

Employee Self Service

This function is accessed through Anchor Access, which you can reach on the My Home tab of my.lssu.edu under LSSU Web Services. If you have difficulty accessing my.lssu.edu, please contact the Information Technology Help Desk at extension 6677.

Employee Self Service offers the following options:

- **Benefits and Deductions** (retirement, health, miscellaneous, beneficiary, benefit statement)
- **Pay Information** (direct deposit allocation, earnings and deductions history, or pay stubs)
- **Tax Forms** (W2 form and W4 form information)
- **Jobs Summary**
- **Leave Balances**
- **Campus Directory** (currently unavailable)

Vendor web sites are listed on the bottom of some of the benefit options. For example, if you are reviewing your TIAA-CREF retirement information, a link to the TIAA-CREF web site is available.

Accessing data is relatively easy, formal training will not be offered. Please contact Sandy at extension 2190 for assistance, and she'll be happy to guide you through the information.