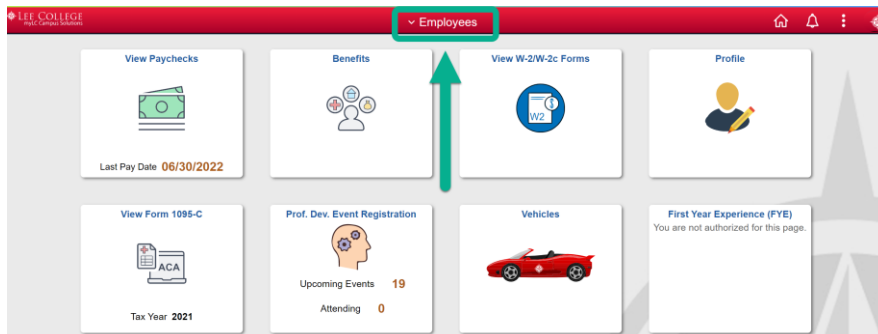


This summary highlights key features and functions in the PeopleSoft Employee Self-Service module.

### ACCESS EMPLOYEE SELF-SERVICE

- Navigate to the myLC Campus login webpage at <https://mylccampus.lee.edu/psp/mylccampus/?cmd=login&languageCd=ENG&>.
- Enter your user id and password. If you need assistance logging in, click “Look Up User ID/Reset Password” or contact the IT Help Desk at [helpdesk@lee.edu](mailto:helpdesk@lee.edu) or 281.425.6952.

- When you sign into the system, ensure you are on the Employee page.



- The Employee page displays seven (7) Employee Self-Service options (or “tiles”): View Paychecks, Benefits, View W-2 Forms, Profile, View Form 1095-C, Professional Development Event Registration and Vehicles. Select the appropriate tile to view and/or edit your personal information.

### VIEW PAYCHECKS TILE

- Click the View Paychecks tile to view, save and print your paycheck stubs.
- Click the filter icon to select date ranges.
- Click the > to select and view a check stub in pdf format.
- Click < Employees to return to the homepage.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
06/15/2021	Lee College	06/01/2021 06/15/2021	\$ Amount Here	Check # Here
05/28/2021	Lee College	05/16/2021 05/31/2021	\$Amount Here	Check # Here

## VIEW W-2 FORMS

- Click the View W-2 Forms tile to view, save and print your W-2s.
- Select the appropriate tax year.
- Click View Form to view the W-2 in PDF format.
- Click < Employees to return to the homepage.

View W-2/W-2c Forms

Tax Year 2020

Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/28/2021	<a href="#">View Form</a>	<a href="#">i</a>

## PROFILE

### Personal Details

- Click the Personal Details link to view your date of birth, gender and name. To update this information, contact the Human Resources Office at [hr@lee.edu](mailto:hr@lee.edu) or 281.425.6875.
- Click < Employees to return to the homepage.

Profile

ID 0000000

**Personal Details**

Date of Birth 01/01/1985  
Gender Male

Name	Type
Joseph Smith	Primary

### Contact Details

- Click the Contact Details link to view and update your personal phone # and email. (Only HR can update the work email, phone # and office location that populates in the online directory. Contact the Human Resources Office at [hr@lee.edu](mailto:hr@lee.edu) or 281.425.6875 to update work-related information in the directory.)
- Click + to add a new email or phone #.
- Click > to edit an existing personal phone # or email.
- Click < Employees to return to the homepage.

Profile

ID 0000000

**Contact Details**

Email	Type	Preferred
jsmith@lee.edu	LCEmployee	✓

Phone	Type	Preferred
000-000-0000	Mobile	✓
281-425-0000	Work	

**Text Notifications/Reminders**

MyLC can send you vital information such as urgent messages regarding registration and financial aid. These messages are important and are critical to your success.

I authorize Lee College and its representatives and agents to contact me regarding my account at any number that I provide below for my mobile or other wireless device using SMS text messages.

+

Telephone
000-000-0000

## Addresses

- Click the Addresses link to view and update your personal address.
- Click Add New Address to edit an existing address or add a new one.
- Click < Employees to return to the homepage.

Employees Address

ID 0000000

Personal Details

Contact Details

Addresses

Emergency Contacts

Ethnicity

Address

Effective Date 03/10/2016

Address Type Home

Address ABC Street

City Baytown

State TX

Postal Code 77521

County Harris

Country USA

Add New Address

## Emergency Contacts

- Click the Emergency Contact link to view and update your emergency contact(s).
- Click the > to update information for an existing contact.
- Click + to add a new contact. If you have two (2) or more emergency contacts, the system will prompt you to indicate your “preferred” contact.
- Click < Employees to return to the homepage.

Employees Profile

ID 0000000

Personal Details

Contact Details

Addresses

Emergency Contacts

Ethnicity

Emergency Contacts

Contact	Phone	Preferred
Jane Smith	000-000-0000	✓

## Ethnicity

- Click the Ethnicity link to view and update your ethnicity. Voluntary Self-Identification: The college is subject to certain recordkeeping and reporting requirements. In order to comply, the college invites employees to voluntarily self-identify their ethnicity and race. Submission of the information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders and regulations.
- Select the appropriate response(s) and click save.
- Click < Employees to return to the homepage.

Employees Profile

ID 0000000

Personal Details

Contact Details

Addresses

Emergency Contacts

Ethnicity

IPEDS Ethnicity

1) Are you Hispanic or Latino?

Yes

No

2) What is your race? Select one or more.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

Save

## BENEFITS

### Benefits Summary

- Click the Benefits Tile and Benefits Summary link to view your current benefit selections (if applicable).
- Enter a date in the As Of field and click Refresh to search benefits for a specific date/timeframe.
- Click > for a benefit option you would like to see more information about.
- Click < Employees to return to the home page.
- If you have questions about your benefits or need additional information, contact the Human Resources Office at [hr@lee.edu](mailto:hr@lee.edu) or 281.425.6875.

Type of Benefit	Plan Description	Coverage or Participation
Medical	Health Select In-Area	Employee + Child(ren) >
Dental	Dental Choice Plan	Employee + Child(ren) >

### View Form 1095-C

- Click the 1095-C Original link to view applicable forms. If you have questions, contact the Human Resources Office at [hr@lee.edu](mailto:hr@lee.edu) or 281.425.6875.
- Click < Employees to return to the home page.

Year / Employer	IRS Instructions	Issue Date / Sequence	Tax Form
2020 Lee College	<a href="#">Instructions</a>	03/22/2021 1	<a href="#">1095-C Original</a>
2019 Lee College	<a href="#">Instructions</a>	02/28/2020 1	<a href="#">1095-C Original</a>

### QUESTIONS/NEED ASSISTANCE?

Contact the Human Resources Office at [hr@lee.edu](mailto:hr@lee.edu) or 281.425.6875.