



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

Welcome to HR and Payroll's Employee Self-Service!

The Antelope Valley Hospital HR and Payroll offices are pleased to offer Employee Self-Service (ESS). Employee Self-Service provides you with a safe and secure system that you can access via the Internet from work and home to view, print, add and change your HR and Payroll information **when it's convenient for you**, instead of having to fill out a form and visit the HR and Payroll offices.

Accessing Employee Self-Service

Click on the "Self-Service Center" logo on the **AVH Portal** to connect to the Employee Self-Service system at AV Hospital (AVH). You can also access **Self-Service** via the avhospital.org website. Sign-on instructions for both options are in this guide.

Don't Have a Computer at Work or at Home?

You can use the designated computers in the following departments at AVH to access and print information from Employee Self-Service:

- EVS, Transport, Dietary, Grounds, Engineering, Security, Employee Relations and Payroll.

Quick Reference Guides and Video Demos

To assist you in becoming familiar with Employee Self-Service, we have created a library of Quick Reference guides. Each guide is focused on a particular topic or task. You can access these guides and FAQ documents (answers to Frequently Asked Questions) from the AVH Portal and via the avhospital.org website. This particular guide will get you started in Employee Self-Service. You can also watch video demonstrations of how to use Employee Self-Service on the AVH Portal.



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

Get Started in Employee Self-Service

To get started in Employee Self-Service, you need to complete these easy steps **on or after June 5, 2014**:

- Review this guide (“Getting Started”)
- Sign in to the AVH Portal **or** go to avhospital.org and then go to the “For Employees” page
- Click on the “Self-Service Center” logo
- Sign in to Employee Self-Service
- Change your temporary Employee Self-Service password to a new password
- Set up your Employee Self-Service “Forgotten Password Help”
- Log out of Employee Self-Service

That’s it!

Follow the directions in this guide to complete the above steps.

Be sure to save this guide for future reference.



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District

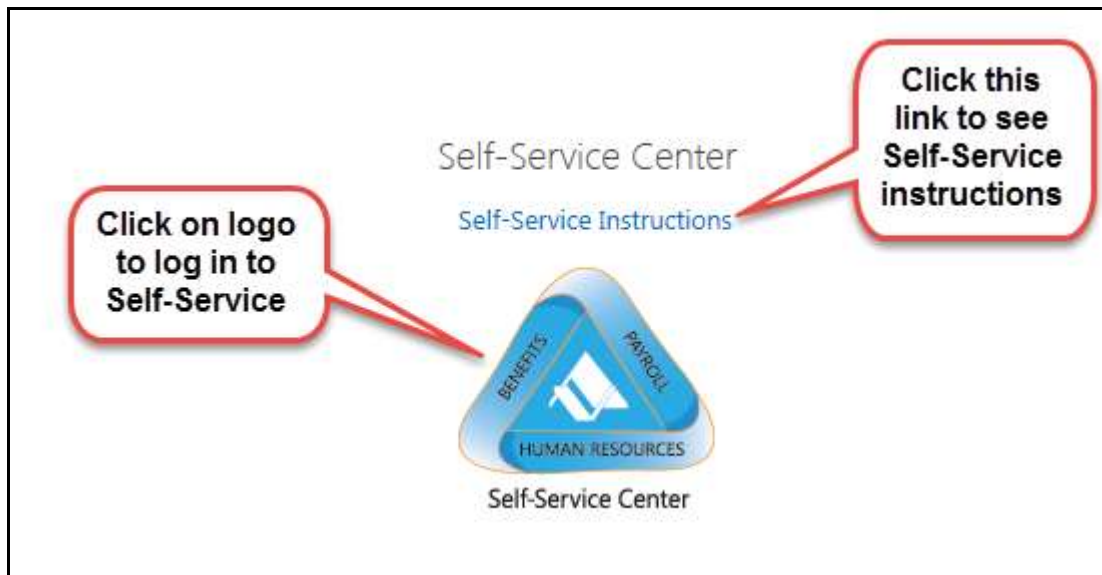


Self-Service Center

Getting Started in Employee Self-Service

Log In to Employee Self-Service from Work (at AVH)

- Sign in on an AVH computer.
- Click on the Internet Explorer logo. If the AVH Portal does not appear, enter <http://portal> in the URL address field.
- Click on the “Self-Service Center” logo on the AVH Portal.



- The Employee Self-Service sign-on page appears (see the next page for a picture of the sign-on page).



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

- Enter your Employee Self-Service user ID and temporary password (see below for user ID and temporary password instructions). The temporary password will only work **on or after June 5, 2014**.

User ID: Enter your employee number, preceded by a “0” into the **User ID** field. **Your employee number is the same number that you use to clock into Teletime, with a zero (0) at the beginning.** Your employee number is also on your pay check/pay advice. **Example:** If you enter “99999” in Teletime, your Self-Service **User ID** is “099999.”

Password: Your temporary password is your last name **in lower case letters** and the last 4 digits of your Social Security number. Enter this into the **Password** field, all together, with no spaces. (**Example:** Your last name is Smith and your Social



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

Security Number is 555-12-1234; enter "smith1234.") If your last name has a hyphen or space(s), do not enter the hyphen or space(s). (**Example:** Your last name is Smith-Jones and your Social Security Number is 555-12-1234; enter "smithjones1234." **Example:** Your last name is De La Cruz, and your Social Security Number is 555-12-1234; enter "delacruz1234.")

IF YOUR LAST NAME IS LESS THAN 4 CHARACTERS:

Enter your last name then enter an "x" until you have 4 characters, then add the last 4 digits of your Social Security number. (**Example:** Your last name is Ta and your Social Security Number is 555-12-1234; enter "taxx1234.")

Click on the **Sign In** button





ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

Log In to Employee Self-Service from Home or Remote (not at AVH)

- Open an Internet browser session.
- Go to avhospital.org.
- Click on “For Employees.”

The screenshot shows the Antelope Valley Hospital website. The top navigation bar includes links for About Us, For Patients, For Visitors, For Physicians, For Employees, Services, Education, Careers, Health Library, and Donate. The 'For Employees' link is circled in red, and a red arrow points to it from above. Below the navigation bar is a banner image of a woman in a wheelchair being assisted by another woman, with the text 'Healing the heart as well as the body'. At the bottom, there are four promotional boxes: 'E-Mail Updates' (with an envelope icon), 'Master Facility Plan' (with a 'MASTER facility PLAN' icon and 'Construction Updates' text), 'Hospital News' (with the hospital logo icon and 'AV Hospital Receives \$45,000 from Alpha Charter Guild' text), and 'Find a Physician' (with a doctor icon and 'Find a Physician that's right for you!' text).



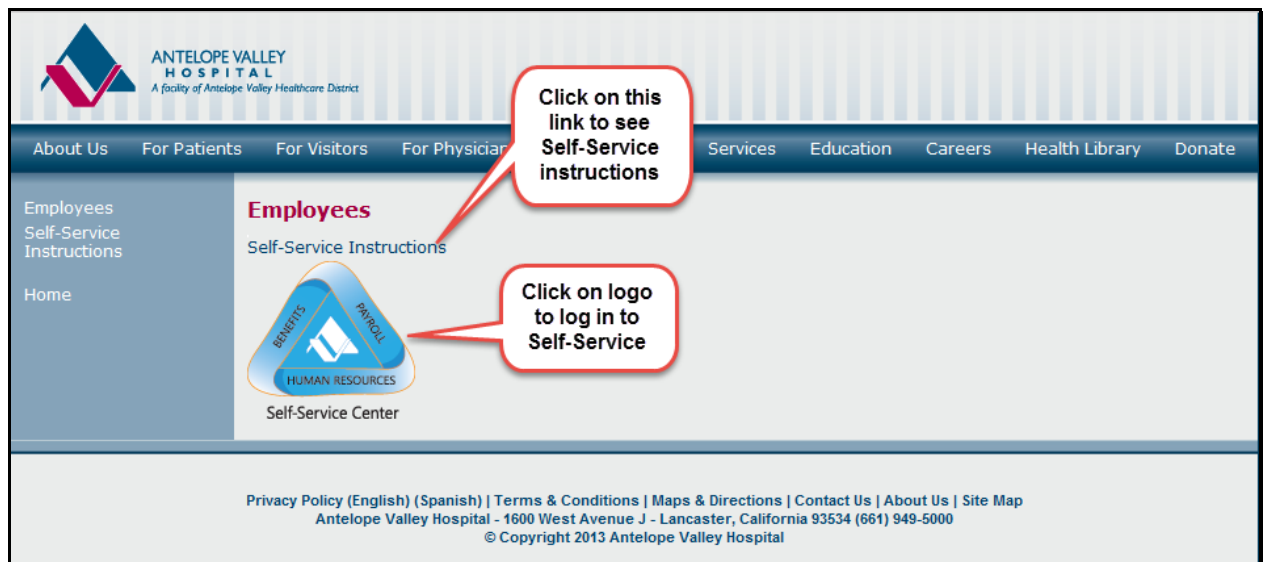
ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

- Click on the “Self-Service Center” logo.



- The Employee Self-Service sign-on page appears (see next page for an example).
 - **Please Note:** If you are on the AV Hospital intranet or the AVH Portal, you will not be able to sign in to the remote access [Self-Service](#) website.



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

ORACLE[®]
PEOPLESFT ENTERPRISE

User ID: 099999

Password: [masked]

Sign In

[Forgot Password?](#)

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	

- Enter your Employee Self-Service user ID and temporary password (see below for user ID and temporary password instructions). The temporary password will only work **on or after June 5, 2014**.

User ID: Enter your employee number, preceded by a “0” into the **User ID** field. **Your employee number is the same number that you use to clock into Teletime, with a zero (0) at the beginning.** Your employee number is also on your pay check/pay advice. **Example:** If you enter “99999” in Teletime, your Self-Service **User ID** is “099999.”

Password: Your temporary password is your last name **in lower case letters** and the last 4 digits of your Social Security number. Enter this into the **Password** field, all together, with no spaces. (**Example:** Your last name is Smith and your Social Security Number is



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

555-12-1234; enter "smith1234.") If your last name has a hyphen or space(s), do not enter the hyphen or space(s). (**Example:** Your last name is Smith-Jones and your Social Security Number is 555-12-1234; enter "smithjones1234." **Example:** Your last name is De La Cruz, and your Social Security Number is 555-12-1234; enter "delacruz1234.")

IF YOUR LAST NAME IS LESS THAN 4 CHARACTERS:

Enter your last name then enter an "x" until you have 4 characters, then add the last 4 digits of your Social Security number. (**Example:** Your last name is Ta and your Social Security Number is 555-12-1234; enter "taxx1234.")

Click on the **Sign In** button

A rectangular button with a thin black border and the text "Sign In" in a dark font.



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

Change My Password

You will be prompted to change your password when you **first log in to** Employee Self-Service since your first password is a temporary, one-time use password.

- Click once on [Click here to change your password.](#)



For Your Information

Employee Self-Service passwords expire every 90 days. You will be reminded to change your password seven (7) days prior to the password expiration date. You will be prompted to change your password when it expires. You **cannot reuse** the last 3 Employee Self-Service passwords.



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

Change Password

User ID: Newuser

Description: New Self Service User

*Current Password:

*New Password:

*Confirm Password:

Change Password

- Enter your temporary password in ***Current Password**.

*Current Password:

- Make up a new password and enter it in ***New Password**.

*New Password:

- Your new Employee Self-Service password **must** be a minimum of 8 characters/numbers in length, contain letters **and at least** 1 number.
- Passwords cannot be the same as your Employee Self-Service user ID or your primary Email address.



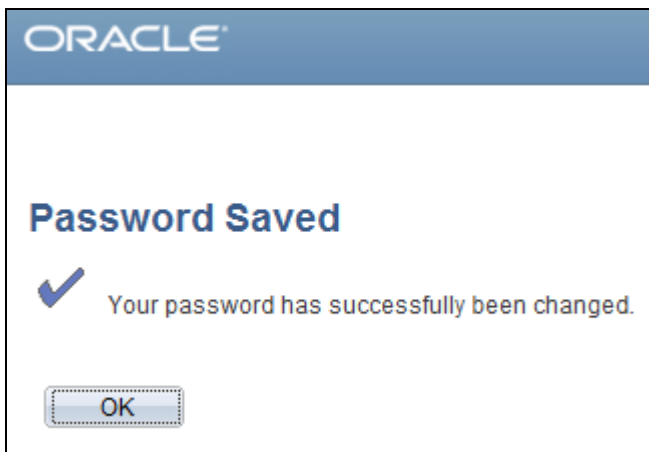
ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

- Enter your new password in ***Confirm Password**.
- Click on the **Change Password** button.
- The following message displays when you successfully change your password. Click on **OK**.



Remember

- You can change your Employee Self-Service password anytime that you feel it is warranted (step-by-step instructions are in the *Change Self Service Password Quick Reference Guide* in the [Self-Service Instructions](#) link).



Getting Started in Employee Self-Service

Set Up "Forgotten Password Help"

Set up your "Forgotten Password Help" when you first log in to Employee Self-Service. This is a one-time setup. This consists of a security question for you to select and answer and for you to use in case you forget your Employee Self-Service password and need to have a new password automatically generated by the Employee Self-Service system and sent to a designated Email address. **You must set up "Forgotten Password Help" in order to use the [Forgot Password?](#) feature.**

- If you are not in Employee Self-Service, sign in to Employee Self-Service.
 - Click on the "Self-Service Center" logo on the AVH Portal or on avhospital.org.



- Enter your **USER ID** and **Password**, and click on the **Sign In** button.



**ANTELOPE VALLEY
HOSPITAL**
A facility of Antelope Valley Healthcare District



Self-Service Center

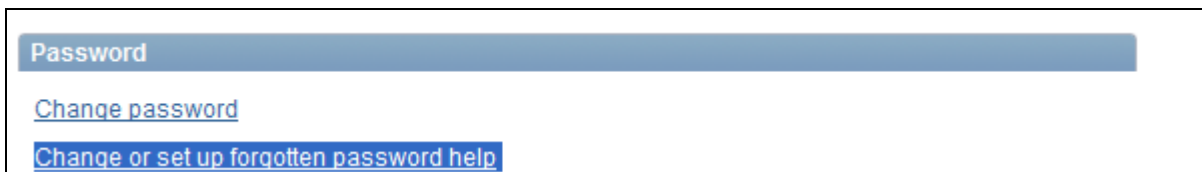
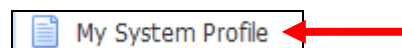
Getting Started in Employee Self-Service



- When you are in Employee Self-Service, click once on **Main Menu**.



- Click once on My System Profile.





**ANTELOPE VALLEY
HOSPITAL**
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

- Click once on **Change or set up forgotten password help**.
- Click on the down arrow and select a question from the question list, type your answer in the **Response** field, and then click on the **OK** button. **Answers are not case-sensitive.**

ORACLE

Favorites Main Menu > My System Profile

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions.

Response:

- Scroll down the page to the **Email** section.

Miscellaneous User Links

Email			
Primary Email Account	Email Type	Email Address	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>



**ANTELOPE VALLEY
HOSPITAL**
A facility of Antelope Valley Healthcare District



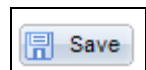
Self-Service Center

Getting Started in Employee Self-Service

- Place a check mark in the **Primary Email Account** checkbox.

- Click on the down arrow and select the applicable **Email Type** (this example uses "Other.")

- Enter the Email address to send your new password Email. This can be your AV Hospital Email address **or** your personal Email address.



- Scroll down to the bottom of the page and click once on the **Save** button.
- This completes the set up to use the **Forgot Password?** feature.

Remember

****Never share your user ID and password with anyone. Sharing your user ID and password could be grounds for termination of employment.**

- Please remember that "Forgotten Password Help" answers are **NOT** upper and lower case sensitive.



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



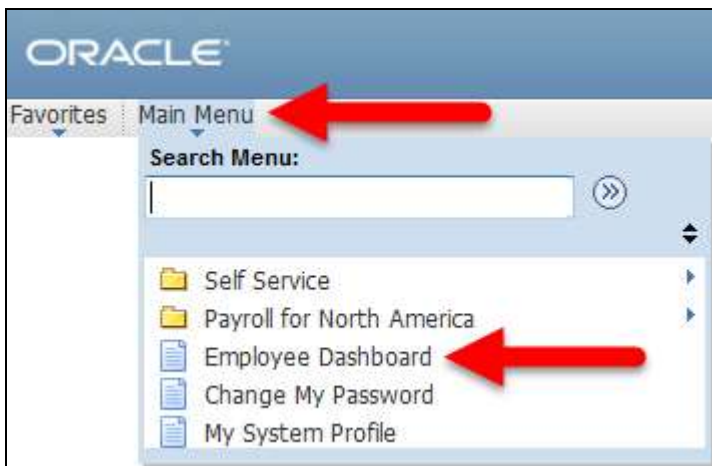
Self-Service Center

Getting Started in Employee Self-Service

The Employee Self-Service Employee Dashboard

The **Employee Dashboard** is your home page in Employee Self-Service. You will use this home page to perform your self-service transactions.

To go to the **Employee Dashboard** once you are signed in to **Self-Service**, click once on **Main Menu**, and then click once on **Employee Dashboard**.



A screen shot of the **Employee Dashboard** is on the following page.



**ANTELOPE VALLEY
HOSPITAL**
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

Employee Dashboard

HR and Compensation

- [Home and Mailing Address](#)
Review and update your home and mailing addresses.
- [Phone Numbers](#)
Add or update phone numbers, or specify your primary phone number.
- [Email Addresses](#)
Add or update your email addresses.
- [Emergency Contacts](#)
Add or update your emergency contact information.
- [Compensation History](#)
Review compensation history for base, variable, and stock options.

Employee Expiring Licenses

Licenses and Certificates	
License/Certificate	Expiration Date
Cardiopulmonary Resuscitation	04/15/2014

Payroll

- [View Paychecks](#)
Review current and prior paychecks.
- [Direct Deposit](#)
Add or update your direct deposit information.
- [WAGE4 Tax Information](#)
Review or change your 94-4 information.

ESS Quick Reference Guides

- [Who Do I Contact with Self-Service Questions?](#)
- [ESS Frequently Asked Questions \(FAQs\)](#)
- [How Do I Change My Self-Service Password?](#)
- [Disable Pop-Up Blockers to View Pay Statements](#)
- [HR - Change Your Home Address](#)
- [HR - Add/Change Your Mailing Address](#)
- [HR - Add/Change Your Emergency Contact\(s\)](#)
- [HR - Add/Change Your Personal Phone numbers](#)
- [HR - Add/Change Your Personal Email Address](#)
- [HR - View Compensation History](#)
- [PAYROLL - View or Print a Copy of your Pay Statement](#)
- [PAYROLL - View PTO and SSL Balances](#)
- [PAYROLL - Answers to Frequently Asked Direct Deposit Questions](#)
- [PAYROLL - Initial Set Up for Direct Deposit Accounts](#)
- [PAYROLL - Change-Add Direct Deposit Accounts](#)
- [PAYROLL - Delete Direct Deposit Accounts](#)
- [PAYROLL - Change Federal and State Tax Withholding](#)
- [PAYROLL - Change State Tax Withholding](#)
- [PAYROLL - Filing Exempt for Fed and State Withholding](#)

18

5/8/2014 5:18:00 PM Getting Started in Self Service_rev050814-Color



**ANTELOPE VALLEY
HOSPITAL**
A facility of Antelope Valley Healthcare District

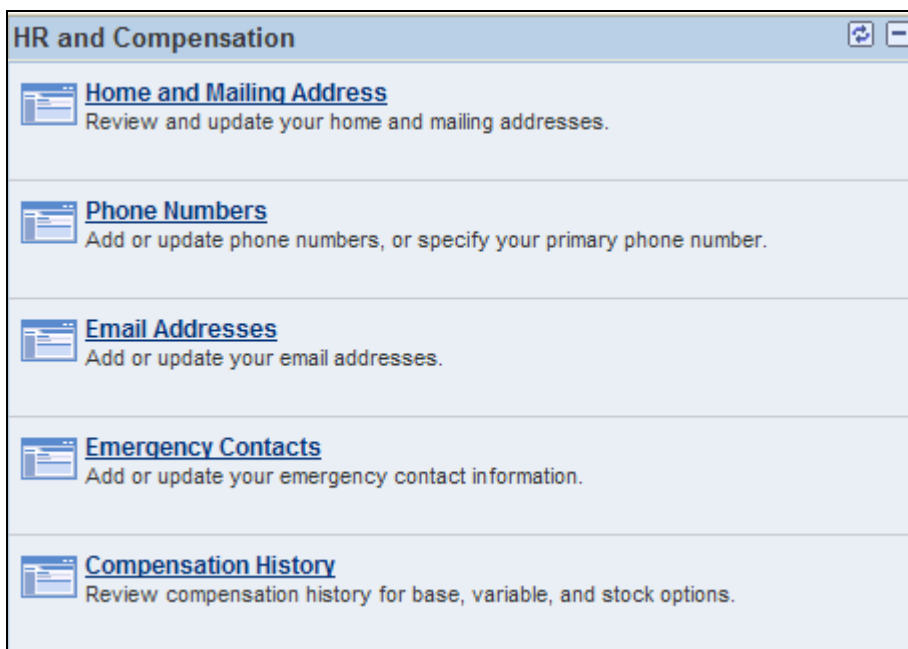


Self-Service Center

Getting Started in Employee Self-Service

HR and Compensation

Click on the [links](#) in the **HR and Compensation** window to change your address, personal phone number, personal email, add, delete or change an emergency contact, and to view your detailed compensation (salary) history at AV Hospital. Detailed compensation history as of 1/1/2010 and forward displays.





**ANTELOPE VALLEY
HOSPITAL**
A facility of Antelope Valley Healthcare District

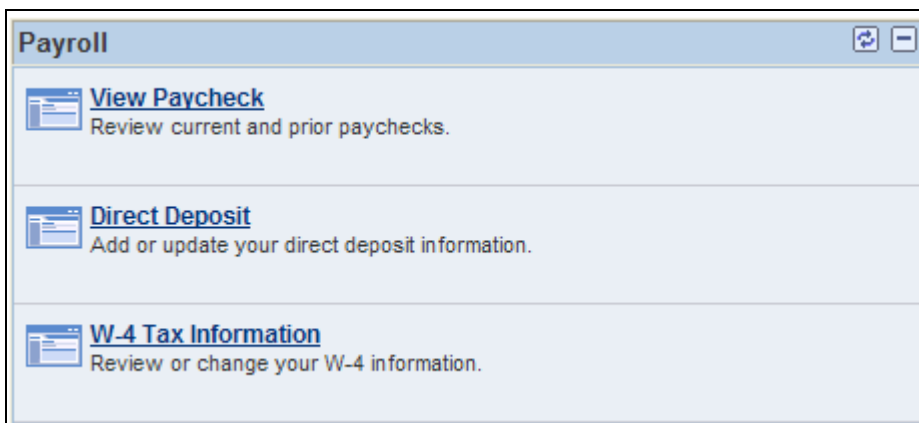


Self-Service Center

Getting Started in Employee Self-Service

Payroll

Click on the [links](#) in the **Payroll** window to view and print your pay statements, view your PTO and SSL bank balances (displayed on your pay statements), add, change or delete direct deposit accounts and amounts, and to change your Federal and State payroll withholding allowances.





ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

Employee Expiring Licenses

Data displays in this window **ONLY IF any of your work-related licenses or certifications are expiring within the next 60 days**. Nothing displays in this window if you do not have any licenses or certifications expiring within the next 60 days.

Employee Expiring Licenses	
Licenses and Certificates	
License/Certificate	Expiration Date
Annual Regulatory Compliance	01/01/2014



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

ESS Quick Reference Guides

Click on the [links](#) in the ESS Quick Reference Guide window to open a separate window and view step-by-step instructions on how to complete a specific self-service task. The Quick Reference Guides include information as to when the changes you make in Employee Self-Service become effective (for example, when direct deposit changes become effective).

ESS Quick Reference Guides
Who Do I Contact with Self Service Questions?
ESS Frequently Asked Questions (FAQs)
How Do I Change My Self Service Password?
Disable Pop-Up Blockers to View Pay Statements
HR - Change Your Home Address
HR - Add/Change Your Mailing Address
HR - Add/Change Your Emergency Contact(s)
HR - Add/Change Your Personal Phone numbers
HR - Add/Change Your Personal Email Address
HR - View Compensation History
PAYROLL - View or Print a Copy of your Pay Statement
PAYROLL - View PTO and SSL Balances
PAYROLL - Answers to Frequently Asked Direct Deposit Questions
PAYROLL - Initial Set Up for Direct Deposit Accounts
PAYROLL - Change/Add Direct Deposit Accounts
PAYROLL - Delete Direct Deposit Accounts
PAYROLL - Change Federal and State Tax Withholding
PAYROLL - Change State Tax Withholding
PAYROLL - Filing Exempt for Fed and State Withholding



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

ESS Related Links

Click on the applicable [links](#) in the **ESS Related Links** window to view KRONOS Pay Codes, review Teletime Instructions, access the Plan Source website (the Plan Source website is where you can view detailed information about benefit coverage) and access HR and Payroll forms. **These forms are designed to be accessed when you are on the AVH Intranet. Do not use these forms when you are accessing Self-Service remotely (i.e., outside of AV Hospital).**

ESS Related Links

- [Plan Source URL \(Benefit Summary Plan Documents\)](#)
- [KRONOS Pay Codes](#)
- [Teletime Instructions](#)
- [Instructions for Timecard Correction Form](#)
- [Timecard Correction Form\(TCF\)](#)
- [Confidentiality Agreement](#)
- [Employee Transfer Guide - Employee Checklist](#)
- [Matrix Intermittent Leave Timesheet](#)
- [Notice of Privacy Practices](#)
- [Pay in Lieu of Benefits Form](#)
- [Time Off Request/Approval Form](#)
- [Name Change Form](#)



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District

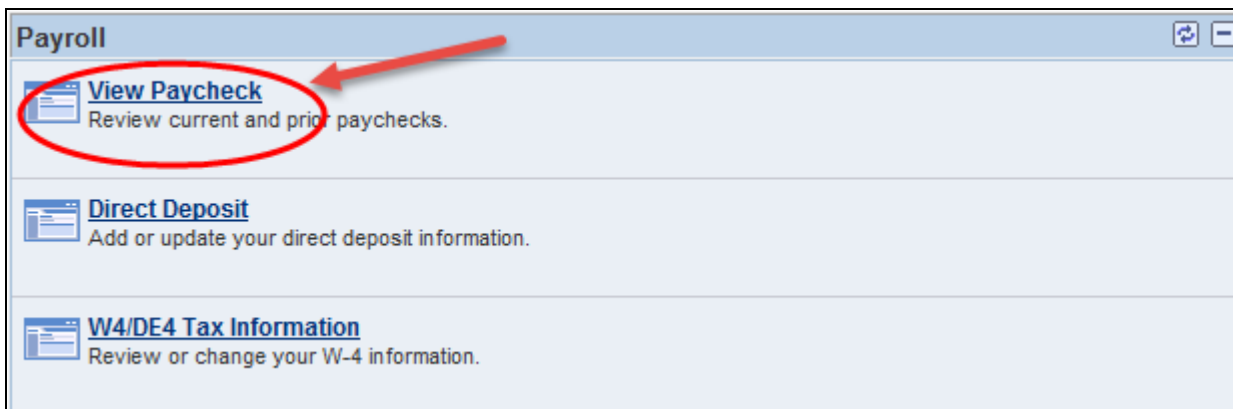


Self-Service Center

Getting Started in Employee Self-Service

View and Print My Pay Statement

- Effective June 19, 2014, Direct Deposit pay statements will no longer be printed and distributed by Payroll. Use Employee Self-Service to view and print your pay statements.
 - You can view pay statements issued as of **June 5, 2014 and forward** in Employee Self-Service.
- To view and/or print a copy of your pay statement, sign in to Employee Self-Service, click once on **Main Menu**, then click once on **Employee Dashboard**.
 - In the **Payroll** window, click on **View Paycheck**.



- Click on the **Check Date** on the left that you want to view/print. A new Internet window opens to display the pay statement. **You must turn off Pop-up blocker in order to see your pay statement online and/or any other PDF documents accessed via Employee Self-Service.**



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

View Paycheck

Peppermint Patty

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2014-04-10	Antelope Valley Hospital	02/09/2014	02/22/2014	\$1533.79	9444	<input checked="" type="checkbox"/>

[Return to Employee Dashboard](#)

- **If you are using Internet Explorer** and receive the “Pop-up blocked” message, click on the “Pop-up blocked” message, and then click on either the “Temporarily Allow Pop-ups” or the “Always Allow Pop-ups from this site” option.
- **If you are using Mozilla Firefox** and receive the “Firefox prevented...” Pop-up window message, click on the **Option** button and select the last option to see your pay statement.
- **If you are using Apple Safari** and nothing occurs after you click on the pay check date link within your browser window, click on **Safari** and make sure that the “Block Pop-up Windows” option is **not** selected (i.e., does not have a check mark next to it). Remove the check mark to view your pay statement.
- **If you are using Google Chrome** and the blocked pop-up alert icon appears in the address bar, click on the icon to see the pop-ups that have been blocked for that page. To allow pop-ups, click the link for the pop-up you want to see. To always see pop-ups for the site, select "Always show pop-ups from [site]."




**ANTELOPE VALLEY
HOSPITAL**
A facility of Antelope Valley Healthcare District




Self-Service Center

Getting Started in Employee Self-Service

- Click on the **Printer Icon**  in the new window to print your pay statement.
 - **TIP:** Print the pay statement using **Portrait** format.

Antelope Valley Hospital 1 Main Street Lancaster CA 93534		Pay Group: AVH-AVH Employees Pay Begin Date: 02/09/2014 Pay End Date: 02/22/2014	Business Unit: AVHBU Check #: 0000000009444 Check Date: 04/10/2014						
Peppermint Party 1 Main Street Lancaster CA 93534	Employee ID: 000041 Department: 006010-Critical Care Unit Location: Hospital - Main Job Title: RN-Critical Care Pay Rate: \$15.000000 Hourly	TAX DATA: Federal: Married CA State: H-of-H Allowances: 10 Adtl. Percent: 0 Adtl. Amount: 0							
HOURS AND EARNINGS					TAXES				
Description	Rate	Current Hours	Earnings	Hours	YTD Earnings	Description	Current	YTD	
Double Time	30.000000	3.50	105.00	3.50	410.10	Fed Witholding	8.86	1,328.28	
Evening Shift Differential	2.250000	59.50	133.88	107.50	241.88	Fed MED/EE	31.01	150.52	
In House Ragny at 1.5	22.500000	3.00	189.00	12.00	583.40	Fed OASD/EE	132.59	643.59	
Overtime	22.031250	4.00	104.06	24.00	917.17	CA Witholding	45.25	526.53	
Regular Pay	15.000000	60.00	900.00	248.00	7,273.20	CA OASD/EE	21.38	103.80	
Weekend Differential	15.000000	12.00	180.00	12.00	180.00				
Onceration Class	15.000000	12.00	180.00	16.00	315.60				
Overtime	15.741591	3.60	182.97		0.00				
PTO Adjustment		44.80	0.00	78.50	0.00				
SSL Adjustment		11.94	0.00	57.61	0.00				
Call Back Guarantee			0.00		0.00				
Change Pay			0.00	24.00	81.56				
Night Shift Differential			0.00	12.00	60.00				
TOTAL:		222.94	1,965.91	408.01	9,862.71	TOTAL:	239.69	2,782.78	
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS			
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD	
Medical	29.76	89.28	DP Med	111.30	111.30	Medical	161.00	483.00	
Dental	3.28	9.84	DP Den	8.49	8.49	Dental	17.04	51.12	
			Cafeteria	32.52	54.08	DP Med*	191.80	575.40	

- Click on  to close the new window when you have finished viewing the pay statement.



**ANTELOPE VALLEY
HOSPITAL**
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

Antelope Valley Hospital 1800 W Avenue J Lancaster CA 93534		Pay Group: AVH-AVH Employees Pay Begin Date: 02/09/2014 Pay End Date: 02/22/2014	Business Unit: AVHBU Check #: 0000000009444 Check Date: 04/10/2014																																																																																																																				
Peppermint Patty 1 Main Street Lancaster CA 93536	Employee ID: 000041 Department: 008010-Critical Care Unit Location: Hospital - Main Job Title: RN-Critical Care Pay Rate: \$15.000000 Hourly	TAX DATA: <table border="1"> <tr> <td>Federal</td> <td>CA State</td> </tr> <tr> <td>Marital Status: Married</td> <td>Res: H-of-H</td> </tr> <tr> <td>Allowances: 10</td> <td>0</td> </tr> <tr> <td>Add. Percent:</td> <td></td> </tr> <tr> <td>Add. Amount:</td> <td></td> </tr> </table>		Federal	CA State	Marital Status: Married	Res: H-of-H	Allowances: 10	0	Add. Percent:		Add. Amount:																																																																																																											
Federal	CA State																																																																																																																						
Marital Status: Married	Res: H-of-H																																																																																																																						
Allowances: 10	0																																																																																																																						
Add. Percent:																																																																																																																							
Add. Amount:																																																																																																																							
HOURS AND EARNINGS <table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th rowspan="2">Rate</th> <th colspan="2">Current</th> <th colspan="2">YTD</th> </tr> <tr> <th>Hours</th> <th>Earnings</th> <th>Hours</th> <th>Earnings</th> </tr> </thead> <tbody> <tr> <td>Double Time</td> <td>30.000000</td> <td>3.50</td> <td>105.00</td> <td>8.00</td> <td>410.10</td> </tr> <tr> <td>Evening Shift Differential</td> <td>2.250000</td> <td>59.50</td> <td>133.88</td> <td>107.50</td> <td>241.88</td> </tr> <tr> <td>In House Registry at 1.5</td> <td>22.500000</td> <td>8.00</td> <td>180.00</td> <td>12.00</td> <td>383.40</td> </tr> <tr> <td>Overtime</td> <td>22.031250</td> <td>4.00</td> <td>104.06</td> <td>24.00</td> <td>917.17</td> </tr> <tr> <td>Regular Pay</td> <td>15.000000</td> <td>60.00</td> <td>900.00</td> <td>248.00</td> <td>7,273.20</td> </tr> <tr> <td>Weekend Differential</td> <td>15.000000</td> <td>12.00</td> <td>180.00</td> <td>12.00</td> <td>180.00</td> </tr> <tr> <td>Orientation Class</td> <td>15.000000</td> <td>12.00</td> <td>180.00</td> <td>16.00</td> <td>315.60</td> </tr> <tr> <td>Overtime</td> <td>15.741591</td> <td>8.00</td> <td>182.97</td> <td></td> <td>0.00</td> </tr> <tr> <td>PTO Adjustment</td> <td></td> <td>44.00</td> <td>0.00</td> <td>78.90</td> <td>0.00</td> </tr> <tr> <td>SSL Adjustment</td> <td></td> <td>11.94</td> <td>0.00</td> <td>57.61</td> <td>0.00</td> </tr> <tr> <td>Call Back Guarantee</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>0.00</td> </tr> <tr> <td>Charge Pay</td> <td></td> <td></td> <td>0.00</td> <td>24.00</td> <td>81.36</td> </tr> <tr> <td>Night Shift Differential</td> <td></td> <td></td> <td>0.00</td> <td>12.00</td> <td>60.00</td> </tr> <tr> <td>TOTAL:</td> <td></td> <td>222.94</td> <td>1,965.91</td> <td>600.01</td> <td>9,862.71</td> </tr> </tbody> </table>			Description	Rate	Current		YTD		Hours	Earnings	Hours	Earnings	Double Time	30.000000	3.50	105.00	8.00	410.10	Evening Shift Differential	2.250000	59.50	133.88	107.50	241.88	In House Registry at 1.5	22.500000	8.00	180.00	12.00	383.40	Overtime	22.031250	4.00	104.06	24.00	917.17	Regular Pay	15.000000	60.00	900.00	248.00	7,273.20	Weekend Differential	15.000000	12.00	180.00	12.00	180.00	Orientation Class	15.000000	12.00	180.00	16.00	315.60	Overtime	15.741591	8.00	182.97		0.00	PTO Adjustment		44.00	0.00	78.90	0.00	SSL Adjustment		11.94	0.00	57.61	0.00	Call Back Guarantee			0.00		0.00	Charge Pay			0.00	24.00	81.36	Night Shift Differential			0.00	12.00	60.00	TOTAL:		222.94	1,965.91	600.01	9,862.71	TAXES <table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Fed Withholding</td> <td>8.86</td> <td>1,328.26</td> </tr> <tr> <td>Fed MED/EE</td> <td>31.01</td> <td>150.52</td> </tr> <tr> <td>Fed OASD/EE</td> <td>132.59</td> <td>643.59</td> </tr> <tr> <td>CA Withholding</td> <td>45.25</td> <td>526.53</td> </tr> <tr> <td>CA OASD/EE</td> <td>21.38</td> <td>103.80</td> </tr> <tr> <td>TOTAL:</td> <td>239.09</td> <td>2,552.70</td> </tr> </tbody> </table>		Description	Current	YTD	Fed Withholding	8.86	1,328.26	Fed MED/EE	31.01	150.52	Fed OASD/EE	132.59	643.59	CA Withholding	45.25	526.53	CA OASD/EE	21.38	103.80	TOTAL:	239.09	2,552.70
Description	Rate	Current			YTD																																																																																																																		
		Hours	Earnings	Hours	Earnings																																																																																																																		
Double Time	30.000000	3.50	105.00	8.00	410.10																																																																																																																		
Evening Shift Differential	2.250000	59.50	133.88	107.50	241.88																																																																																																																		
In House Registry at 1.5	22.500000	8.00	180.00	12.00	383.40																																																																																																																		
Overtime	22.031250	4.00	104.06	24.00	917.17																																																																																																																		
Regular Pay	15.000000	60.00	900.00	248.00	7,273.20																																																																																																																		
Weekend Differential	15.000000	12.00	180.00	12.00	180.00																																																																																																																		
Orientation Class	15.000000	12.00	180.00	16.00	315.60																																																																																																																		
Overtime	15.741591	8.00	182.97		0.00																																																																																																																		
PTO Adjustment		44.00	0.00	78.90	0.00																																																																																																																		
SSL Adjustment		11.94	0.00	57.61	0.00																																																																																																																		
Call Back Guarantee			0.00		0.00																																																																																																																		
Charge Pay			0.00	24.00	81.36																																																																																																																		
Night Shift Differential			0.00	12.00	60.00																																																																																																																		
TOTAL:		222.94	1,965.91	600.01	9,862.71																																																																																																																		
Description	Current	YTD																																																																																																																					
Fed Withholding	8.86	1,328.26																																																																																																																					
Fed MED/EE	31.01	150.52																																																																																																																					
Fed OASD/EE	132.59	643.59																																																																																																																					
CA Withholding	45.25	526.53																																																																																																																					
CA OASD/EE	21.38	103.80																																																																																																																					
TOTAL:	239.09	2,552.70																																																																																																																					

- The AVH system uses **Adobe Acrobat** (PDF) to display your pay statement (Adobe Acrobat is installed on AV Hospital computers). You may need to download and install **Adobe Acrobat** on your home computer in order to view pay statements at home.
- You can view pay statements issued **as of June 5, 2014 and forward** in Employee Self-Service.
- Pay statements are displayed online in Employee Self-Service indefinitely.
- Contact Payroll if you need a copy of a pay statement dated **prior to June 5, 2014**.
- **Pay statements are available for viewing starting on the applicable pay day.**



**ANTELOPE VALLEY
HOSPITAL**
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

Your New Pay Statement

Starting June 5, 2014, your pay statement has a new look: there's more information that's easier to find and easier to understand. Review the sample new pay statement below. See the next page for an explanation of the data associated with the circled numbers.

Antelope Valley Hospital 1600 W Avenue J Lancaster CA 93534		Pay Group: AVH-AVH Employees Pay Begin Date: 02/09/2014 Pay End Date: 02/22/2014		Business Unit: AVHBU Check #: 00000000009444 Check Date: 04/10/2014	
Peppermint Patty 1 Main Street Lancaster CA 93536		Employee ID: 000041 Department: 006010-Critical Care Unit Location: Hospital - Main Job Title: RN-Critical Care Pay Rate: \$15.000000 Hourly		TAX DATA: Federal CA State Marital Status: Married H-of-H Allowances: 10 0 Addl. Pct.: Addl. Amt.:	
HOURS AND EARNINGS			TAXES		
Description			Description		
Rate	Current	YTD	Current	YTD	
	Hours	Earnings	Hours	Earnings	
Double Time	30.000000	3.50	105.00	8.00	410.10
Evening Shift Differential	2.250000	59.50	133.88	107.50	241.88
In House Registry at 1.5	22.500000	8.00	180.00	12.00	383.40
Overtime	22.031250	4.00	104.06	24.00	917.17
Regular Pay	15.000000	60.00	900.00	248.00	7,273.20
Weekend Differential	15.000000	12.00	180.00	12.00	180.00
Orientation Class	15.000000	12.00	180.00	16.00	315.60
Overtime	15.741591	8.00	182.97	0.00	0.00
PTO Adjustment		44.00	0.00	78.90	0.00
SSL Adjustment		11.94	0.00	57.61	0.00
Call Back Guarantee			0.00		0.00
Charge Pay			0.00	24.00	81.36
Night Shift Differential			0.00	12.00	60.00
Total:		222.94	1,965.91	600.01	9,862.71
BEFORE-TAX DEDUCTIONS		AFTER-TAX DEDUCTIONS		EMPLOYER PAID BENEFITS	
Description	Current	YTD	Description	Current	YTD
Medical	29.76	89.28	DP Med	37.10	111.30
Dental	3.28	9.84	DP Den	2.83	8.49
			Cafeteria	32.52	54.08
			CNA DUES	17.56	49.06
			Gift Shop	23.98	28.95
			TSA Loan Employee	23.00	69.00
			TSA Loan ERO	23.00	69.00
			SEIU Cope	0.00	0.00
			Foundation Donation	0.00	10.00
			SEIU Initiation	0.00	0.00
			SEIU Union Dues	0.00	0.00
Total:	33.04	99.12	Total:	159.99	399.88
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES	
Current:	1,965.91		2,138.48		239.09
YTD:	9,862.71		10,380.42		2,752.70
TIME OFF ACCRUALS		NOTE: Rate times Hours = Earnings; unless an hours or earnings adjustment is included or Rate is from an FLSA calculation.		NET PAY DISTRIBUTION	
PTO Balance	91.64			Check #000000000009444	1,533.79
SSL Balance	62.52			Total:	1,533.79
MESSAGE:					



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Getting Started in Employee Self-Service

1. Name and Mailing Address

This is your name and mailing address on record at AVH (your mailing address and home address may be the same or different). If the address information is not correct, sign in to **Self-Service** and enter the correct address information.

2. Pay Group and Business Unit

The Pay Group and Business Unit boxes designate important information for Payroll processing. The Pay Begin Date and Pay End Date designate the pay period dates. The Check Date and Check Number displays in this area.

3. Employee ID, Department, Location

Employee ID is the same as your Teletime ID, preceded by a zero ("0"). Employee ID preceded by a zero is also your **Self-Service** User ID. Your department, work location, job title, and pay rate display in this section.

4. Tax Data

Federal and State withholding allowances, marital status, and additional withholding amounts as of the check date display. Sign in to **Self-Service** to update Federal and State withholdings.

5. Hours and Earnings

This section lists the paid hours worked, time off, bonuses, premiums, shift differentials, and the corresponding earnings code (Pay Codes). Overtime and overtime subject to the FLSA rate are also displayed. Go to **Self-Service** to see a detailed listing and explanation of ADP (old) to PS (new) Pay Codes (the document is called KRONOS Pay Codes).

6. Taxes

Tax withholding codes: Fed Withhold (Federal Withholding Tax), Fed MED/EE (Medicare Tax), Fed OASDI/EE (Social Security), CA Withholding (California State Withholding Tax), CA OASDI/EE is State Disability Insurance.

7. Before and After Tax Deductions

Before-tax deductions are amounts you contribute to pay for certain benefits (e.g., health, retirement, FSA) **before** your payroll taxes are calculated. Before-tax deductions reduce your gross taxable base. After-tax deductions are amounts deducted **after** your payroll taxes are calculated (e.g., garnishments, charitable contributions, union dues, gift shop). Go to **Self-Service** and refer to the KRONOS Pay Codes to see a detailed listing and explanation of ADP (old) to PS (new) Deduction Codes.

8. Employer Paid Benefits

This section displays AVH's contributions to your benefits coverage. Employer Paid Benefits are **not** deductions taken from your pay. Certain employer-paid coverage is taxable. The amount that is considered taxable (also called imputed income) is indicated with an asterisk (*). Domestic partner coverage is a taxable benefit.

9. Total Gross, Fed Taxable Gross, Taxes, Total Deductions, Net Pay

This section displays your current and year to date (YTD) earnings (gross), taxes, before and after-tax deductions, and net pay.

10. Paid Time Off (PTO)/ Sick Leave (SSL) Accruals

This section lists your current paid time off and sick leave accrual balance.

11. Net Pay Distribution

This section lists how your net pay is distributed; either issue check, **or** to one or more direct deposit savings and/or checking accounts. The total of these distributions equals your net pay. Sign in to **Self-Service** to sign up for direct deposit, or to change direct deposit accounts and amounts.

12. Message

Important messages from AVH may periodically appear in this section.



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District





Self-Service Center

Getting Started in Employee Self-Service

Remember

****Never share your PeopleSoft user ID and password with anyone. Sharing your PeopleSoft user ID and password could be grounds for termination of employment.**

Sign Out of Employee Self-Service

- Go to the top right corner of Employee Self-Service and click on **Sign Out** 
 - **Important:** To prevent others from viewing confidential information when using a shared or a public computer, **close your Internet browser window AFTER** you sign out of Employee Self-Service. To close your Internet browser window, click .

Who Do I Contact With Employee Self-Service Questions?

Use this contact list **on or after June 5, 2014**. Please provide detailed information when you contact one of the following email addresses with Employee Self-Service questions. Also provide a primary and secondary means of contacting you.

- Contact payroll@avhospital.org with self-service questions related to Payroll.
- Contact hselfservice@avhospital.org with self-service questions related to HR matters.
- Contact the IT Help Desk with computer-related questions for AVH-owned equipment and Employee Self-Service user ID and password questions.

These mailboxes will be monitored so your questions can be answered as soon as possible.