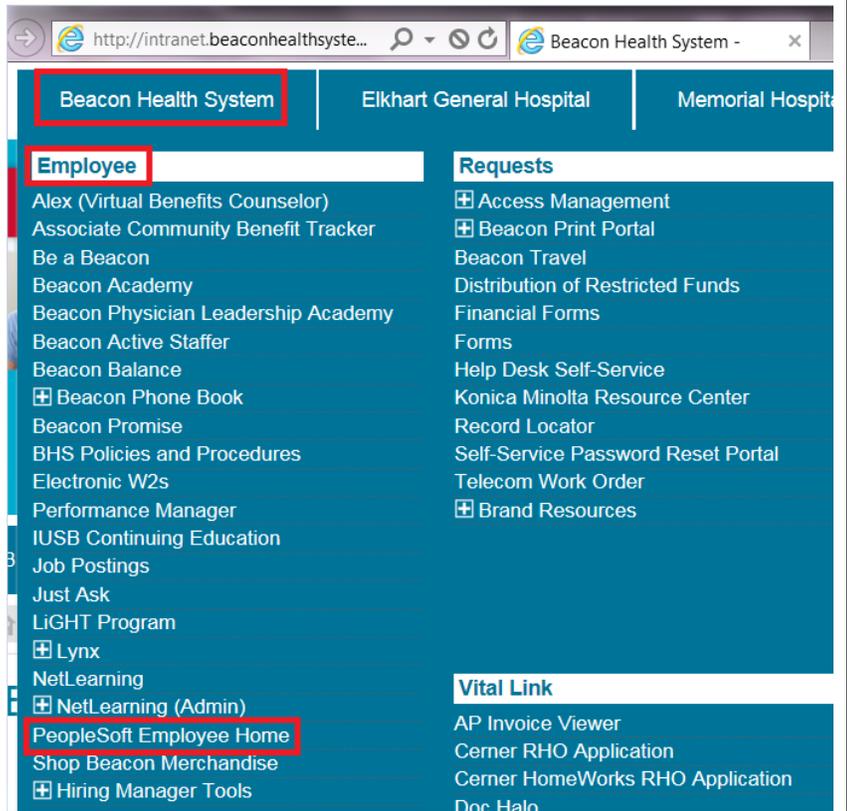


Step 1

Go to the Beacon Intranet and select:
Beacon Health System > Employee > People Soft Employee



Step 2

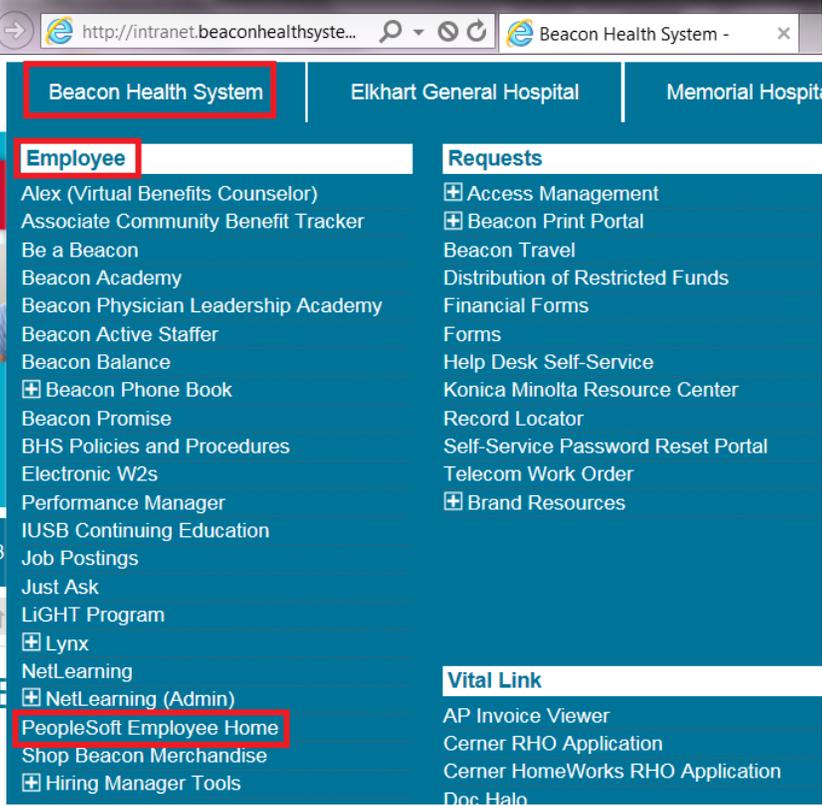
Enter your **USER ID** and **PASSWORD**

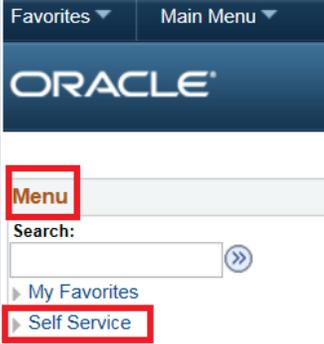
This is your single sign on Network ID



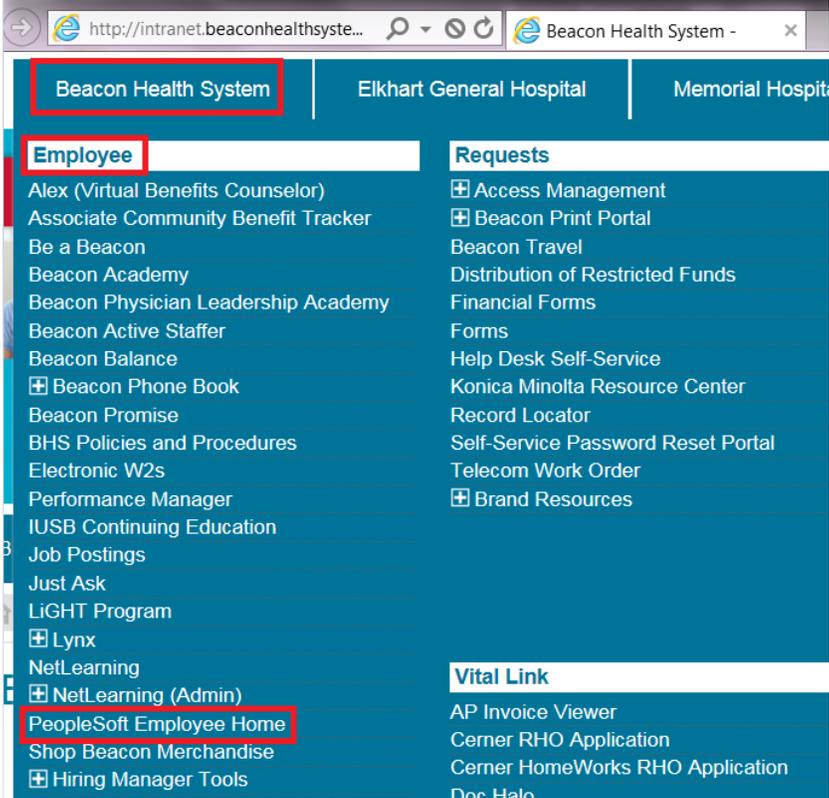
<p>Step 3</p>	<p>On your Home Page, under Menu, select “SELF SERVICE”</p>	
<p>Step 4</p>	<p>Under Payroll and Compensation, click “View Paycheck”</p>	

PEOPLE SOFT ~ VIEW W2 / W4 ~ ENROLL ELECTRONIC W2

<p>Step 1</p> <p>Go to the Beacon Intranet and select: Beacon Health System > Employee > People Soft Employee</p>	
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<p>Step 2</p>	<p>Enter your USER ID and PASSWORD</p> <p>This is your single sign on Network ID</p>	
<p>Step 3</p>	<p>On your Home Page, under Menu, select “SELF SERVICE”</p>	
<p>Step 4</p>	<p>Under Payroll and Compensation, click “W-4 Tax Information” or “View W-2/W-2c Forms”</p>	

PEOPLE SOFT ~ UPDATE PHONE NUMBER / ADDRESS

<p>Step 1</p>	<p>Go to the Beacon Intranet and select:</p> <p>Beacon Health System > Employee > People Soft Employee</p>	
<p>Step 2</p>	<p>Enter your USER ID and PASSWORD</p> <p>This is your single sign on Network ID</p>	

<p>Step 3</p>	<p>On your Home Page, under Menu, select “SELF SERVICE”</p>	 <p>The screenshot shows the Oracle Home Page navigation menu. At the top, there are 'Favorites' and 'Main Menu' dropdowns. Below them is the 'ORACLE' logo. A 'Menu' button is highlighted with a red box. Underneath is a search bar and two menu items: 'My Favorites' and 'Self Service', with 'Self Service' also highlighted by a red box.</p>
<p>Step 4</p>	<p>Under Personal Information, click “Home and Mailing Address” or “Phone Numbers”</p>	 <p>The screenshot shows the 'Self Service' section of the Oracle Home Page. It features a 'Self Service' header with a sub-header 'Personal Information' and a description: 'Review and update your personal information.' Below this, there is a list of links: 'Home and Mailing Address', 'Phone Numbers', and 'Email Addresses'. The 'Home and Mailing Address' link is highlighted with a red box. There is also a '2 More...' link at the bottom.</p>