Warning! Information viewed during a PeopleSoft Self-Service session will be saved to your browser's Internet cache and may be viewed by others who use this computer.

We recommend against using public or shared computers to access Employee Self Service. To protect your information please follow the sign out procedures in the training documents, delete the Internet Browser cache prior to closing the browser, and confirm ALL browser windows are closed at the end of your session.

Click the following link for instructions on deleting and <u>Clearing Commonly Used Browser's</u> <u>Internet Cache</u>.

Instructions on accessing Employee Self Service off campus: <u>Accessing Employee Self Service Off</u> <u>Campus.</u>

Use the https://www.lsuhsc.edu/ps/support/selfservice.aspx URL to sign into PeopleSoft.

1. At the PeopleSoft sign on screen, enter your *User ID* (system automatically converts it to Upper Case), and case sensitive Password, and click Sign In.

	LSU Health	
	PeopleSoft HRSA - PS9HRTRN	2
User ID		
N		
Password		
	Sign In	

2. From the My PeopleSoft Home page, click the Self Service tile.

	Announcements			Web Clock
	No Announcements available			C
Self Servi	ce	Manager Self Service		LSUHSC Forms
R	9	2 <u>2</u> 2		

3. Click the drop-down arrow to the right of **Payroll Info** to view available options.

Self Service	
the Benefits	
Benefits Summary	
1095-C Consent	
1095-C Forms	
💼 Payroll Info 🗸 🗸	
ې Personal Info 🗸 🗸	
📑 My Forms 🗸 🗸	

4. Click the W-2/W-2c Forms button.

Payroll Info	^
Paychecks	
Timesheet	
W-2/W-2c Forms	
W-2/W-2c Consent	

5. The current Tax Year information defaults into the required fields. Click the **View Form** button to view the W-2.

	Tax Yea	r 2024 🗸		
LSUHSC-New Orleans				
				î↓
Tax Form	Issue Date	Year End Form	Filing Instructions	
W-2	01/27/2025	View Form	0	

A new window opens and the W-2 is displayed in Adobe format within your internet browser window. The W-2 can be *printed or saved* by clicking the **Printer** icon the toolbar menu. Close the W-2 window by clicking the X button for the appropriate tab.

MM Self-Service	× 📕 View W-2/	W-2c Forms	× 🛃 PYW2	1245_EE.pdf (SECUR	(ED) × +	- 0 >
O O A	obe Acrobat: PDF edit, convert, sign t	ools chrome-ex	tension://efaidnb	mnnnibpcajpcg	iclefindmkaj/https://rcbb 🕏	Ð 🔺
B C Other C	PS FIN Databases 🕒 PS HCM Data	ibases 🗅 PS CS	Databases 🗅 P	eopleSoft Info	PeopleAdmin 🖼 Solutions	39
All tools E	fit Convert E-Sign	PYW224	4S_EE ~	Q	🗈 🗄 … Share) 😳 Sign
	from W-2 Wage and Tax Statem	4505 tre	T. Earliet security tips	1 Yapa, Inc. dist eren	S Palast score for utilitati	Î
N.,	E Departer name, address, and 2P mole L.SERESC-NIOR ORLEANS	ent coci	& Alterated Spr.	S Simial second, wages	Social security for softmail:	
-	PAYHOLL OFFICE		•	3 Maduan sugar and the	E Middane for without	0
e,	433 BOLIVAR STREET NEW ORLEANS LA 70112-222		to Dependent care benefits	11 Nonguillind plant	ngan Kani keleuntinta hariwa 12	C
	· Companyor's taking and trees, and \$10 million	For the second s	H DIG Jone DOL	M Other AUT		
l.			 Engine interfluite series ID 72-6082770 Engineers social second records in: 	CAF		00
			DOX-XX-	1	<u> </u>	A
	14 fbm 1.A 1.210044001	16 Hinto wages, tips, etc.	17 lines revenue las	mai wagan, ban, alici 🛛 🕫 Lon	d teams tea 20 Locally rame	
	Gogy B To Be Filed Mills Employee's PEDER.	N. Tax Roturn	The internation is barry hanalised to the	a Manal Neserue Service.	Bugh of the Texanory - IRE	
A,					na dia mandri ka san Arta an manadi katika na manana A	
	rees W-2 Wage and Tax Statem	ent 2024	7 Babie enterly Sox	1 Virges, Igo, other sec	# Federa transmy tar ultimate	1
O4	 Employed ments address and PP unde LISUSIESC NEW CHILLIANS 		8 Abrotalitys	A time second segme	A Social serving her kellmane	
	PAYROLL OFFICE 433 BOLIVAR STREET			3 Medicare segret and the	B. Madage to officer	1
	NEW ORLEANS LA 70112-2223		10 Departien new benefits	11 Nergalist size	Nan See menutania ka lasa 12	
	a traphysic's safe, address, and 22 com	E.A.	1 DIG 22*** DOF	H Ober BET	10 10	-
			12-2087770	CAF	<u> </u>	
			3000-301-3104		<u> </u>	
	N lines Employed Address LA 12/19/344(R)1	18 Male segme type with	17 Illala teorra las	met adapte, tips, site 18 i.m.	Country and 25 Locally rate	
	Copy C For EMPLOYEE'S RECORDS (See N	dice to Employee an back of C		and the local data	Days of the Tennery 180	<u>ې</u>

7. Filing Instructions can also be viewed/printed/saved.

	Tax Yea	r 2024 💙		
LSUHSC-New O	rleans			↑↓
Tax Form	Issue Date	Year End Form	Filing Instructions	
W-2	01/27/2025	View Form	0	

8. Exit the **PeopleSoft** system by clicking the Actions (3 dots) button in the upper right corner of the Screen. Select the **Sign out** button from the drop-down list.

			، <u>۵</u>	ð : ©
			New Window	
	Tax Ye	ar 2024 🗸	Add to Favorites	
LSUHSC-New Orlean	S		Sign Out	
				↑↓
Tax Form	Issue Date	Year End Form	Filing Instructions	
W-2	01/27/2025	View Form	•	

9. If using remote portal (off-campus), click the Sign Out button to exit the Remote Access Portal.



Please make sure the **Remote Access Portal** has ended successfully before moving to the next step of clearing your internet cache. If the session has ended correctly, the *"Your session has ended"* box will display.