

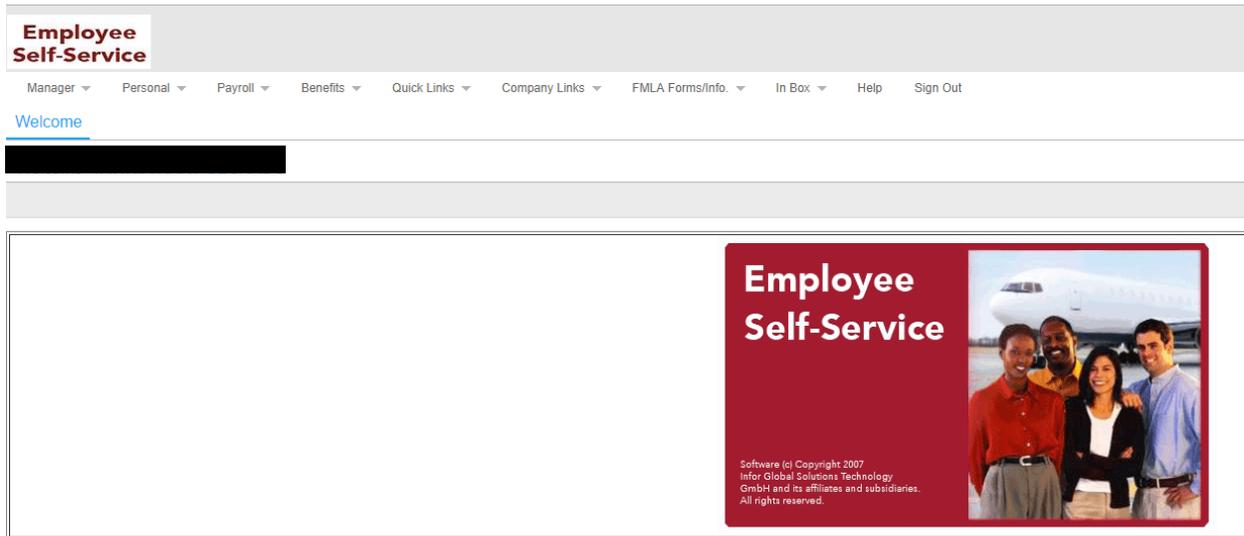
Accessing Employee Self Service First Time Users

Go to: <https://atsgapps01.atsginc.com/SHCM/index.jsp>

User ID: Your employee ID number as it appears on your badge

Initial password: First 3 letters of your last name (capitalized) and the last 4 digits of your social security number. You will be directed to change your password after 1st login

Once logged in you will see the below screen.



- You will set up your direct deposit and tax withholding under the Payroll tab
 - Direct Deposit Change Enter your bank routing and account numbers
 - Update tax information Enter your tax exemptions and withholdings
- Self Service has several tabs. Below is a description of the information under each tab
 - **Personal** Change sign on preferences, add email addresses, review personal information, change address and contact information, emergency contact information, time off requests and time off calendar
 - **Payroll** Update direct deposit information, view/ change tax information, view detailed pay records
 - **Benefits Enrollment** New Hire benefit enrollment, adding/ changing dependents, Life Event changes, detailed benefit information, Open Enrollment
 - **Benefits** Your “One-Stop, Benefits Shop” for all things Benefit Related
 - **Wellness** Information on the Healthy Directions Wellness Plan and Wellness Discount
 - **FMLA Forms/Info** FMLA, Leave of Absence information
 - **InBox** View all requests you have made through Self Service and receive responses to your requests
 - **Sign-Out** Remember to sign out after each Self Service session

Enrolling in your Benefit Plans

- **Important: Do NOT use the BACK button on your Internet browser while in Self Service**
- Click the **Benefits Enrollment** tab in Self Service
- Click the **Dependents** tab in the drop down menu (omit this step if you are not adding any dependents to any of your benefits)
 - Click the  icon near the top left of the page
 - Add your dependent's information. You will need to provide a SSN under tax ID and date of birth for each dependent
 - Click the  icon after you have finished adding all dependents
- Click on **NewHire/ Benefit Changes**
- Enter the Effective Date of Coverage. This can be found on the letter that was included in your Benefit Enrollment package
- Click the **Benefit Change Reason** and select **New Hire**
- Make your benefits elections by clicking an option in each box.
- **IMPORTANT** **You must select an elect or decline option for each benefit**
- Once options have been selected for each benefit and reviewed for accuracy, click the arrow in the upper left corner of the page to continue
- Enroll you dependents in each plan by clicking the check box next to their names
- **IMPORTANT:** **You must click the  icon after you have completed your enrollment or it will not be submitted.**
- Please be sure to check your **In-Box** in Self Service for a confirmation of your submitted enrollment.
- Human Resources will review your elections for accuracy and will then either approve or reject the enrollment. Please be sure to check your **In-Box** in Self Service for all messages and notifications regarding your enrollment
- Please note that your 401(k) and optional Group Universal Life benefit election are not made under Self Service
- Trouble logging into Employee Self Service?
 - Contact the Information Services Help Desk at (800) 736-3973, x62332
- Questions regarding your employee benefits?
 - Contact Human Resources at (800) 736-3973, x62157 or abx.benefits@abxair.com