacon Active Staffer Beacon Balance	 Access Management Beacon Print Portal Beacon Travel Distribution of Restricted Funds Financial Forms Forms Help Desk Self-Service Konica Minolta Resource Center Record Locator Self-Service Password Reset Portal Telecom Work Order Brand Resources Vital Link AP Invoice Viewer Cerner RHO Application Cerner HomeWorks RHO Application Doc Halo

Step 2	Enter your USER ID and PASSWORD This is your single sign on Network ID	User ID Password Sign In Sign In A provide total knows your assersations or password, pleases access the password change screen on intranet. But password change screen on intranet.
Step 3	On your Home Page, under Menu, select " SELF SERVICE "	Favorites Main Menu Menu Menu Menu Search:
Step 4	Under Payroll and Compensation, click "W-4 Tax Information" or "View W-2/W-2c Forms"	ttes. Payroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. I View Paycheck I W-4 Tax Information I View W-2/W-2c Forms I W-2/W-2c Consent I

PEOPLE SOFT ~ UPDATE PHONE NUMBER / ADDRESS

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Step 2	Enter your USER ID and PASSWORD This is your single sign on Network ID	User ID Password Dign In Password Dign In Dign	see erroose the et noiseme.

Step 3	On your Home Page, under Menu, select " SELF SERVICE "	Favorites Main Menu ORACLE* Menu Search: > My Favorites > Self Service
Step 4	Under Personal Information, click "Home and Mailing Address" or "Phone Numbers"	Self Service Navigate to your self service information and active Personal Information Review and update your personal information. Home and Mailing Address Phone Numbers Email Addresses 2 More