



PINNACLEHEALTH



Using any PC with an Internet browser and following just a few simple steps, you can gain access to all of your benefit and payroll information 24 hours a day, 7 days a week! Do it from the comfort of your own home, your desk at work, or visit one of the kiosk workstations located throughout the system.

From Home: Go to www.pinnaclehealth.org and click on Secure Access. From there, click on PeopleSoft Employee Self Service.

From Work: Go to the Pinnacle Health Intranet Home Page and click on the PeopleSoft Employee Self Service link.

Your **userid** is your employee id number, a six-digit number that can be found on your picture id or your pay stub. If you had previously logged in to the Self-Service feature, use your most recent password. If you have not yet visited Peoplesoft self-service site, your **password** is a combination of the following:

LOG IN

- ◆ Last four digits of your social security number.
- ◆ The 1st letter of your last name in lower case.
- ◆ Your four-digit birth year.
- ◆ The @ symbol.

Ex. 1234b1900@


Change Password

The first time you log in, you will be required to change your password. Click the link to Change Your Password and you will be taken to the General Information Profile Page. Just click on Change Password again and enter your current password (from log in step). Then select a new password. Remember that your password must be a minimum of 8 characters long and must include at least one number and one special character. These are the symbols above the numbers on your keyboard. Finally, type in your new password again to confirm and save. Peoplesoft is case sensitive so you must remember whether you used upper or lower case letters in your password and type it identically. This is the password you will use whenever you sign into PeopleSoft Self Service.


Update Profile Info

Once you save your new password, you will be back on the General Information Profile Page. On this page, please enter either your work or home email address and set up a Forgotten Password question using the link provided. This will allow us to email you a new password should you forget yours in the future.

Review Benefits/ Payroll

After you have saved your profile information, click  **Home** on your tool bar. Now click on [Benefits](#) or [Payroll](#). Several links are listed for you to choose from. [Benefits Summary](#) gives you a snap shot of your current benefits as of today. You can also change the effective date to see what you had in the past. [View Pay Slips](#) allows you to view your payroll information for current or past pay periods.

Need Help?

For help with this web site, including system requirements and tips on navigation, click  **Help** on the tool bar or call 231-8711, 231-8620 or 231-8614 for login issues. If you have questions about the benefit programs offered, you can click the link to the Enrollment Handbook or call the Benefits Department to speak to a Benefits Analyst.