Goodwill Industries of Houston, Inc.
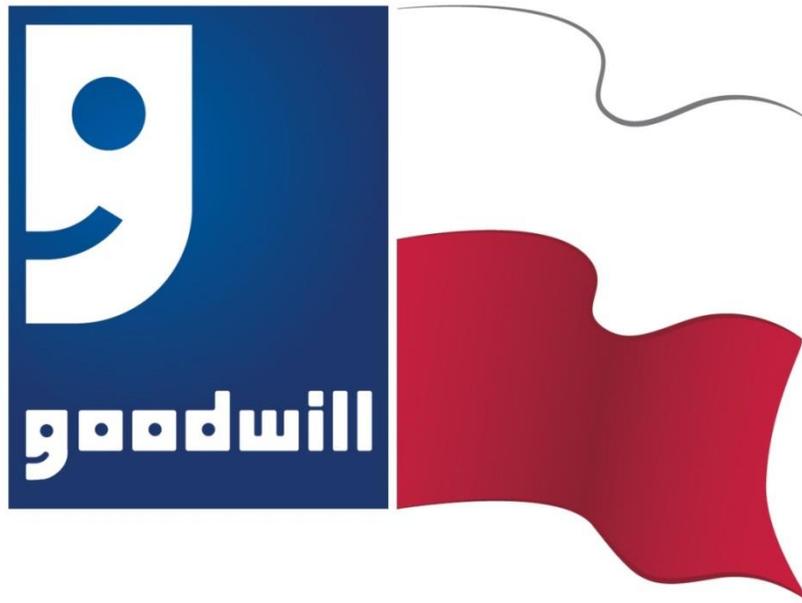# HCM
Employee Self Service User Guide

Changing lives through the power of work!

HCM

Employee Self Service User Guide

Version 5.7.1

Epicor Human Resource Systems Corporation

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Printed in the U.S.A.

Employee Self Service

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GETTING REGISTERED FOR THE FIRST TIME

1. Open a web browser in the most updated version available.
2. Type in the address for HCM 5.7.1.
   a. http://gwhhris/hris/
   b. If you are using HCM on a mobile device connected to Goodwill's VPN, or if the above link is not operational: http://192.168.255.22/hris
3. You will see the following page:
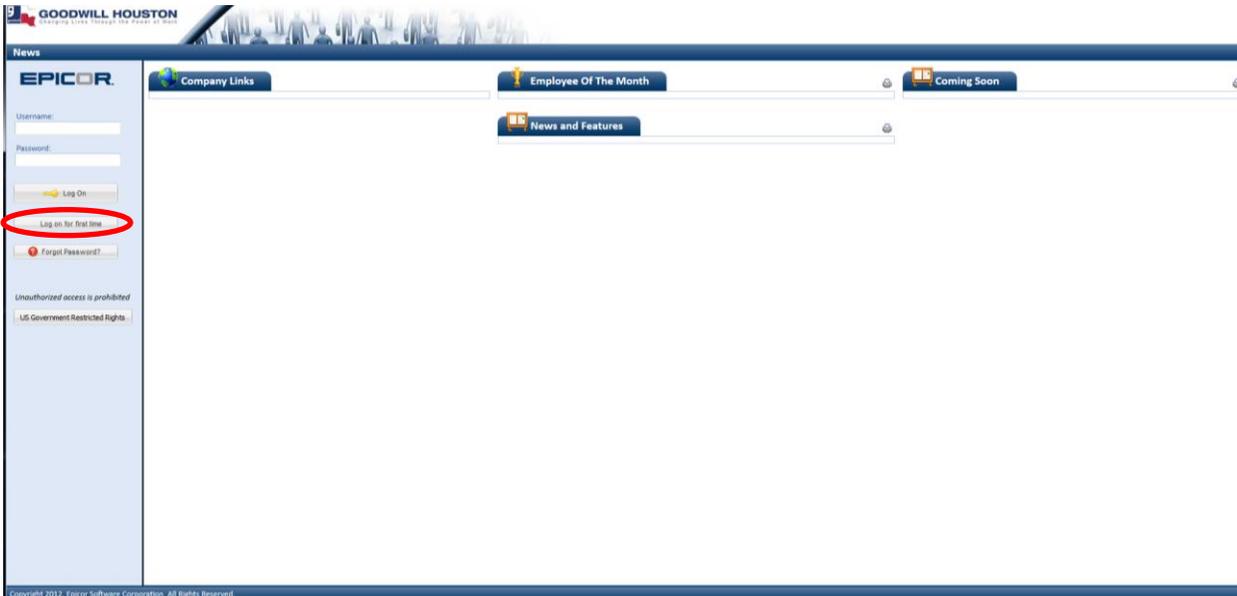
4. Select the **Log on for the first time** link.

The Employee Self Service registration page appears.
5. Type in the following:
   - Your Last Name
   - Your Employee ID
   - A unique User Name you would like to use

7. Select the **Register Me** link.

8. You will see the following message when you have successfully registered.
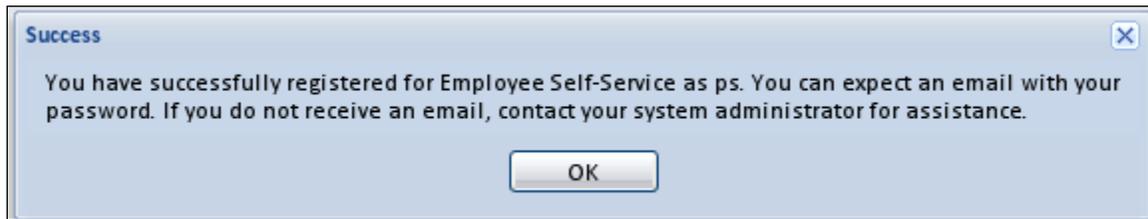
9. Select the **OK** link.

10. You will receive an e-mail with your user name and password. Make a note of your user name and password. To insure that no one else views your personal information, **DO NOT** share this information.
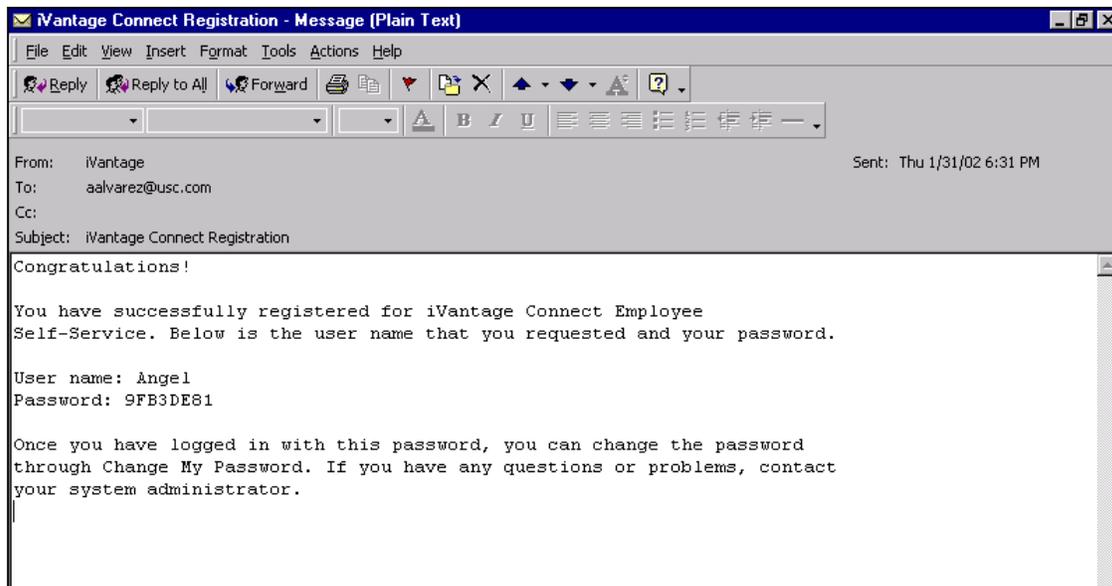
If you do not receive an email with your password, please contact the Human Resources department via the main line 713-692-6221.

LOGGING ON TO EMPLOYEE SELF SERVICE

1. Type in the address for HCM 5.7.1 that has been provided for you by your
   Human Resources Department.
   - http://gwhhris/hris/
   - If you are using HCM on a mobile device connected to Goodwill's VPN, or
     if the above link is not operational: http://192.168.255.22/hris

2. Enter your User name and Password.

3. Click on the **Log on** link.

NAVIGATING IN EMPLOYEE SELF SERVICE

Once you are logged in, your page will look similar to the following:

SUB-TABS

Sub-tabs allow you to navigate in Employee Self Service and to select the data you want to view.

NEWS SUB-TAB

The first sub-tab is News. This tab contains information about different company events and links to web sites.

Use the scroll bar on the right side of the page to move up and down on the page to view more information.

COMPANY SUB-TAB

The Company tab is where you can view employment documents or other company information. You may also change your password or answer electronic questions on this tab.

MY INFORMATION SUB-TAB

The My Information sub-tab is where you can view and change your personal data.

Updating information in HCM is very easy. Select the **Edit** link or the **Pencil** icon.

To update or change your information:
1. Click in the field
2. Type over existing data to change the information or type new information into a blank field.

- If information is not in the accurate format, you will be prompted with an exclamation mark; hover over the exclamation mark to view what needs to be changed

3. When the desired information has been updated, click on the **Submit** link at the top right of the page. If you decide not to save the changes, click on the **Cancel** link at the top right of the page.

You will be prompted to indicate whether you want to finish working on the task. Click on **Yes**.

The information will be updated accordingly on the viewing page.

MY BENEFITS SUB-TAB

The My Benefits sub-tab will allow you to view your current benefit data and links for company insurance information. This is also the sub-tab where you access open/new benefits enrollment.

For questions about benefits and open/new benefits enrollment, please refer to Appendix A: Benefits and Open Enrollment, pages 18 – 28. For additional questions, please contact the HR Benefits Specialist via the main line 713-692-6221.

MY JOB & PAY SUB-TAB

The My Job sub-tab will allow you to view your current job and pay. You will also be able to see which jobs are open in the company.

MY QUALIFICATIONS SUB-TAB

The My Qualifications sub-tab allows you to view and update your competencies, training, education, certifications, language abilities, achievements, etc.   To update the information for any of the blocks, click on the **Edit** link or the **Pencil** icon at the top right of the desired block of information.

MY LEAVE OF ABSENCE SUB-TAB

The Leave of Absence sub-tab allows you to view and apply for leaves of absences from Goodwill Houston. To request a leave of absence select **Enter Leave Request**.

You will then need to fill out the Leave of Absence form which includes applying as FMLA or a Goodwill Houston Leave of Absence. **Note:** if you are not eligible for FMLA, you will not have the option to select it.

Other questions asked include: Leave Type, Leave Reason, Expected Start Date, Expected Return Date, and Total Time Off Request (in hours). You are welcome to include any comments for Human Resources to review.

Please remember: Your leave is **NOT** approved until you are contacted by Human Resources.

CHANGE MY PASSWORD

Select the Company sub-tab to find the **Change my password** link. Select the link.

Enter your current password, then enter your new password and repeat the new password to confirm. Select the **Submit** link to make the change.

If the password does not meet the length or complexity requirements set by the Admin, a message will be displayed.

Change the new password to conform to the requirements and click on the 'Submit' link.

You will receive the following message when your new password has been accepted.
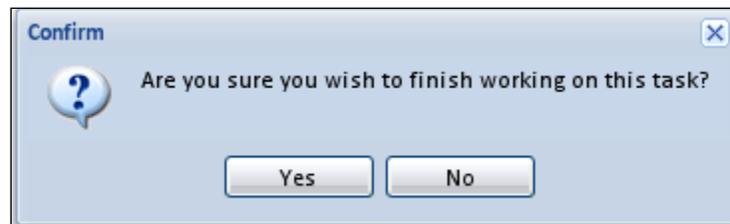
Click on Yes to confirm the change.

LOG OFF

When you have finished using Employee Self Service, select the **Log Off** link. Always use the **Logoff** link to log out of Employee Self Service.
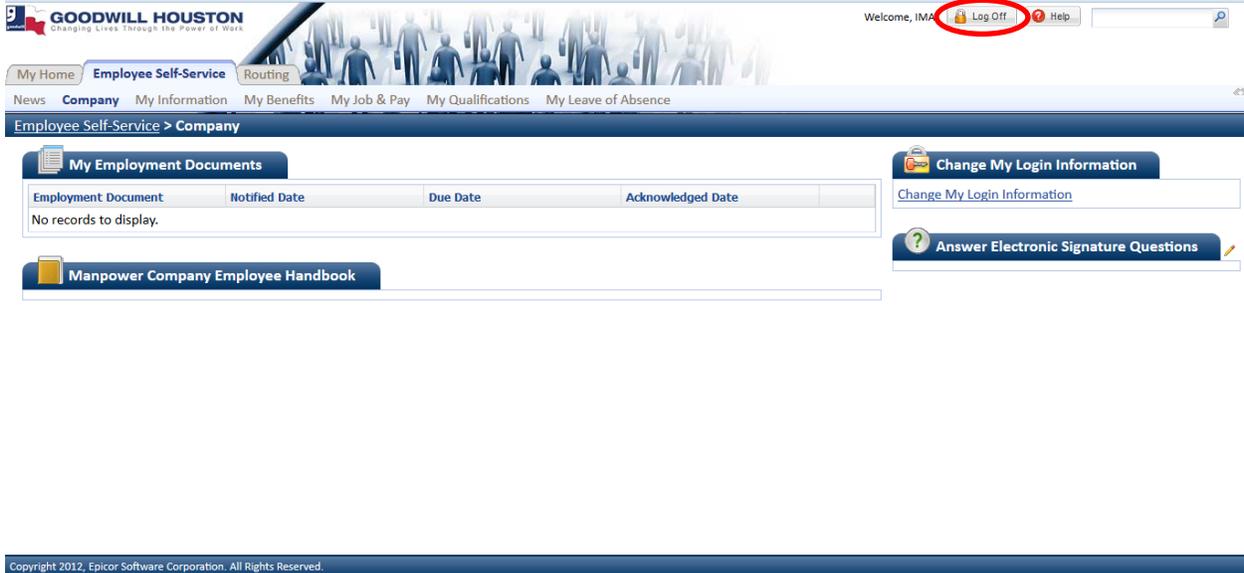
You will see the following page when you have successfully logged off. **Remember to exit your browser!! If you do not exit your browser, someone may be able to access your information by using the Back button in Internet Explorer!!**
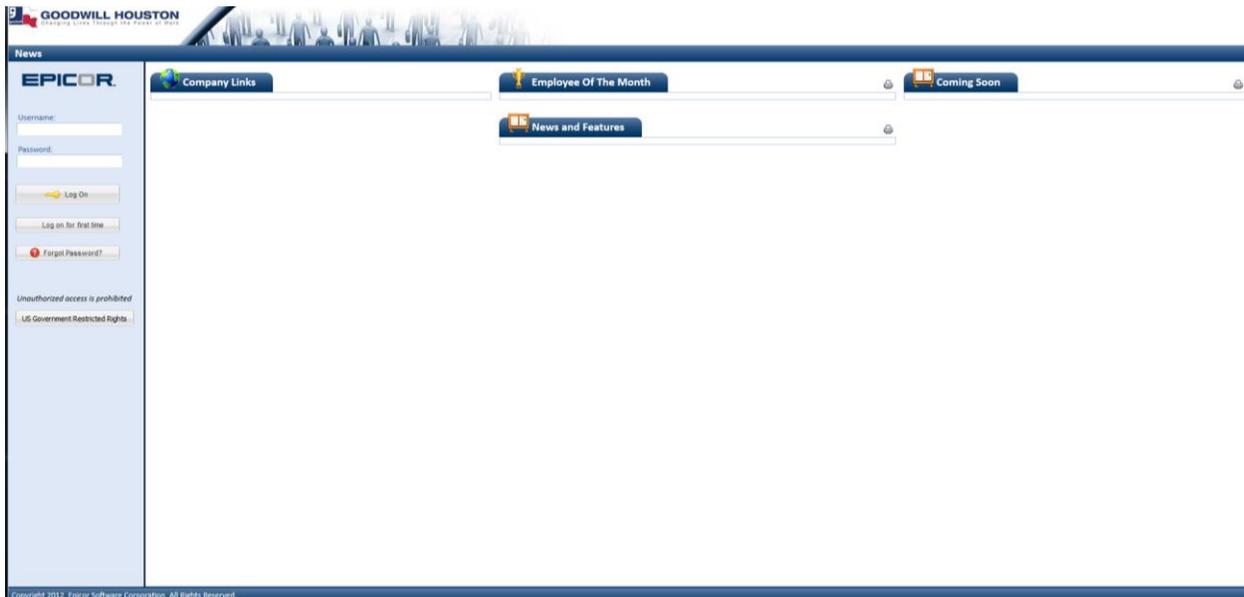
APPENDIX A: BENEFITS AND OPEN ENROLLMENT

To access your benefits log into HCM, select the Employee Self Service tab, and select the My Benefits

The My Benefits sub-tab will allow you to view your current benefit data and links for company insurance information. This is also the sub-tab where you access open/new benefits enrollment.

OPEN / NEW ENROLLMENT

After selecting the Open / New Enrollment option, new enrollees will be routed to the following screen:

Previous enrollees will be directed to the screen below:
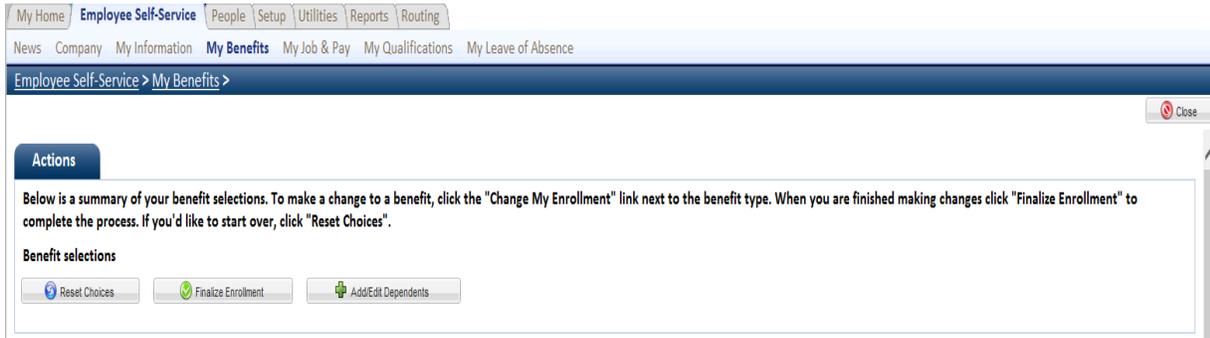
ADDING DEPENDENT(S)

Note: A social security number is **required** to add dependents to insurance.

Click the "Add Dependent" button

This message box below will appear. Select **Yes**.

Complete the required fields; required fields are denoted with asterisk (*). Required fields include relationship, gender, name, and other personal information.

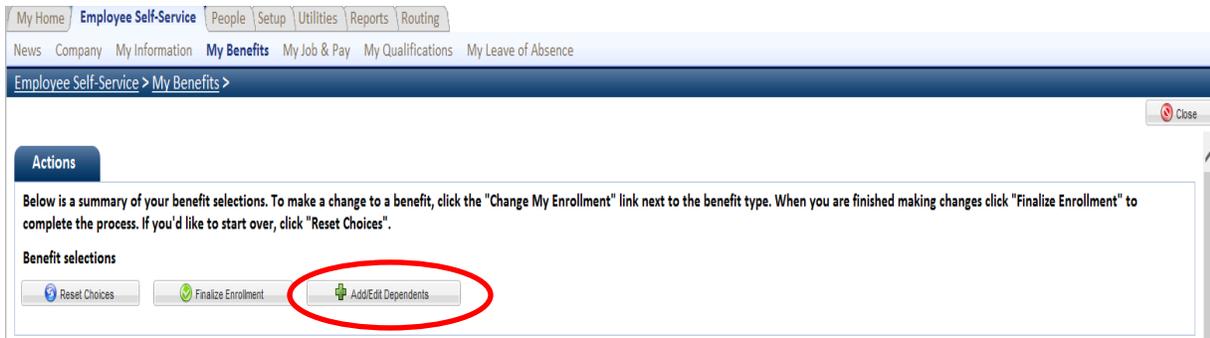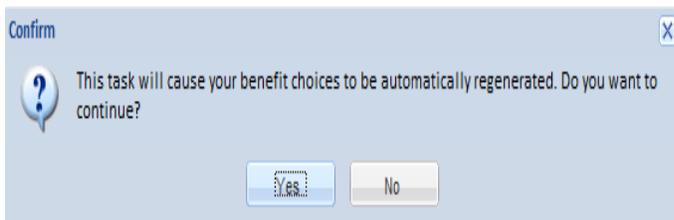After entering your dependent's personal information, select the Social Security Number sub-tab. Enter the Social Security Number using the following format XXX-XX-XXXX. If you do not enter the Social Security Number using the correct format, a red exclamation point will appear.

Select the **Submit** button. A message box will appear. Select **Yes**.
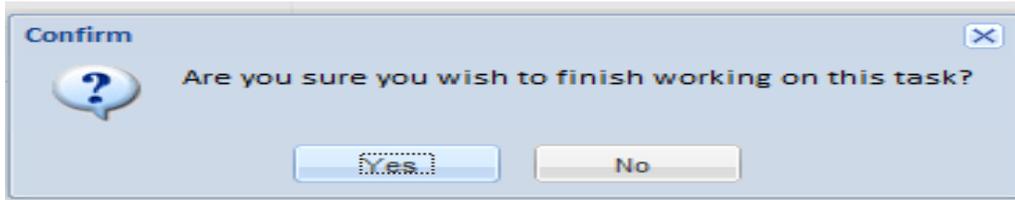
NEW ENROLLEES

On the home screen of your My Benefits sub-tab, select **Enroll In This Plan** to the right of Medical Plans.

Select the check box next to the benefit option you are interested in enrolling. If you are electing to decline insurance, please select "Waived Medical Coverage".

Note: The dollar amounts to the right of the options are **monthly rates**, not bi-weekly rates.

	Benefit Plan	Option		Employee
Current Benefit Enrollments and Related Costs				0.00
Planned Enrollments and Costs per Your Choices and Plan Rate Changes				0.00
☐ Add	Reliance Standard Med	Employee Only		78.04
☐ Add	Reliance Standard Med	Employee & Spouse		164.67
☐ Add	Reliance Standard Med	Employee & Child		117.04
☐ Add	Reliance Standard Med	Employee & Children		197.43
☐ Add	Reliance Standard Med	Family Coverage		262.21
☐ Add	UHC Healthcare Savings Plan -HSA	Employee Only		126.69
☐ Add	UHC Healthcare Savings Plan -HSA	Employee & Adult		742.37
☐ Add	UHC Healthcare Savings Plan -HSA	Employee & Child(ren)		634.57
☐ Add	UHC Healthcare Savings Plan -HSA	Family Coverage		1,453.51
☐ Add	UHC PPO Option Plan	Employee Only		126.69
☐ Add	UHC PPO Option Plan	Employee & Adult		831.50
☐ Add	UHC PPO Option Plan	Employee & Child(ren)		708.11
☐ Add	UHC PPO Option Plan	Family		1,645.61
☐ Add	Waived Medical Coverage	Waived Medical Coverage		0.00
Difference				0.00

Select the check box next to the names of the individuals you are enrolling in medical coverage. Select **OK**.

Change Enrollment Information

UHC PPO Option Plan [Employee & Child(ren)]

RECORD, IMA T (60684) [E] - Birth Date 1/1/1980

☐ Add

RECORD, Your A [D] - Daughter

☐ Add

OK   Cancel

Select **Save Choices and Return to Summary**.

Repeat these instructions for both Dental and Vision options.

If you have not already, you must answer your electronic signature question by selecting the option on your My Benefits sub-tab.

Select a question from the dropdown menu, type the answer in the box labeled "Answer" and then press **Submit**.

Note: Electronic signature questions are not case sensitive.

The following message box will appear. Click **Yes**.

Select **Finalize Enrollment**.

The following message box will appear. Click **Yes**.

An electronic signature box will appear to verify your identity. Type the answer to your electronic signature in the "Answer" box. Click **Verify Identity**.

A screen will appear allowing you to review and print your benefits summary. After reviewing, select the **Submit to HR** button.

The following message box will appear. After submitting information to HR an employee may not make changes to benefits selections without contacting HR. Select **Yes**.
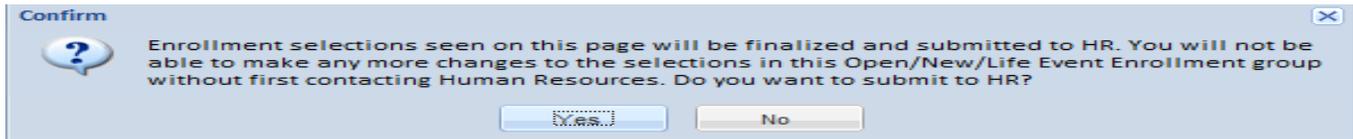
This completes the enrollment process for Medical, Dental, and Vision benefits.

PREVIOUS ENROLLEE

Previous enrollees have two options for enrolling in benefits.

Option #1 Finalize Enrollment: If an employee does not need or want to make any changes.

Select **Finalize Enrollment**.

The following message box will appear. Click **Yes**.

An electronic signature box will appear to verify your identity. Type the answer to your electronic signature in the "Answer" box. Click **Verify Identity**.

A screen will appear allowing you to review and print your benefits summary. After reviewing, select the **Submit to HR** button.

The following message box will appear. After submitting information to HR an employee may not makes changes to benefits selections without contacting HR. Select **Yes**.

This completes the enrollment process for Medical, Dental, and Vision benefits.

Option #2 Change My Enrollment: If an employee wants to make changes to existing plans.

On the home screen of your My Benefits sub-tab, select **Change My Enrollment** next to the plan you would like to change.
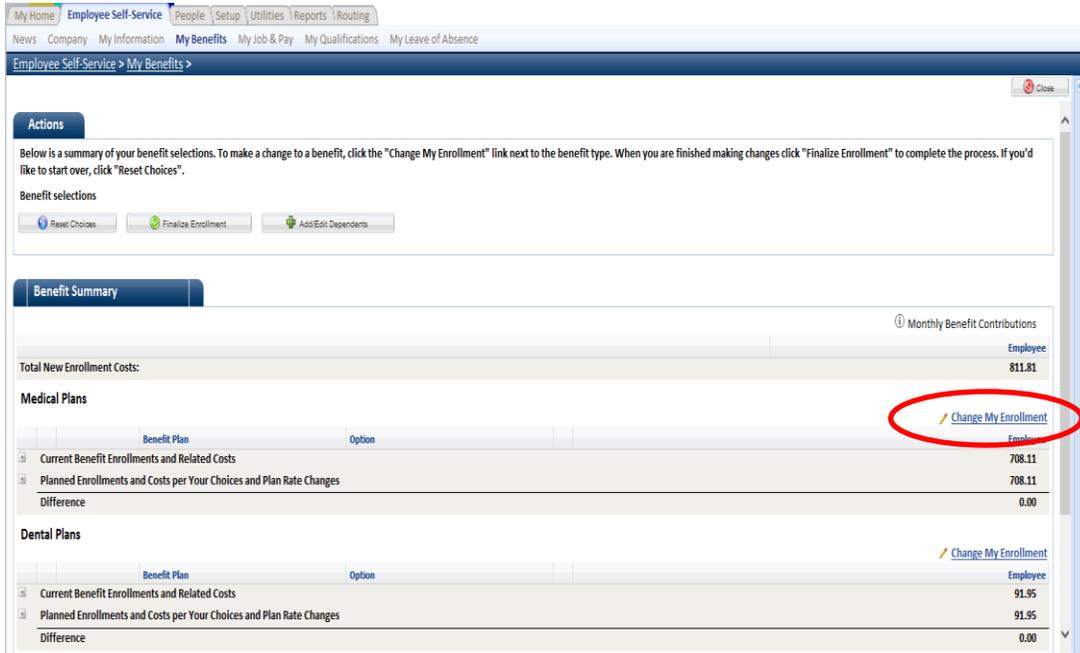
Select the check box next to the benefit option you are interested in enrolling. If you are electing to decline insurance, please select "Waived Medical Coverage".

Note: The dollar amounts to the right of the options are **monthly rates**, not bi-weekly rates.
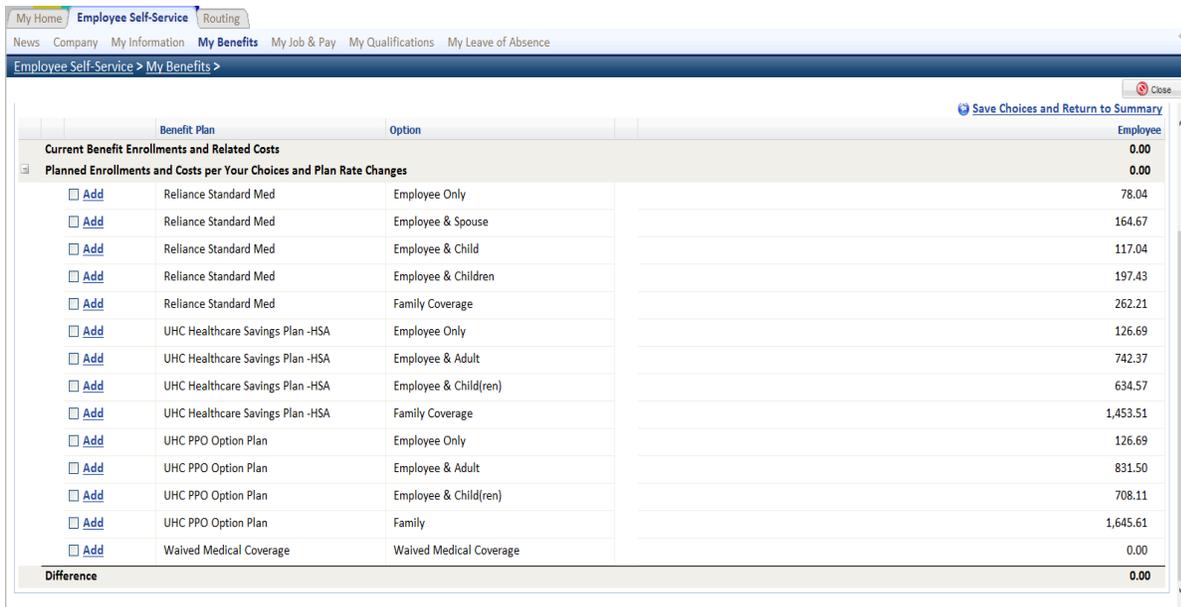
Select the check box next to the names of the individuals you are enrolling in coverage. Select **OK**.

Change Enrollment Information

UHC PPO Option Plan [Employee & Child(ren)]

RECORD, IMA T (60684) [E] - Birth Date 1/1/1980

☐ Add

RECORD, Your A [D] - Daughter
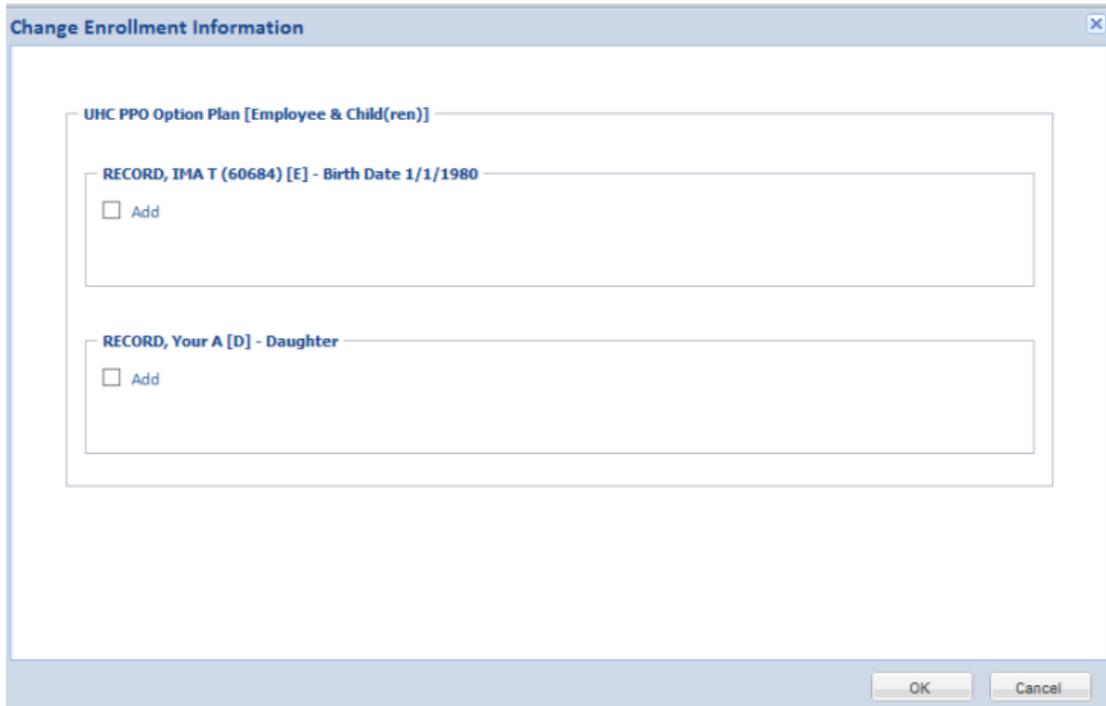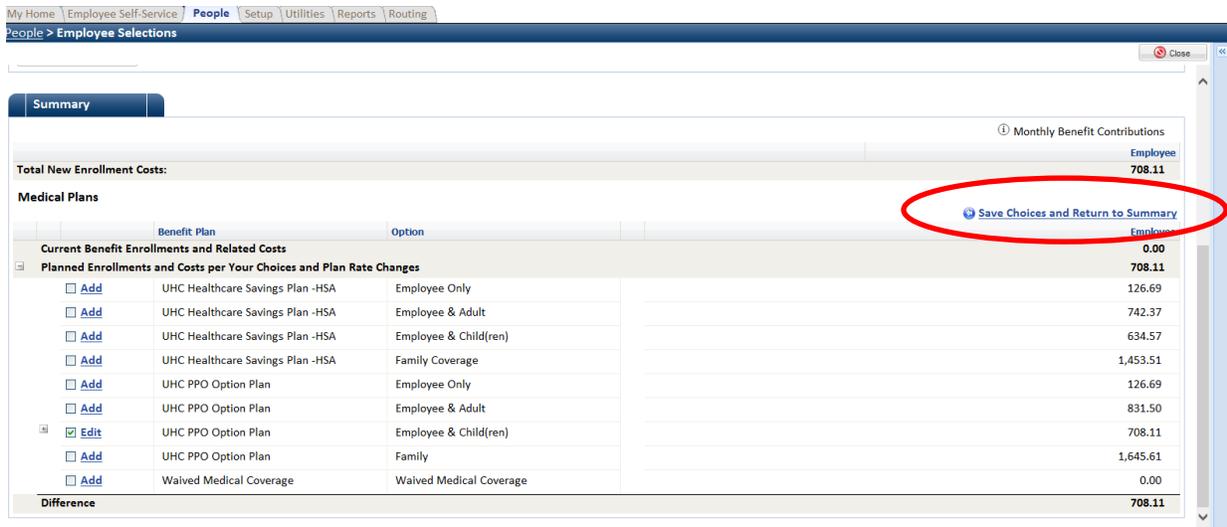
☐ Add

OK   Cancel

Select **Save Choices and Return to Summary**.

My Home | Employee Self-Service | **People** | Setup | Utilities | Reports | Routing
People > Employee Selections

⊘ Close

Summary

ⓘ Monthly Benefit Contributions

					Employee
Total New Enrollment Costs:					708.11
Medical Plans					
				⊕ Save Choices and Return to Summary	
		Benefit Plan	Option		Employee
Current Benefit Enrollments and Related Costs					0.00
⊟	**Planned Enrollments and Costs per Your Choices and Plan Rate Changes**				708.11
	☐ Add	UHC Healthcare Savings Plan -HSA	Employee Only		126.69
	☐ Add	UHC Healthcare Savings Plan -HSA	Employee & Adult		742.37
	☐ Add	UHC Healthcare Savings Plan -HSA	Employee & Child(ren)		634.57
	☐ Add	UHC Healthcare Savings Plan -HSA	Family Coverage		1,453.51
	☐ Add	UHC PPO Option Plan	Employee Only		126.69
	☐ Add	UHC PPO Option Plan	Employee & Adult		831.50
⊞	☑ Edit	UHC PPO Option Plan	Employee & Child(ren)		708.11
	☐ Add	UHC PPO Option Plan	Family		1,645.61
	☐ Add	Waived Medical Coverage	Waived Medical Coverage		0.00
Difference					708.11

Repeat these instructions for both any other plans you are opting to change.

If you have not already, you must answer your electronic signature question by selecting the option on your My Benefits sub-tab.

Select a question from the dropdown menu, type the answer in the box labeled "Answer" and then press **Submit**.

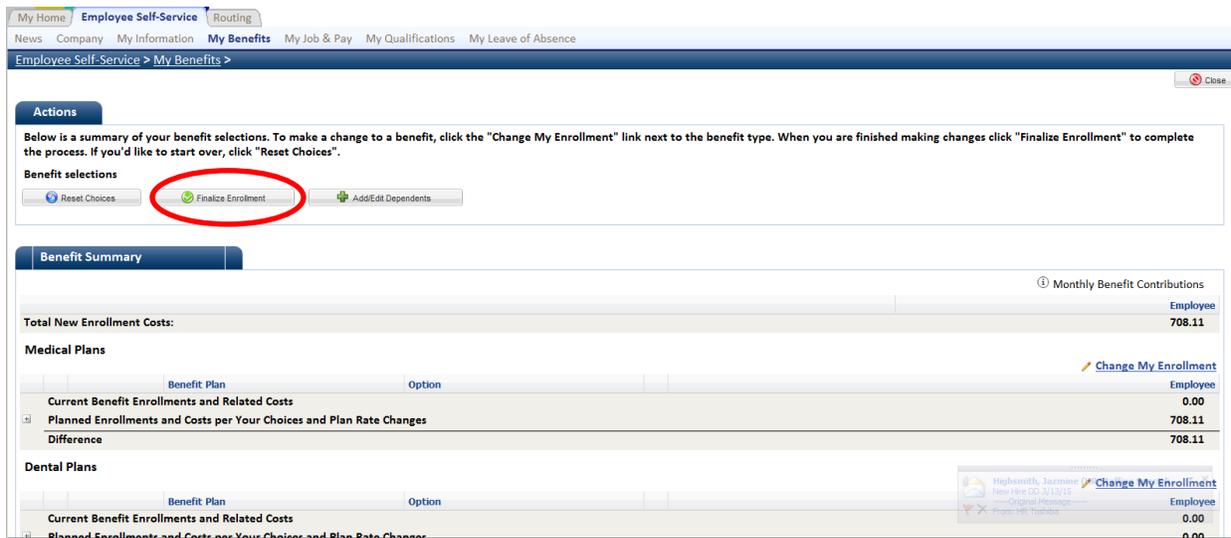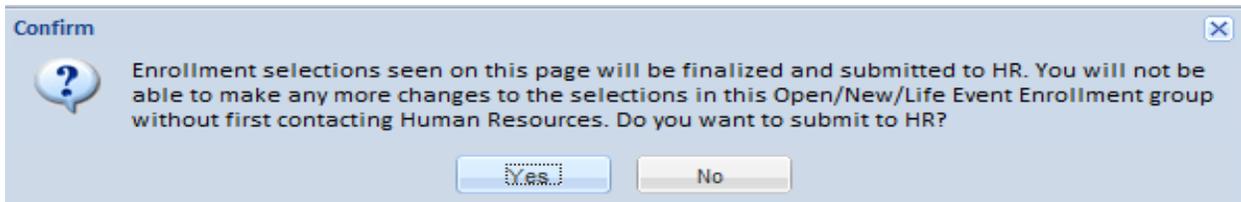**Note:** Electronic signature questions are not case sensitive.

The following message box will appear. Click **Yes**.

Select **Finalize Enrollment**.

The following message box will appear. Click **Yes**.

An electronic signature box will appear to verify your identity. Type the answer to your electronic signature in the "Answer" box. Click **Verify Identity**.

A screen will appear allowing you to review and print your benefits summary. After reviewing, select the **Submit to HR** button.
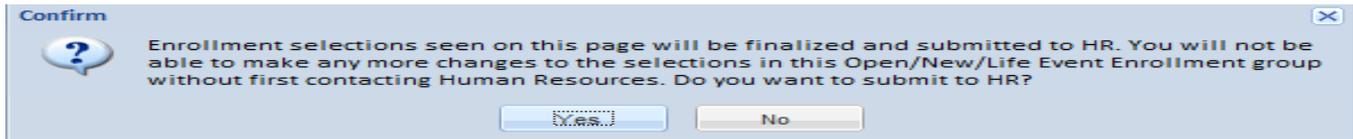
The following message box will appear. After submitting information to HR an employee may not makes changes to benefits selections without contacting HR. Select **Yes**.

This completes the enrollment process for Medical, Dental, and Vision benefits.