



PEOPLEPORTAL

Employee Self Service (ESS) – Connecting and supporting our people with access to information anytime, anywhere.

Connect

- Link accessible from [One Portal](#)
- From the Internet at: <https://peopleportal.llu.edu>
- From My LLU at: <https://myllu.llu.edu/home/>

Enhanced Security

Effective Q1 2020, PeoplePortal supports Multi-Factor Authentication (MFA). This added security feature is designed to better protect your personal information in PeoplePortal. To access PeoplePortal off-campus, you are now required to be on a campus network and provide your mobile device number in the **Phone Numbers** section of PeoplePortal for device registration.

After logging into PeoplePortal on-campus, follow the path: *Employee Self Service > Personal Information > Phone Numbers*

Access Support

- Main Campus Employees: LLUMC Service Desk x48889 or (909)558-8008
- University Employees: LLU Help Desk x48611 or (909)558-8053
- Murrieta Employees: Murrieta IT Help Desk at x4357 or (951)290-4357

Navigation and General Support

Contact Human Resource Management (HRM) at:

- (909) 651-4001 ext. 14001
- HumanResources@llu.edu

Available Features

Benefits

Enrollment:

New Employees – Upon Hiring
Open Enrollment – Fall (Yearly)

Life Events:

Birth/Adoption
Marriage/Divorce

Other Benefits & Perks:

Flexible Spending Accounts
Life Insurance Information
Identity Protection & Credit Monitoring
Total Rewards Statements

Payroll Information

View Paycheck
W2/W2c Electronic Consent
View W2s
W-4 Tax Information
Voluntary Deductions
Direct Deposit & Pay Statement
Paperless Election

Personal Information

Summary & Updates
Home & Mailing Address
Email Addresses
Phone Numbers
Emergency Contacts
Name Change

Resources

Job Listings
Performance Reviews
Employment Verifications
Leaves of Absence
Payroll Calendars
Separation Guide
Manager Self-Service Features

New Hire Benefits Enrollment Process

After logging into PeoplePortal follow the path: **Employee Self-Service > Benefits > Benefits Enrollment**

- You will see the Event Date (date of hire), Event Status (open), Job Title and the company you work for (e.g. BMC, CH, HEC, MC, MC-M, UHC or USS).
- Click on the **Select** button to proceed with your Benefits Enrollment. You only have **30 days** from the **date of hire** to complete the enrollment process.
- **NOTE:** If you do not complete your enrollment by the deadline above, your next opportunity will be:
 - during the Annual Open Enrollment each Fall
 - if you experience a qualifying life event

(See Examples Below)

LOMA LINDA UNIVERSITY HEALTH PeoplePortal

Home Login

Payroll

Payroll At Your Service

2017 Payroll Newsletter

API Links

EDD Online

Employee Self Service

My Total Rewards

Total Rewards FAQ

Personal Information

Payroll

Benefits

Manage Delegation

1. Click the 'Benefits' link

Important Note
The Benefits shown in this example are for illustrative purposes only. This is not representative of the benefits you will receive.

Benefits are provided based on the company and employment status you were hired into.

Main Menu

LOMA LINDA UNIVERSITY HEALTH PeoplePortal

Main Menu > Employee Self Service >

Benefits

Benefits Information

Life Events

Insurance Summary

SmartDollar

Benefits Summary

Benefits Enrollment

2. Click on 'Benefits Enrollment'



3. Click the 'Select' button for the Open Benefit Events

Benefits Enrollment

Employee Name

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change.

The Information icon provides you with additional information about your enrollment.

The Select button next to an event means it is currently open for enrollment.

Use the **Select** button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

Open Benefit Events

Event Description	Event Date	Event Status	Job Title	Company	
		Open			Select

After you use the Select button, it will take a few seconds for your benefits enrollment information to load.



4. Review Options and follow the instructions on the screen

Benefits Enrollment

Event Type

Employee Name

- You have experienced a recent qualifying event which allows you to enroll yourself and/or dependent(s) for benefits. You have only **30 calendar days** from your qualifying event date to complete this enrollment and submit all documentation as requested by Human Resource Management (if applicable). If you do not enroll, it may result in no coverage for yourself and any dependent(s).
- Your next opportunity to enroll for benefits is during the yearly Open Enrollment period or if you experience another qualifying status change event.

IMPORTANT: Your enrollment will not be complete until you **SUBMIT** your choices and they are approved by the Human Resource Management department.

Enrollment Summary

	Before Tax	After Tax	Edit
Medical			
Current			
New			
Dental			
Current			
New			
Life			
Current			
New			
Supplemental Life			
Current			
New			
Spouse Life			
Current			
New			