

HR Employee Resources On-Line

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General Information

H.E.R.O. is a unique Human Resources computer system that allows employees the opportunity to access their own employment and benefits information from a computer at home, at work, or any other computer with internet connection--anytime, anywhere. This is a secure system that protects all your personal information from unauthorized access.

The activities offered in this first phase of the H.E.R.O. implementation will change the way you provide and receive Human Resources information. Through this system you will be able to:

- Review and update certain personal employment information
- View your current benefits
- Update your emergency contacts
- See your own license information that is related to your position
- Retrieve various Human Resources documents and forms

Additional phases of H.E.R.O. are planned throughout the next fiscal year to give employees even more convenience and control over their Human Resources activities.

Information in this user guide is subject to change. Revisions of this information will be posted on the H.E.R.O. website (www.hawaiiipacifichealth.org/HERO). Also, current versions of this manual will be available to download and print from this website.

Computer Requirements

(This is what you need on your computer to get to the H.E.R.O. website)

You need internet connection. This is a service that you normally pay for monthly to have a company wire your home computer and set it up to gain connection to the internet. Some examples of companies that provide this service are Road Runner, Lavanet, Pixinet, and Earthlink. These companies are called internet service providers (ISP).

A web browser is what the computer needs to get to the internet. It is highly recommended that you use Internet Explorer 5.5 or higher for better efficiency and reliability.

Helpful Hints

- ❖ Always close your Internet Browser after using H.E.R.O.
Closing the browser removes temporary cookies which could be used to gain access to your account (this would have to be done from your own computer).

Module 1

Introduction to H.E.R.O.

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Overview

This module describes the basic processes and activity areas you need to be familiar with in H.E.R.O.

Objectives

After completing this module, you will be able to:

- Log in to and Log out of H.E.R.O.
- Navigate the Home Page
- Identify the activity areas available on the home page
- Access the Home, Tutorial, Help and Logout links
- Understand the purpose of the To Do area on the home page

Topic 1: Log In/Log Out

How to Log In

Step 1: Open your Internet browser.

Step 2: Type in this address <http://hawaiipacifichealth.org/hero> to get to the website. You will see the H.E.R.O. Welcome Page first.

Hawaii Pacific Health Employee Self Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://hawaiipacifichealth.org/hero/#top> Go

Hawaii Pacific Health
Kapʻolani • Pali Momi • Straub • Wilson

WELCOME

Quick Links:
[About HERO](#)
[HR Corner](#)
[HR Calendar \(Reminders/Events\)](#)
[FAQ's \(Frequently Asked Questions\) about HERO](#)

[HERO Login Page](#)

Click on the link for **HERO Login Page** to get to the log in page.

H.E.R.O. (HR Employee Resources Online)

Employee Self Service
Now featuring ability to submit personal changes and/or view the following information:

Personal Info

- Employee Profile
- Address Changes
- Emergency Contact Changes
- Submit License and Cert.
- Employee Compliance Courses
- Employee Reports

Future Enhancements

- Dependent Changes – est.: June, 2006
- Birth or Adoption of a Child: est.: June, 2006
- ID Badge Requests – est.: June, 2006
- Tuition Reimbursement Requests – est.: Jan.

Start | Internet | 1:58 PM

Step 3: In the box where **Type User Name** appears, type your User Name, which is your 5 digit employee number, then hit the Tab key on your keyboard to get to the next box.

The last 5 digits of your ID Number is your employee number.
In this example it is 00129.

KMC AT PALI MOMI 55 MERCHANT STREET 23RD FLOOR HONOLULU, HI 96813				CHECK NO: A088620 CHECK DATE: 03/17/06 PERIOD ENDING: 03/11/06 PAY FREQUENCY: BIWEEKLY					
JOHN C. DOE 55 MERCHANT ST. #24B HONOLULU HI 96789		ID NUMBER: 6061R00129		STATUS EXEMPT ED: MARRIED 00 ST1: MARRIED 00 ST2:		TAX ADJUSTMENTS FED: ST: DI/UC: .0000 LOCAL:		STATE AND LOCAL CODES PRI: HI LOC1: LOC3: SEC: LOC2: LOC4: LOC5:	
IMPORTANT MESSAGE									
HOURS AND EARNINGS				TAXES AND DEDUCTIONS				SPECIAL INFORMATION	
CURRENT		Y-T-D		CURRENT		Y-T-D			
DESCRIPTION	HOURS/UNITS	EARNINGS	HOURS/UNITS	EARNINGS	DESCRIPTION	AMOUNT	AMOUNT		
INS/D 43.2700	2.00	89.54			Soc Sec Tax	209.16	1297.05		
NIGHT 43.2700	60.00	7506.20				48.91	303.34		

Step 4: In the blank box, type the password that was provided to you.

Step 5: Click on the **go** button to the right. You will then see the H.E.R.O. home page.

This is the log in page for Self Service.

Ceridian Self-Service
Welcome to Source Self-Service!

Hawaii Pacific Health
Kapi'olani • Pali Momi • Straub • Wilcox

Please Log in:

Type User Name

Your 5 digit employee number is typed in this box.

Your password is typed in this box.

go

Click on this **go** button to continue in Self Service.

Need a password reminder?

Forgot your password?

Change your Password

The first time you log in, you will be required to change your password. The password must be between 7 and 20 characters in length and must be a combination of letters and numbers. No spaces or apostrophes are allowed. Correct: alpha1bravo Not correct: charlie'2 delta

Once you've begun using H.E.R.O., you may change your password at any time.

Password reminder

To help you remember your password later on, you can set up a password reminder on the same page that you changed your password.

Forgot your Password?

If you created a password reminder, you can click on the "Need a password reminder?" link at the bottom of the log in page. Your password hint will appear at the top of the same page.

You may also contact H.E.R.O. Help Line by email HRISAdmin@kapiolani.org or call 535-7555 (Oahu) or dial 197555 if calling from Kauai.

Your account was disabled?

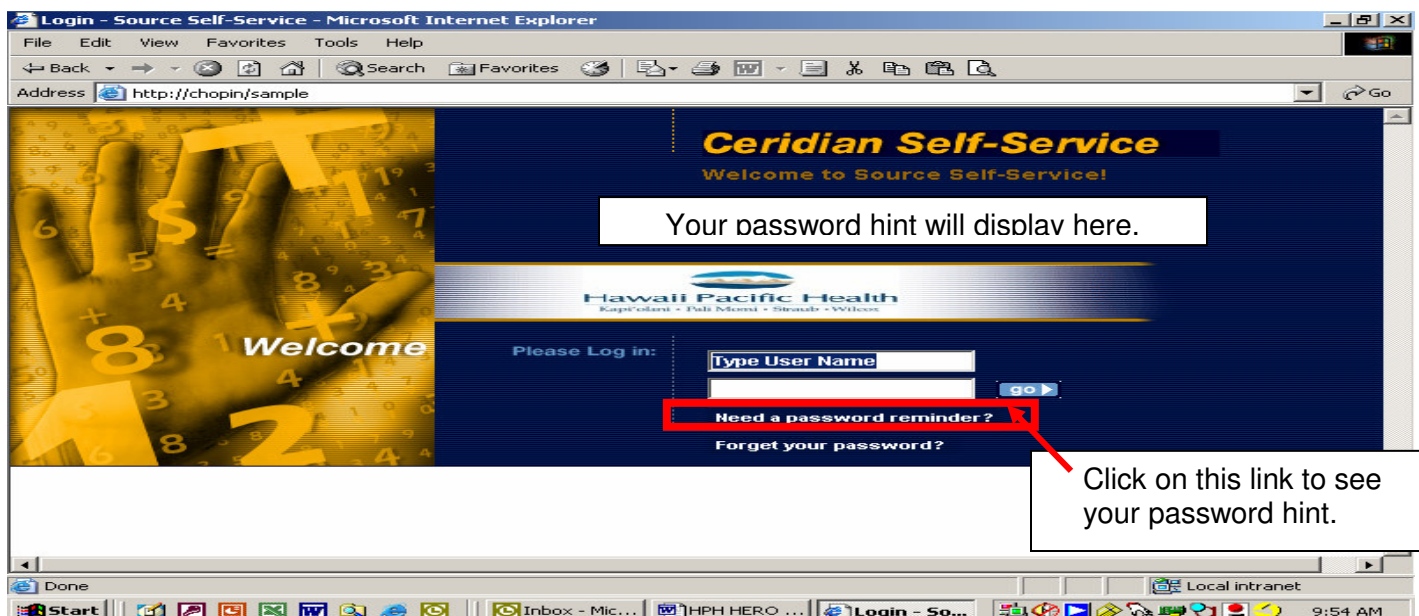
If your log in was unsuccessful after three attempts, the system will automatically disable your log in. You will receive an email message from H.E.R.O. Help Line, if you have an email account, telling you what your new password is.

You do not have an email address and need your Log In information?

Call the H.E.R.O. Help Line 535-7555 (Oahu) or dial 197555 if calling from Kauai.

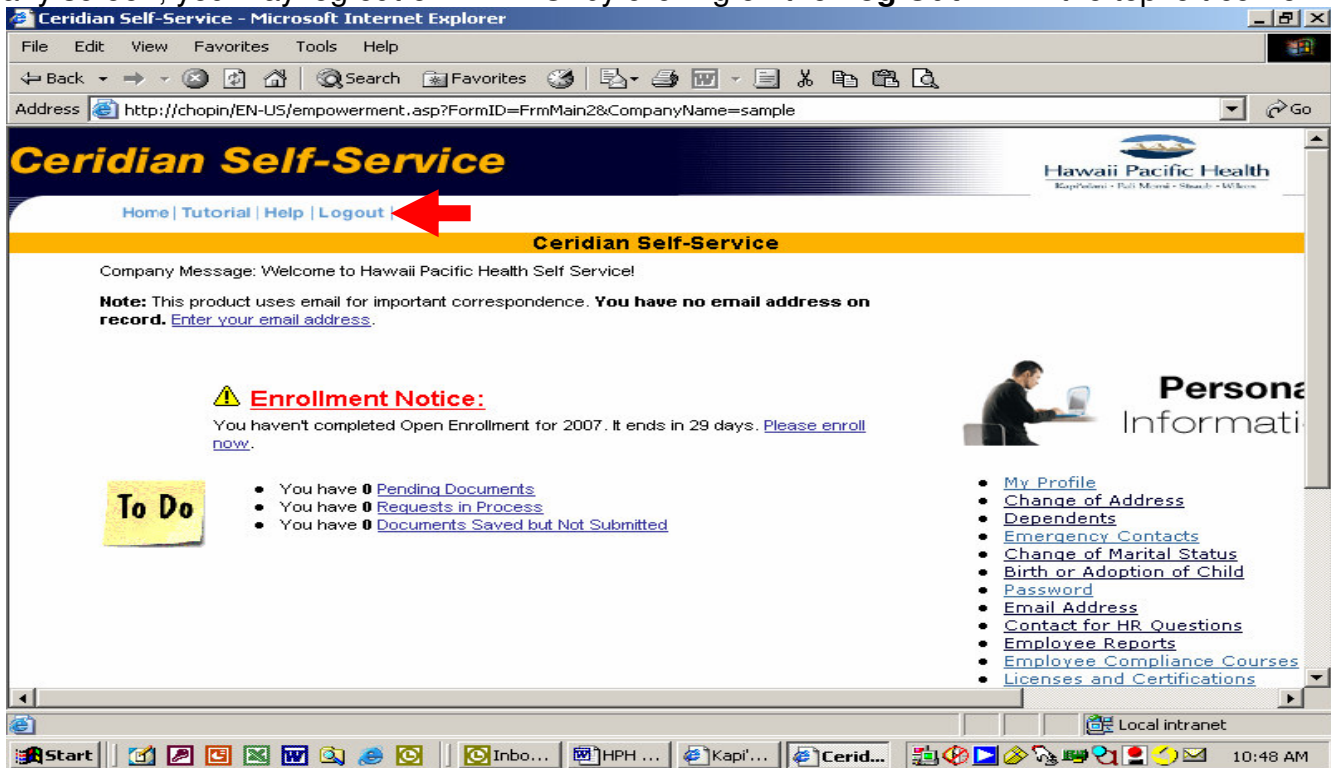
Expired Password

For security measures, you will be prompted to change your password every 160 calendar days. If you log in with an expired password, H.E.R.O. will redirect you to the Password page where you will be prompted to update your password.

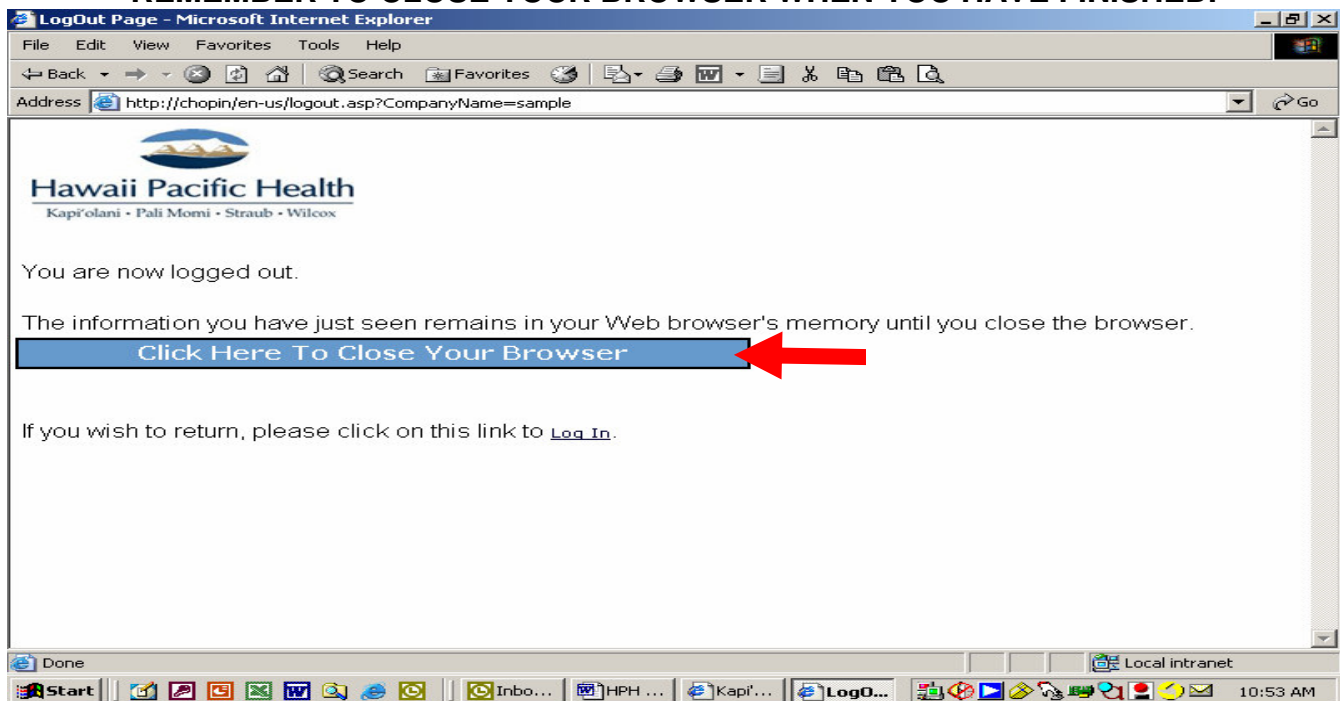


How to Log Out

On any screen, you may log out of H.E.R.O. by clicking on the **Log Out** link in the top left corner.

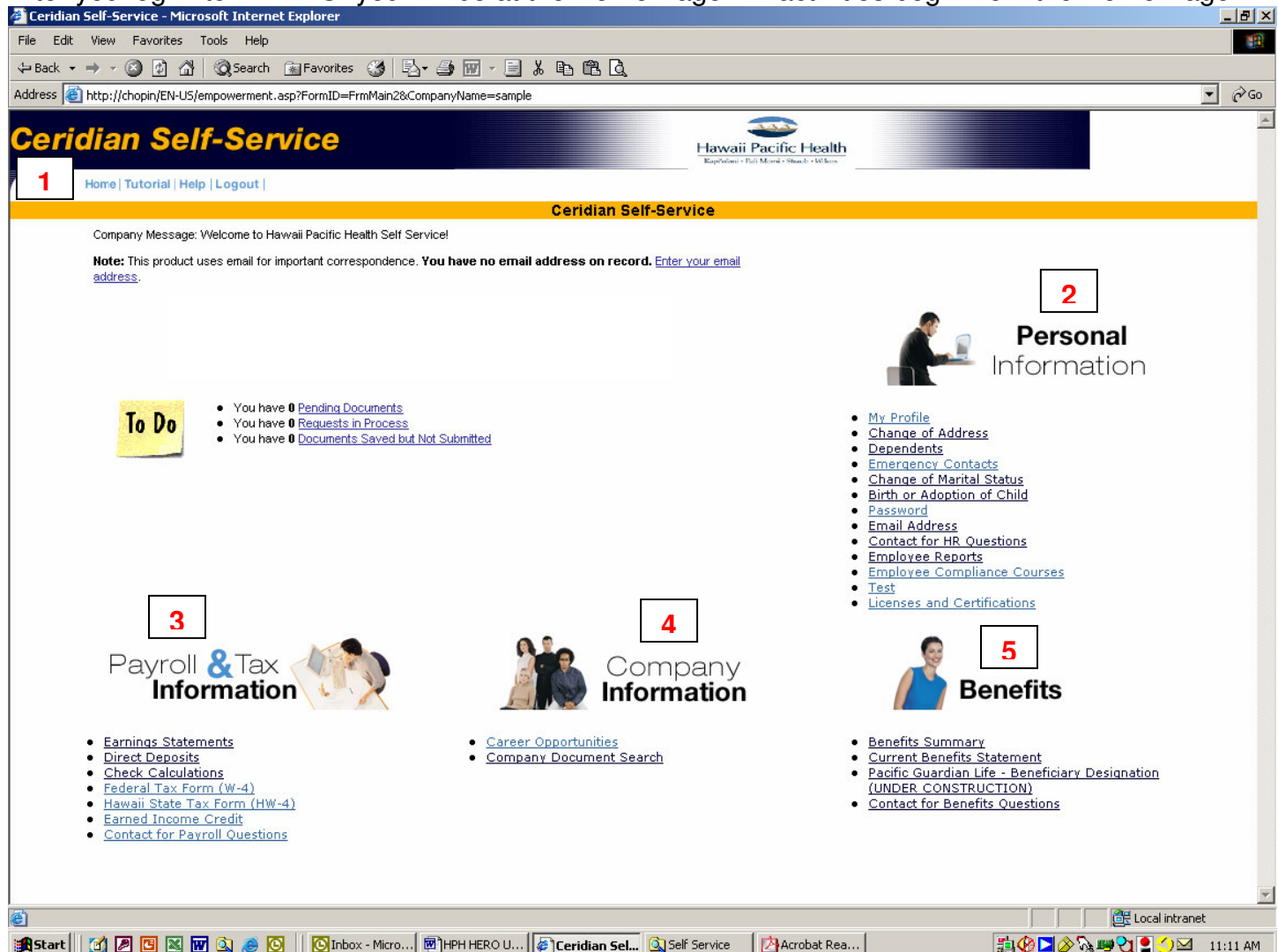


REMEMBER TO CLOSE YOUR BROWSER WHEN YOU HAVE FINISHED.



Topic 2: Tour the Home Page

After you log in to H.E.R.O. you will be at the Home Page. All activities begin from the Home Page.



Note: This picture may not be exactly as shown on the actual screen.

- 1
- At the top of the Home Page (and every page within H.E.R.O.) you'll find four links. They are:
- Home - returns you to the home page from wherever you are.
 - *Tutorial - opens the Employee Tour tutorial that explains some of the everyday tasks you might do in H.E.R.O..
 - *Help - opens a separate series of H.E.R.O. Help windows, with a search and index feature.
 - Logout – properly logs you out of H.E.R.O. and prevents access to employee information (until you log in again).

**The information found in the Tutorial and Help links may not reflect special customized functions throughout H.E.R.O. that are needed to accommodate unique situations at Hawaii Pacific Health.*

The activity areas and their descriptions are as follows:

- 2** Personal Information – This area allows you to update your own personal data, such as address or marital status.
- 3** Payroll & Tax Information – Use this area to view and manage your payroll information, such as view your earnings statement, update direct deposit accounts and update tax filing status.
- 4** Company Information – Use this area to view company related information and download important Human Resources documents.
- 5** Benefits – This area gives you access to your benefits information and allows you to enroll in benefits during open enrollment.

Topic 3: The “TO DO” Area

The **To Do** area of the home page provides:

- Company Message information
- Your email address information (where H.E.R.O. will send all email notices)
- Information about any of your change requests currently in progress

1 Company Message: Welcome to Hawaii Pacific Health Self Service!

2 Note: This product uses email for important correspondence. You have no email address on record. [Enter your email address.](#)

3 (Reminders will be posted here)

4 **To Do**

- You have 0 [Pending Documents](#)
- You have 0 [Requests in Process](#)
- You have 0 [Documents Saved but Not Submitted](#)

Personal Information

- [My Profile](#)
- [Change of Address](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Change of Marital Status](#)
- [Birth or Adoption of Child](#)
- [Password](#)
- [Email Address](#)
- [Contact for HR Questions](#)
- [Employee Reports](#)
- [Employee Compliance Courses](#)
- [Test](#)
- [Licenses and Certifications](#)

Payroll & Tax Information

- [Earnings Statements](#)
- [Direct Deposits](#)
- [Check Calculations](#)
- [Federal Tax Form \(W-4\)](#)
- [Hawaii State Tax Form \(HW-4\)](#)
- [Earned Income Credit](#)
- [Contact for Payroll Questions](#)

Company Information

- [Career Opportunities](#)
- [Company Document Search](#)

Benefits

- [Benefits Summary](#)
- [Current Benefits Statement](#)
- [Pacific Guardian Life - Beneficiary Designation \(UNDER CONSTRUCTION\)](#)
- [Contact for Benefits Questions](#)

Note: This picture may not be exactly as shown on the actual screen.

1 Company Message

Below the company message at the top of the H.E.R.O. home page, your current system email address will appear. If you haven't entered an email address, you will see the message "You have no email address on record."

2 Email Address Information

In order for you to keep up-to-date of any changes that may affect your employee information, it is best to provide your email address. Click on the link "Enter your email address". This will take you to a new page where you type in your email address. Click on the Save button when you are done.

The email address you provide should be the one you check most often. You may change your email address at any time.

3 Reminder Messages

H.E.R.O. displays employee reminders on the home page. For example, during Open Enrollment periods, you will see a reminder to complete your new benefit elections, along with the length of time you have remaining to enroll.

4 Types of To Do Documents

The To Do area shows you the current status of change requests you submitted.

- Pending Documents – are changes that are waiting for approval by HR and changes you need to confirm.
- Requests in Process – shows the history of the changes you submitted.
- Documents Saved but Not Submitted – are changes you entered and saved but did not send to H.E.R.O. yet.

Pending Documents

H.E.R.O. assigns a Document ID number for each change request you submit. You will want to review this section often to check on the status of your change. Some changes will require an approval by HR and in some cases additional information may be requested before your request can be approved.

View details of changes submitted

To view changes you submitted, click on the "Pending Documents" link. A new window will open and you will see the Document ID number, the date and time submitted, and description. The bottom of this screen shows you the current status of your request. To see the details of each document, click on the Document ID link. A new window will open and you will see the screen where you entered a change.

Requests in Process

This is another area where you can see the status of your change request and see a history of all your change requests. Click on the Document ID number to see the details.

Documents Saved but Not Submitted

When you are ready to submit your saved changes to H.E.R.O., click on this link to open your change request. Carefully review your change(s) then click on the Save button.

Module 2

Managing Personal Information

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Topic 3: Dependents (<i>this feature will be available in a future rollout phase</i>)	
How to add a New Dependent	
How to Edit Dependent information	
IMPORTANT NOTE: Adding a dependent here does not add the dependent to medical and/or dental coverage. Additional steps will be required to enroll your dependent in medical and/or dental.	
Topic 4: Emergency Contacts	
How to Add an Emergency Contact.....	25
How to Edit an Emergency Contact.....	29
Topic 5: Change of Marital Status	
How to Update Marital Status information.....	32
Topic 6: Change of Legal Name	
How to change Legal Name.....	35
Topic 7: Password	
How to Update Password information.....	37
Topic 8: Email Address	
How Add an Email Address	39
How to Edit an Email Address	40
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Topic 10: Employee Reports	
How to view and print reports – <i>this feature is under development</i>	
Topic 11: Employee Compliance Courses	
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Topic 12: License and Certification Information	
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Overview

This area provides links that allow you to maintain and edit your personal employee information.

Objectives

After completing this module, you should be able to:

- View your Employee Profile Information
- Change Address and Phone Information for yourself, your dependents and emergency contacts
- Maintain information on your dependents
(this feature will be available in a future rollout phase)
- Maintain information on your emergency contacts
- Change marital status information
- Change your password
- Update your email address
- Review reports
- Contact an HR representative via email with questions

Topic 1: Employee Profile

How to view Employee Profile information

The first link that appears under the Personal Information area is My Profile.



- [My Profile](#)
- [Change of Address](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Change of Marital Status](#)
- [Birth or Adoption of Child](#)
- [Password](#)
- [Email Address](#)
- [Employee Reports](#)
- [Contact for HR Questions](#)

Note: This example above may not appear exactly as shown on the actual screen.

When you click on this link, a new window opens where you are able to view your:

Personal Information

- Birth Date
- Social Security Number
- Marital Status
- Address
- Home Phone and Alternate Phone

Employment Information

- Recent Hire Date
- Job Category (Full Time, Part Time, Per Diem)
- Status (Active or Leave of Absence)
- Employee Number

Job Information

- Supervisor
- Job Title
- Campus (this is where your paycheck is coming from)

Compensation Information

- Pay Cycle
- Pay Rate
- Annual base compensation

How to view Employee Profile Information

The system will automatically show “today’s” date in the white box and you will see a snapshot of your personal information as of this date. If you wish to see a snapshot for a different date, just input a new date then click on the Refresh button.

Note: Historical information is only available from 8/29/05.

Employee Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address <http://chopin/en-us/empowerment.asp?FormID=frmemployeeprofile&EbFlxID=970538&CompanyName=sample> Go

Ceridian Self-Service Hawaii Pacific Health
Kapolei • Kali • Maui • Waipahoehoe • Waikele

Home | Tutorial | Help | Logout

Employee Profile

This is detail about your personal, employment, job, and compensation as of

To display your historical employee profile information, change the date and click **Refresh**.

*Historical information prior to 8/19/05 is not available online, should you have any questions contact Human Resources.

Personal Information

First Name
Middle Name
Last Name
Birth Date (mm/dd/yyyy)
Social Security Number (999-99-9999)
Marital
Address1
Address2
City
State
Zip
Home Phone
Alternate Phone

Employment Information

Recent Hire Date (mm/dd/yyyy)
Job Category
Status
Employee Number

Job Information

Input a date here. It must be in this format mm/dd/yyyy with the slashes.
Example: 2/28/2006

Or you can click on the picture of the calendar to the right of the box. A small window will appear where you can select a month and year then click on any day of that month.

After selecting a new date, click on the Refresh button.

To see the rest of the information on this screen, scroll down by clicking anywhere near the bottom of the scroll bar.

Done Local intranet

Start | Inbox - Microsoft... | HPH HERO User ... | Ceridian Self-Ser... | Ceridian Self-Ser... | Employee Profil... | 4:54 PM

When you are done viewing your information, click on the Cancel button at the bottom.

Employee Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address http://chopin/en-us/empowerment.asp?FormID=frmemployeeprofile&EbFixID=109378&CompanyName=sample Go

Personal Information

First Name
Middle Name
Last Name
Birth Date (mm/dd/yyyy)
Social Security Number (999-99-9999)
Marital
Address1
Address2
City
State
Zip
Home Phone
Alternate Phone

Employment Information

Recent Hire Date (mm/dd/yyyy)	2/12/2006
Job Category	Full Time
Status	Active
Employee Number	

Job Information

Supervisor	
Job Title	
Campus (click on orange? button to the right for detail description)	ZZZ
Location	

Compensation Information

Pay Cycle	Bi-weekly
Pay Rate (Base Rate +Perm Differential)	0
Annual Amount	\$0.00

[Cancel](#) Click here when you are done viewing this screen.

Done Local intranet

Start | Inbox - Micro... | Ceridian Self-... | Ceridian Self-... | Ceridian Self-... | HPH HERO Us... | Employee P... | 10:44 AM

Topic 2: Change of Address

How to change your mailing address

The next link that appears under the Personal Information area is Change of Address.



- [My Profile](#)
- [Change of Address](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Change of Marital Status](#)
- [Birth or Adoption of Child](#)
- [Password](#)
- [Email Address](#)
- [Employee Reports](#)
- [Contact for HR Questions](#)

Note: This example above may not appear exactly as shown on the actual screen.

When you click on this link, a new window opens where you are able to view your Address and Telephone information.

How to change your mailing address

To change your address and/or telephone number, type in the effective date of the change in the white box. To jump to the next box, hit the tab key on your keyboard once or click on the box using your mouse. Delete the information currently displayed in the box then type in the new information.

All fields marked with a red asterisk * must be filled in.

Change of Address - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Copy Paste

Address <http://chopin/en-us/empowerment.asp?FormID=frmaddresschange&CompanyName=sample> Go


Ceridian Self-Service Hawaii Pacific Health
Kaplan + Pali Mami + Straub + Wilson

Home | Tutorial | Help | Logout


Change of Address

To change your address/or phone numbers or those of your dependents and emergency contacts who share your address, enter the following information as required.

Effective Date

Effective Date (mm/dd/yyyy) * 

Address Information

Street 1 * 
Street 2
City *
State *
ZIP Code (99999 or 99999-9999) *
Country

Telephone Information

Home Phone Number (999-999-9999)
Alternate Phone (999-999-9999)

☒ Update all my dependents
☒ Update only my emergency contacts

**Input a date here. It must be in this format mm/dd/yyyy with the slashes.
Example: 2/28/2006**

Or you can click on the picture of the calendar to the right of the box. A small window will appear where you can select a month and year then click on any day of that month.

**Phone numbers must include the area code. The format must include dashes.
Example: 808-123-4567**

To update the same information for your dependents and/or emergency contacts, click one or both of these boxes.

Click on this Save button to review your changes.

Dependents and emergency contacts who have the same address and/or phone number as your own can be updated at the same time by checking one or both of the boxes as shown below:

- ☐ Update all my dependents
- ☐ Update only my emergency contacts

Click on the Save button at the bottom to review your changes.

After you click on the Save button, this message will be displayed at the top of the same screen, **"Please confirm your changes. If anything is incorrect, click Cancel to return to the previous page."**

If you need to make a correction, click on the Cancel button at the bottom to go back and correct any errors. Click Save a second time to confirm your changes.

Change of Address - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Copy Paste

Address http://chopin/en-us/empowerment.asp?FormID=frmaddresschange&CompanyName=sample

Ceridian Self-Service Hawaii Pacific Health

Home | Tutorial | Help | Logout

Change of Address

To change your address/or phone numbers or those of your dependents and emergency contacts who share your address, enter the following information and click **Save**. An * indicates that the field is required.

Effective Date

Effective Date (mm/dd/yyyy) *

Address Information

Street 1 *

Street 2

City *

State *

ZIP Code (99999 or 99999-9999) *

Country

Telephone Information

Home Phone Number (999-999-9999)

Alternate Phone (999-999-9999)

☒ Update all my dependents

☒ Update only my emergency contacts

Save Cancel

Click on this Cancel button to make corrections on this screen.

After you have clicked the Save button the second time, a new window will appear and this message will be displayed.

Your changes have been submitted as document id 50000 and will be committed upon approval.

[OK](#)

The system will automatically assign a Document ID number to your change request. Make a note of this Document ID number for future reference if you wish to:

- Track the status of your change request
- Contact Human Resources with any questions

Click on the **OK** link to close the window and return to the home page.

Your changes have been submitted as document id 50000 and will be committed upon approval.

[OK](#)

Topic 3: Dependents

This feature will be available in a future rollout phase.

Updates will be posted on the H.E.R.O. Welcome Page.

IMPORTANT NOTE: Adding a dependent here does not add the dependent to medical and/or dental coverage. Additional steps will be required to enroll your dependent in medical and/or dental.

Topic 4: Emergency Contacts

How to Add an Emergency Contact

The next link that appears under the Personal Information area is Emergency Contacts.



- [My Profile](#)
- [Change of Address](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Change of Marital Status](#)
- [Birth or Adoption of Child](#)
- [Password](#)
- [Email Address](#)
- [Employee Reports](#)
- [Contact for HR Questions](#)

Note: This example above may not appear exactly as shown on the actual screen.

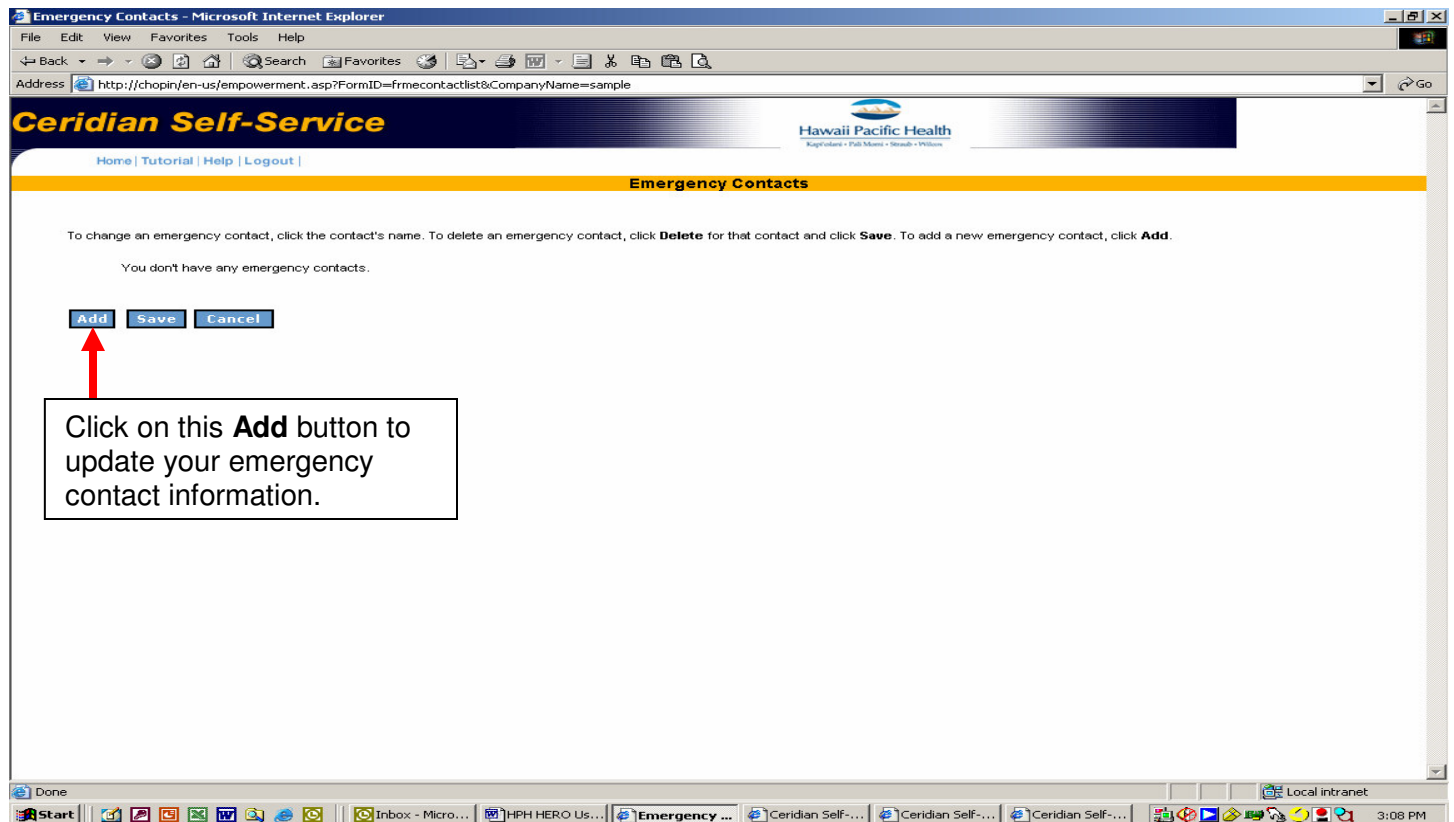
When you click on this link, a new window opens where you are able to view and update your emergency contact information.

How to Add an Emergency Contact

If your emergency contact information is available, it will be listed on this Emergency Contacts screen.

If there is no information available, the message “**You don’t have any emergency contacts**” will be displayed.

To add or update your emergency contact information, click on the Add button.



After you click on the Add button, a new window will appear.

Fill in the boxes on this **New Emergency Contact** page. Any field marked with a red asterisk * must be filled in.

New Emergency Contact - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address <http://chopin/en-us/empowerment.asp?FormID=FrmEContactNew&CompanyName=sample> Go

Ceridian Self-Service

Home | Tutorial | Help | Logout

New Emergency Contact

To add an emergency contact, enter the following information and click **Save**. An * indicates that the field is required.

If the new emergency contact is another employee, an emergency contact for another employee, or a dependent for yourself or another employee, contact your HR administrator. Don't add the emergency contact on this page.

Emergency Contact's Personal Information

First Name *

Middle Name

Last Name *

Emergency Contact's Address Information

Street 1

Street 2

City

State

ZIP Code (99999 or 99999-9999)

Country

Emergency Contact's Telephone Information

Home Phone Number (999-999-9999)

Work Phone Number (999-999-9999)

Extension

Cell Phone Number (999-999-9999)

Emergency Contact's Other Information

Relationship to Employee

Primary Contact for Employee ☐

Save Cancel

Click on any yellow button with the picture of a ? for help or to see details about what should be entered in the field.

Phone numbers must include the area code and entered with dashes. Example: 808-123-4567

Click on this ▼ symbol to see a list of valid relationship choices to select from.

Click on this Save button when you are done.

Click on this box if this is your Primary emergency Contact.

Contact H.E.R.O. Help Line by email at HRAdmin@kapiolani.org or call (808) 535-7555 (Oahu) or 197555 if calling from Kauai, if any one of your emergency contacts is:

Also your dependent that is covered under your benefits with Hawaii Pacific Health.

An employee of Hawaii Pacific Health.

A dependent of another employee of Hawaii Pacific Health.

Also an emergency contact for another employee of Hawaii Pacific Health.

After you click on the Save button, this message will be displayed at the top of the same screen, **"Please confirm your changes. If anything is incorrect, click Cancel to return to the previous page."**

- If all changes are correct, click on the Save button at the bottom of the screen.
- If you need to make a correction, click on the Cancel button at the bottom to go back and correct any errors. Click on the Save button a second time to confirm your changes.

New Emergency Contact - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://chopin/en-us/empowerment.asp?FormID=FrmEContactNew&CompanyName=sample>

Ceridian Self-Service Hawaii Pacific Health

Home | Tutorial | Help | Logout |

New Emergency Contact

To add an emergency contact, enter the following information and click **Save**. An * indicates that the field is required.

If the new emergency contact is another employee, an emergency contact for another employee, or a dependent for yourself or another employee, contact your HR administrator. Don't add the emergency contact on this page.

Emergency Contact's Personal Information

First Name *
Middle Name
Last Name *

Emergency Contact's Address Information

Street 1
Street 2
City
State
ZIP Code (99999 or 99999-9999)
Country

Emergency Contact's Telephone Information

Home Phone Number (999-999-9999)
Work Phone Number (999-999-9999)
Extension
Cell Phone Number (999-999-9999)

Emergency Contact's Other Information

Relationship to Employee
Primary Contact for Employee ☐

Save Cancel

After you have clicked the Save button the second time, a new window will appear and this message will be displayed:

Your changes have been saved.

[OK](#)

Click on the [OK](#) link in the message above to close the window and return to the Emergency Contacts page.

When you are done updating your emergency contact information, click on the Cancel button to close the Emergency Contacts screen and return to the Home page.

Emergency Contacts - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address <http://chopin/en-us/empowerment.asp?FormID=frmecontactlist&CompanyName=sample> Go

Ceridian Self-Service

Home | Tutorial | Help | Logout

Emergency Contacts

To change an emergency contact, click the contact's name. To delete an emergency contact, click **Delete** for that contact and click **Save**. To add a new emergency contact, click **Add**.

Name	Telephone Number	Primary Contact	Delete
Doe, Jane	(808) 245-1234	Y	<input type="checkbox"/>

[Add](#) [Save](#) [Cancel](#)

Click on this Cancel button to close this window and return to the Home Page.

Done

Start | [Inbox - Micros...](#) | [HPH HERO Us...](#) | [Ceridian Self-...](#) | [Ceridian Self-...](#) | [Ceridian Self-...](#) | [Emergency ...](#) | Local intranet

4:09 PM

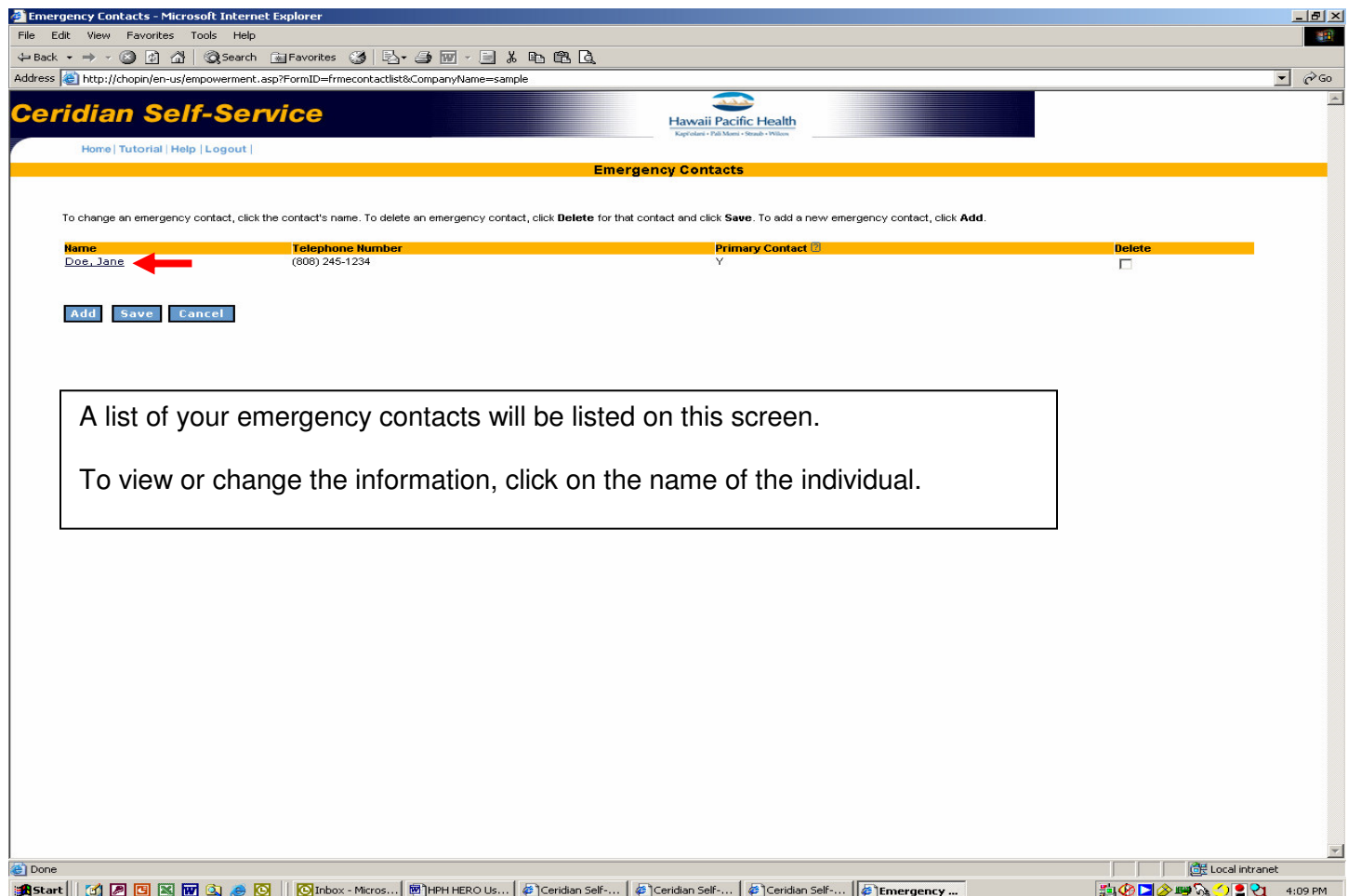
How to Edit an Emergency Contact

From the Home Page, click on the link for Emergency Contacts under Personal Information.



- [My Profile](#)
- [Change of Address](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Change of Marital Status](#)
- [Birth or Adoption of Child](#)
- [Password](#)
- [Email Address](#)
- [Employee Reports](#)
- [Contact for HR Questions](#)

Note: This example above may not appear exactly as shown on the actual screen.

A screenshot of a web browser window titled "Emergency Contacts - Microsoft Internet Explorer". The address bar shows "http://chopin/en-us/empowerment.asp?FormID=fmecontactlist&CompanyName=sample". The page header includes "Ceridian Self-Service" and "Hawaii Pacific Health". Below the header, there's a section titled "Emergency Contacts". A message states: "To change an emergency contact, click the contact's name. To delete an emergency contact, click **Delete** for that contact and click **Save**. To add a new emergency contact, click **Add**." Below this is a table with four columns: "Name", "Telephone Number", "Primary Contact", and "Delete". The table contains one row with the name "Doe, Jane", telephone number "(808) 245-1234", primary contact "Y", and a "Delete" checkbox. A red arrow points to the name "Doe, Jane". Below the table are buttons for "Add", "Save", and "Cancel". At the bottom of the browser window, the taskbar shows several open applications, including "Inbox - Micros...", "HPH HERO Us...", and multiple instances of "Ceridian Self-Service". The system clock shows "4:09 PM".

Name	Telephone Number	Primary Contact	Delete
Doe, Jane	(808) 245-1234	Y	<input type="checkbox"/>

A list of your emergency contacts will be listed on this screen.

To view or change the information, click on the name of the individual.

A new window called **Changes to Emergency Contact** Information will appear.

- Click on the box you wish to update.
- Delete the information that is currently displayed.
- Type in the updated information.
- Click on the Save button when you are done.

Changes to Emergency Contact Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address http://chopin/en-us/empowerment.asp?FormID=FrmEContactInfo&CompanyName=sample&EContactFlxID=109417

Ceridian Self-Service

Home | Tutorial | Help | Logout |

Changes to Emergency Contact Information

To change emergency contact information, enter the following information and click **Save**. An * indicates that the field is required.

Edit Emergency Contact

Emergency Contact's Personal Information

First Name * Jane
Middle Name
Last Name * Doe

Emergency Contact's Address Information

Street 1 PO Box 1234
Street 2
City Hanalei
State Hawaii
ZIP Code (99999 or 99999-9999) 96714
Country United States of America

Emergency Contact's Telephone Information

Home Phone Number (999-999-9999) (808) 245-1234
Work Phone Number (999-999-9999) (808) 245-1000
Extension
Cell Phone Number (999-999-9999) (808) 245-5678

Emergency Contact's Other Information

Relationship to Employee ZZParent
Primary Contact for Employee ☒

Save **Cancel**

Step 1
Click on any box that you wish to update.

Step 2
Delete the outdated information in the box.

Step 3
Type in the new information in the box.

Step 4
Save your changes by clicking on the Save button.

Click on this Save button when you are done.

Micros... HPH HERO Us... Ceridian Self-... Ceridian Self-... Ceridian Self-... Changes to E... Local intranet 4:24 PM

Topic 5: Change of Marital Status

How to Update Marital Status information

The next link that appears under the Personal Information activity area is Change of Marital Status.



- [My Profile](#)
- [Change of Address](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Change of Marital Status](#)
- [Birth or Adoption of Child](#)
- [Password](#)
- [Email Address](#)
- [Employee Reports](#)
- [Contact for HR Questions](#)

Note: This example above may not appear exactly as shown on the actual screen.

When you click on this link, a new window opens where you are able to view and update your marital status.

Note: A change in your marital status does not update your tax withholding status!

**If you wish to change your withholding status,
you must go to the Payroll section to make your change.**

How to Update Marital Status information

To change your marital status, begin by typing in the Effective Date of the change.

- Use your mouse to click on the Marital Status box.
- Click on the ▼ symbol to see a list of valid marital status choices. Choose only **Married** or **Single**.

Note: Do not select anything that starts with ZZ as these are not valid in this system.

- Click on the Save button when you are done.

The screenshot shows a web browser window titled "Change of Marital Status - Microsoft Internet Explorer". The address bar shows a URL from chopin/en-us/empowerment. The page header includes "Ceridian Self-Service" and "Hawaii Pacific Health". The main heading is "Change of Marital Status".

Instructions on the page: "To change your marital status, enter the date of the change and select the new marital status; then click **Save**. An * indicates that the field is required."

Form fields and annotations:

- Effective Date:** A text input field with a calendar icon. A red arrow points to it from the "Effective Date" label.
- Marital Status:** A dropdown menu showing "Single". A red arrow points to the dropdown arrow (▼) with the annotation: "Click on this ▼ symbol to see a list of valid choices. Select only **Married** or **Single**. All other choices that begin with **ZZ** are not valid in this system."
- Buttons:** "Save" and "Cancel" buttons. A red arrow points to the "Save" button with the annotation: "Click on the **Save** button to save your change."
- Text:** A box with the text: "If you do not want to make a change at this time, click on the **Cancel** button."

The taskbar at the bottom shows several open applications, including "Inbox - Micro...", "HPH HERO Us...", and "Change of M...". The system clock shows "4:39 PM".

After you click on the Save button, this message will be displayed at the top of the same screen, **"Please confirm your changes. If anything is incorrect, click Cancel to return to the previous page."**

- If all changes are correct, click on the Save button at the bottom of the screen.
- If you need to make a correction, click on the Cancel button at the bottom to go back and correct any errors. Click on the Save button a second time to confirm your changes.

After you have clicked the Save button the second time, a new window will appear and this message will be displayed:

Your changes have been saved.

[OK](#) 

Click on the [OK](#) link in the message above to close the window and return to the home page.

Topic 6: Change of Legal Name

How to change Legal Name

The next link that appears under the Personal Information activity area is Change of Name.



- [My Profile](#)
- [Change of Address](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Change of Marital Status](#)
- [Change of Name](#)
- [Password](#)
- [Email Address](#)
- [Contact for HR Questions](#)
- [Employee Reports](#)
- [Employee Compliance Courses](#)
- [License and Certification](#)

When you click on this link, a new window opens where you are able to view and update your legal name.

Note: The IRS requires that we record your name exactly as it appears on your Social Security Card.

Please forward a copy of your Social Security Card to:
Human Resources, Attn: HR Support (Oahu)
Human Resources, Attn: Payroll (Kauai)

If we do not receive a copy of your Social Security card within 10 calendar days, you will be required to re-submit your change through H.E.R.O.


How to change Legal Name

Name Change Request Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <http://bach/en-us/empowerment.asp?FormID=FrmHPHNameChange&CompanyName=live> Go

Ceridian Self-Service 

Home | Tutorial | Help | Logout |

Change of Last Name

To submit a change to your legal name with Human Resources, enter the effective date of the change and your prefix, middle name, last name, and former last name; then click **Save**. An * indicates that the field is required.

Note: The IRS requires that we record your name exactly as it appears on your Social Security Card. Please forward a copy of your Social Security Card to Human Resources, Attn: HR Support. If we do not receive a copy of your Social Security card within 10 calendar days, you will be required to re-submit this form.

Effective Date

Effective Date (mm/dd/yyyy) *

Change of Legal Name

Name Change

Prefix

First Name

Middle Name

Last Name

Former Last Name

Step 1
Type in the effective date.

Step 2
Type in your new last name in the Last Name box.

Step 3
Type in your former last name in the Former Last Name box.

Step 4
Click on the Save button to save your change.

Remember to forward a copy of your Social Security Card within 10 calendar days to:
Human Resources, Attn: HR Support (Oahu)
Human Resources, Attn: Payroll (Kauai)

Topic 7: Password

How to Update Password information

The next link that appears under the Personal Information activity area is Password.



- [My Profile](#)
- [Change of Address](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Change of Marital Status](#)
- [Change of Name](#)
- [Password](#)
- [Email Address](#)
- [Contact for HR Questions](#)
- [Employee Reports](#)
- [Employee Compliance Courses](#)
- [License and Certification](#)

When you click on this link, a new window opens where you are able to update your password. For security measures, H.E.R.O. will prompt you to change your password every 160 days.

If you have forgotten your password, send an email to:
HRISAdmin@kapiolani.org
or call 535-7555 (Oahu) or dial 197555 if calling from Kauai

How to Update Password information

Microsoft Internet Explorer - Password

Address: http://bach/en-us/empowerment.asp?FormID=frmuserlogininfo&CompanyName=live

Ceridian Self-Service

Home | Tutorial | Help | Logout

Password

To change your password, enter the following information and click **Save**.

* You will be asked to change your password every 180 days.

Old Password

Enter your old password.

Old Password

New Password

The password must be between 7 and 20 characters in length and must be a combination of letters and numbers. No spaces or apostrophes are allowed.

New Password

Verify New Password

Password Reminder

Enter a phrase to help you remember your password, such as 'My Pet' for the password 'Fido.'

Reminder Phrase

Change your Password

Step 1
Type in your current password

Step 2
Type in your **new** password.
Type in your **new** password again.

Step 3
Type in a short phrase to help you remember your password.

Step 4
Click on the **Save** button to save your change.

Topic 8: Email Address

The next link that appears under the Personal Information activity area is Email Address.



- [My Profile](#)
- [Change of Address](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Change of Marital Status](#)
- [Change of Name](#)
- [Password](#)
- [Email Address](#)
- [Contact for HR Questions](#)
- [Employee Reports](#)
- [Employee Compliance Courses](#)
- [License and Certification](#)

When you click on this link, a new window opens where you are able to provide and update your email address. It is recommended that you provide an email address in order for you to receive status updates and confirmation of changes you submit through H.E.R.O. and to maintain efficient communication between you and Human Resources.

The email address you provide should be one that you check often.

How to Add an Email Address

Email Address - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address http://bach/en-us/empowerment.asp?FormID=frmuseremailinfo&CompanyName=live Go

Ceridian Self-Service

Home | Tutorial | Help | Logout

Email Address

To add or change your email address, enter the following information and click **Save**. Each employee needs to set up an email address.

Email Address

☒ My email address is

☐ I don't have an email address.

Save **Cancel**

Step 1
Type in your email address

Step 2
Click on the **Save** button to save your change.

Done

Start | Inbox - Microsoft Outlook | Email Address - Micros... | HPH HERO User Guide (re... | Local intranet | 1:20 PM

How to Edit Email Address

Microsoft Internet Explorer window: Email Address - Microsoft Internet Explorer

Address: http://bach/en-us/empowerment.asp?FormID=frmuseremailinfo&CompanyName=live

Ceridian Self-Service | Hawaii Pacific Health

Home | Tutorial | Help | Logout

Email Address

To add or change your email address, enter the following information and click **Save**. Each employee needs to set up an email address.

Email Address

☒ My email address is

☐ I don't have an email address.

Save **Cancel**

Step 1
Click on the box with your current email address.

Step 2
Delete the email address from the box.

Step 3
Type in your new email address.

Step 4
Click on the **Save** button to save your change.

Taskbar: Start, Microsoft Outlook, Email Address - Micros..., HPH HERO User Guide (re...), Local intranet, 1:54 PM

Topic 9: Contact for HR Questions

The next link that appears under the Personal Information activity area is Contact for HR Questions.



- [My Profile](#)
- [Change of Address](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Change of Marital Status](#)
- [Change of Name](#)
- [Password](#)
- [Email Address](#)
- [Contact for HR Questions](#)
- [Employee Reports](#)
- [Employee Compliance Courses](#)
- [License and Certification](#)

When you click on this link, a new window will open for your email program such as Outlook. You will need to complete the **Add an Email Address** step (Topic 8) in order to be able to use this function.

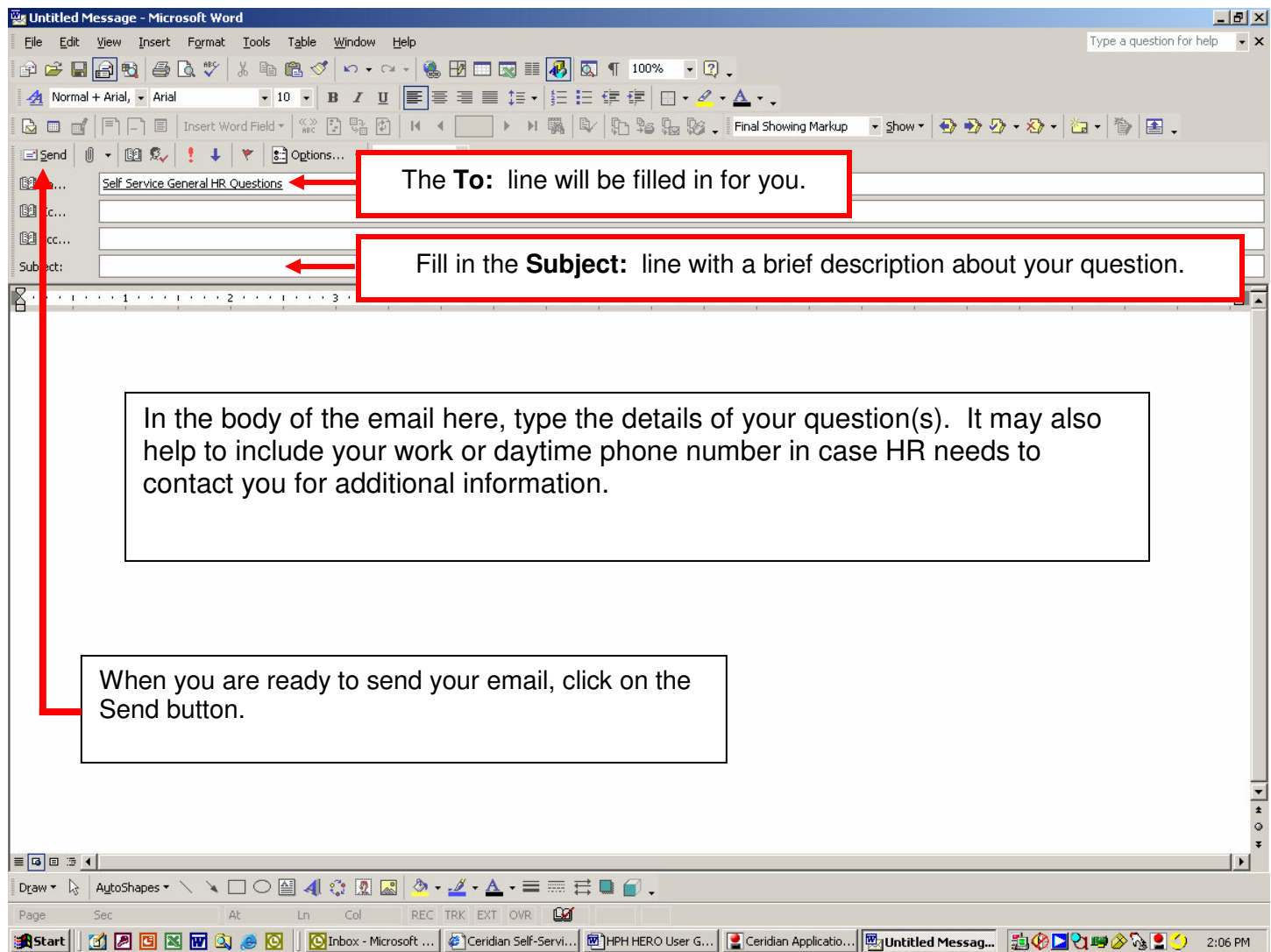
Use this feature to communicate with Human Resources whenever you have questions about:

- Changing your address or phone number
- Changing your emergency contact
- Changing your marital status
- Changing your legal name

For questions about your **dependents**, contact Benefits at HRBenefitsQuestions@kapiolani.org or call 535-7555 (Oahu), 245-1158 (Kauai)

For questions about your **password or email address**, contact the HRIS System Administrator at HRISAdmin@kapiolani.org or call 535-7555 (Oahu) or dial 197555 if calling from Kauai.

This is an example of the Outlook email program that will open. The **To:** address line will be automatically filled in with “Self Service General HR Questions”. You may fill in the **Subject** line with a brief description about your question.



Check your email **In Box** often to view any response provided by Human Resources. If you would like to speak to someone in Human Resources, call the H.E.R.O. phone line at **(808) 535-7555**.

Topic 10: Employee Reports

The next link that appears under the Personal Information activity area is Employee Reports.



- [My Profile](#)
- [Change of Address](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Change of Marital Status](#)
- [Change of Name](#)
- [Password](#)
- [Email Address](#)
- [Contact for HR Questions](#)
- [Employee Reports](#)
- [Employee Compliance Courses](#)
- [License and Certification](#)

Note: This feature will be available in a future rollout phase.

Topic 11: Compliance Courses

The next link that appears under the Personal Information activity area is Employee Compliance Courses.



- [My Profile](#)
- [Change of Address](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Change of Marital Status](#)
- [Change of Name](#)
- [Password](#)
- [Email Address](#)
- [Contact for HR Questions](#)
- [Employee Reports](#)
- [Employee Compliance Courses](#)
- [License and Certification](#)

When you click on this link, a new window will open for you to view any required annual Safety updates and a record of acknowledgment that you received a copy of your Job Description.

How to view Employee Compliance information

Employee Training Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address <http://bach/en-us/empowerment.asp?FormID=FrnETraining&CompanyName=live> Go

Ceridian Self-Service

Home | Tutorial | Help | Logout |

Employee Training Information

This is your training record, which includes both company and other training.

Company Training

The **Company Training** area is under development.

You have no records for this type of training.

Other Training

The **Other Training** area will list the status of any required training

Starting Date	Class	Status
10/1/2005	Safety	Current
10/1/2004	Safety	Expired
4/28/2000	Job Description Date	Current

[Cancel](#)

Done

Local intranet

Start | [Inbox - Microsoft ...](#) | [Employee Traini...](#) | [HPH HERO User G...](#) | [Ceridian Applicatio...](#) | [Ceridian Self-Servi...](#) | [Local intranet](#) | 3:11 PM

Topic 12: License and Certification Information

The next link that appears under the Personal Information activity area is License and Certification.



- [My Profile](#)
- [Change of Address](#)
- [Dependents](#)
- [Emergency Contacts](#)
- [Change of Marital Status](#)
- [Change of Name](#)
- [Password](#)
- [Email Address](#)
- [Contact for HR Questions](#)
- [Employee Reports](#)
- [Employee Compliance Courses](#)
- [License and Certification](#)

When you click on this link, a new window will open for you to provide updated information on any required license and/or certification that is required for your position.

How to Add new License and Certification

Add New License and Certification - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address <https://hero.hawaiipacifichealth.org/en-us/empowerment.asp?FormID=frmHPHLiccertlist&CompanyName=live> Go

Ceridian Self-Service

Home | Tutorial | Help | Logout

Add New License and Certification

To add licenses or certification, click **Add**.

You must send a copy of your license/certification to Human Resources, 55 Merchant Street 23rd Floor, Honolulu HI 96813. If we do not receive the required document(s) within 10 calendar days of your request you will have to resubmit this request.

To view/print a report of your License and Certification go to Personal section and click on [Employee Report](#) and select report name Employee

Add New License and Certification

Effective Date (mm/dd/yyyy) *

• [2006 Pay Schedule](#)

Expiration Date (mm/dd/yyyy)

Name *

Description *

ID Number

State Issued *

Country Issued

Cost

I declare, that the information provided is correct and complete.

By clicking on the Save button below, you have verified that the statement above is correct.

You must send a copy of your license/certification to Human Resources, 55 Merchant Street 23rd Floor, Honolulu HI 96813. If we do not receive the required document(s) within 10 calendar days of your request you will have to resubmit your request.

Save **Cancel**

Done

Internet

Microsoft Outlook HPH HERO User Guide (re...) Add New License and C...

11:10 AM

All fields marked with a red asterisk * are required.

Fill in all information needed:

- Effective date
- Expiration date
- Name
- Description
- ID number of license
- State issued
- Country issued (optional)
- Cost (optional)

Click on the **Save** button when you are done.

Module 3

Maintaining Payroll & Tax Information

In This Module

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Topic 1: Earnings Statements	
How to view/print your Earnings Statements	51
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How to edit your Direct Deposit information.....	58
Topic 3: Check Calculations	
How to Calculate your Net Pay	61
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Topic 6: Earned Income Tax Credit Form (W-5)	
How to Update your Earned Income Tax Credit Form	77
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Overview

This module describes the Payroll & Tax Information options that are available on the Self-Service home page. This area provides links that allow you to do the following tasks online:

- Review your earnings statements
- Setup or modify direct deposit information
- Calculate your net pay
- Change your federal and/or state withholding exemptions

Objectives

After completing this module, you should be able to:

- Review and print your Earnings Statements
- Update your Direct Deposit Information
- Perform Check Calculations
- Update your Federal Tax Withholding Form (W-4)
- Update your State Tax Withholding Form (HW-4)
- Update your Earned Income Credit Form (W-5)
- Contact a Payroll representative via email with questions

Topic 1: Earnings Statements

The first link that appears under the Payroll & Tax Information area is Earnings Statements.



- [Earnings Statements](#)
- [Direct Deposits](#)
- [Check Calculations](#)
- [Federal Tax Form \(W-4\)](#)
- [Hawaii State Tax Form \(HW-4\)](#)
- [Earned Income Credit](#)
- [Contact for Payroll Questions](#)

When you click on this link, a new window will open that will show you a list of past earnings statements that you are able to view and print. The most recent earnings statement will be listed first. Refer to the Pay Schedule for the respective year to see a list of the pay dates.

The oldest earnings statement that is available through H.E.R.O. begins with the pay check dated 9/16/2005.

How to view /print your Earnings Statements

Earnings Statements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address <http://chopin/en-us/empowerment.asp?FormID=frmpaystublist&CompanyName=sample> Go

Ceridian Self-Service

Home | Tutorial | Help | Logout |

Earnings Statements

This is the earnings history for this employee. To display detailed information for a specific earnings statement, click the check number.

Check Number	Check Date
A5714	2/17/2006
A5203	2/3/2006
A4688	1/20/2006
A4175	1/6/2006
A3445	12/23/2005
A3172	12/9/2005
A2675	11/25/2005
A2180	11/10/2005
A1686	10/28/2005
A1191	10/14/2005
A719	9/30/2005
000217086	9/30/2005
A242	9/16/2005

Cancel

Step 1
Click on one of the links to a check number.

A new window will open that will display details of the check number you selected.

Done Local intranet

Start | 10:10 AM

This is a sample of the check detail that you will see.

Pay Stub - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Address http://chopin/en-us/empowerment.asp?FormID=FrmPayStubOut&CompanyName=sample&CsFLXID=625395

Home | Tutorial | Help | Logout |

This is detail about your earnings statement. To access a check calculation worksheet, click [Calculate this Check](#).

[Calculate this Check](#)



HAWAII PACIFIC HEALTH
55 MERCHANT STREET
HONOLULU, HI 96813

CHECK NO : A5714
CHECK DATE : 2/17/2006
PERIOD ENDING : 2/11/2006
PAY FREQUENCY : BI-WEEKLY

Jane Doe
55 Merchant St
Honolulu, HI 96813

ID NUMBER: 2200B01234
BASE RATE: 26.44
SSN: 123-45-6789

STATUS: EXEMPT
FED: MARRIED 3
ST1: M 2
ST2:

TAX ADJUSTMENTS:
FED: ST:
DI / UC: 0
LOCAL:

STATE AND LOCAL CODES
PRI: HI LOC1: LOC3:
SEC: LOC2: LOC4:
LOC5:

IMPORTANT MESSAGE

HOURS AND EARNINGS				TAXES AND DEDUCTIONS				SPECIAL INFORMATION	
DESCRIPTION	CURRENT		Y - T - D		DESCRIPTION	CURRENT			
	HOURS/UNITS	EARNINGS	HOURS/UNITS	EARNINGS		AMOUNT	AMOUNT		
REGULAR_DAY	40.00	1,057.60	.00	.00	SO SEC TAX	101.72	423.52	SBAL	288.60
REGULAR_DAY	40.00	1,057.60	.00	.00	MEDICARE TAX	23.79	99.05	VBAL	316.92
TOTAL H/E	80.00	2,115.20	.00	.00	FED INC TAX	88.36	394.16	GRP LIFE> 50K	2.77
					PRI-STATE TAX	76.18	324.06		
					SDI/UC TAX	.00	.00		
					TOTAL TAXES	290.05	1,240.79		

PRE-TAX ITEMS				AFTER-TAX ITEMS				CURRENT NET PAY DISTRIBUTION	
403B	-169.22		-676.88	05 DCARE REIM	.00	-87.50	C 00010985540	1,154.46	
PRETX MED FSA	-250.00		-1,000.00	06 MED REIMB	.00	-85.99	CHECK AMOUNT	.00	
PRETX DEPCARE	-91.67		-366.68	SUPP DEP LIFE	7.55	15.10			
PRETX HMS HMO	-105.99		-211.98	SUPP LIFE	16.50	33.00			
PRETX DENTAL	-21.76		-43.52						
SUPP AD&D	-8.00		-16.00						
TOTAL PRE-TAX	-646.64		-2,315.06						
TOTAL	80.00	1,468.56	.00	6,145.74	TOTAL PER DED	24.05	-125.39		

	GROSS	PRE-TAX	FIT TAXABLE	LESS TAXES	LESS DEDS	EQ NET PAY
CURRENT	2,115.20	-646.64	1,468.56	290.05	24.05	1,154.46
Y-T-D	8,460.80	-2,315.06	6,145.74	1,240.79	-125.39	5,030.34

TOTAL CURRENT NET PAY 1,154.46

Cancel Printable Copy

To view a printable copy of the statement, click **Printable Copy** at the bottom of the statement.

An additional window will open within the same page.

To print a copy of this earnings statement, click on the **Print** button within the smaller window.

The screenshot shows a Microsoft Internet Explorer window displaying a Pay Stub application. The address bar shows the URL: <http://bach/en-us/empowerment.asp?FormID=FrmPayStubOut&CompanyName=live&CsFLXID=765251>. The page title is "Pay Stub - Microsoft Internet Explorer".

The main content area displays a "Calculate this Check" section with a "Print" button. A red arrow points to this button. Below the "Print" button, there is a "LOGO GOES HERE" placeholder and a "Jane Doe" employee information box.

The "Calculate this Check" section includes the following information:

- Employee: Jane Doe, 55 Merchant St, Honolulu, HI 96813
- ID NUMBER: 2200B01234
- BASE RATE: 26.44
- SSN: 123-45-6789
- HAWAII PACIFIC HEALTH: 55 MERCHANT STREET, HONOLULU, HI 96813
- CHECK NO: 2006
- CHECK DATE: 2006
- PERIOD ENDING: WEEKLY
- PAY FREQUENCY: 2006

The "Calculate this Check" section also includes a "LOGO GOES HERE" placeholder and a "Jane Doe" employee information box.

The "Calculate this Check" section includes the following tables:

HOURS AND EARNINGS			
CURRENT			
DESCRIPTION	HOURS/UNITS	EARNINGS	
REGULAR_DAY	40.00	1,057.60	
REGULAR_DAY	40.00	1,057.60	
TOTAL H/E	80.00	2,115.20	

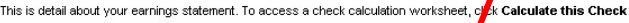
PRE-TAX ITEMS			
DESCRIPTION	AMOUNT		
403B	-169.22		
PRETX MED FSA	.00		
PRETX DEPCARE	.00		
PRETX HMS HMO	.00		
PRETX DENTAL	.00		
SUPP AD&D	.00		
TOTAL PRE-TAX	-169.22		

TAXES AND DEDUCTIONS			
CURRENT			
DESCRIPTION	AMOUNT		
SO SEC TAX	131.32		
MEDICARE TAX	30.71		
FED INC TAX	159.97		
PRI-STATE TAX	111.87		
SDAUC TAX	.00		
TOTAL TAXES	433.87		

CURRENT NET PAY DISTRIBUTION			
DESCRIPTION	AMOUNT		
C 00010985540	1,862.11		
CHECK AMOUNT	.00		
TOTAL CURRENT NET PAY	1,862.11		

The "Calculate this Check" section also includes a "Cancel" button and a "Printable Copy" button.

Click on the **Print** button to start printing.



Calculate this Check

The screenshot shows the 'Print' dialog box with the following details:

- Tabs:** General (selected), Options, Layout, Paper/Quality, Finishing, Effects, Destination.
- Select Printer:** A list of printers including 'OSCAR05 on oscar' (selected), 'OSCAR30 on oscar', 'OSCAR39 on oscar', and 'OSCAR45 on OSCAR'.
- Status:** Ready
- Location:** HR, Employee Health, HC 23rd Flr
- Comment:** HPLI4200; 10.76.16.133
- Print to file:** An unchecked checkbox.
- Find Printer...** A button to the right of the 'Print to file' checkbox.
- Page Range:**
 - All:** Selected radio button.
 - Selection:** Unselected radio button.
 - Current Page:** Unselected radio button.
 - Pages:** A text box containing the number '1'.
- Enter either a single page number or a single page range. For example, 5-12.**
- Number of copies:** A spinner box set to '1'.
- Print Range:** A checked checkbox.
- Print Range Preview:** A visual representation of the page range, showing three pages with the first page highlighted.
- Buttons:** 'Print' (circled in red), 'Cancel', and 'Apply'.

HAWAII PACIFIC HEALTH 55 MERCHANT STREET HONOLULU, HI 96813		CHECK NO : A7262 CHECK DATE : 3/31/2006 PERIOD ENDING : 3/25/2006 PAY FREQUENCY : BI-WEEKLY	
STATUS EXEMPT ED: MARRIED 3 T1: M 2 T2:		TAX ADJUSTMENTS: FED: ST: DI / UC: 0 LOCAL:	
		STATE AND LOCAL CODES PRI: HI LOC1: LOC3: SEC: LOC2: LOC4: LOC5:	
IMPORTANT MESSAGE			
EARNINGS		TAXES AND DEDUCTIONS	
	DESCRIPTION	CURRENT AMOUNT	Y - T - D AMOUNT
.00	SO SEC TAX	131.32	766.68
.00	MEDICARE TAX	30.71	179.30
	FED INC TAX	159.97	751.21
.00	PRI-STATE TAX	111.87	598.06
	SDI/UC TAX	.00	.00
	TOTAL TAXES	433.87	2,295.25
		SPECIAL INFORMATION	
			SBAL 295.05 VBAL 333.23 GRP LIFE> 50K 2.77
		AFTER-TAX ITEMS	
-1,184.54	05 DCARE REIM	.00	-87.50
-1,500.00	06 DCARE REIM	-350.00	-350.00
-550.02	06 MED REIMB	.00	-166.17
-317.97	SUPP DEP LIFE	.00	22.65
-65.28	SUPP LIFE	.00	49.50
-24.00			
-3,641.81			
11,164.53	TOTAL PER DEP	-350.00	-531.52
		CURRENT NET PAY DISTRIBUTION	
			C 00010905540 1,862.11
			CHECK AMOUNT 00
LESS TAXES		LESS DEDS	
433.87		-350.00	1,862.11
2,295.25		-531.52	9,400.86
		EQ NET PAY	
		TOTAL CURRENT NET PAY 1,862.11	

When your printing is complete, you will return to this window

Pay Stub - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Back Forward Stop Search Favorites Print Copy Paste

Address http://chopin/en-us/empowerment.asp?FormID=FrmPayStubOut&CompanyName=sample&CsURLID=625395

Home | Tutorial | Help | Logout |

This is detail about your earnings statement. To access a check calculation worksheet, click [Calculate this Check](#).

[Calculate this Check](#)



Hawaii Pacific Health
Kapolei • Pali Momi • Straub • Waikele

HAWAII PACIFIC HEALTH
55 MERCHANT STREET
HONOLULU, HI 96813

CHECK NO : A5714
CHECK DATE : 2/17/2006
PERIOD ENDING : 2/11/2006
PAY FREQUENCY : BI-WEEKLY

Jane Doe
55 Merchant St
Honolulu, HI 96813

ID NUMBER: 2200B01234
BASE RATE: 26.44
SSN: 123-45-6789

STATUS: EXEMPT
FED: MARRIED 3
ST1: M 2
ST2:

TAX ADJUSTMENTS:
FED: ST:
DI / UC: 0
LOCAL:

STATE AND LOCAL CODES
PRI: HI LOC1: LOC3:
SEC: LOC2: LOC4:
LOC5:

IMPORTANT MESSAGE

HOURS AND EARNINGS				TAXES AND DEDUCTIONS				SPECIAL INFORMATION	
DESCRIPTION	CURRENT		Y - T - D		DESCRIPTION	CURRENT		Y - T - D	
	HOURS/UNITS	EARNINGS	HOURS/UNITS	EARNINGS		AMOUNT	AMOUNT		
REGULAR_DAY	40.00	1,057.60	.00	.00	SO SEC TAX	101.72	423.52	SBAL	288.60
REGULAR_DAY	40.00	1,057.60	.00	.00	MEDICARE TAX	23.79	99.05	VBAL	316.92
TOTAL H/E	80.00	2,115.20	.00	.00	FED INC TAX	88.36	394.16	GRP LIFE> 50K	2.77
					PRI-STATE TAX	76.18	324.06		
					SDI/UC TAX	.00	.00		
					TOTAL TAXES	290.05	1,240.79		

PRE-TAX ITEMS				AFTER-TAX ITEMS				CURRENT NET PAY DISTRIBUTION	
403B	-169.22		-676.88	05 DCARE REIM	.00	-87.50	C 00010985540	1,154.46	
PRETX MED FSA	-250.00		-1,000.00	06 MED REIMB	.00	-85.99	CHECK AMOUNT	.00	
PRETX DEPCARE	-91.67		-366.68	SUPP DEP LIFE	7.55	15.10			
PRETX HMS HMO	-105.99		-211.98	SUPP LIFE	16.50	33.00			
PRETX DENTAL	-21.76		-43.52						
SUPP AD&D	-8.00		-16.00						
TOTAL PRE-TAX	-646.64		-2,315.06						
TOTAL	80.00	1,468.56	.00	6,145.74	TOTAL PER DED	24.05	-125.39		

	GROSS	PRE-TAX	FIT TAXABLE	LESS TAXES	LESS DEDS	EQ NET PAY
CURRENT	2,115.20	-646.64	1,468.56	290.05	24.05	1,154.46
Y-T-D	8,460.80	-2,315.06	6,145.74	1,240.79	-125.39	5,030.34

Cancel

Printable Copy

Local intranet

Pay Stub - Mic... UserGuide JHPH HERO User G... Leaves

10:39 AM

Click on the **Cancel** button to close this window.

You will return to this screen.

Earnings Statements - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address http://bach/en-us/empowerment.asp?FormID=frmpaystublist&CompanyName=live Go

Ceridian Self-Service

Home | Tutorial | Help | Logout |

Earnings Statements

This is the earnings history for this employee. To display detailed information for a specific earnings statement, click the check number.

Check Number	Check Date
A7262	3/31/2006
A6742	3/17/2006
A6226	3/3/2006
A5714	2/17/2006
A5203	2/3/2006
A4688	1/20/2006
A4175	1/6/2006
A3445	12/23/2005
A3172	12/9/2005
A2675	11/25/2005
A2180	11/10/2005
A1686	10/28/2005
A1191	10/14/2005
A719	9/30/2005
000217086	9/30/2005
A242	9/16/2005

Cancel

Click on the Cancel button to close this window.

Local intranet

Start | Inbox - Microsoft Outlook | HPH HERO User Guide (...) | Ceridian Application - M... | Earnings Statement... | 11:21 AM

Topic 2: Direct Deposit

The next link that appears under the Payroll & Tax Information area is Direct Deposits.



- [Earnings Statements](#)
- [Direct Deposits](#)
- [Check Calculations](#)
- [Federal Tax Form \(W-4\)](#)
- [Hawaii State Tax Form \(HW-4\)](#)
- [Earned Income Credit](#)
- [Contact for Payroll Questions](#)

When you click on this link, a new window will open that will allow you to view your current direct deposit account(s), add new accounts, and update your account information. You may have up to three accounts.

New accounts will need to be processed through a 10-day pre-notification period where your account information will be verified by your bank or credit union. This means direct deposit to your new account will not be available right away.

Normally it takes one pay period to verify your account information. After your account information is verified by the bank or credit union, the direct deposit will begin with the next paycheck.

How to edit your Direct Deposit information

Changes to Direct Deposits - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://bach/en-us/empowerment.asp?FormID=frmeftinformation&CompanyName=live>

Ceridian Self-Service Hawaii Pacific Health
Registration • Full Member • Member • All Services

Home | Tutorial | Help | Logout |

Changes to Direct Deposits

This is your current direct deposit information. To make changes, enter the new information and click **Save**. To deposit the remainder of your paycheck in an account, click **Deposit Remainder** for that account. To cancel a direct deposit, click the **Cancel** box for that account and then click **Save**.

You can display a [check sample](#) to see the location of the routing, account, and check numbers.

Priority	Account Type	Account Number	Routing Number	Amount	Deposit Remainder	Cancel
1	C - Checking				<input type="checkbox"/>	N.A.
2	C - Checking				<input type="checkbox"/>	N.A.
3	C - Checking				<input type="checkbox"/>	N.A.

Save **Cancel**

If you already have direct deposit, your account information will be listed here.

Priority
This is the order in which you want your funds to be deposited if you have more than one account.

Account Type
This will be either a checking or savings account.

Account Number
This is your checking account number or savings account number.

Routing Number
This is the unique bank number, which is determined by the American Bankers Association (ABA). It is the first 9 digits found at the bottom of the checks supplied for your bank account. Do not use deposit slips to obtain this information.

Amount
If you wish to deposit a certain dollar amount, you would input the dollar amount here.

Deposit Remainder
If you have more than one account and would like to have the balance of your paycheck deposited into the last account that you designated as priority 2 or 3, check this box.

Topic 3: Check Calculations

The next link that appears under the Payroll & Tax Information area is Check Calculations.



- [Earnings Statements](#)
- [Direct Deposits](#)
- [Check Calculations](#)
- [Federal Tax Form \(W-4\)](#)
- [Hawaii State Tax Form \(HW-4\)](#)
- [Earned Income Credit](#)
- [Contact for Payroll Questions](#)

When you click on this link, a new window will open that will allow you to perform sample paycheck calculations if you were to change your withholding allowance, increase or decrease your 403(b) contribution percentage, or change your payroll deductions.

Check Calculation Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address http://bach/en-us/empowerment.asp?FormID=frmcheckcalc&CompanyName=live

Ceridian Self-Service

Hawaii Pacific Health
Kapolei • Pearl Harbor • Shilo • Wahiawa

Home | Tutorial | Help | Logout |

Check Calculation Worksheet

To calculate your net pay, enter the following information and click **Calculate**. An * indicates that the field is required.

Employee Information

Clock Number 24001
Employee Name
Street 1
Street 2
City, State, ZIP Code

Earnings Information

Total Earnings *
Pay Type * Regular
Pay Frequency * B - Bi-weekly
Check Date (mm/dd/yyyy) * 03/31/2006

State Tax Information

Primary State (none)
Primary State Tax Status * (none)
Secondary State
Secondary State Tax Status (none)
Primary Local Code
Secondary Local Code
State Exemptions * 0
State Adjustment
Local Adjustment
SDI Adjustment Value

Done Local intranet

Start Inbox - Microsoft Outlook HPH HERO User Guide (re...) Check Calculation Wor... 12:34 PM

Earnings Information

Green Box
You may select any paycheck date from the current year Pay Schedule.

Check Calculation Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://bach/en-us/empowerment.asp?FormID=frmcheckcalc&CompanyName=live

Street 1
Street 2
City, State, ZIP Code

Earnings Information

Total Earnings

Pay Type

Pay Frequency

Check Date (mm/dd/yyyy)

State Tax Information

Primary State

Primary State Tax Status

Secondary State

Secondary State Tax Status

Primary Local Code

Secondary Local Code

State Exemptions

State Adjustment

Local Adjustment

SDI Adjustment Value

Federal Tax Information

Federal Tax Status

Federal Exemptions

Federal Adjustment

FICA/FUTA Code

Deduction Information

You do not have any permanent deductions.

State Tax Information

Primary State Tax Status

This is your filing status. Choose **M** for married or **S** for single.

Secondary State Tax Status

This does not apply and should remain as (none).

State Exemptions

This is the number of allowances you are claiming. You may change this number for calculation purposes. The higher the number, the less taxes will be calculated. If you need to have more taxes withheld from your pay, you would enter a lower number.

Check Calculation Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://bach/en-us/empowerment.asp?FormID=frmcheckcalc&CompanyName=live

Street 1
Street 2
City, State, ZIP Code

Earnings Information

Total Earnings

Pay Type

Pay Frequency

Check Date (mm/dd/yyyy)

State Tax Information

Primary State

Primary State Tax Status

Secondary State

Secondary State Tax Status

Primary Local Code

Secondary Local Code

State Exemptions

State Adjustment

Local Adjustment

SDI Adjustment Value

Federal Tax Information

Federal Tax Status

Federal Exemptions

Federal Adjustment

FICA/FUTA Code

Deduction Information

You do not have any permanent deductions.

Start | Inbox - Microsoft Outlook | HPH HERO User Guide (re...) | Check Calculation Wor... | Local intranet | 12:41 PM

Federal Tax Information

Federal Tax Status

This is your filing status. Choose **M** for married or **S** for single.

Federal Exemptions

This is the number of allowances you are claiming. You may change this number for calculation purposes. The higher the number, the less taxes will be calculated. If you need to have more taxes withheld from your pay, you would enter a lower number.

Check Calculation Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://bach/en-us/empowerment.asp?FormID=frmcheckcalc&CompanyName=live

Primary State Tax Status

Secondary State

Secondary State Tax Status

Primary Local Code

Secondary Local Code

State Exemptions

State Adjustment

Local Adjustment

SDI Adjustment Value

Federal Tax Information

Federal Tax Status

Federal Exemptions

Federal Adjustment

FICA/FUTA Code

Deduction Information

Deduction	Amount	Percent
403B - 403B	0	-8.00
UNMED - PRETX MED FSA	-250.00	0
DCARE - PRETX DEPCARE	-91.67	0
MEDHS - PRETX HMS HMO	-105.99	0
DENTS - PRETX DENTAL	-21.76	0
SADD - SUPP AD&D	-8.00	0
W2GRP - GRP LIFE > 50K	2.77	0
SDEP - SUPP DEP LIFE	7.55	0
SLIFE - SUPP LIFE	16.50	0

Calculate Cancel

Deduction Information

If you have any benefit deductions or voluntary deductions such as Aloha United Way (AUW) they will be listed in this section.

403B

If you wish to see how changing your contribution percentage will affect your net pay, enter an amount here by typing a **minus sign** first then the number. This will ensure the calculation will take into account this is a **pre-tax** deduction.

Example: If you wish to see the calculation using 20% for 403B, you would enter the amount like this: **-20**

Pre-tax deductions

These will appear as negative amounts with a minus sign in front of the dollar amount.

After-tax deductions

These will appear as positive amounts without a minus sign in front of the dollar amount.

Check Calculation Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://bach/en-us/empowerment.asp?FormID=frmcheckcalc&CompanyName=live

Primary State Tax Status * M

Secondary State (none)

Secondary State Tax Status (none)

Primary Local Code

Secondary Local Code

State Exemptions * 2 0

State Adjustment (none)

Local Adjustment (none)

SDI Adjustment Value 0.0000

Federal Tax Information

Federal Tax Status * M

Federal Exemptions * 3 0

Federal Adjustment (none)

FICA/FUTA Code U - FUTA Exempt

Deduction Information

Deduction	Amount	Percent
403B - 403B	0	-8.00
UNMED - PRETX MED FSA	-250.00	0
DCARE - PRETX DEPCARE	-91.67	0
MEDHS - PRETX HMS HMO	-105.99	0
DENTS - PRETX DENTAL	-21.76	0
SADD - SUPP AD&D	-8.00	0
W2GRP - GRP LIFE> 50K	2.77	0
SDEP - SUPP DEP LIFE	7.55	0
SLIFE - SUPP LIFE	16.50	0

Calculate Cancel

Done Local intranet

Start Inbox - Microsoft Outlook HPH HERO User Guide (r...) Check Calculation Wo... Ceridian Application - Me... 1:07 PM

When you are finished making your changes and you are ready to start the paycheck calculation, click on the **Calculate** button at the bottom.

A new window will open showing the results of the calculation based on the changes you made.

Check Calculation Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address http://bach/en-us/empowerment.asp?FormID=FrmCheckCalcOut&CompanyName=live Go

Ceridian Self-Service

Home | Tutorial | Help | Logout

Check Calculation Detail

These are the earnings, tax, and deduction amounts based on the values you entered in the Check Calculation Worksheet. To return to the worksheet to enter other values, click **Back** at the bottom of this page.

Earning and Tax Information

Earnings and Taxes	Amount
Total Earnings	1,000.00
Social Security Tax	\$32.57
Medicare Tax	\$7.62
Federal Tax	\$0.00
Primary State Tax	\$10.25
Secondary State Tax	\$0.00
Primary Local Tax	\$0.00
Secondary Local Tax	\$0.00
SDI Tax	\$0.00
Net Pay	368.09

Deduction Information

Deduction	Amount
403B - 403B	(\$80.00)
UNIMED - PRETX MED FSA	(\$250.00)
DCARE - PRETX DEPCARE	(\$91.67)
MEDHS - PRETX HMS HMO	(\$105.99)
DENTS - PRETX DENTAL	(\$21.76)
SADD - SUPP AD&D	(\$8.00)
W2GRP - GRP LIFE> 50K	\$2.77
SDEP - SUPP DEP LIFE	\$7.55
SLIFE - SUPP LIFE	\$16.50

Done Local intranet

Start | Inbox - Microsoft Outlook | HPH HERO User Guide (...) | Check Calculation De... | Ceridian Application - M... | 1:19 PM

When you are done viewing the Check Calculation Details, click on the **Back** button at the bottom of the screen.

Check Calculation Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Copy Paste

Address http://bach/en-us/empowerment.asp?FormID=FrmCheckCalcOut&CompanyName=live Go

These are the earnings, tax, and deduction amounts based on the values you entered in the Check Calculation Worksheet. To return to the worksheet to enter other values, click **Back** at the bottom of this page.

Earning and Tax Information

Earnings and Taxes	Amount
Total Earnings	1,000.00
Social Security Tax	\$32.57
Medicare Tax	\$7.62
Federal Tax	\$0.00
Primary State Tax	\$10.25
Secondary State Tax	\$0.00
Primary Local Tax	\$0.00
Secondary Local Tax	\$0.00
SDI Tax	\$0.00
Net Pay	368.09

Deduction Information

Deduction	Amount
403B - 403B	(\$80.00)
UNIMED - PRETX MED FSA	(\$250.00)
DCARE - PRETX DEPCARE	(\$91.67)
MEDHS - PRETX HMS HMO	(\$105.99)
DENTS - PRETX DENTAL	(\$21.76)
SADD - SUPP AD&D	(\$8.00)
W2GRP - GRP LIFE> 50K	\$2.77
SDEP - SUPP DEP LIFE	\$7.55
SLIFE - SUPP LIFE	\$16.50

Back

Done Local intranet

Start | Inbox - Microsoft Outlook | HPH HERO User Guide (... | Check Calculation De... | Ceridian Application - M... | 1:21 PM

You will be returned to the **Check Calculation Worksheet**.

Check Calculation Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address http://bach/en-us/empowerment.asp?FormID=frmcheckcalc&CompanyName=live Go

Ceridian Self-Service

Home | Tutorial | Help | Logout

Check Calculation Worksheet

To calculate your net pay, enter the following information and click **Calculate**. An * indicates that the field is required.

Employee Information

Clock Number 24001

Employee Name

Street 1

Street 2

City, State, ZIP Code

Earnings Information

Total Earnings *

Pay Type * Regular

Pay Frequency * B - Bi-weekly

Check Date (mm/dd/yyyy) * 03/31/2006

State Tax Information

Primary State (none)

Primary State Tax Status * (none)

Secondary State (none)

Secondary State Tax Status (none)

Primary Local Code

Secondary Local Code

State Exemptions * 0

State Adjustment

Local Adjustment

SDI Adjustment Value

Done Local intranet

Start | Inbox - Microsoft Outlook | HPH HERO User Guide (...) | Check Calculation W... | Ceridian Application - M... | 1:22 PM

You may continue making changes as often as you wish. When you are done with this feature, click on the **Cancel** button at the bottom of the screen and you will return to the home page.

Check Calculation Worksheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://bach/en-us/empowerment.asp?FormID=frmcheckcalc&CompanyName=live Go

Street 1
Street 2
City, State, ZIP Code

Earnings Information

Total Earnings

Pay Type

Pay Frequency

Check Date (mm/dd/yyyy)

State Tax Information

Primary State

Primary State Tax Status

Secondary State

Secondary State Tax Status

Primary Local Code

Secondary Local Code

State Exemptions

State Adjustment

Local Adjustment

SDI Adjustment Value

Federal Tax Information

Federal Tax Status

Federal Exemptions

Federal Adjustment

FICA/FUTA Code

Deduction Information

You do not have any permanent deductions.

Done

Start | Inbox - Microsoft Outlook | HPH HERO User Guide (...) | Check Calculation W... | Ceridian Application - M... | Local intranet | 1:23 PM

Topic 4: Federal Tax Form (W-4)

The next link that appears under the Payroll & Tax Information area is Federal Tax Form (W-4).



- [Earnings Statements](#)
- [Direct Deposits](#)
- [Check Calculations](#)
- [Federal Tax Form \(W-4\)](#)
- [Hawaii State Tax Form \(HW-4\)](#)
- [Earned Income Credit](#)
- [Contact for Payroll Questions](#)

When you click on this link, a new window will open that will allow you to update your federal tax withholding information. Be very careful when making changes in this section. Any change you make will be saved and it will affect your next paycheck.

How to Edit your Federal Tax Form (W-4)

Employee's Withholding Allowance Certificate (W-4) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address http://bach/en-us/empowerment.asp?FormID=frmw4&CompanyName=live Go

Ceridian Self-Service

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Employee's Withholding Allowance Certificate (W-4)


To add or change your withholding information, enter the following information and click **Save**. If your address is incorrect, change it on the Change of Address page.

You may not be allowed to edit your Employee's Withholding Allowance Certificate (W-4) due to preexisting federal adjustments or FICA overrides.


1. Your Name and Address Information


Jane Doe
55 Merchant St
Honolulu, HI 96813


2. Your Social Security Number... 123-45-6789

3. Marital Status... ☐ Single ☒ Married ☐ Married, but withhold at higher Single rate. 

Note: If married, but legally separated, or spouse is a nonresident alien, click the Single radio button.


4. If your last name differs from that on your social security card, check here. You must call 1-800-772-1213 for a new card..... ☐ 

5. Total number of allowances you are claiming..... 

6. Additional FEDERAL amount, if any, you want withheld from each paycheck.....\$ 

7. I claim exemption from withholding for 2006, and I certify that I meet BOTH of the following conditions for exemption:

- Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability **AND**
- This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.

If you meet both conditions, check EXEMPT here..... ☐ EXEMPT 

8. Employer's Name and Address

Step 1
Select your Marital Status by clicking on one of the circles.

Step 2
Enter the number of allowances you are claiming.

Step 3
If you wish to have an additional dollar amount withheld from each pay check, enter a dollar amount here. Otherwise, leave it at zero.

Start | Inbox - Microsoft Outlook | HPH HERO User Guide (...) | Employee's Withhold... | Ceridian Application - M... | Local intranet | 1:28 PM

When you are done making your change(s), click on the **Save** button at the bottom of the screen.

Employee's Withholding Allowance Certificate (W-4) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address http://bach/en-us/empowerment.asp?FormID=frmw4&CompanyName=live Go

4. If your last name differs from that on your social security card, check here: **you must call 1-800-772-1213 for a new card.**

5. Total number of allowances you are claiming.....

6. Additional **FEDERAL** amount, if any, you want withheld from each paycheck.....\$

7. I claim exemption from withholding for 2006, and I certify that I meet **BOTH** of the following conditions for exemption:

- Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability **AND**
- This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.

If you meet both conditions, check EXEMPT here..... ☐ **EXEMPT**

8. Employer's Name and Address

Hawaii Pacific Health

55 Merchant Street
Honolulu, HI 96813

9. Office Code (optional).....

10. Employer's Federal Tax Identification Number: 99-0246363

There are two ways you can print the Employee's Withholding Allowance Certificate (W-4) form.

- Use the File...Print selection from your browser
- Press the printer icon on the navigation bar

Agreement Section

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

By clicking on this Save button, you have verified that this information is correct.

Save **Cancel**

Local intranet

Start | Inbox - Microsoft Outlook | HPH HERO User Guide (... | Employee's Withhold... | Ceridian Application - M... | 1:41 PM

Topic 5: State Tax Form (HW-4)

The next link that appears under the Payroll & Tax Information area is State Tax Form (HW-4).



- [Earnings Statements](#)
- [Direct Deposits](#)
- [Check Calculations](#)
- [Federal Tax Form \(W-4\)](#)
- [Hawaii State Tax Form \(HW-4\)](#)
- [Earned Income Credit](#)
- [Contact for Payroll Questions](#)

When you click on this link, a new window will open that will allow you to update your state tax withholding information. Be very careful when making changes in this section. Any change you make will be saved and it will affect your next paycheck.

How to Edit your State Tax Form (HW-4)

Hawaii State Tax Form (HW-4) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://bach/en-us/empowerment.asp?FormID=FrmHW4&CompanyName=live> Go

Ceridian Self-Service

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Hawaii State Tax Form (HW-4)

To change your withholding information, enter the following information and click **Save**. If your address has changed, please make sure to complete the change on page 2.

Effective Date of Change *

First Name *

Middle Initial

Last Name *

Home Address *

City *

State *

Zip Code *

Social Security Number (with dashes) *

Change marital status to

Current allowances withheld

Change allowances withheld to

Current additional amount withheld

Change additional amount withheld to

Agreement Section

I declare, under the penalties set forth in section 231-36, HRS that I have correctly indicated my marital status and that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

By clicking on the Save button below, you have verified that the statement above is correct.

Save **Cancel** **Return to Self Service Main Page**

Done

Start | | | | | | | | | | | | 1:46 PM

All information
in this section
is required to
be filled in.

How to Edit your State Tax Form (HW-4)

Hawaii State Tax Form (HW-4) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address http://bach/en-us/empowerment.asp?FormID=FrmiHW4&CompanyName=live

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Hawaii State Tax Form (HW-4)

To change your withholding information, enter the following information and click **Save**. If your address has changed, please make sure to complete the Change of Address page.

Effective Date of Change *

First Name *

Middle Initial

Last Name *

Home Address *

City *

State *

Zip Code *

Social Security Number (with dashes) *

Current Marital Status M

Change marital status to

Current allowances withheld 2

Change allowances withheld to

Current additional amount withheld

Change additional amount withheld to

Agreement Section

I declare, under the penalties set forth in section 231-36, HRS that I have correctly indicated my marital status on this certificate does not exceed the number to which I am entitled.

By clicking on the Save button below, you have verified that the statement above is correct.

Save Cancel Return to Self Service Main Page

Make your changes here.

Change marital status to

Click on the ▼ symbol to select Single or Married.

Change allowances withheld to

Type in the number of allowances you want to claim.

Change additional amount withheld to

If you wish to have an additional dollar amount withheld from each pay check, enter a dollar amount here. Otherwise, leave it blank.

When you are done making your change(s), click on the Save button at the bottom of the screen.

Topic 6: Earned Income Tax Credit Form (W-5)

The next link that appears under the Payroll & Tax Information area is Earned Income Credit.



- [Earnings Statements](#)
- [Direct Deposits](#)
- [Check Calculations](#)
- [Federal Tax Form \(W-4\)](#)
- [Hawaii State Tax Form \(HW-4\)](#)
- [Earned Income Credit](#)
- [Contact for Payroll Questions](#)

When you click on this link, a new window will open that will allow you to update your Earned Income Credit information. For more information about this credit, you should consult with a tax advisor or financial consultant.

Earned Income Credit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://bach/en-us/empowerment.asp?FormID=frmEarnedIncomeCredit&CompanyName=live

Ceridian Self-Service

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Earned Income Credit (Form W-5) for 2006

If you are eligible to get advance EIC payments, fill in the 2006 Form W-5. You may have only one Form W-5 in effect at one time. If you and your spouse are both employed, you should file separate Forms W-5. If you get advance payments, you must file a 2006 Form 1040 or 1040A income tax return. An * indicates that the field is required.

Note: This Form W-5 expires on December 31, 2006. If you are eligible to get advanced EIC payments for 2007, you must file a new Form W-5 next year.

Earned Income Credit

For specific information regarding Earned Income Credit (Form W-5) or to read the detailed Form W-5 with "Instructions" and "Questions to See if You May Be Able to Claim the EIC for 2006", click on the links below:

- [Link to IRS site for Form W-5 Info](#)
- [Link to Full Copy IRS Form W-5](#)

To learn more about this credit, click on one of these links and you will be directed to the IRS website.

Personal Information

Employee Number	24001
Employee Name	
Social Security Number	000000003
HPH Payroll Entity	ZZZ
Department	

IRS Requirements

Note: If you get advance payments of the earned income credit for 2006, you must file a 2006 income tax return. To get advance payments, you must have a qualifying child and you filing status must be any status except married filing a separate return.

I expect to have a qualifying child and be able to claim the earned income credit for 2006 using that child.
I do not have another Form W-5 in effect with any other employer, and I choose to get advance EIC payments.
Select the status that shows your expected filing status for 2006:
If you are married, does your spouse have a Form W-5 in effect for 2006 with any employer?

Check any of these boxes that applies to you.

☐ ☐
☐ ☐
☒ Single
☐ ☐

Done

Start | Inboxes - Microsoft ... | HPH HERO User G... | Earned Income ... | Ceridian Applicatio...

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Topic 7: Contact Payroll for Questions

The next link that appears under the Payroll & Tax Information area is Contact for Payroll Questions.



- [Earnings Statements](#)
- [Direct Deposits](#)
- [Check Calculations](#)
- [Federal Tax Form \(W-4\)](#)
- [Hawaii State Tax Form \(HW-4\)](#)
- [Earned Income Credit](#)
- [Contact for Payroll Questions](#)

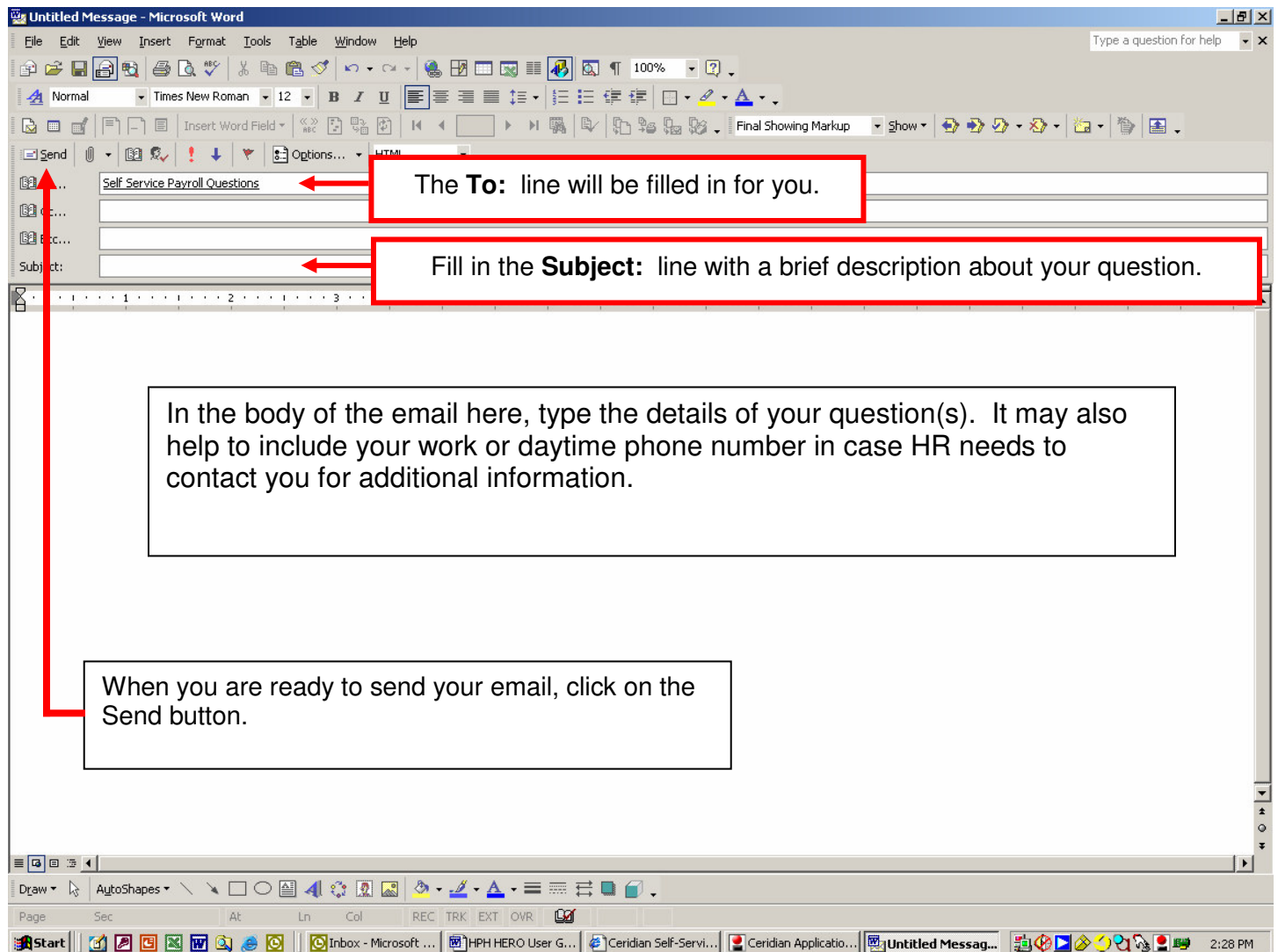
When you click on this link, a new window will open for your email program such as Outlook. You will need to complete the **Add an Email Address** step (Module 2, Topic 8) in order to be able to use this function.

Use this feature to communicate with the Payroll department whenever you have questions about:

- Your hours and earnings
- Voluntary charitable deductions such as Aloha United Way
- Direct deposit
- Withholding information
- W-2 Statement of Earnings

For questions about **benefit deductions**, contact Benefits at HRBenefitsQuestions@kapiolani.org or call 535-7555 (Oahu), 245-1158 (Kauai)

This is an example of the Outlook email program that will open. The **To:** address line will be automatically filled in with “Self Service Payroll Questions”. You may fill in the **Subject** line with a brief description about your question.



Module 4

Maintaining Benefits Information

In This Module

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How to view Current Benefits Statement	87
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Overview

This module describes the Benefits options that are available on the Self-Service home page. This area provides links that allow you to do the following tasks online:

- View a summary of your current benefit elections
- View your detailed benefits statement
- Update your group life beneficiary information
- Update your dependent's student status
- Elect or cancel Bus Pass deduction (*Oahu only*)

Objectives

After completing this module, you should be able to:

- View your current benefit elections
- Review and print your current detailed benefits statement
- Update your group life beneficiaries
- Update your dependent's student status (age 19 through 24)
- Contact a Benefits representative via email with questions

Topic 1: Benefits Summary

The first link that appears under the Benefits Information area is Benefits Summary.



Benefits

- [Benefits Summary](#)
- [Current Benefits Statement](#)
- [Pacific Guardian Life - Beneficiary Designation](#)
- [Student Certification](#)
- [Bus Pass Election/Cancellation](#)
- [Contact for Benefits Questions](#)

When you click on this link, a new window will open and the Benefits Summary page appears. In this summary you are able to view:

- Benefit plans you elected
- Coverage levels of the benefit plans you elected
- Your monthly cost share of the benefits you elected
- Your annual cost share

You may be able to view a history of your past benefit elections and costs. Historical information is available beginning from the pay check dated **9/16/2005**.

How to view Benefits Summary information

This will display a summary of your current benefits as of “today’s” date.

Benefits Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address <http://bach/en-us/empowerment.asp?FormID=frmbenefitssummary&CompanyName=live> Go

Ceridian Self-Service

Home | Tutorial | Help | Logout |

Benefits Summary

This is a summary of your benefits as of

To display your historical or future benefits information, change the date and click **Refresh**. To display plan and coverage information, if available, click the benefit.

Benefit	Coverage	Tax	Per Pay Period Cost	Annual Cost
HMSA HMO	Family	Before	+\$105.99	(\$1,271.88)
Dental Insurance	Family	Before	+\$21.76	(\$261.12)
Basic LTD 50K	50000	After	(\$0.00)	(\$0.00)
Basic Group Life ADD Insurance	110000	After	(\$0.00)	(\$0.00)
Opt Dep Life Ins 2	35000	After	+\$7.55	(\$90.60)
Opt AD and D Family	200000	Before	+\$8.00	(\$96.00)
Opt Grp 3X	165000	After	+\$16.50	(\$198.00)
Total:			+\$159.80	(\$1,917.60)

[Display a printable benefits statement as of 3/31/2006.](#)

This is an explanation of the information provided on this screen.

Benefit
This is a brief description of the benefit you elected.

Coverage
This is the coverage level of the benefit you elected.

Tax
This tells you whether the deduction is Before Tax or After Tax

Per Pay Period Cost
Note: This is actually your MONTHLY cost that is deducted from the 2nd paycheck of the month, once a month.

Annual Cost
This is the “Per Pay Period Cost” amount multiplied by 12 months.

You may view past history of your benefit elections and cost. The oldest date that is available is for the pay check dated **9/16/2005**. If you enter a date prior to 9/16/2005, the information displayed may not be accurate.

Benefits Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Copy Paste

Address http://bach/en-us/empowerment.asp?FormID=frmbenefitssummary&CompanyName=live

Ceridian Self-Service

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Hawaii Pacific Health
Employees • Full Member • Standby • Workers

To view a snapshot for a different date

This is a summary of your benefits as of

To display your historical or future benefits information, change the date and click **Refresh**. To display plan and coverage information, if available, click the benefit.

Benefit			Annual Cost
HMSA HMO			(\$1,271.88)
Dental Insurance			(\$261.12)
Basic LTD 50k			(\$0.00)
Basic Group Life ADD Insurance			(\$0.00)
Opt Dep Life Ins 2			(\$90.60)
Opt AD and D Family			(\$96.00)
Opt Grp 3X	165000	After	+\$16.50
Total:			+\$159.80 (\$1,917.60)

Display a printable benefits statement as of 3/31/2006.

When you are done viewing, click on the **Cancel** button at the bottom.

Done

Start | Inbox - ... | HPH HE... | Benefit... | Ceridia... | Ceridia... | Ceridia... | UserGuide

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Topic 2: Current Benefits Statement

The next link that appears under the Benefits Information area is Current Benefits Statement.



Benefits

- [Benefits Summary](#)
- [Current Benefits Statement](#)
- [Pacific Guardian Life - Beneficiary Designation](#)
- [Student Certification](#)
- [Bus Pass Election/Cancellation](#)
- [Contact for Benefits Questions](#)

When you click on this link, a new window will open and the Benefits Statement page appears. On this screen you are able to view and print more details on about your current benefits such as:

- Dependents who are covered under your medical and/or dental coverage
- Personal Care Physician (PCP) information for yourself and covered dependents

Note: PCP information displayed here may not reflect any recent change you made directly with HMSA. If you wish to change your PCP, you MUST call HMSA directly at 948-6372.

How to view Current Benefits Statement

This is a sample of the screen you will see.

Benefits Statement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Copy Paste

Address http://bach/en-us/empowerment.asp?FormID=frmbenefitstatement&CompanyName=live Go

Ceridian Self-Service

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Benefits Statement

This is a statement of your benefit elections as of 3/31/2006. Review the information carefully. If you have any questions, contact your benefit administrator.

Personal Information

Social Security Number	000-00-0003	Date As Of	3/31/2006
Name	Day, Sunny	Birth Date	12/20/1973
Address	55 Merchant St 23rd Floor Honolulu, HI 96813	Hire Date	4/24/2000

Benefits

You have no elected benefits.

Summary

	Per Pay	Annual
Total Credits	+\$0.00	+\$0.00
Total Before Tax Cost	+\$0.00	+\$0.00
Total After Tax Cost	+\$0.00	+\$0.00
Total Cost	+\$0.00	+\$0.00

[Cancel](#) [Printable Copy](#)

If you would like to print this statement, click on the **Printable Copy** button.

When you are done viewing, click on the **Cancel** button.

Inbox - Microsoft Outlook HPH HERO User Guide (re...) Benefits Statement - ... Local intranet 4:03 PM

After you click on the **Printable Copy** button, a new window will appear on the same page.

Benefits Statement - Microsoft Internet Explorer

Address: <http://bach/en-us/empowerment.asp?FormID=fmbenefitstatement&CompanyName=live>

Personal Information

Social Security Number	000-00-0003	Date As Of	3/31/2006
Name	Day, Sunny	Birth Date	12/20/1973
Address	55 Merchant St 23rd Floor Honolulu, HI 96813	Hire Date	4/24/2000

Benefits

You have no elected benefits.

Summary

	Per Pay	Annual
Total Credits	+\$0.00	+\$0.00
Total Before Tax Cost	+\$0.00	+\$0.00
Total After Tax Cost	+\$0.00	+\$0.00
Total Cost	+\$0.00	+\$0.00

Print ← Click on the **Print** button to begin printing your Benefit Statement.

Cancel **Printable Copy**

Done Local intranet

Start | Inbox - Microsoft Outlook | HPH HERO User Guide (r...) | Benefits Statement - Mic... | Benefits Statement - ... | 4:16 PM

When you are done printing, you will return to this screen. Click on the **Cancel** button at the bottom to close this window.

Benefits Statement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://bach/en-us/empowerment.asp?FormID=frmbenefitstatement&CompanyName=live

Ceridian Self-Service

Home | Tutorial | Help | Logout

Benefits Statement

This is a statement of your benefit elections as of 3/31/2006. Review the information carefully. If you have any questions, contact your benefit administrator.

Personal Information

Social Security Number	000-00-0003	Date As Of	3/31/2006
Name	Day, Sunny	Birth Date	12/20/1973
Address	55 Merchant St 23rd Floor Honolulu, HI 96813	Hire Date	4/24/2000

Benefits

You have no elected benefits.

Summary

	Per Pay	Annual
Total Credits	+\$0.00	+\$0.00
Total Before Tax Cost	+\$0.00	+\$0.00
Total After Tax Cost	+\$0.00	+\$0.00
Total Cost	+\$0.00	+\$0.00

Cancel **Printable Copy**

Click on this **Cancel** button to close the window.

Local intranet

box - Microsoft Outlook HPH HERO User Guide (re...) Benefits Statement - ... 4:03 PM

Topic 3: Pacific Guardian Life – Update Beneficiaries

The next link that appears under the Benefits Information area is Pacific Guardian Life-Beneficiary Designation.



Benefits

- [Benefits Summary](#)
- [Current Benefits Statement](#)
- [Pacific Guardian Life - Beneficiary Designation](#)
- [Student Certification](#)
- [Bus Pass Election/Cancellation](#)
- [Contact for Benefits Questions](#)

When you click on this link, a new window will open and you will be able to update your beneficiary information for your Group Life and Accidental Death and Dismemberment (AD&D) insurance. Your E-signature will be accepted. This means you don't need to send a form to Human Resources.

How to Update Pacific Guardian Life Beneficiary Designation

Beneficiary Designation - Main Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://bach/en-us/empowerment.asp?FormID=FrmPGLMain&CompanyName=live>

Beneficiary Designation - Pacific Guardian Life

To designate the beneficiary of your life insurance proceeds please choose **one (1)** of the following forms based on the type of beneficiary(ies) you wish to designate.

[Designate Beneficiary\(ies\)](#)
Choose this form to designate and individual(s) or organization to receive your life insurance proceeds. This form allows you to designate up to 4 primary and 4 contingent beneficiaries. If you need to add more beneficiaries, you must also complete the Additional Beneficiaries form below.

[Additional Beneficiaries Form](#)
Use this form to add those beneficiaries. You must submit this form after completing the Designate Beneficiary(ies) form.

OR

[Designate Trust\(ee\)](#)
Choose this form if you plan to have your insurance proceeds distributed through a Trust. Your Trust(ee) will be held fully responsible for the application for and disposition of the life insurance proceeds. This section should only be used if you have a legally drawn inter vivos trust agreement or an appropriate Trust(ee) is designated under your Last Will and Testament.

An inter vivos trust is a trust established during the life of the trustor (the person who creates the trust) for the benefit of the trustor or other living persons.

[Cancel](#)

There are two ways you can designate a beneficiary.

1. Provide name(s), address, and birth date of individual(s).
2. Name a Trust Agreement.

If you wish to name individuals as your beneficiary, fill in this screen with the information needed. This screen has space for up to four names.

Beneficiary Designation-Pacific Guardian Life

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Beneficiary Designation-Pacific Guardian Life

Beneficiary Designation-Pacific Guardian Life

Group Policy Number 40488-100

Effective Date * **Step 1**
Fill in effective date.

Social Security Number 000000003

In accordance with the conditions of the Group Policy listed above, I hereby revoke any previous designations of primary beneficiary(ies)(if any) in the event of my death, the following:

Primary Beneficiary Designation

Beneficiary 1 Name (Last, First, MI) **Step 2**
Fill in name of beneficiary.

Relationship **Beneficiary**

Birth Date **Step 3**
Fill in birth date, address, and percentage this beneficiary should receive.

Address (Street, City, State, Zip)

Share (Indicate %)

Beneficiary 2 Name (Last, First, MI)

Relationship **Beneficiary**

Birth Date

Address (Street, City, State, Zip)

Share (Indicate %)

Beneficiary 3 Name (Last, First, MI)

Relationship **Beneficiary**

You may also name Contingent Beneficiaries in case something happens to the Primary Beneficiary. This is optional.

Beneficiary Designation-Pacific Guardian Life - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Print Copy Paste

Address <http://bach/en-us/empowerment.asp?FormID=FrmPGLBeneficiaryDesig&CompanyName=live> Go

In the event said primary beneficiary(ies) predecease(s) me, I designate as contingent beneficiary(ies):

Contingent Beneficiary(ies)

Contingent Beneficiary(ies)

Contingent 1 Name (Last, First, MI)

Relation **Beneficiary**

Birth Date

Address (Street, City, State, Zip)

Share (Indicate %)

Contingent 2 Name (Last, First, MI)

Relation **Beneficiary**

Birth Date

Address (Street, City, State, Zip)

Share (Indicate %)

Contingent 3 Name (Last, First, MI)

Relation **Beneficiary**

Birth Date

Address (Street, City, State, Zip)

Share (Indicate %)

Contingent 4 Name (Last, First, MI)

Relation **Beneficiary**

Birth Date

Address

Share (Indicate %)

I need to add more contingent beneficiaries ☐

Payment will be made in equal shares or all to the survivor unless otherwise indicated.

If no beneficiary or contingent beneficiary designated shall be living following my death, the amount payable by reason of my death shall be payable as provided in the Group Policy.

Done Local intranet

Start | Inbox - Microsoft Outlook | HPH HERO User Guide (re...) | Beneficiary Designatio... 4:33 PM

Other options include naming Unborn Children and special instructions in the event of a Common Disaster. These are optional.

Beneficiary Designation-Pacific Guardian Life - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://bach/en-us/empowerment.asp?FormID=FrmPGLBeneficiaryDesign&CompanyName=live> Go

Relation **Beneficiary**

Birth Date

Address


Share (Indicate %)

I need to add more contingent beneficiaries ☐

Payment will be made in equal shares or all to the survivor unless otherwise indicated.


If no beneficiary or contingent beneficiary designated shall be living following my death, the amount payable by reason of my death shall be payable as provided in the Group Policy.

Optional Elections (please check box(es) if desired)

Unborn Child(ren) ☐ 

Any Child(ren) designated as contingent beneficiary(ies) born of the marriage of my said spouse (primary beneficiary), with me, who shall be then living, in equal shares, or all to the survivor.

It is understood and agreed that all decisions upon questions of fact, which are made in good faith by Pacific Guardian Life Insurance Company in determining unnamed contingent beneficiaries hereby designated and which are based on proof by affidavit or other written evidence satisfactory to it, shall be conclusive and shall fully protect Pacific Guardian Life Insurance Company in acting in reliance thereon.

Common Disaster ☐ 

The amount payable by reason of my death shall be paid to my primary beneficiary(ies), or contingent beneficiary(ies), as applicable, only if such beneficiary(ies), is(are) living at the expiration of 24 hours following my death.

I reserve the right to change the designated beneficiary(ies) at any time without (his/her/their) consent.

Name of Insured


Street Address

City


State

Zip Code

Daytime Phone Number

You must fill in your personal information. 

Save Cancel



Click on the Save button when you are done.

Done outlook HPH HERO User Guide (re...) Beneficiary Designatio... Local intranet 4:34 PM

Beneficiary Designation - Main Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://bach/en-us/empowerment.asp?FormID=FrmPGLMain&CompanyName=live

Ceridian Self-Service

Home | Tutorial | Help | Logout

Beneficiary Designation - Pacific Guardian Life

To designate the beneficiary of your life insurance proceeds please choose **one (1)** of the following forms based on the type of beneficiary(ies) you wish to designate.

[Designate Beneficiary\(ies\)](#)
Choose this form to designate an individual(s) or a trust as beneficiary(ies). You may designate up to 4 primary and 4 contingent beneficiaries. If you need to add more beneficiaries, click on this link for **Additional Beneficiaries Form**.

[Additional Beneficiaries Form](#)
Use this form to add those beneficiaries that you wish to designate using the Designate Beneficiary(ies) form.

OR

[Designate Trust\(ies\)](#)
Choose this form if you plan to have your insurance proceeds payable to a trust. This section should only be used if you have a legally drawn inter vivos trust agreement or an appropriate Trust(ies) is designated under your Last Will and Testament.

An inter vivos trust is a trust established during the life of the trustor (the person who creates the trust) for the benefit of the trustor or other living persons.

[Cancel](#)

Additional Beneficiaries - Pacific Guardian Life - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://bach/en-us/empowerment.asp?FormID=FrmPGLAddtlBeneficiary&CompanyName=live

Ceridian Self-Service

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Additional Beneficiaries - Pacific Guardian Life

Additional Beneficiaries - Pacific Guardian Life

Employee Name
In accordance with the conditions of the Group Policy listed above, I hereby revoke any previous designations of primary beneficiary(ies) (if any) in the event of my death, the following:

Additional Primary Beneficiaries

Name (Last, First, MI)	<input type="text"/>
Relationship	<input type="text" value="Beneficiary"/>
Birth Date	<input type="text"/>
Address(Street, City, State, Zip)	<input type="text"/>
Share (Indicate %)	<input type="text"/>
Name (Last, First, MI)	<input type="text"/>
Relationship	<input type="text" value="Beneficiary"/>
Birth Date	<input type="text"/>
Address(Street, City, State, Zip)	<input type="text"/>
Share (Indicate %)	<input type="text"/>
Name (Last, First, MI)	<input type="text"/>
Relationship	<input type="text" value="Beneficiary"/>
Birth Date	<input type="text"/>
Address (Street, City, State, Zip)	<input type="text"/>

Fill in this section for each additional beneficiary. When you are done, click on the **Save** button at the bottom of the screen.

Naming a Trust Agreement as your beneficiary.

Trustee Designation-Pacific Guardian Life - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Copy Paste

Address http://bach/en-us/empowerment.asp?FormID=FrmPGLTrusteeDesig&CompanyName=live

Ceridian Self-Service

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Trust(ee) Designation-Pacific Guardian Life

Trustee Designation-Pacific Guardian Life

Effective Date **Step 1**
Fill in the effective date.

Social Security Number 000000003

If you wish to name a Trust(ee) as beneficiary, choose and complete **one (1)** of the two Trust(ee) Designations.

Trust(ee) Designation ☐ **Step 2**
Click on this box.

Choose this option by clicking on the box above if the trust is (1) the name and address of the Trust(ee); (2) the Title of the Agreement; and (3) the date of its execution.

NOTE: AN INTER VIVOS TRUST MUST BE A LEGALLY DRAWN AGREEMENT. It is a trust established during the life of the trustor (the person who creates the trust) for the benefit of the trustor or other living persons.

Name of Trustee(s) **Step 3**
Fill in the Name of the Trustee and address.

Address (Street, City, State, Zip)

And successor(s) in trust, as Trustee(s) under

Title of Agreement **Step 4**
Fill in the Title of the Trust Agreement and Date of the Agreement.

Date of Agreement

executed by me and said Trustee(s).

Pacific Guardian Life Insurance Company shall not be responsible for the application or disposition of the proceeds by said Trustee(s), and the receipt of the proceeds by said Trustee(s) shall be full discharge of the liability of Pacific Guardian Life Insurance Company under the Group Policy.

It is understood and agreed, however, that if Pacific Guardian Life Insurance Company receives proof satisfactory to it that the aforesaid trust has been revoked or is not effect at my death, the beneficiary shall be **My Estate**, and the payment to my legal representative based on such proof shall be full discharge of liability of Pacific Guardian Life Insurance Company under the Group Policy.

OR

Done

Start | Inbox - Microsoft Outlook | HPH HERO User Guide (re...) | Trustee Designation-P...

Local intranet 4:35 PM

And successor(s) in trust, as Trustee(s) under

Title of Agreement

Date of Agreement

executed by me and said Trustee(s).

Pacific Guardian Life Insurance Company shall not be responsible for the application or disposition of the proceeds by said Trustee(s), and the receipt of the proceeds by said Trustee(s) shall be full discharge of the liability of Pacific Guardian Life Insurance Company under the Group Policy.

It is understood and agreed, however, that if Pacific Guardian Life Insurance Company receives proof satisfactory to it that the aforesaid trust has been revoked or is not effect at my death, the beneficiary shall be **My Estate**, and the payment to my legal representative based on such proof shall be full discharge of liability of Pacific Guardian Life Insurance Company under the Group Policy.

OR

Trust(ee) (Under Will) Design ☐

Choose this option by clicking on the box above if you wish to make a Trust(ee) under Will Designation.

NOTE: A TRUST(EE) UNDER WILL (OR TESTAMENTARY TRUST(EE)) MUST BE ESTABLISHED UNDER THE LEGALLY DRAWN LAST WILL AND TESTAMENT OF THE INSURED.

The trust(ees) under any last Will and Testament of mine as shall be admitted to probate.

If for any reason whatsoever, no Trust(ee) under any such last Will and Testament shall be duly appointed, I hereby designate **My Estate** as beneficiary and any payment made in good faith to the legal representative of my estate shall be full discharge of the liability of Pacific Guardian Life Insurance Company under the Group Policy.

I reserve the right to change the designated beneficiary(ies) at any time without (his/her/their) consent.

Name of Insured

Street Address

City

State

Zip Code

Daytime Phone Number

Save Cancel

Done

Start | Inbox - Microsoft Outlook | HPH HERO User Guide (re...) | Trustee Designation-P...

Local intranet 4:35 PM

When you are done, click on the **Save** button.

You will return to this screen. Click on the **Cancel** button at the bottom of the screen to close this window.

The screenshot shows a web browser window titled "Beneficiary Designation - Main Page - Microsoft Internet Explorer". The address bar shows the URL: <http://bach/en-us/empowerment.asp?FormID=FrmPGLMain&CompanyName=live>. The page header includes the "Ceridian Self-Service" logo and the "Hawaii Pacific Health" logo. Below the header, there is a navigation bar with links: "Home | Tutorial | Help | Logout". The main content area is titled "Beneficiary Designation - Pacific Guardian Life".

To designate the beneficiary of your life insurance proceeds please choose **one (1)** of the following forms based on the type of beneficiary(ies) you wish to designate.

[Designate Beneficiary\(ies\)](#)
Choose this form to designate an individual(s) or organization to receive your life insurance proceeds. This form allows you to designate up to 4 primary and 4 contingent beneficiaries. If you need to add more beneficiaries, you must also complete the Additional Beneficiaries form below.

[Additional Beneficiaries Form](#)
Use this form to add those beneficiaries that you were unable to include in the form above. You must submit this form after completing the Designate Beneficiary(ies) form.

OR

[Designate Trust\(ee\)](#)
Choose this form if you plan to have your insurance proceeds distributed through a Trust. Your Trust(ee) will be held fully responsible for the application for and disposition of the life insurance proceeds. This section should only be used if you have a legally drawn inter vivos trust agreement or an appropriate Trust(ee) is designated under your Last Will and Testament.

An inter vivos trust is a trust established during the life of the trustor (the person who creates the trust) for the benefit of the trustor or other living persons.

Cancel ←

The taskbar at the bottom shows the Start button, several application icons, and open windows: "Inbox - Microsoft Outlook", "HPH HERO User Guide (re...", and "Beneficiary Designatio...". The system clock shows 4:35 PM.

Topic 4: Student Certification Form

The next link that appears under the Benefits Information area is Student Certification.



Benefits

- [Benefits Summary](#)
- [Current Benefits Statement](#)
- [Pacific Guardian Life - Beneficiary Designation](#)
- [Student Certification](#)
- [Bus Pass Election/Cancellation](#)
- [Contact for Benefits Questions](#)

When you click on this link, a new window will open and you will be able to update your dependent's student status online. You do not need to send a form to Human Resources.

Note: You must complete the Student Certification each year during Open Enrollment in order to continue coverage for your dependent under your medical/and or dental plan(s).

How to update dependent student status

Hawaii Pacific Health Student Certification - Microsoft Internet Explorer

Address: https://hero.hawaiipacifichealth.org/en-us/empowerment.asp?FormID=frmHPHStudentCertification&CompanyName=live

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Hawaii Pacific Health

Fill in complete information for each dependent

Hawaii Pacific Health Student Certification

Employee Name
Employee Social Security Number 000000003

Dependent Information:

Dependent 1 - Name (First, Last)
Dependent 1 - Social Security Number (no dashes/slashes)
Dependent 1 - Birth Date (mm/dd/yyyy)
Dependent 1 - Name of School
Date start/return to school (mm/dd/yyyy)

Dependent 2 - Name (First, Last)
Dependent 2 - Social Security Number (no dashes/slashes)
Dependent 2 - Birth Date (mm/dd/yyyy)
Dependent 2 - Name of School
Date start/return to school (mm/dd/yyyy)

Dependent 3 - Name (First, Last)
Dependent 3 - Social Security Number (no dashes/slashes)
Dependent 3 - Birth Date (mm/dd/yyyy)
Dependent 3 - Name of School

Your name and social security number will appear here.

Fill in the information for each dependent (age 19 through 24 **and** unmarried)

- Name
- Social Security Number
- Birth date
- Name of School
- Date start/return to school

Hawaii Pacific Health Student Certification - Microsoft Internet Explorer

Address: https://hero.hawaiipacifichealth.org/en-us/empowerment.asp?FormID=frmHPHStudentCertification&CompanyName=live

Dependent 2 - Name (First, Last)
Dependent 2 - Social Security Number (no dashes/slashes)
Dependent 2 - Birth Date (mm/dd/yyyy)
Dependent 2 - Name of School
Date start/return to school (mm/dd/yyyy)

Dependent 3 - Name (First, Last)
Dependent 3 - Social Security Number (no dashes/slashes)
Dependent 3 - Birth Date (mm/dd/yyyy)
Dependent 3 - Name of School
Date start/return to school (mm/dd/yyyy)

HMSA-PPD / HMSA-HPH:

I certify that my above named dependent child, who is listed as a dependent under my HMSA Agreement, is unmarried, wholly dependent upon me, and registered as a full-time student at the above named educational institution.

I understand and agree that: Subject to the terms of the medical plan policy indicated above, coverage for the above named child is extended after the child attains the age of 19, provided that the child is wholly dependent upon the member, is unmarried, is a legal resident of Hawaii, and is enrolled in an educational institution (such as high school, college, junior college, university, trade school, business school, or industrial educational center) for not less than the minimal number of credit hours required by such educational institution for full-time students.

I further understand that the provisions hereof shall apply only upon approval by my employer's authorized representative on my behalf, and that this Student Certification must be renewed annually or as required by HMSA. If my child is no longer eligible for coverage as a student on my plan, I will report ineligible status to my employer or HMSA immediately.

Hawaii Dental Service (HDS):

The above named unmarried dependent child of the Subscriber, between the age of 19 and the age limitation set forth in the Plan Agreement, is chiefly dependent upon the Subscriber for support and is registered as a full-time student in an accredited school, college, or university.

It is understood that this dependent shall no longer remain eligible for coverage under group plan if full-time status ceases or if the dependent is no longer dependent on the Subscriber for maintenance and support. The dependent shall not lose coverage because of interim part-time or summer employment.

The provisions of this Certification shall be applicable only upon approval by my employer's authorized representative on my behalf, which affirms that such dependent is in regular attendance at such qualified institution and therefore shall continue to be enrolled as a dependent of the Subscriber.

Save Cancel Return to Home Page

When you are done, click on the **Save** button at the bottom of the screen.

Topic 5: Bus Pass Election/Cancellation Form

(This option is for Oahu only)

The next link that appears under the Benefits Information area is Bus Pass Election/Cancelaton.



Benefits

- [Benefits Summary](#)
- [Current Benefits Statement](#)
- [Pacific Guardian Life - Beneficiary Designation](#)
- [Student Certification](#)
- [Bus Pass Election/Cancelation](#)
- [Contact for Benefits Questions](#)

When you click on this link, a new window will open and you will be able to elect or cancel the Bus Pass deduction.

Note: You must complete this form online by the 15th of the month prior to the month that you wish to start or stop the bus pass deduction.

Example: To cancel for July, complete this form by June 15.

How to start or stop Bus Pass deduction

Step 1

- Type in your name and employee number.
- Click on the ▼ symbol to select either **HPH/Kapiolani** or **Straub**.
- Type in your work or daytime phone number.

Step 2

- Click on the ▼ symbol to select **Elect** or **Cancel**.
- Click on the ▼ symbol to select a month.

Step 3

- Click on the ▼ symbol to select \$35.00 or \$40.00.

Note: \$35 is not available to you if you have a parking deduction.

Step 4

Click on this box if you would like the bus pass deduction taken pre-tax.

Step 5

When you are done, click on the **Save** button at the bottom of the screen.

Topic 6: Contact Benefits for Questions

The next link that appears under the Benefits Information area is Contact for Benefits Questions.



Benefits

- [Benefits Summary](#)
- [Current Benefits Statement](#)
- [Pacific Guardian Life - Beneficiary Designation](#)
- [Student Certification](#)
- [Bus Pass Election/Cancellation](#)
- [Contact for Benefits Questions](#)

When you click on this link, a new window will open for your email program such as Outlook. You will need to complete the **Add an Email Address** step (Module 2, Topic 8) in order to be able to use this function.

The screenshot shows the Microsoft Word interface for creating an email. Red callout boxes provide instructions for the 'To', 'Subject', and 'Send' fields. The 'To' field is labeled 'Self Service Benefits Questions'. The 'Subject' field is empty. The 'Send' button is located in the top left corner of the message area.

The **To:** line will be filled in for you.

Fill in the **Subject:** line with a brief description about your question.

In the body of the email here, type the details of your question(s). It may also help to include your work or daytime phone number in case HR needs to contact you for additional information.

When you are ready to send your email, click on the Send button.

Module 5

Company Information

In This Module

- Topic 1: Career Opportunities
 - How to view current Company Job Postings.....106
- Topic 2: Company Document Search
 - How to search for Company Documents – *this feature is under development*

Topic 1: Career Opportunities

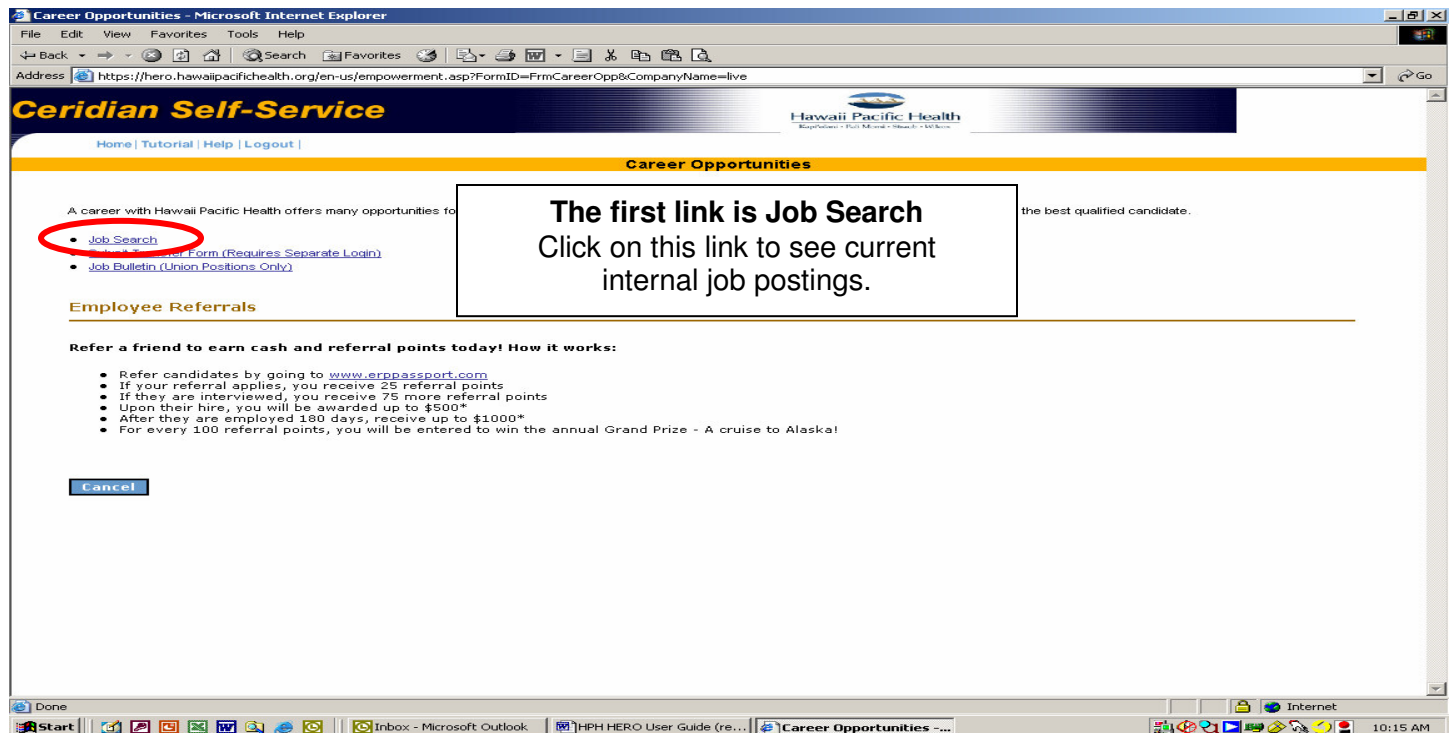
The first link that appears under the Company Information area is Career Opportunities.



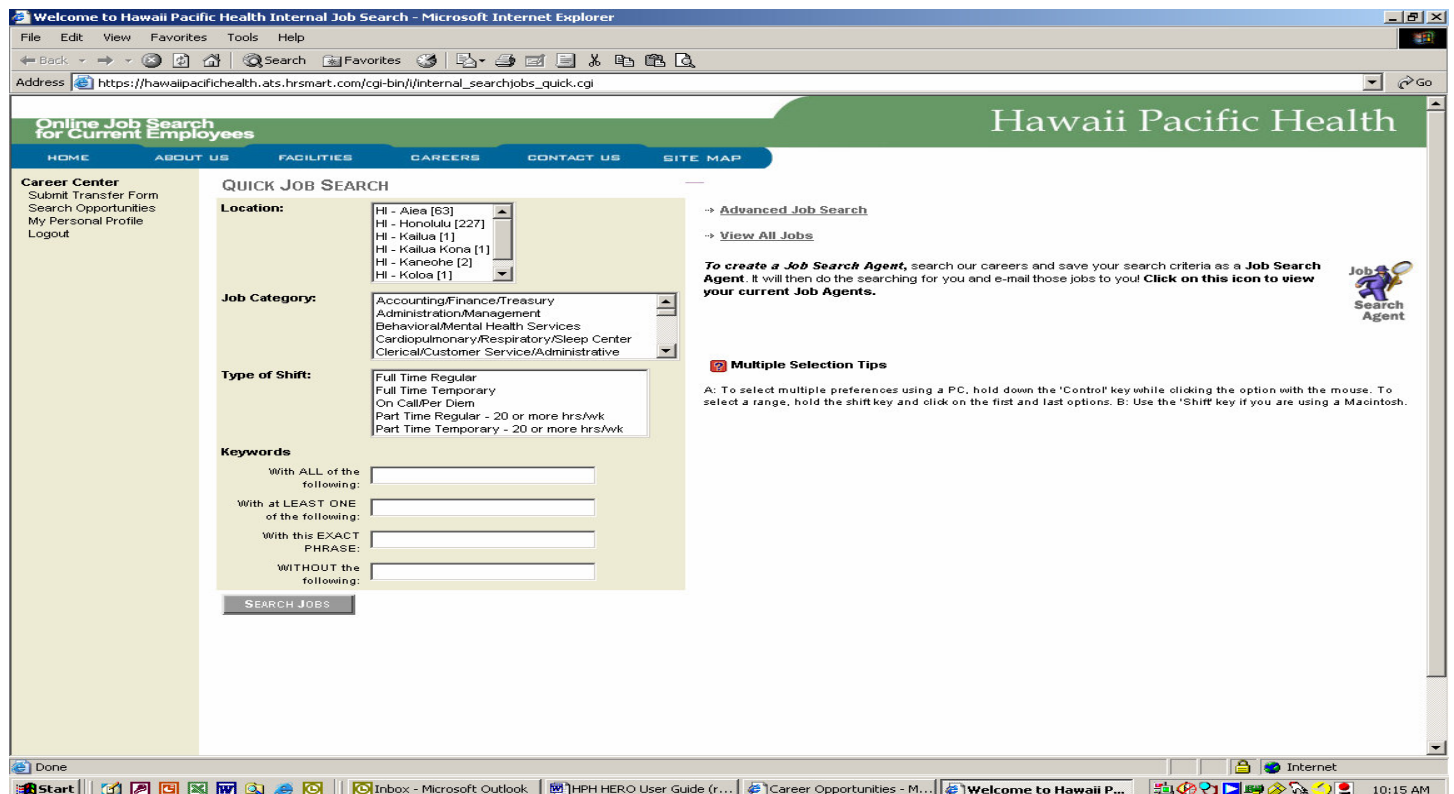
- [Career Opportunities](#)
- [Company Document Search](#)

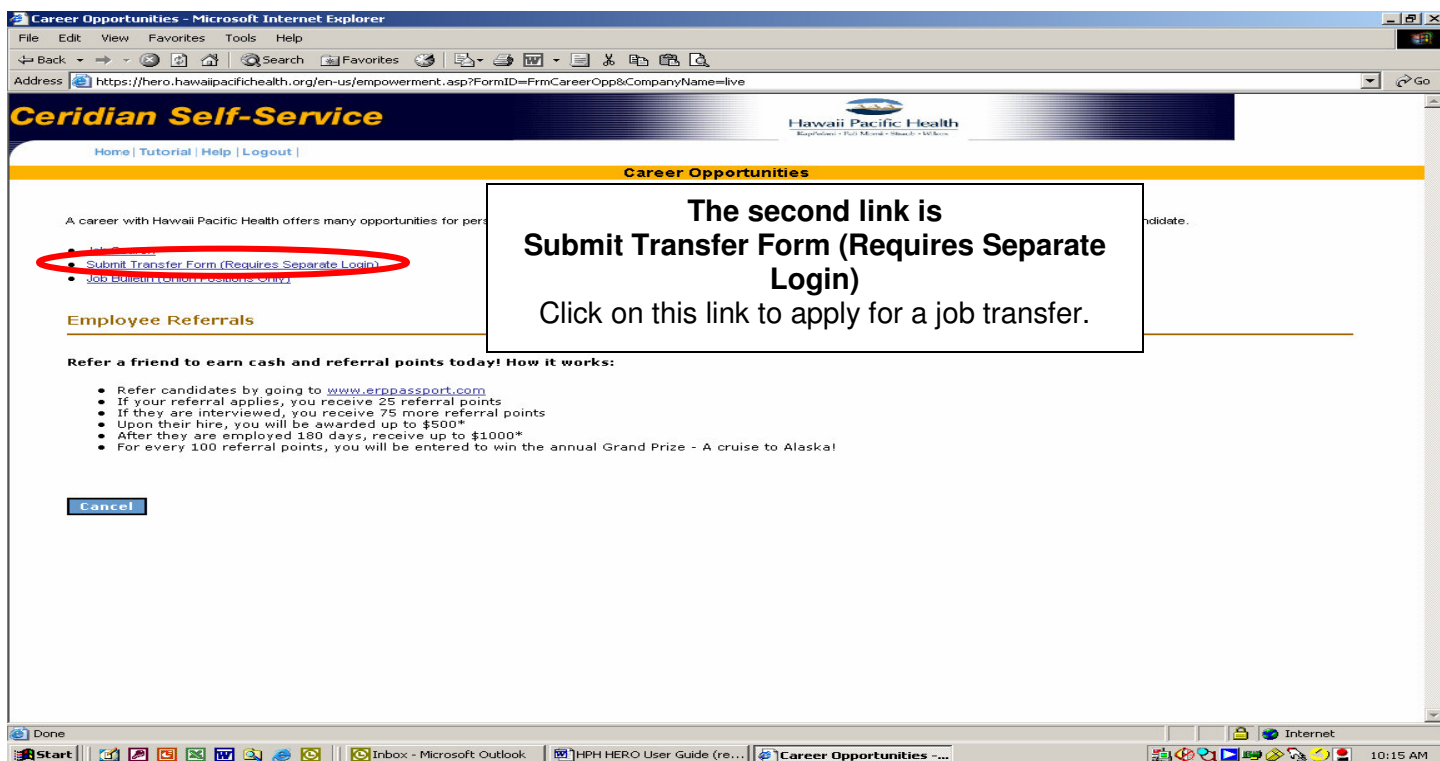
When you click on this link, a new window will open and you will be able to search for current internal job postings.

How to view current Company Job Postings

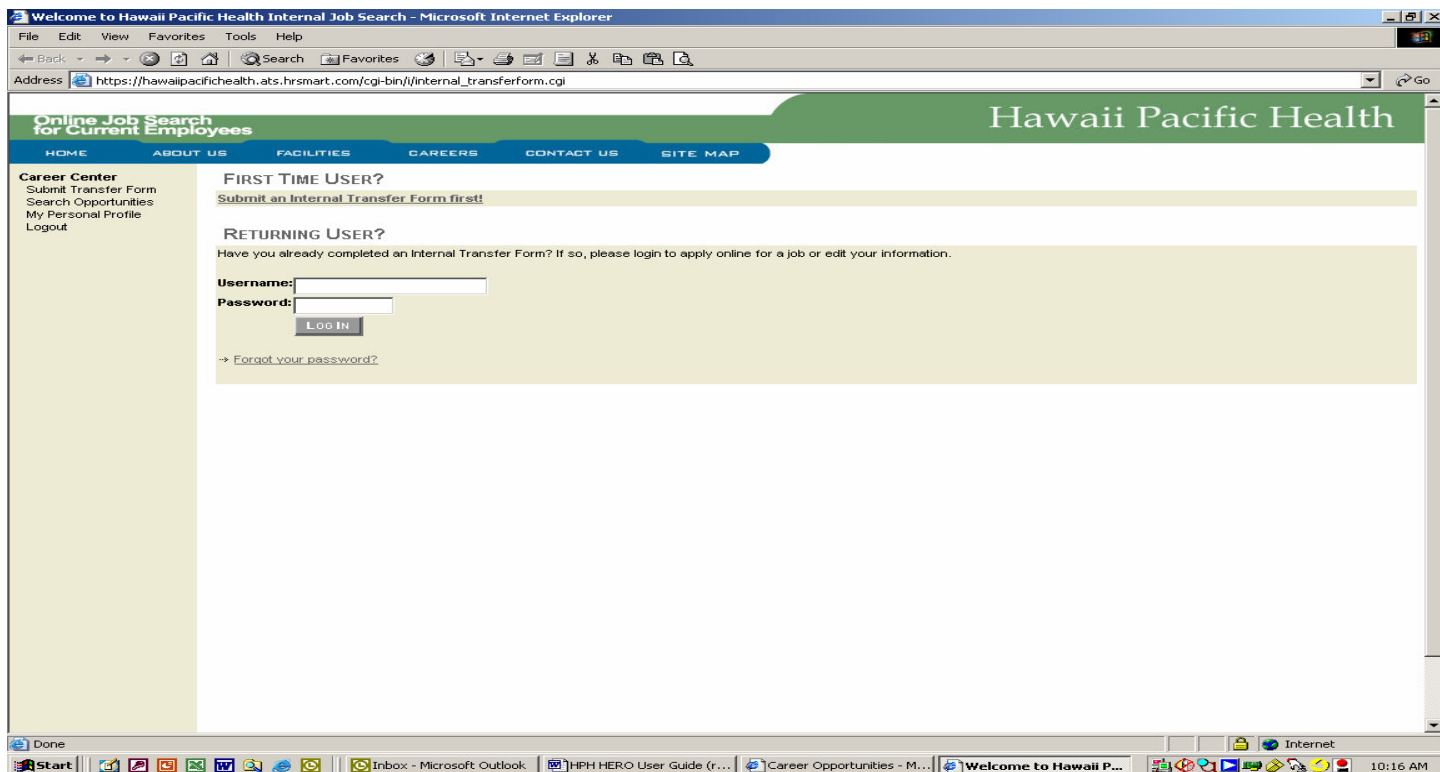


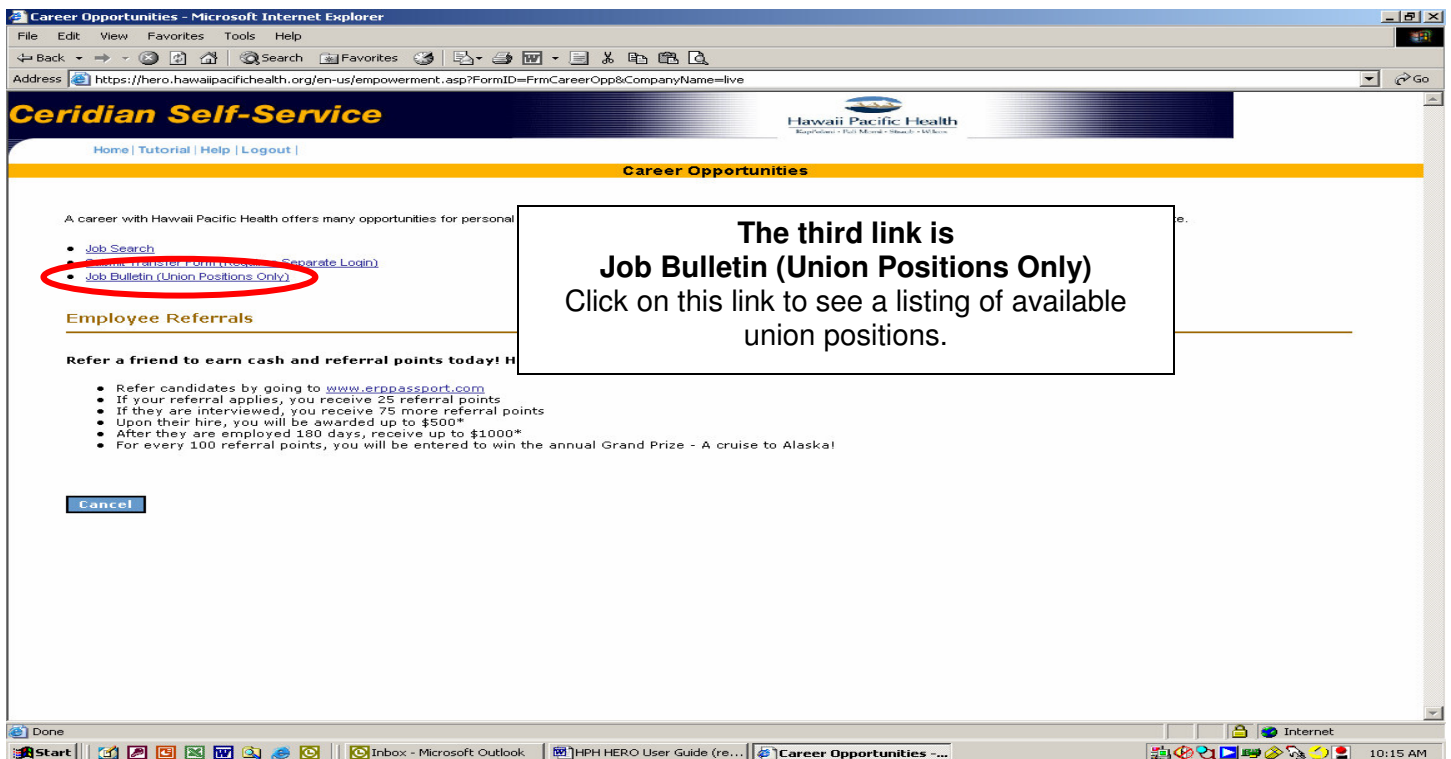
A new window will open. Select your job preferences from this window. Follow the instructions on this Hawaii Pacific Health website on how to search and apply for a posted position.



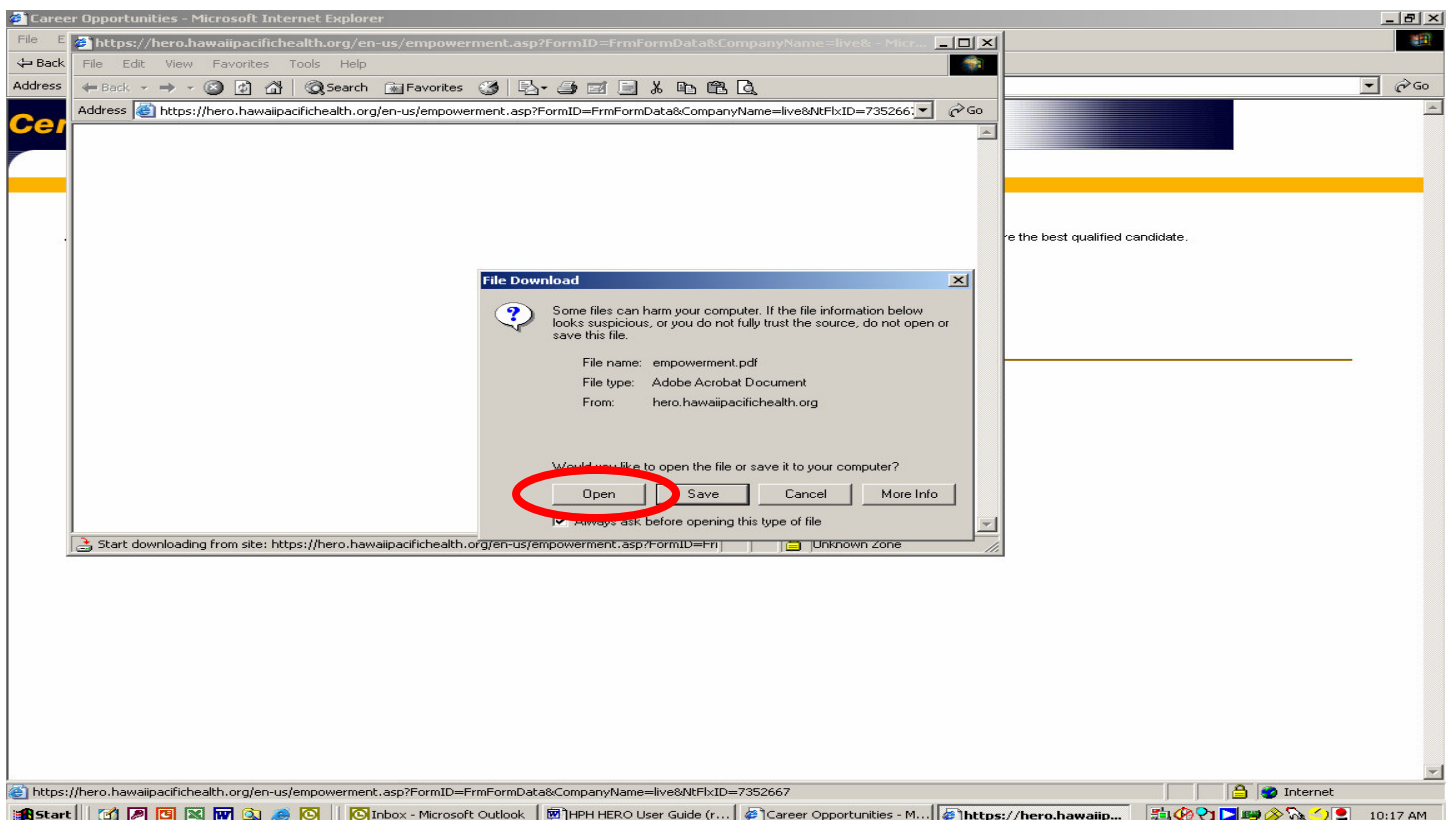


A new window will open. Follow the instructions on this Hawaii Pacific Health website on how to apply for a posted position.





A new window will open. Click on the **Open** button to continue.



A current listing of available union positions will appear. You may look through the list by scrolling or you can print the entire list.

Ceridian Self-Service

Hawaii Pacific Health

Acrobat Reader - [Embedded File]

Click on the printer button from your tool bar to print this document.

Click here to scroll down the list.

UNION	POSITION	DEPARTMENT	FACILITY	STATUS	SHIFT	DATE POSTED
HNA	11981 Registered Nurse - ER	Emergency Department	Women and Children (KMOWC)	Full Time Regular	Night	03/31/06
HNA	11983 Registered Nurse - Resource Team	Resource Team	Women and Children (KMOWC)	Full Time Regular	Day	03/31/06
ILWU	12033 Medical Assistant	Neurology	Straub Clinic and Hospital	Part Time Regular - 20 or more hrs/wk	Day	03/31/06
Teamsters	11891 Clinical Assistant (Nurse Aide)	Mother Baby Care Unit	Women and Children (KMOWC)	Full Time Regular	Day/Eve	03/31/06
Teamsters	11914 Clinical Assistant (Nurse Aide)	Mother Baby Care Unit	Women and Children (KMOWC)	Part Time Temporary - 20 or more hrs/wk	Day/Eve	03/31/06
ILWU	12021 Medical Assistant	Clinic Float Pool	Straub Clinic and Hospital	Full Time Regular	Day	03/30/06
ILWU	12017 Medical Assistant	Kanoehe-Internal Medicine	Straub Clinic and Hospital	Full Time Regular	Day	03/30/06
ILWU	12019 Medical Assistant	Oncology	Straub Clinic and Hospital	Full Time Regular	Day	03/30/06
HNA	10895 Registered Nurse - CCU/Telemetry	Critical Care Intermediate Unit	Straub Clinic and Hospital	Full Time Regular	Day/Night	03/29/06
HNA	11976 Registered Nurse - Medical/Surgical	4th Tower	Wilcox Health	Part Time Regular - 20 or more hrs/wk	Day/Eve/Night	03/29/06
HNA	11954 Registered Nurse - MBOU	Mother Baby Care Unit	Women and Children (KMOWC)	Full Time Regular	Night	03/28/06
HNA	11928 Registered Nurse - Pediatrics	Pediatrics - Wilcox Unit	Women and Children (KMOWC)	Full Time Regular	Day/Night	03/28/06
HNA	11869 Registered Nurse - Resource Team	Resource Team	Women and Children (KMOWC)	Part Time Regular - 20 or more hrs/wk	Eve/Night	03/28/06

Ceridian Self-Service

Hawaii Pacific Health

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Career Opportunities

A career with Hawaii Pacific Health offers many opportunities for personal success. It is Hawaii Pacific Health's preference to promote from within and to hire the best qualified candidate.

- [Job Search](#)
- [Submit Transfer Form \(Requires Separate Login\)](#)
- [Job Bulletin \(Union Positions Only\)](#)

Employee Referrals

Refer a friend to earn cash and referral points today! How it works:

- Refer candidates by going to www.erppassport.com
- If your referral applies, you receive 25 referral points
- If they are interviewed, you receive 50 referral points
- Upon their hire, you will be awarded up to \$500*
- After they are employed 100 days, receive up to \$1000*
- For every 100 referral points, you will be entered to win the annual Grand Prize - A cruise to Alaska!

Cancel

When you are done searching through Career Opportunities, click on the **Cancel** button.

Earn rewards for referring someone to apply for a career with Hawaii Pacific Health.

Click on the link for www.erppassport.com

Topic 2: Company Document Search

The next link that appears under the Company Information area is Company Document Search.



- [Career Opportunities](#)
- [Company Document Search](#)

When you click on this link, a new window will open and you will be able to search for various Human Resources forms, reports, and documents.

This section is currently under development.

Check the H.E.R.O. Welcome Page periodically for updates.