

GLOBAL HUMAN RESOURCES (GHR) NAVIGATION AND JOB AIDS

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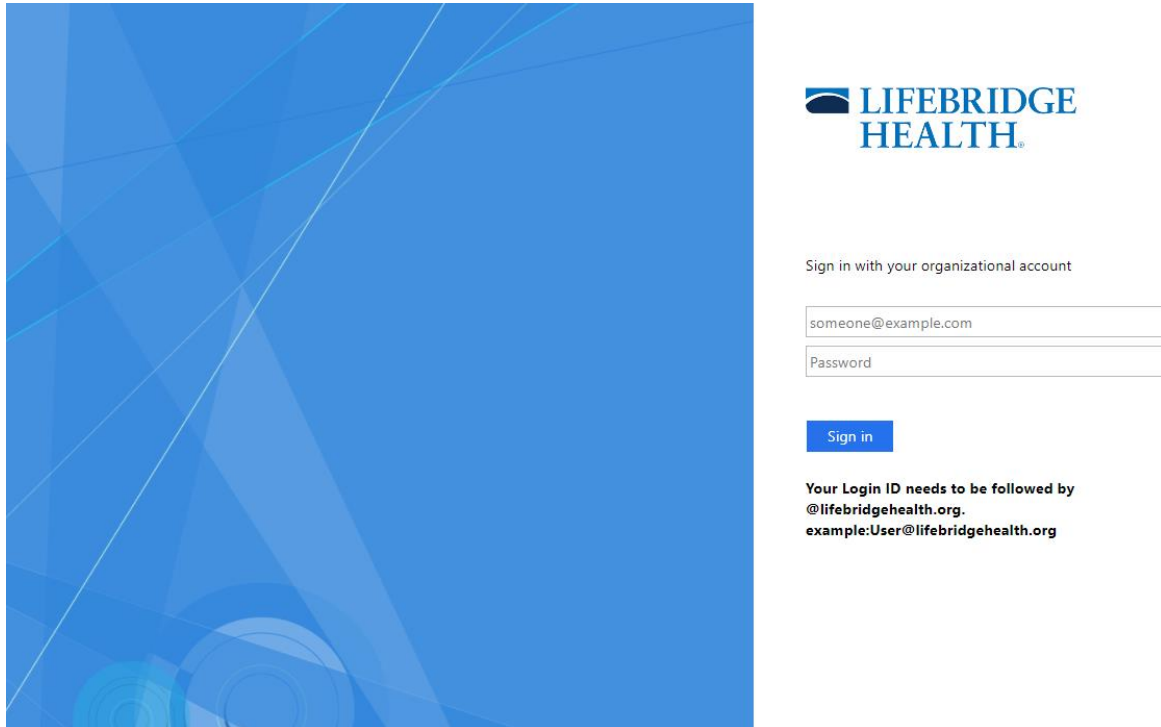
Click any title or line to navigate to that section.

Logging In

Access **GHR** via: <http://onlinelbh.org/ess>

As an employee, you may sign in using your network username and password.

Use **@lifebridgehealth.org** after your network username. For example, `jdoe@lifebridgehealth.org`.



LIFEBRIDGE HEALTH

Sign in with your organizational account

Sign in

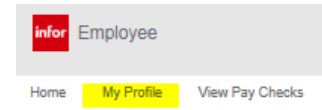
**Your Login ID needs to be followed by @lifebridgehealth.org.
example:User@lifebridgehealth.org**

Changing an Address

Within the My Profile space, the Personal Information panel displays personal information including **Addresses**, which may be added (to indicate a secondary mailing destination or residence) or changed as needed.

If you would like to **change** the address on file, please follow the procedure below.

1. Access **GHR**.
2. Click **My Profile**.



3. Under the Addresses header, double-click the address row that needs to be changed.

Address	Mailing Address	Residential Address	Active
12345 Main St, Baltimore, MD 21704	Yes	Yes	Yes

4. Click the gray **Change Address** box.
5. Enter the necessary changes.
 - In the **Reason** field, click the search icon then select **CHANGE ADDRESS**.
 - Ensure that both **Send Mail To This Address** and **I Live At This Address** are selected in the Address section.
6. Click OK to submit the change request. Once your record is updated, you will receive a confirmation email.

Address For: 12345 Main St, Baltimore, MD 21704

Change Address

Effective Date: []

Reason: CHANGE ADDRESS

Description: HOME ADDRESS

Address

Country: US UNITED STATES

Street Address: 12345 Main St, Baltimore, MD

City: Baltimore, MD

State / Province: MD

Zip Code: 21704

County / District: CARROLL

Send Mail To This Address

I Live At This Address

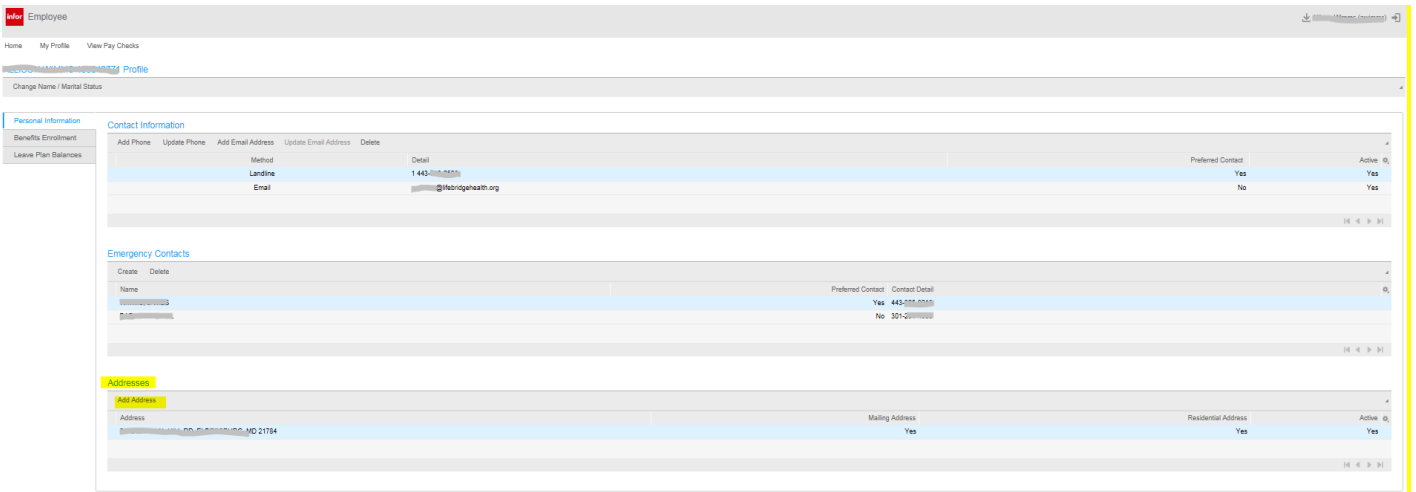
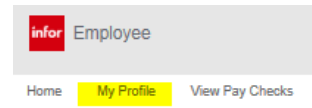
Comment: []

Adding an Address without Changing Address on File

Within the My Profile space, the Personal Information panel displays personal information including **Addresses**, which may be added or updated as needed.

If you would like to **add** an additional mailing or residential address without changing your current address on file, please follow the procedure below.

1. Access **GHR**.
2. Click **My Profile**.
3. Under the Addresses header, select **Add Address**.



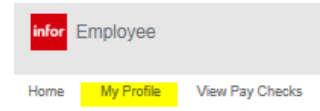
4. Enter the required information relevant to the new address.
 - In the **Reason** field, click the search icon then select **ADD ADDRESS**.
 - If entering a mailing address, select **Send Mail To This Address** at the bottom of the Enter The New Address section.
 - If entering a residential address, select **I Live At This Address** at the bottom of the Enter The New Address section.
5. Click OK to submit the change request. Once your record is updated, you will receive a confirmation email.

A screenshot of the "Request To Add Address" dialog box. The dialog box has a title bar that says "Request To Add Address For [Employee ID]". It contains several fields: "Effective Date" (with a calendar icon), "Reason" (with a search icon), and "Description". Below these is a section titled "Enter The New Address" with fields for "Country", "Street Address", "City", "State / Province", "Zip Code", and "Country / District". There are two checkboxes: "Send Mail To This Address" and "I Live At This Address". At the bottom, there is an "Attachment" section with "Description" and "Attach Supporting Document" fields, and a "Comment" text area. The dialog box ends with "OK" and "Cancel" buttons.

Benefits

Within the My Profile space, employees may view Benefits Enrollment information.

1. Access **GHR**.
2. Click **My Profile**.
3. Select the **Benefits Enrollment** menu (left side), to display **Current Benefits** including the Elected Benefit Plan, Coverage Option, Coverage Begin Date, Pre Tax Biweekly Cost, and After Tax Biweekly cost.



The screenshot shows the 'Current Benefits' page. The left sidebar has 'Benefits Enrollment' highlighted in yellow. The main content area displays a table of benefits with columns for Elected Benefit Plan, Coverage Option, Coverage Begin Date, PreTax Biweekly Cost, and AfterTax Biweekly Cost.

Elected Benefit Plan	Coverage Option	Coverage Begin Date	PreTax Biweekly Cost	AfterTax Biweekly Cost
Long Term Disability Buy Up		1/1/2018	0.00	12.34
Spouse Life (50K)		1/1/2018	0.00	4.30
Dental Plan	EMPLOYEE & SPOUSE	1/1/2018	13.35	0.00
Basic Life Insurance		1/1/2018	0.00	0.00
Premium Health Plan	EMPLOYEE & SPOUSE	1/1/2018	158.10	0.00
Vacation Buy		1/1/2018	62.13	0.00

NOTE: If desired, You may print this page (**Print to File**) for your records or **Export to CSV** to download your information to Microsoft Excel.

To do either, click the functions arrow (tiny triangle, top right) then select Options and the desired method.

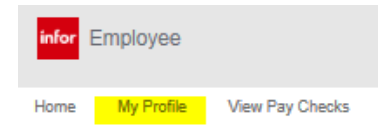
The screenshot shows the 'Current Benefits' page with a dropdown menu open in the top right corner. The menu includes options: 'Save', 'View Audit Log', 'View Full Audit Log', 'Print To File', 'Export To CSV', 'Create Report', and 'Refresh'. The 'Options' option is highlighted in yellow.

Elected Benefit Plan	Coverage Option	Coverage Begin Date	PreTax Biweekly Cost	AfterTax Biweekly Cost
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Spouse Life (50K)		1/1/2018	0.00	4.30
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Basic Life Insurance		1/1/2018	0.00	0.00
Premium Health Plan	EMPLOYEE & SPOUSE	1/1/2018	158.10	0.00
Vacation Buy		1/1/2018	62.13	0.00

Change Name / Marital Status

Within the My Profile space, employees may update select information, including their name and marital status.

1. Access **GHR**.
2. Click **My Profile**.
3. Click **Change Name / Marital Status** (upper left, under your name).
4. Enter the requested information including: **Effective Date**, **Reason**, and updates in the **Enter The Changes** area.
5. In the **Attachment** area, describe and upload supporting documentation. Only one document can be uploaded per request. Multiple requests can be submitted to attach all required documents.
 - **For a name change, please attach:** a legal document stating your new name (e.g. Social Security card, driver's license) and any professional licenses if applicable (e.g. RN license)
 - **For a marital status change, please attach:** a copy of the marriage or divorce certificate
 - **For a name and marital status change, please attach:** a copy of the marriage or divorce certificate **AND** a legal document stating your new name and any professional licenses if applicable
6. Click **OK** to route the change request to the HR Administrator team for approval. Once your record is updated, you will receive an email update.



Request To Change Name For TEST EMPLOYEE-100041520

Effective Date:

Reason:

Enter The Changes

Title:

First Name:

Middle Name:

Last Name:

Suffix:

Marital Status:

Attachment

Description:

Attach Supporting Document:

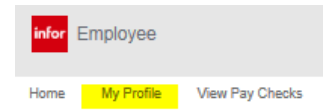
Comment:

Click the 'My Profile' icon to return to the main profile page, or use your browser's back button to return to the previous page.

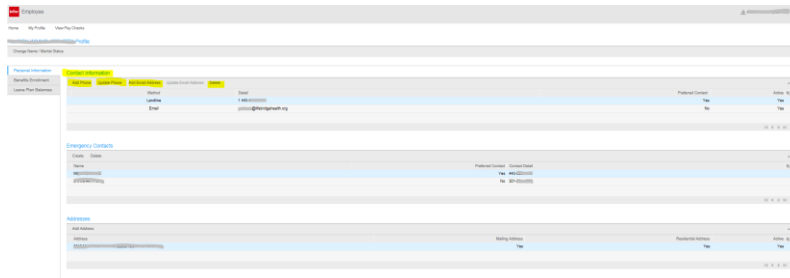
Contact Information

Within the My Profile space, the Personal Information panel displays your personal information including **Contact Information**, which you may update, as needed.

1. Access **GHR**.
2. Click **My Profile**.



3. Under the **Contact Information** header, select an option: Add Phone, Update Phone, Add Email Address, and/or Delete.

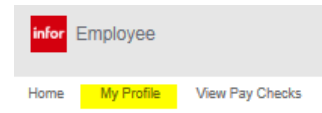


4. Update or enter the required information.
5. Click OK to save and display your updated Contact Information.

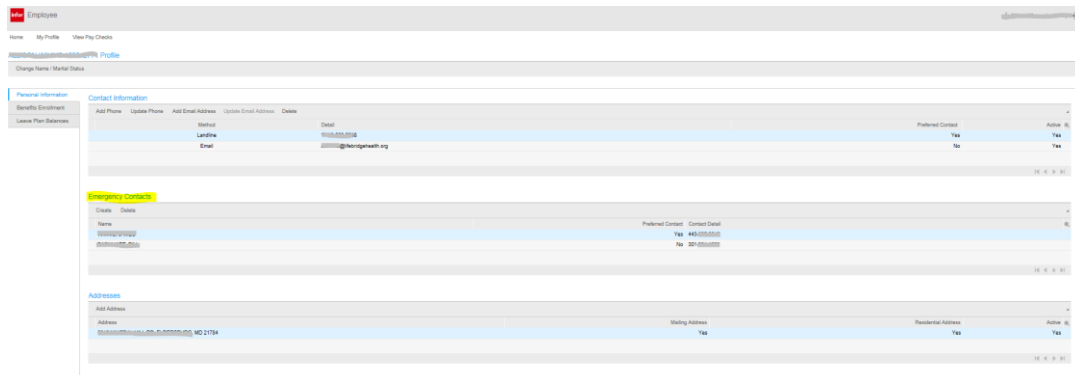
Emergency Contacts

Within the My Profile space, the Personal Information panel displays your personal information including **Emergency Contacts**, which you may add or update, as needed.

- 1. Access **GHR**.
- 2. Click **My Profile**.



- 3. Under the **Emergency Contacts** header, select the relevant option to create or delete information.
 - o To add a new Emergency Contact, select **Create**.
 - o To delete a contact, highlight the appropriate contact row then select **Delete**.
 - o To edit **Preferred Contact** designation, double-click on the respective contact row then check the Preferred Contact checkbox.



- 4. Enter or update the required information relevant to your change.

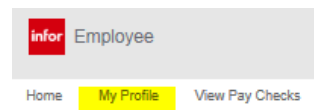
- 5. Click OK to save and display your updates.

A screenshot of the "Change Emergency Contact" form. The form is titled "Change Emergency Contact For [Employee ID]". It includes fields for "Effective Date", "First Name" (value: BILL), "Last Name" (value: UNCLE), "Relationship" (value: UNCLE), and "Preferred Contact Method" (value: Home Phone). There is a "Preferred Contact" checkbox which is checked. Below this is a "Phone Information" section with fields for "Home" and "Work" phone numbers and country codes. An "Email & IM" section includes fields for "Email Address" and "Instant Message Network". An "Address" section includes fields for "Same As Resource Address", "Country" (value: US), "Street Address", "City" (value: EDGEWATER), "State / Province" (value: MD), and "Zip Code" (value: 21037). The form ends with "OK" and "Cancel" buttons.

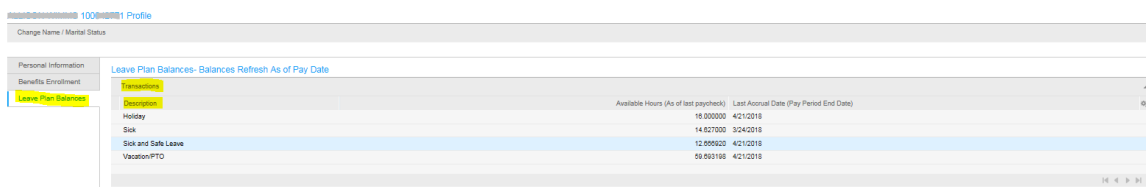
Leave Plan Balances

The Leave Plan Balances panel displays all Leave Plans the employee is enrolled in, and the hours available for use within each respective plan.

1. Access **GHR**.
2. Click **My Profile**.



3. Select **Leave Plan Balances** (left side).



4. Highlight the type of leave you wish to review, then click **Transactions** to view additional information for each type of leave.

The Transactions view displays accrual information, usage information, PTO Buy/Sell information, and any adjustments made to the employee's leave plan balance.

Transactions

Employee ID	Name	Date	Transaction Type	Description	Hours
100041520	EMPLOYEE, TEST	4/7/2018	Accrual		8.307760
100041520	EMPLOYEE, TEST	3/24/2018	Accrual		8.307760
100041520	EMPLOYEE, TEST	3/10/2018	Accrual		8.307760
100041520	EMPLOYEE, TEST	2/24/2018	Accrual		8.307760
100041520	EMPLOYEE, TEST	2/10/2018	Accrual		8.307760
100041520	EMPLOYEE, TEST	1/27/2018	Accrual		8.307760
100041520	EMPLOYEE, TEST	1/13/2018	Accrual		8.307760
100041520	EMPLOYEE, TEST	12/30/2017	Accrual		8.307760
100041520	EMPLOYEE, TEST	12/16/2017	Accrual		8.307760
100041520	EMPLOYEE, TEST	12/2/2017	Accrual		8.307760
100041520	EMPLOYEE, TEST	11/18/2017	Accrual		8.307760
100041520	EMPLOYEE, TEST	11/4/2017	Accrual		8.307760

NOTE: The displayed information reflects pay period dates—not actual dates used.

Logging Out

To log out of the GHR system, select the log out/options button in the top right, and then select **Sign Out**.

