

# St. Mary's Medical Center

## Employee Self Service (ESS) Document Self Service (DSS) User Guide



# How To Access ESS/DSS From Work

Intranet page



The screenshot displays the St. Mary's Medical Center intranet homepage. A large red arrow originates from the top-left corner and points directly to the 'Employee Portal' icon in the central grid of application tiles. The page includes a left-hand navigation menu with links such as 'Adv. Directives Registry', 'AllScripts', 'Apache', 'BedReady', 'Decision Support', 'Downtime System', 'Easy ID', 'Faxcom', and 'Halogen'. The main content area features a grid of tiles for 'e-Directory', 'Security', 'Help Desk', 'St-Marys.org', 'Classifieds', 'Soarian Clinicals', 'Soarian Financials', 'Easy ID', 'EDM/OMR', 'Suggestions', and the 'Employee Portal'. A weather widget for Huntington, WV, shows a temperature of 81°F. A news banner at the top right reports that HealthGrades has named St. Mary's Medical Center one of the America's 100 Best Hospitals for Spine Surgery. A navigation bar at the bottom contains links for Home, News, Physicians, Nursing, Pharmacy, IS, Online Library, and Information. The footer features a large graphic with the text: 'We are inspired by the love of Christ to provide quality healthcare in ways which respect the God-given dignity of each person and the sacredness of human life.'

St.M

Wednesday, May 01, 2013

Huntington, WV  
81°F  
wunderground.com\*  
click for full forecast  
[Click for weather forecast](#)

Adv. Directives Registry  
AllScripts  
Apache  
BedReady  
Decision Support  
Downtime System  
Easy ID  
Faxcom  
Halogen

HealthGrades has named St. Mary's Medical Center one of the America's 100 Best Hospitals for Spine Surgery. St. Mary's has been ranked No. 1 in spine surgery in West Virginia for four consecutive years.

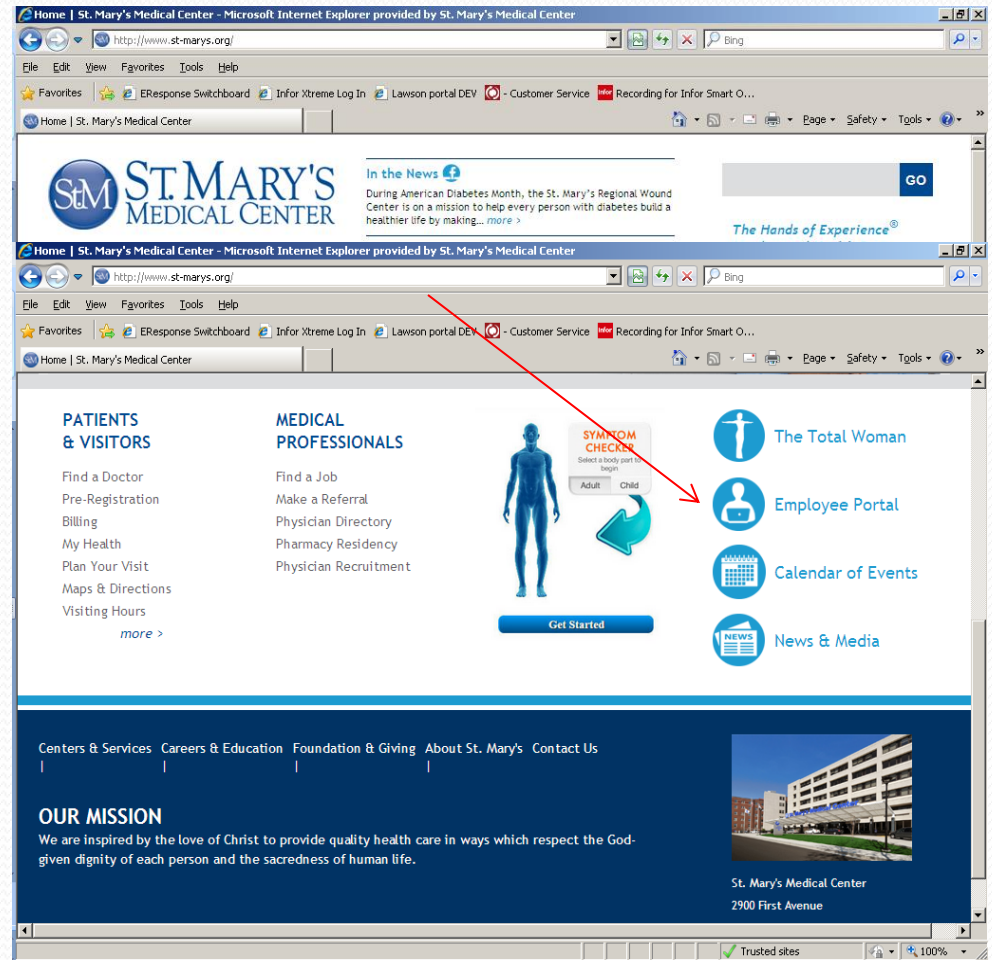
Home News Physicians Nursing Pharmacy IS Online Library Information

We are inspired by the love of Christ to provide quality healthcare in ways which respect the God-given dignity of each person and the sacredness of human life.

# How To Access ESS/DSS From Home

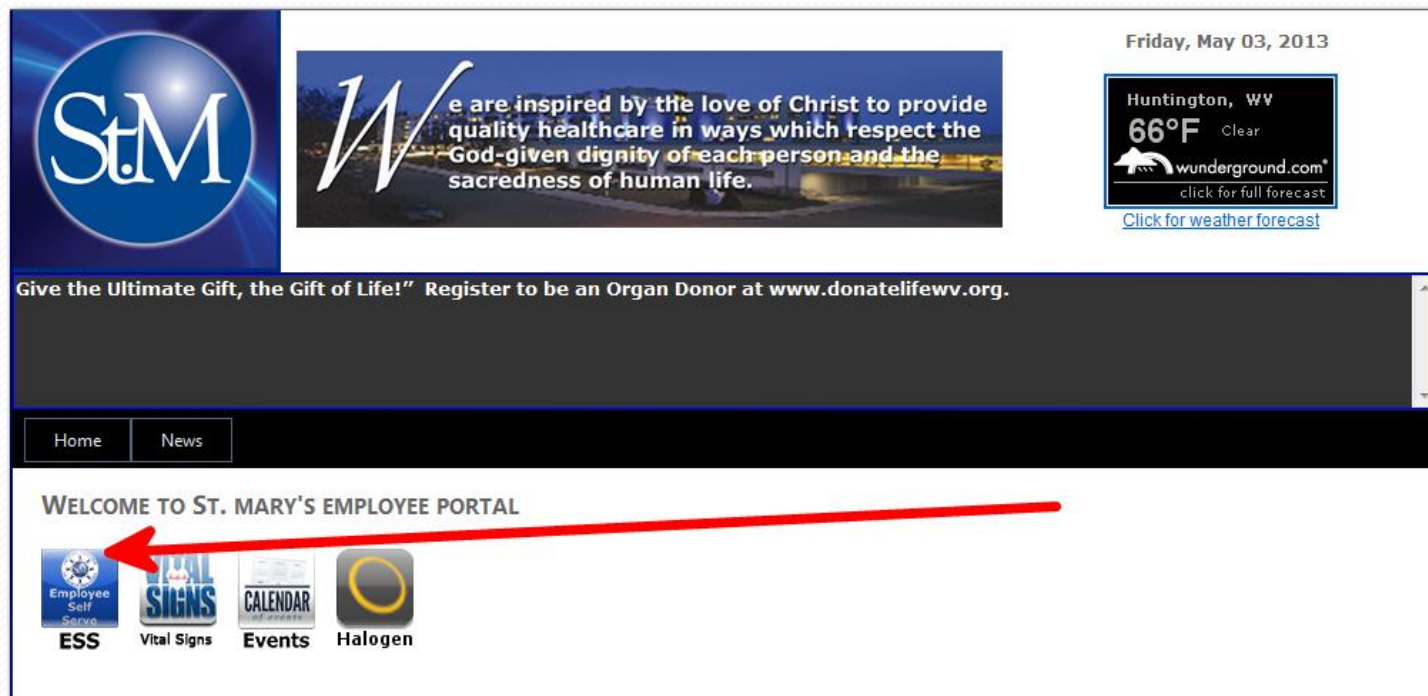
[www.st-marys.org](http://www.st-marys.org)

Scroll down the right side of the page until you see Employee Portal click on Employee Portal



# How To Access ESS/DSS From Home

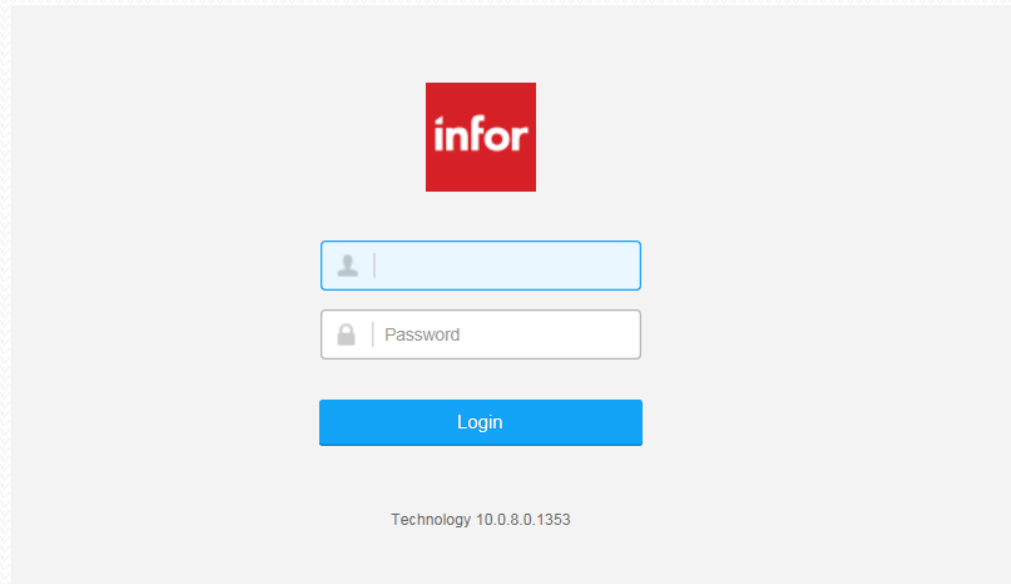
The Employee Portal Link will take you to the “St. Mary’s Employee Portal” page where you will click the “ESS” link:



The screenshot displays the St. Mary's Employee Portal homepage. At the top left is the St. Mary's logo. To its right is a banner with the text: "We are inspired by the love of Christ to provide quality healthcare in ways which respect the God-given dignity of each person and the sacredness of human life." On the top right, the date "Friday, May 03, 2013" is shown above a weather widget for Huntington, WV, displaying "66°F Clear" and a link to "Click for weather forecast". Below the banner is a dark bar with the text: "Give the Ultimate Gift, the Gift of Life! Register to be an Organ Donor at [www.donatelifewv.org](http://www.donatelifewv.org)." A navigation bar contains "Home" and "News" buttons. Below this, the text "WELCOME TO ST. MARY'S EMPLOYEE PORTAL" is displayed. At the bottom, four icons are shown: "Employee Self Serve ESS", "Vital Signs", "CALENDAR of events", and "Halogen". A red arrow points from the "WELCOME TO ST. MARY'S EMPLOYEE PORTAL" text to the "ESS" icon.

# Logging In To ESS/DSS:

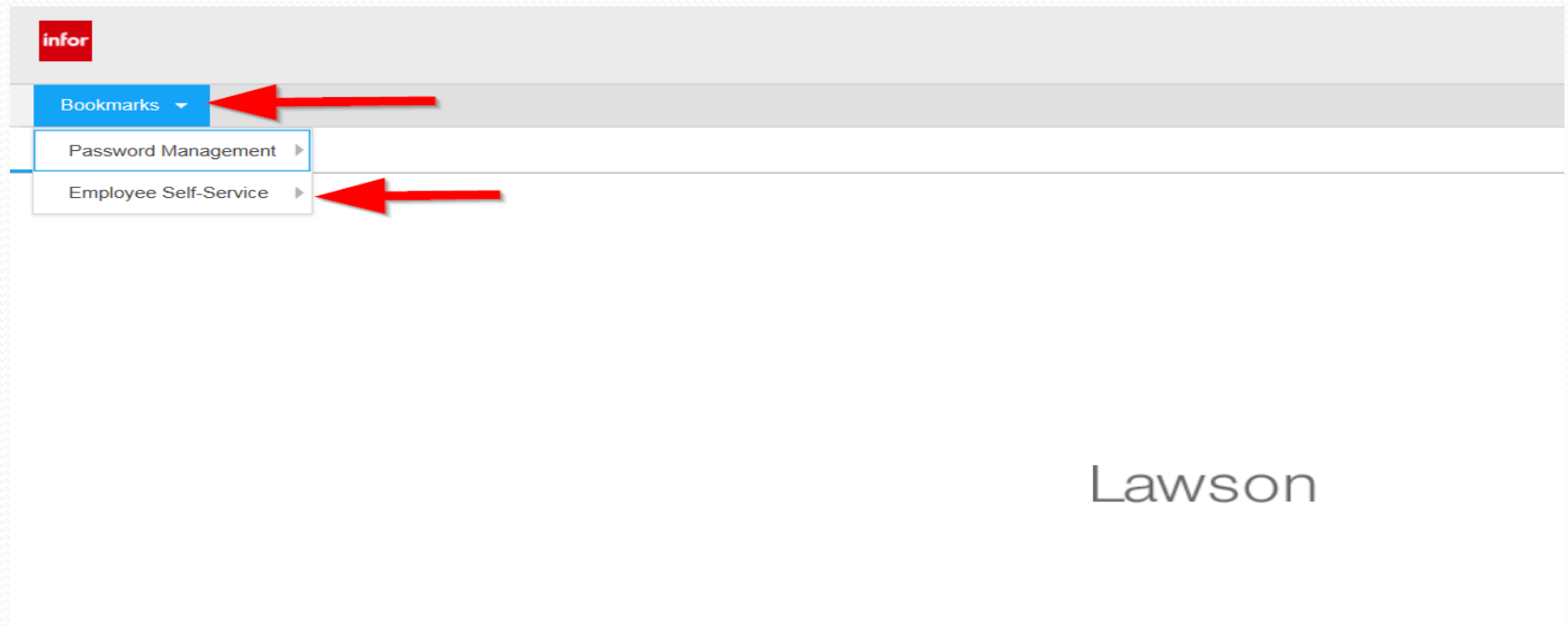
- At the User Name prompt in the Lawson login screen, enter your User Name and Password:
- **User Name:**  
*This User Name will be the same as your SMMC Network User ID, or Soarian User Id (Please see your Manager for your user name if you need to)*
- **Password:** (Upper Case) {First initial + Last Initial + Last 4 of your SSN} **such as:** AB1234).



The screenshot shows the Infor Lawson login interface. At the top center is the Infor logo, which consists of a red square with the word "infor" in white lowercase letters. Below the logo are two input fields. The first field is for the username, indicated by a person icon on the left and a vertical line separator. The second field is for the password, indicated by a lock icon on the left and the text "Password". Below these fields is a blue "Login" button. At the bottom center, the text "Technology 10.0.8.0.1353" is displayed.

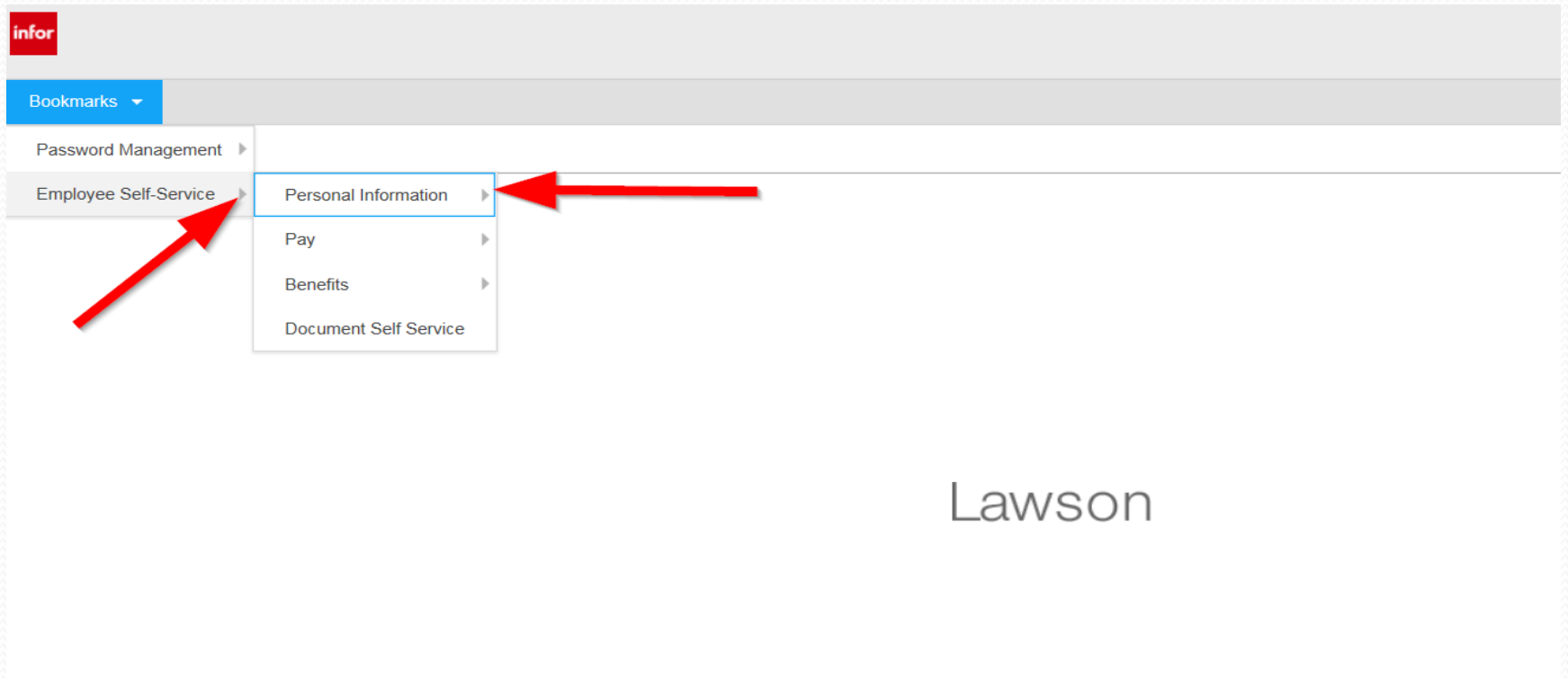
# Navigating ESS:

You will see “Bookmarks” on the left side menu click the down arrow, which will open up two more bookmarks “Password Management” and “Employee Self-Service”.



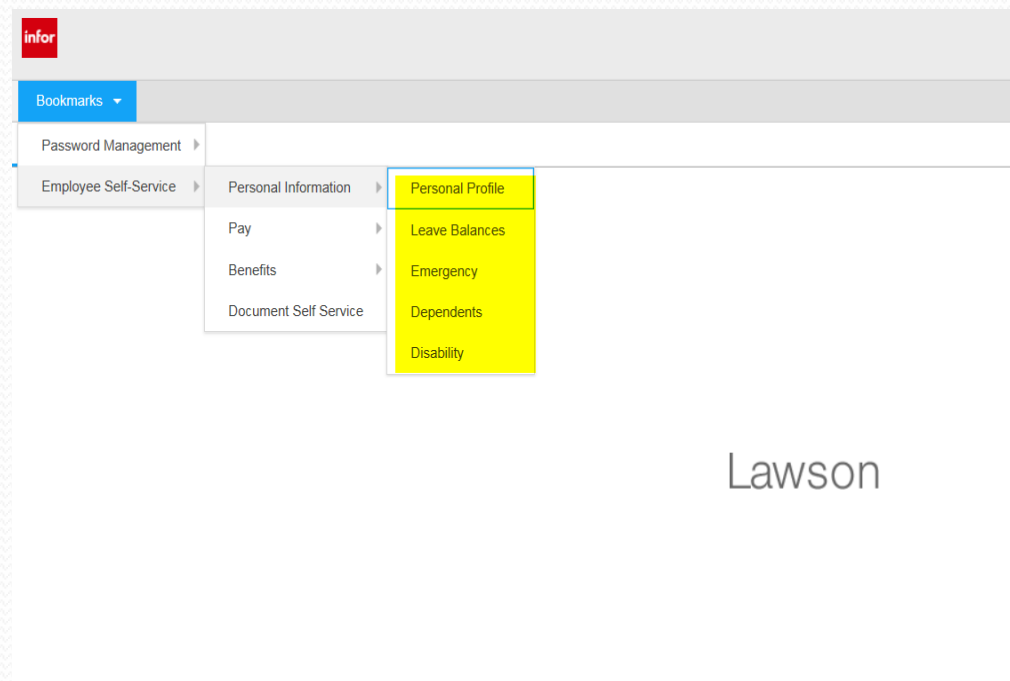
# Navigating ESS:

Personal Information will be the first bookmark that you hover the mouse over



# Navigating ESS:

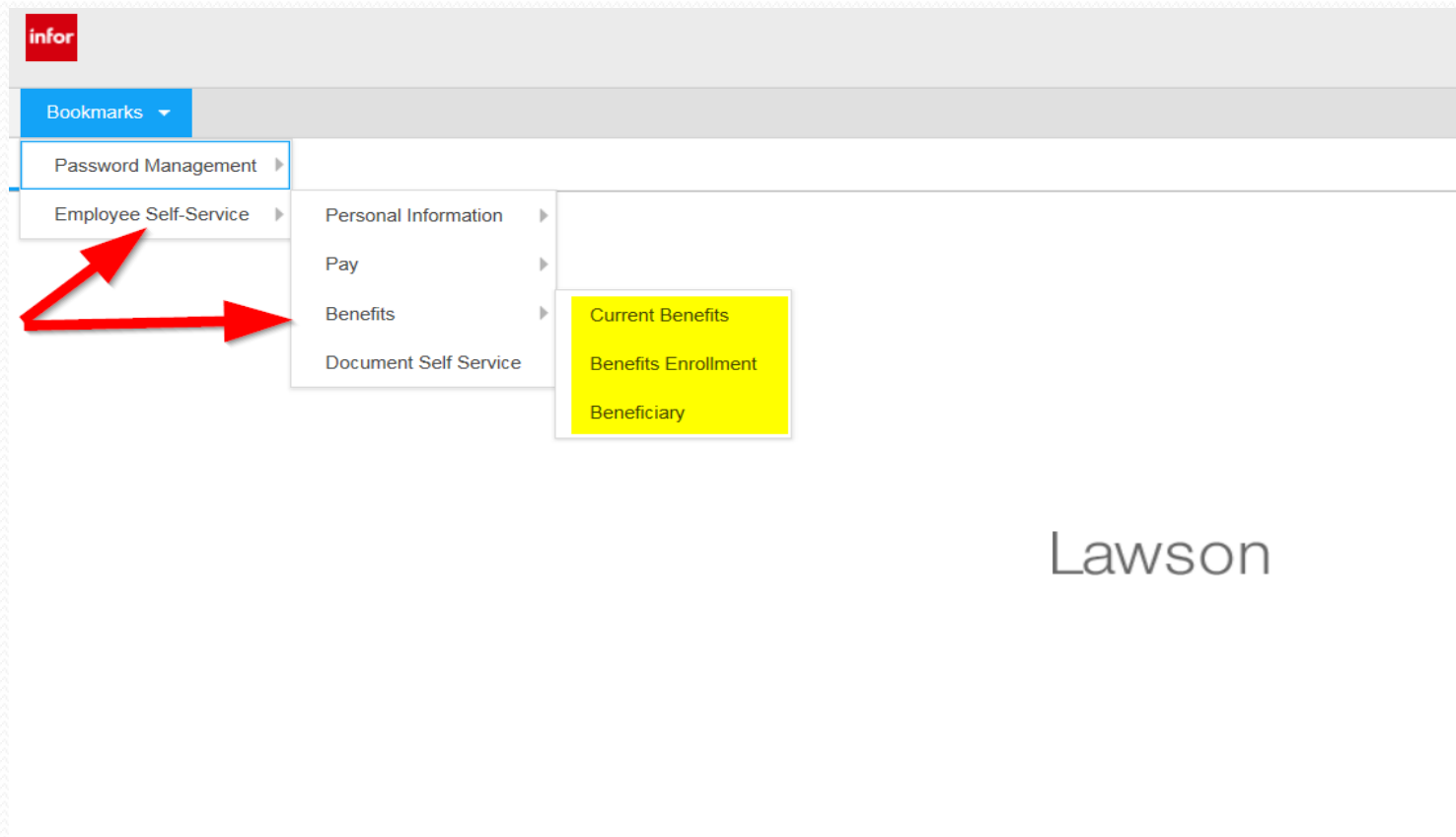
You will then hover over each of the following bookmarks and update each screen. Once you have completed all the bookmarks under Personal Information, click the blue Bookmarks at the top left corner then select Employee Self-Service will take you back to the main menu.





# Navigating ESS:

Hovering on “Benefits” will bring you to the highlighted bookmarks where you would select each one individually to review.

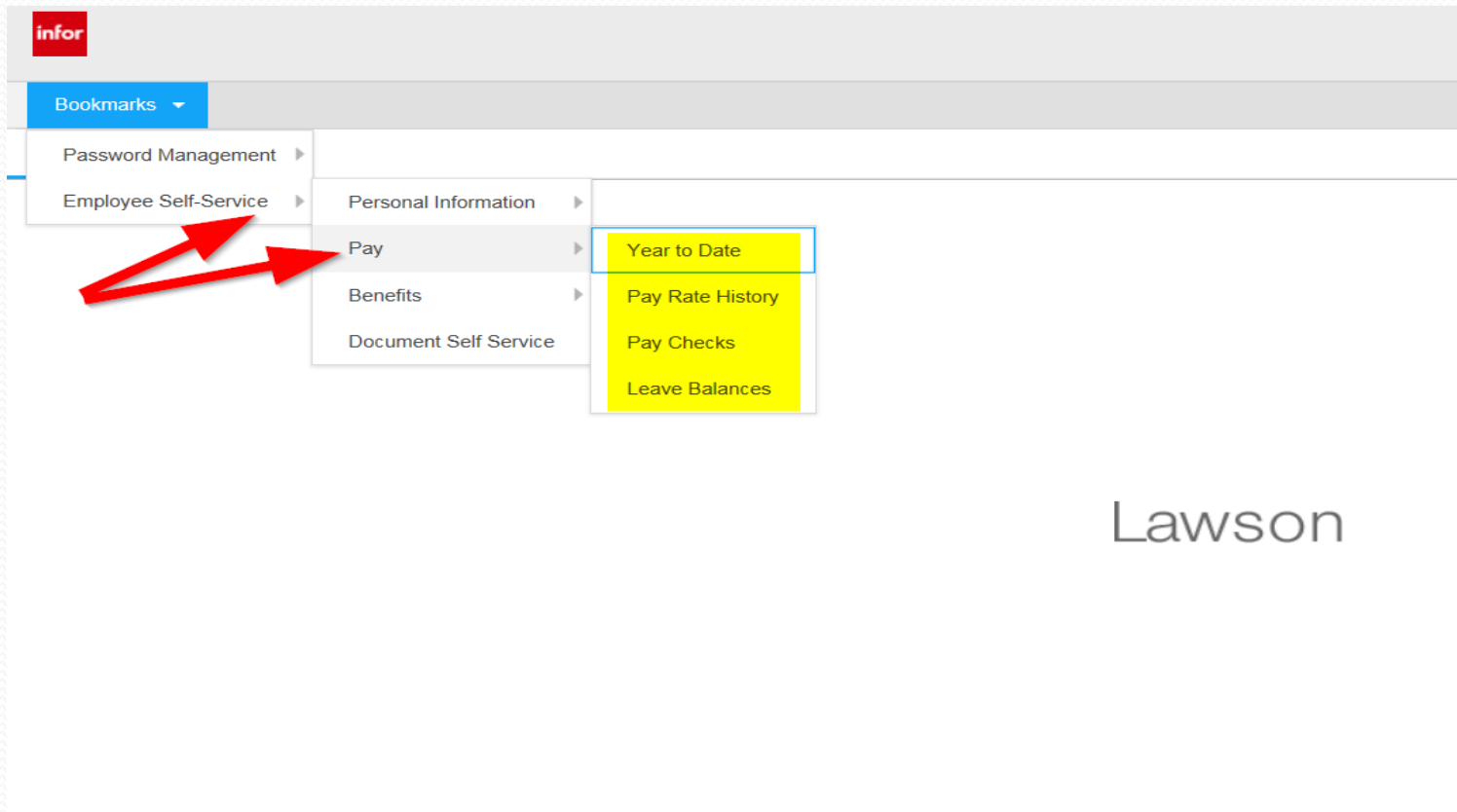


## Navigating ESS:

- **Beneficiary Bookmark:** You will need to assign your beneficiaries for the Life Insurance plans that you have elected.
- **Current Benefits Bookmark:** Will show your current benefit elections.
- **Benefits Enrollment Bookmark:** This bookmark is only available during Open Enrollment.

# Navigating ESS:

Hovering on “Pay” will bring you to the highlighted bookmarks where you would select each one individually to review.



# Navigating ESS:

**Here you will see each of your paychecks:**

## Pay Checks

## Payments

Date	Gross	Net
05/12/2017	12,000.00	10,000.00
04/28/2017	12,000.00	10,000.00
04/13/2017	12,000.00	10,000.00
03/31/2017	12,000.00	10,000.00
03/17/2017	12,000.00	10,000.00
03/03/2017	12,000.00	10,000.00
02/17/2017	12,000.00	10,000.00

**Clicking on the Payment Date will show you the detail of each Pay:**

**Clicking on “Printable Pay Stub” will open a printer-friendly window:**

## Pay Checks

## Payments

Date	Gross	Net
05/12/2017	10000.00	9900.00
04/28/2017	10000.00	9900.00
04/13/2017	10000.00	9900.00
03/31/2017	10000.00	9900.00
03/17/2017	10000.00	9900.00
03/03/2017	10000.00	9900.00
02/17/2017	10000.00	9900.00

## Summary

[Printable Pay Stub](#)[illegible]

## Wages

Pay	Hours	Wages
	80.00	
Total	80.00	

## Taxes

Deduction	Amount	Taxable Wages
Federal Income Tax	\$60.00	
Medicare Tax - Employee	\$2.00	
Ohio Tax Withholding	\$4.00	
Social Security Tax Employee	\$100.00	
Total	\$166.00	

### Pretax Deductions

Deduction	Amount
Cafeteria Medical Reimbursemen	100.00
VSP Pre Tax Insurance	10.00
Total	110.00

### Aftertax Deductions

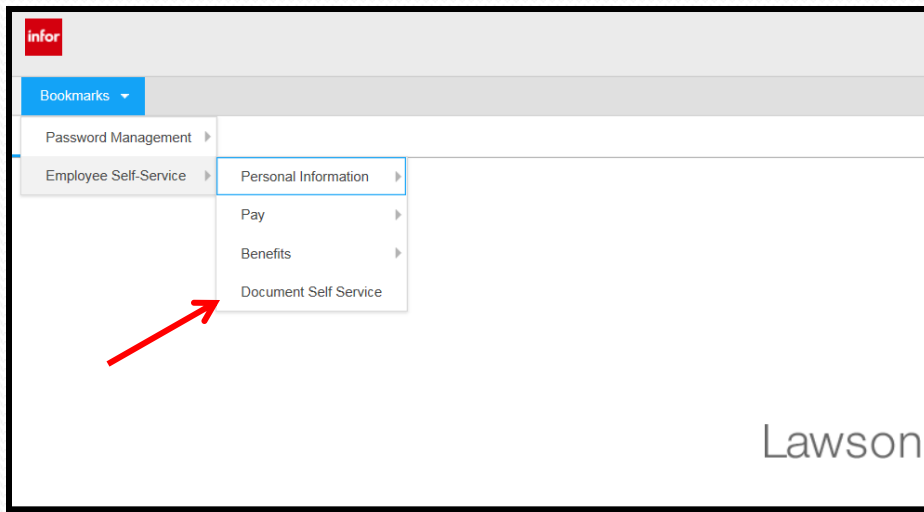
Deduction	Amount
<	

# Navigating DSS

## 1095-C and W-2 Authorization Election Steps

- In order to receive your 1095-C and W-2 via our secure company website [www.st-marys.org](http://www.st-marys.org) click on the Employee Portal Link which will direct you to the Employee Portal then select the ESS icon.
- From the intranet you would click on the Employee Portal link.

# Navigating DSS



You will use the same user name and password as you do for Employee Self-Service.



St. Mary's Medical Center Document Self-Service

Login credentials are needed to access Document Self-Service.

**Login**

Username:

Password:

\* Credentials are case sensitive

# Navigating DSS

**How do I authorize to receive my 1095-C and W-2 electronically?**

- Click the Authorization Required link in the left menu.
- Read W-2 Authorization/1095-C message displayed on screen.
- Print a Test page by clicking **Print Test** button.
- Click Tax Document in PDF Format/1095-C Document in PDF Format link in the Print Test window to verify you can open.

# Navigating DSS

- Print the sample W-2 PDF/1095-C file via Adobe Reader.
- After successfully printing the sample W-2/1095-C, click **YES** in the Print Test window.
- Click **I Agree** button to accept the authorization message displayed on the screen.
- Choose **YES** for Web Delivery to indicate you would like to receive your W-2/1095-C electronically (if it is not already selected). NOTE: You will be prompted to enter a secondary email address if the primary email address is blank.

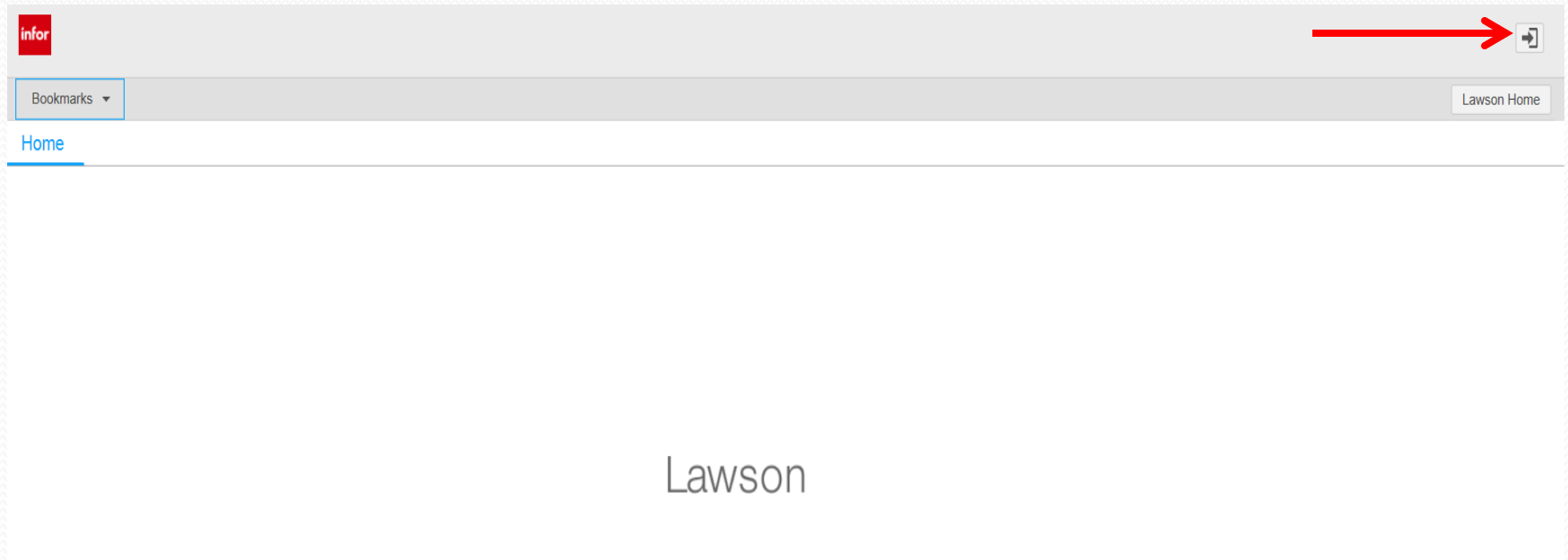


# Navigating DSS

- Choose **NO** for Paper Delivery.
- **IMPORTANT:** Click **Submit** to submit your selections. You will not be fully authorized if you skip this step. **NOTE:** If you complete all of the steps above, you will see a green checkmark next to the word “Authorized” in the left menu indicating that you have completed the authorization steps.

# Logout

- Please be sure to **Logout** when you are finished viewing your information to keep it secure:



# ESS/DSS Assistance:

- Please call the Information Systems Helpdesk and open a support ticket for assistance in resetting your password at 526-1267.
- Please contact Jessica Watzek 526-8994 or Terance Hubbard 399-7475 for assistance in the Open Enrollment process.
- Please contact Linda Parker 526-1291 for assistance with paychecks and W2's.
- Please contact Monica Bowman 526-8997 for assistance with 1095-C or other technical issues.
- We hope you enjoy using this new tool to access your information timely and securely.