Employee Self-Service is a tool that allows Lee College employees to maintain their contact information and review a list of current benefit enrollments through PeopleSoft.

**You must have a PeopleSoft account with Lee College to access the Self-Service feature.** If you are not set up to access PeopleSoft, you will not be able to make these changes online. Instead, you will need to fill out the Name/Address Change Form to change your name, mailing address, or phone number. To update your emergency contact information or view benefits, you must contact the Human Resources Office.

**LOGGING IN**

**ACCESS TO EMPLOYEE SELF-SERVICE**
Employees with a PeopleSoft account can access the Employee Self-Service feature by logging in as an employee at myLC Campus.

**HOW TO LOG IN**
Go to the myLC Campus web address at [https://mylccampus.lee.edu/psp/mylccampus/?cmd=login&languageCd=ENG&](https://mylccampus.lee.edu/psp/mylccampus/?cmd=login&languageCd=ENG&).

You can also find this web page by selecting the Logins link on the top of the Lee College home page ([www.lee.edu](http://www.lee.edu)), and then clicking the Login link for the myLC Campus on the Logins web page.
MYLC CAMPUS USER ID & PASSWORD
To access the employee Self-Service feature, employees must enter their PeopleSoft username and password to login.

Once logged in, click Employee Self-Service to see a drop down list of available options:

- **Personal Information Summary**
  Select Personal Information Summary to review or update your contact information (i.e., initiate a name change and/or update your mailing address, phone number(s), email address, and emergency contact information).

- **Benefits Summary**
  Select Benefits Summary to see a list of benefits in which you are currently enrolled.
UPDATING CONTACT INFORMATION - PERSONAL INFORMATION SUMMARY

Below is an example of the data included on the Personal Information Summary. This web page allows employees to make the following changes:

- Initiate a name change with the Human Resources Office. **Employees must bring an updated social security card with the new name to the Human Resources Office before a name change can be finalized.**
- Update mailing address.
- Update phone numbers. **Employees cannot update their Lee College work phone number here. Contact the Human Resources Office if you have questions about your Lee College work phone number.**
- Update emergency contacts.
- Update personal email address. **Employees cannot update their Lee College employee email address here. Contact the Human Resources Office if you have questions about your Lee College employee email address.**
Personal Information

John Smith

Name

John Smith

Change name

Addresses

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Status</th>
<th>As Of</th>
<th>Country</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Current</td>
<td>11/03/2011</td>
<td>USA</td>
<td>ABC North St</td>
</tr>
</tbody>
</table>

Change home/mailing addresses

Phone Numbers

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Phone Number</th>
<th>Extension</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td>281/555-5551</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>281/555-5550</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Change phone numbers

Emergency Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Employee</th>
<th>Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Smith</td>
<td>Parent</td>
<td></td>
</tr>
<tr>
<td>Jane Smith</td>
<td>Spouse</td>
<td></td>
</tr>
</tbody>
</table>

Change emergency contacts

Email Addresses

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCEmployee</td>
<td><a href="mailto:employee_email@ee.edu">employee_email@ee.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Change email addresses

Contact the Human Resources department if any of your Employee information is incorrect.
INITIATE A NAME CHANGE

To request a name change, click the Change Name button in the Name section on the Personal Information Summary page.

Next, click the Edit Name link.

IMPORTANT: HR will NOT process your name change until you bring your Social Security Card showing your new name to the HR Office. We must receive this documentation before we can process your request to change your name.
Enter the updated First, Middle, and/or Last Name and Suffix if applicable. Any changes you make must be the same name as shown on your social security card. Click OK when done.

Important – Nicknames/Preferred Names:
Do not enter a nickname/preferred name here. For example, the name on your social security card reads William James Smith, but you prefer to go by Bill Smith. If you wish to have a nickname/preferred name on file, contact the Human Resources Office. This section should only reflect names as depicted on the social security card.

Click Submit to electronically forward your request to HR.
ADDRESS CHANGE

To update your mailing address, click the Change Home/Mailing Addresses button in the Addresses section on the Personal Information Summary page.

There are two address types available:

- Home
- Mailing

Edit an Existing Address
To update an existing address, click the Edit button at the end of the row.
Type the correct address in the Address 1, City, State, Postal, and/or County fields. Click Save when you are finished.

**Add a New Address**
To add a new address type, select an address type from the drop down menu and click the Add button. In the sample below, you would click the add button if you needed to add a mailing address that would be different from the home address already listed.

**Home and Mailing Address**
John Smith

*Required Field*
Enter the new address, city, state, zip code, and/or county. Click Save when finished.

You will see a confirmation page letting you know your change was electronically submitted to Human Resources. Click OK.

When you return to the Home and Mailing Address page, the change you just made should be displayed. If you are done, click Return to Personal Information to return to the Personal Summary Information page.
PHONE NUMBERS

To update personal phone numbers, click the Change Phone Numbers button in the Phone Numbers section on the Personal Information Summary page.
Delete a Phone Number

- To delete a phone number that is currently listed, click the Delete button at the end of the appropriate row. Click either the Yes-Delete or No-Do Not Delete button when prompted. Click Save when your changes are complete.
Edit an Existing Phone Number

- To edit a phone number that is currently listed, type the changes in the appropriate Telephone column. Click Save when your changes are complete.

Edit a Work Number

- Self-Service will not allow you to edit your Lee College work phone number displayed on this screen. To make changes to a work phone number, please contact the Human Resources Office.

Add a New Phone Number

- To add a new phone number, click the Add a Phone Number button. A new row will appear. Select a phone type from the drop down menu, type in the phone number, and click Save. Click OK on the confirmation page.
Phone Numbers

John Smith

Enter your phone numbers below. Contact the HR Office to update your work phone number.

<table>
<thead>
<tr>
<th>Phone Numbers</th>
<th>*Telephone</th>
<th>Extension</th>
<th>Preferred</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td>281/555-5551</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>281/555-5550</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add a Phone Number

* Required Field

Save

Return to Personal Information

Phone Numbers

John Smith

Enter your phone numbers below. Contact the HR Office to update your work phone number.

<table>
<thead>
<tr>
<th>Phone Numbers</th>
<th>*Telephone</th>
<th>Extension</th>
<th>Preferred</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td>281/555-5551</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>281/555-5550</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add a Phone Number

* Required Field

Save

Return to Personal Information

Phone Numbers

Save Confirmation

✓ The Save was successful.

OK
Select a Preferred Phone Number

- One phone number must be checked as preferred. Check the appropriate box in the Preferred column to make this selection and click Save.

Your Lee College work phone number cannot be selected as your Preferred number.

Phone Numbers

John Smith

Enter your phone numbers below. Contact the HR Office to update your work phone number.

EMERGENCY CONTACTS

To update an emergency contact, click the Change Emergency Contact button in the Emergency Contacts section on the Personal Information Summary page.
Delete an Emergency Contact

- To delete an emergency contact that is currently listed, click the Delete button at the end of the appropriate row. Click either the Yes - Delete or No - Do Not Delete option when prompted. Click Return to Personal Information when your changes are complete.
Emergency Contacts

John Smith

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Relationship to Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Smith</td>
<td>Parent</td>
</tr>
<tr>
<td>Jane Smith</td>
<td>Spouse</td>
</tr>
</tbody>
</table>

Primary Contact: Jane Smith

Add an Emergency Contact

Change the primary contact

Return to Personal Information

---

Emergency Contacts

Delete Confirmation

Are you sure you want to delete Emergency Contact William Smith?

Yes - Delete
No - Do Not Delete

Emergency Contacts

John Smith

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Relationship to Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Smith</td>
<td>Spouse</td>
</tr>
</tbody>
</table>

Primary Contact: Jane Smith

Add an Emergency Contact

Return to Personal Information
Edit an Existing Emergency Contact

• To edit an emergency contact that is currently listed, click the Edit button associated with the name you want to update. Next, enter the Contact Name, Relationship to the Employee, Phone Type, and Phone Number. Click Save when you are finished making changes.
Add a New Emergency Contact

- To add a new emergency contact, click the Add an Emergency Contact button. Enter the Contact Name, Relationship to Employee, Phone Type, and Phone Number. Click Save when you are finished entering the information.
Change the Primary Emergency Contact

To change your primary emergency contact, click the Change the Primary Contact button. From the drop down list, select the person you want as your primary emergency contact and click Save.
EMAIL ADDRESS

To update an email address, click the Change Email Addresses button in the Email Addresses section on the Personal Information Summary page.
Delete an Email Address

- To delete an email address that is currently listed, click the Delete button at the end of the appropriate row. Click either the Yes - Delete or No - Do Not Delete. Click Save when your changes are complete.

Email Addresses

John Smith

Email Addresses

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td><a href="mailto:l_smith00@myemail.com">l_smith00@myemail.com</a></td>
<td></td>
</tr>
<tr>
<td>LCEmployee</td>
<td><a href="mailto:employee_email@lee.edu">employee_email@lee.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Delete Confirmation

Are you sure you want to delete Email Address (Home)?

Yes - Delete  No - Do Not Delete
Edit an Existing Email Address

- To edit an email address that is currently listed, type the change in the appropriate Email Address column. Click Save when your changes are complete.

**Email Addresses**

John Smith

<table>
<thead>
<tr>
<th>Email Addresses</th>
<th>Email Address</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCEmployee</td>
<td><a href="mailto:employee_email@lee.edu">employee_email@lee.edu</a></td>
<td>✔️</td>
</tr>
</tbody>
</table>

Add an Email Address

*Required Field

- **Save**

Return to Personal Information

Edit a Work Email Address

- Self-Service will not allow you to edit your Lee College employee email address. To make changes to your employee email address, please contact the Human Resources Office.

Add a New Email Address

- To add a new email address, click Add an Email Address. A new row will appear. Select an email type from the drop down menu, type in the email address, and click Save.

**Email Addresses**

John Smith

<table>
<thead>
<tr>
<th>Email Addresses</th>
<th>Email Address</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCEmployee</td>
<td><a href="mailto:employee_email@lee.edu">employee_email@lee.edu</a></td>
<td>✔️</td>
</tr>
</tbody>
</table>

Add an Email Address

*Required Field

- **Save**

Return to Personal Information
Select a Preferred Email Address

- One email address must be checked as preferred. Check the appropriate box in the Preferred column to make this selection.
Below is an example of the data included in the Benefits Summary.

**Type of Benefit**
- This column lists the benefits an employee is currently enrolled in (i.e., Medical, Dental, etc.). Clicking on one of these links will open another web page that shows the Plan Name, Plan Provider, Coverage Type, and Covered Dependents.

- Some employees may see Sick, Vacation, Personal, Family Emergency Leave, and/or Leave Bank included in this column. This information is not maintained in PeopleSoft. Please disregard these entries.

**Plan Description**
- This column provides a brief description for each benefit type.

**Coverage or Participation**
- This column shows:
  - Current coverage type (i.e., Employee Only, Employee & Spouse, Employee & Children, or Family)
  - Amount of insurance available for Basic Life, Dependent Life, and Long Term Disability
  - Amount of insurance selected for Supplemental Life and AD&D
  - Amount of retirement contribution for ORP, TRS, OBRA, and 403(b)
  - Amount of annual TexFlex pledge

---

**Benefits Summary**

John Smith

To view your benefits as of another date, enter the date and click Go:

10/01/2012

---

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Plan Description</th>
<th>Coverage or Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Health Select In-Area</td>
<td>Employee + Children</td>
</tr>
<tr>
<td>Dental</td>
<td>Dental Choice Plan</td>
<td>Employee + Children</td>
</tr>
<tr>
<td>Domestic Partner Vision</td>
<td>VCP Humana</td>
<td>Employee Only</td>
</tr>
<tr>
<td>Life</td>
<td>Basic Life</td>
<td>$5,000</td>
</tr>
<tr>
<td>Supplemental Life</td>
<td>Life 4X</td>
<td>Salary X 1 + 1</td>
</tr>
<tr>
<td>AD and D</td>
<td>AD&amp;D Family</td>
<td>$200,000</td>
</tr>
<tr>
<td>Dependent Life</td>
<td>Dependent Life</td>
<td>$5,000</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>Long Term Disability</td>
<td>60% of Salary</td>
</tr>
<tr>
<td>ORP-State Match</td>
<td>ORP-Regular Plan</td>
<td>6.65% Before Tax</td>
</tr>
<tr>
<td>Sick</td>
<td>Sick Leave 40 Base Hours</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>Vacation 40 Base-Level A</td>
<td></td>
</tr>
<tr>
<td>Personal</td>
<td>Personal Leave Day</td>
<td></td>
</tr>
<tr>
<td>Family Emergency Leave</td>
<td>Family Emergency Leave</td>
<td></td>
</tr>
<tr>
<td>Leave Bank</td>
<td>Leave Bank</td>
<td></td>
</tr>
<tr>
<td>Flex Spending Health - U.S.</td>
<td>Health Care Texflex 12 Months</td>
<td>$956 Pledge</td>
</tr>
</tbody>
</table>
MEDICAL, DENTAL, VISION, CANCER, & DEPENDENT LIFE BENEFIT SUMMARIES

If an employee is enrolled in the Lee College health, dental, vision, cancer, and/or dependent life insurance, selecting the Medical, Dental, Vision, Cancer, or Dependent Life options on the Benefits Summary screen will display the Plan Name, Plan Provider, Coverage Type, and Covered Dependents associated with each benefit.

To review the benefits by date, type a date in the appropriate field and click Go.

Clicking on a dependent’s name will open the Dependent/Beneficiary Personal Information web page. Employees cannot make changes to dependent information. To update this information, please contact the Human Resources Office.

To return to the Benefits Summary screen, click the Return to Employee Benefit Summary link.
If an employee is enrolled in the Lee College Basic Life, Supplemental Life, and/or AD&D insurance, selecting one of these options on the Benefits Summary screen will display the Plan Name, Plan Provider, and current Coverage Level for each benefit.

Beneficiaries are not maintained by Lee College. Therefore, you will not see beneficiary information displayed in the Covered Beneficiary section. To update your beneficiary, please contact ERS directly at (877) 275 – 4377.

To review the benefits by date, type a date in the appropriate field and click Go.

To return to the Benefits Summary screen, click the Return to Employee Benefit Summary link.
LONG TERM DISABILITY, TRS, ORP, OBRA, AND/OR 403(B) BENEFIT SUMMARIES

If an employee is enrolled in Long Term Disability, TRS, ORP, and/or an individual 403(b), selecting one of these options on the Benefits Summary screen will display the Plan Name, Plan Provider, and current Coverage Level/Contribution for each benefit.

Beneficiaries are not maintained by Lee College. Therefore, you will not see beneficiary information displayed in the Covered Beneficiary section. To update your retirement beneficiary, please contact your retirement vendor.

Selecting Fund Allocations will display the name of the retirement vendor.

To review the benefits by date, type a date in the appropriate field and click Go.

To return to the Benefits Summary screen, click the Return to Employee Benefit Summary link.
**ORP-State Match**

John Smith

To view your benefits as of another date, enter the date and click Go:

![Date Input]

**ORP-State Match**

- **Plan Name:** ORP-Regular Plan
- **Plan Provider:** State of Texas
- **Group Number:**
- **Customer Service:** Ext:

**Current Contributions**

- **Before Tax:** 6.65%
- **After Tax:** 0%

**Covered Beneficiaries**

You do not have any beneficiaries as of the date above.

---

**Additional Information**

- **Fund Allocations**

- **Return to Employee Benefit Summary**

---

**Fund Allocations**

John Smith

These are your choices as of 10/25/2012.

<table>
<thead>
<tr>
<th>Description</th>
<th>Investment Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORP - ING Retirement Plans</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Return to view All Saving Plans**
If an employee is enrolled in TexFlex Health and/or Day Care flexible spending accounts, selecting one of these options on the Benefits Summary screen will display a review of the account. This includes the coverage start date, annual pledge amount, and contributions paid to date. Lee College does not process claims in PeopleSoft. So, disregard the Claims Activity, Claim History, and Payment History sections.

To review the benefits by date, type a date in the appropriate field and click Go.

Selecting the Return to Flexible Spending Accounts link will provide a different view of this information.

To return to the Benefits Summary screen, click the Benefits Summary link.
Flexible Spending Account Review

John Smith

Health Care Texflex 12 Months
To review past benefits information, enter the year and click the Go button.
Year: 2012

Account Summary

| Coverage Start Date | 09/01/2012 | Account Status | Active |

Your Annual Pledge

| Annual Pledge for this year: | $996.00 |
| Total claims approved for payment year-to-date: | $0.00 |
| Amount of Pledge still available: | $996.00 |
| Additional Pledge from Employer (Semimonthly) | $0.00 |

Account Balance

| Contributions to account year-to-date: | $166.00 |
| Total of all claims paid year-to-date: | $0.00 |
| Current account balance: | $166.00 |

Claims Activity

| Amount of claims submitted year-to-date: | $0.00 |
| Total claims approved for payment year-to-date: | $0.00 |
| Total of all claims paid year-to-date: | $0.00 |
| Claims that are approved but not yet paid: | $0.00 |
| Total claims whose approval is still pending: | $0.00 |
| Total claims that were rejected: | $0.00 |

Claim History

No claims have been submitted for this Plan Year.

Payment History

No claim payments have been made for this Plan Year.

Return to Flexible Spending Accounts
Go to: Benefits Summary
Flexible Spending Accounts

John Smith

Your Flex Spending Health - U.S. Flexible Spending Account(s) in 2012

Select Plan Year

You may review your Flexible Spending Account status and activity for any plan year. Reminder: Claims are reported in the Plan Year for which the services were rendered, regardless of when the expense was paid or when the claim was processed.

To review past benefits information, enter the year and click the Go button.

Year

Go

Select Account

For this Plan Year you are enrolled in the Flexible Spending Account(s) listed below. Please click on the one you wish to review.

<table>
<thead>
<tr>
<th>Spending Account</th>
<th>Annual Pledge</th>
<th>Contributions YTD</th>
<th>Claims Submitted</th>
<th>FSA Claims Approved</th>
<th>Claims Paid YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Textflex 12 Months</td>
<td>996.00</td>
<td>124.50</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Return to Employee Benefit Summary

Go to: Benefits Summary

LOGGING OUT

When finished, click Sign Out in the top, right corner to log out of myLC Campus.

Benefits Summary

John Smith

To view your benefits as of another date, enter the date and click Go.

10/25/2012

Go

Types of Benefit

<table>
<thead>
<tr>
<th>Type of Benefit</th>
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<td>Domestic Partner Vision</td>
<td>VOP Humana</td>
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<tr>
<td>Supplemental Life</td>
<td>Life 4k</td>
<td>Salary X 1 + 1</td>
</tr>
<tr>
<td>AD and D</td>
<td>AD&amp;D Family</td>
<td>$200,000</td>
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<td>Dependent Life</td>
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<td>ORP-Regular Plan</td>
<td>6.65% Before Tax</td>
</tr>
<tr>
<td>Sick</td>
<td>Sick Leave 40 Base Hours</td>
<td>- - - - - -</td>
</tr>
<tr>
<td>Vacation</td>
<td>Vacation 40 Base Level A</td>
<td>- - - - - -</td>
</tr>
<tr>
<td>Personal</td>
<td>Personal Leave Day</td>
<td>- - - - - -</td>
</tr>
<tr>
<td>Family Emergency Leave</td>
<td>Family Emergency Leave</td>
<td>- - - - - -</td>
</tr>
<tr>
<td>Leave Bank</td>
<td>Leave Bank</td>
<td>- - - - - -</td>
</tr>
<tr>
<td>Flex Spending Health - U.S</td>
<td>Health Care Textflex 12 Months</td>
<td>$996 Pledge</td>
</tr>
</tbody>
</table>

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QUESTIONS & ASSISTANCE

Contact the Human Resources Office at (281) 425-6875 if you have any questions or would like additional information.