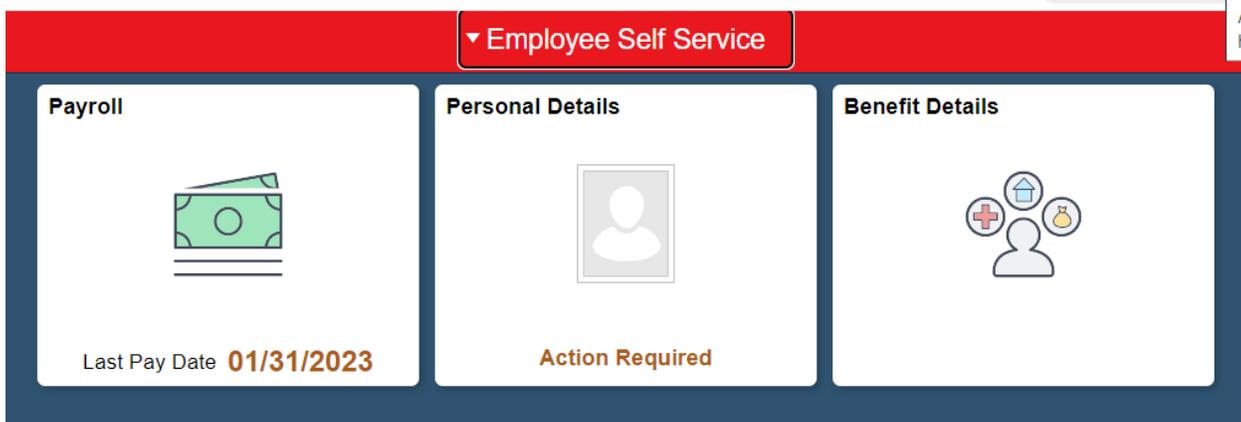


Palomar Employee Self Service (ESS) Overview

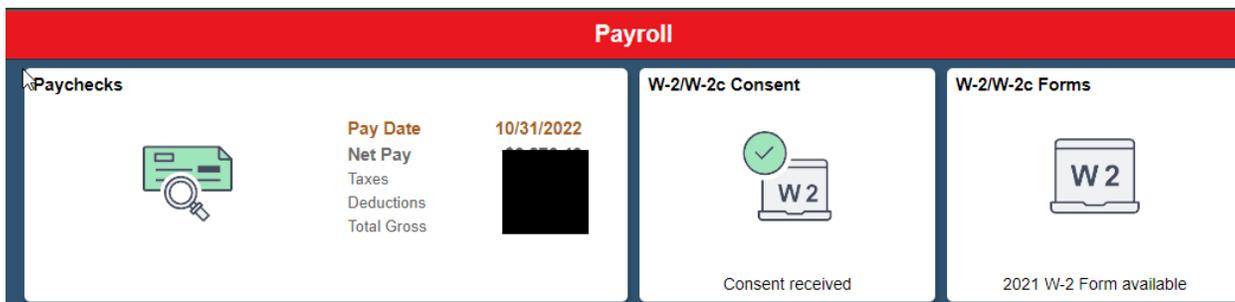
After setting up Multi-Factor Authentication (MFA), you will see the following tile on the Single Sign-On (SSO) landing page:



After clicking on it, this is what you will see when you first log in:

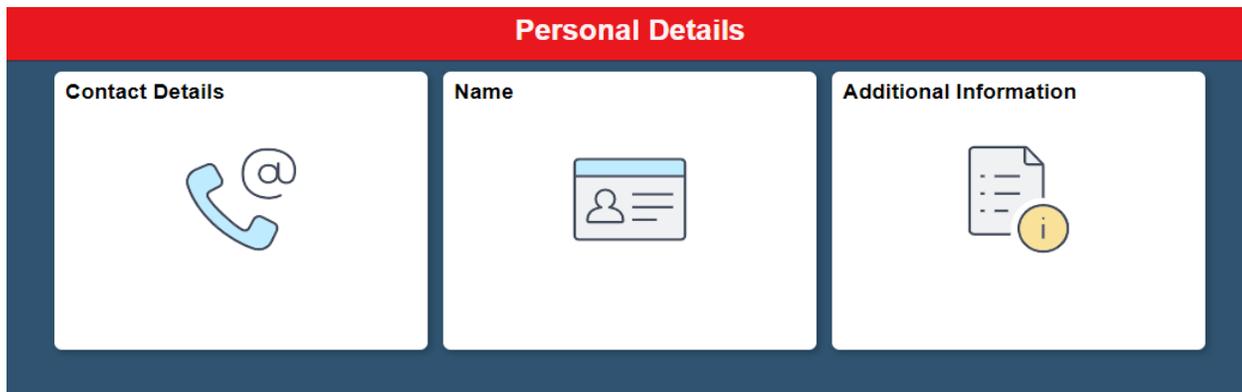


The Payroll tile will take you here:



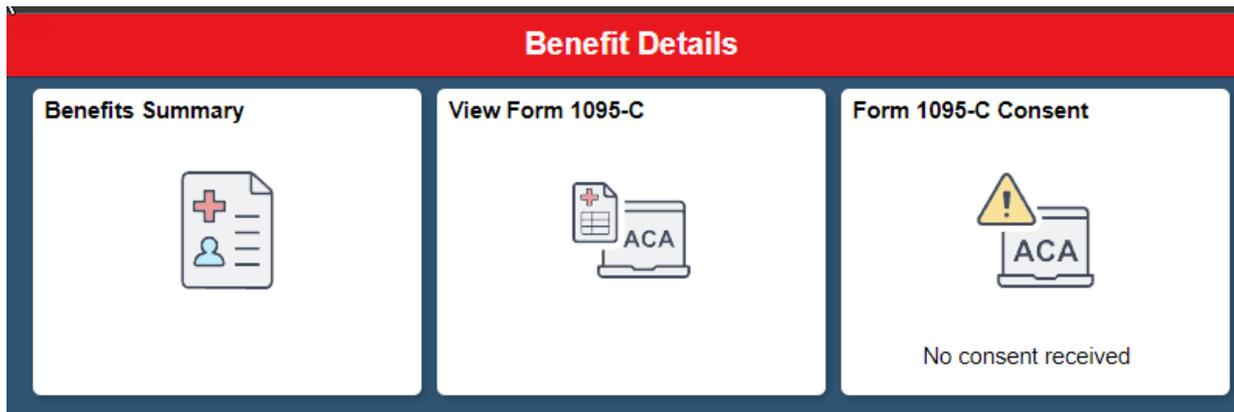
The Paychecks tile will allow you to see the history of your paystubs in PDF format. The W-2 consent tile will allow you to consent to receive your W-2 electronically. This year we mailed a paper copy of your W-2, but with your consent we reflect will no longer mail a paper copy of your W-2 in future years, but you will always be able to access it here in Self Service. If a W-2c (correction) was issued to you, you will also be able to view it here in Self Service.

The Personal Details tile will take you here:



Please note: the Contact Details tile will allow you to update your emergency contact information used by our Emergency Notification System. Data in the Name and Additional Information tiles current information in the PeopleSoft HR system, but we plan to enable Preferred Name, Home/Mailing Address, and Phone Data updates soon.

The Benefit Details tile will take you here:



The Benefits Summary will provide you with a snapshot of all of your current Benefits, and may take a few minutes to load as all of your benefit plan data in the system is being retrieved.

In the future calendar year, the View 1095-C tile and the 1095-C Consent tile will be activated for your use. The View 1095-C will allow you to view and download your form and the Form 1095-C Consent, will give you the option to only receive your 1095-C form here in Self Service.

To log out or end your session, click on the Hamburger Button (three parallel horizontal lines) and "Sign Out."

