ORACLE ESS INSTRUCTIONS – Benefits

Change or enroll in benefits (restrictions apply). Contact Benefit Advocates with questions at 844-225-6864

Oracle Employee Self Service (ESS) is available to all employees with the noted exceptions. See General Instructions for features other than Benefits:

➢ Benefits – enroll and make changes – see separate instructions
➢ Time Off – request time off and check balances (not available for restaurant hourly employees) - see separate instructions
➢ Change of Address (not available for restaurant hourly employees)
➢ Change Federal and State tax elections
➢ Change or designate Emergency Contacts
➢ Direct Deposit – enroll or make changes
➢ Set up Employee Relief Fund deductions (not available for restaurant hourly employees)
➢ Add or change your personal email address

Access Oracle and Logging In

To log in via the Landry's Employee Portal, go to https://employees.ldry.com and select Oracle Employee Self Service. You may also log in at https://landryserp.ldry.com/OA_HTML/AppsLocalLogin.jsp.

A login prompt will appear for you to enter your Username and Password. Your username and initial password are as follows:

Username:
➢ Your Username is your first initial followed by your last name - Example: John Doe's username would be JDoe
➢ In the event that more than one individual has the same first initial and last name, the usernames will be differentiated by a trailing number - Example: John Doe would be JDoe, JDoe2, JDoe3, etc.
➢ New hires will receive an email from the I.T. Department with their Username if the employee has provided a personal email address. Personal email addresses can be added or changed in the Personal Information section of ESS.
➢ Hourly restaurant employees may ask a manager for their specific Username in the event that there are multiple users with the same first initial and last name.

Password:
➢ The first time you log in to Oracle, you will use a preset password, which is your last name and the last 4 digits of your Social Security Number (i.e., doe1234). Passwords are all lower case.

If you have difficulty accessing Oracle ERP, contact 1-800-493-1010.

> *Note: Always ensure that you have logged out at the end of your session, as anyone with access to the computer will be able to view and change your personal information if you do not log out. However, ESS will automatically log off after 10 minutes of inactivity.*

Change Password

ESS will automatically prompt you to change your password every 90 days. However, there may be occasions when you need to change your password outside of that timeframe.

Step 1. Click the Gear icon in the upper right hand corner of the Oracle home page and select **Preferences**.
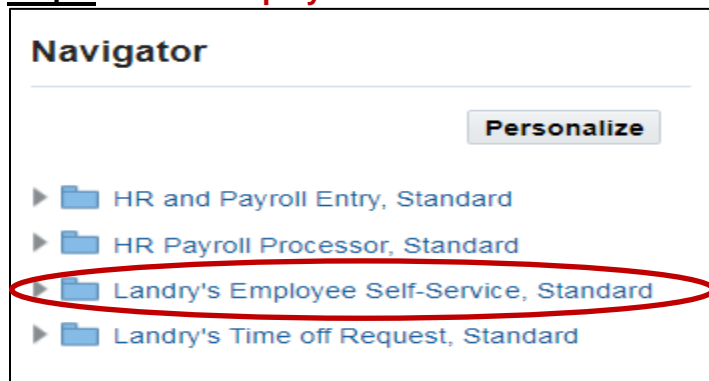

Step 2. Scroll down the page to **Change Password**. Enter your current password in the Old Password field, enter your new password twice then select **Apply** in the bottom right corner of the screen.
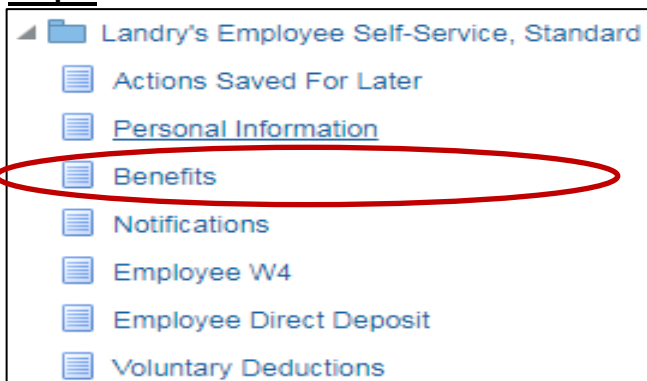
BENEFITS

While you can view your benefits in ESS at any time, you may only enroll or make changes to your benefits selections during open enrollment or when you have a qualifying life event, such as marriage, divorce, or the birth of a child. (There may be other circumstances which may be considered a qualifying life event, contact the Benefit Advocate Center with questions at (844) 225-6864).

Please note that you may not enroll in or make changes for 401(k), Deferred Compensation, MetLife Pet, Auto, or Home Insurance through ESS. You must enroll and make changes directly through the vendor. Refer to your benefits guide for more information.

Step 1: Select **Employee Self Service Standard**   **Step 2:** Select **Benefits**

Step 3: If applicable, your current dependents and beneficiaries are displayed. Select **Add Another Person** to add a new dependent/beneficiary. Add any dependents for which you will elect benefits coverage for. Eligible Dependents include children under the age of 26 and spouses not eligible for medical coverage through their employer or as a retiree (applicable to medical coverage only, spouses are eligible for coverage other than medical).

Step 4: When adding dependents, you must enter an Effective Date **(DD-MMM-YYYY).**
- ➢ During Open Enrollment, use current date.
- ➢ During new hire enrollment, new hires should use their hire date.
- ➢ Click on the **Apply** button when your entries are complete.
- ➢ Click **Next** to continue.

Step 5: The Benefits Certification will automatically display and must be completed before you can continue to the enrollment process. Under Enrollment Details, select whether you choose to enroll or decline enrollment. **ALL employees who are eligible for benefits are required to complete this step.**

Step 6: Under Spouse Coverage Details, you will need to select one of the options even if waiving coverage.

Employee Details

Employee Number
Employee Name   Last 4 Digits SSN

Enrollment Details

Per our Code of Conduct, supplying false or misleading information may result in disciplinary action, including termination. Truthful completion of this Certification is considered a c

☑ I am in receipt of the Benefits Annual Enrollment materials. I have read and understand the information as well as the above statement, and:

☐ I INTEND TO ENROLL in at least one of the medical coverages offered to me for the 2020 Benefit Plan year; or

☐ I am DECLINING ENROLLMENT OF ALL MEDICAL COVERAGES FOR MYSELF AND ALL ELIGIBLE DEPENDENTS.
I understand that by selecting this option I will not have the option to participate in these plans until the next annual enrollment period unless I have a qualifying fa
I also understand that if I do not currently have coverage and I do not log into Oracle Employee Self Service (ESS),
or provide a paper application to the Benefits Department to elect my medical benefits during the annual enrollment period, my medical benefit will be deemed to

Spouse Coverage Details

Medical benefits are offered to full-time employees, and on most plans, their eligible dependent children (up to age 26). Medical coverage for spouses is only available if your spous
regardless of eligibility with another employer.

Should you enroll in Medical coverage for your spouse, the Company reserves the right to request documentation to validate your enrollment attestation, and reserves the sole and
determined that you enrolled and/or continued to maintain coverage for your spouse when they otherwise had coverage available through their employer or as a retiree, you may be
following:

☐ THIS DOES NOT APPLY TO ME; or
☐ I INTEND TO ENROLL MY SPOUSE in at least one of the medical coverages for the 2020 Benefit Plan year and I attest that my spouse is either unemployed or
☐ I AM NOT ENROLLING MY SPOUSE in medical coverage

Step 7: Under **Tobacco Use Details**, select **Yes** or **No** from the drop down and check the applicable box below:

Tobacco Use Details

You must verify your tobacco status before enrolling in Medical coverage by completing the bottom of this form. If you choose the option of being a tobacco user with no intention of stopping or completing a tobacco cessation pro
are smoked (e.g., cigarettes, cigars, pipes, electronic cigarettes (vaping), etc.), applied to the gums (e.g., dipping, chewing tobacco, snuff, etc.), and/or inhaled.

The below tobacco Usage status has been retrieved from previous submission. Please modify the flag if there is any change in your Tobacco Usage.

Tobacco User [No ▼]

☐ I certify that I am enrolled or intend to enroll in a Company health plan and am not a tobacco user as defined in the Declaration section below, therefore making me eligible for the non-tobacco premium.

☐ I certify that I have completed an approved tobacco cessation program within the last 12 months, therefore making me eligible for the non-tobacco premium. (Attach documentation of program completion.

☐ I am a tobacco user and have not completed an approved tobacco cessation program. I understand that I will not be eligible to receive the non-tobacco premium in 2020 unless I complete the approved to

• I understand that if I begin to use tobacco products, I am no longer eligible to receive the premium discount and must report this change to the Employee Benefits Department immediately.

• I understand that if I begin using tobacco products and do not notify the Employee Benefits Department immediately, or if I falsify my "tobacco-user" status on this Benefits Certification Form, I may face disciplinary action, up to

Step 8: Under **Declaration**, check the box, enter the date, scroll to the right and click **Apply**.

Step 9: You will receive confirmation that you have successfully completed the disclaimer. Scroll to the right and select **Return to Enrollment Page** which will take you back to the Dependents and Beneficiaries screen:

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✅ **Confirmation**
You have successfully completed the disclaimer!!! Your confirmation number is

Step 10: At the Dependents and Beneficiaries screen, select **Next** to review current benefits and enroll.

ENROLLING IN BENEFITS:

Step 1: At the Benefit Enrollments screen, review your current elections, if applicable, and click **Update Benefits** in the upper right corner to enroll or make changes.

Step 2: Select **all benefits plans you would like to participate in and include any dependent coverage.**

➢ If you select Health Insurance (Pre Tax), you must elect Basic Life/AD&D and Long Term Disability – LTD in order to proceed. Basic Life and LTD are provided free of charge if you enroll in the Cigna EPO plan (not applicable to hourly employees).

➢ If you do not elect Short-Term Disability and/or Voluntary Life when you first became eligible and would like to elect coverage later, you must complete an Evidence of Insurability (EOI) form (found on the Intranet under Forms/Benefits). The Customer Access Code is 4Q1J4R5). Pre-existing conditions are applicable and coverage will not go into effect until/unless approved by Unum.

➢ Salaried employees only – may enroll in a Healthcare Flexible Spending Account (FSA) for health-related expenses and a Dependent Care FSA for daycare expenses. Dependent Care FSA elections are irrevocable unless the employee has a valid status life event per IRS regulation §1.125-4(a).

➢ Make your benefits selections by clicking the **Select** checkbox next to the desired option (in some sections, you will need to enter a coverage amount). If you do not want a specific benefit, check the **WAIVE coverage** box. Scroll down the page to view all benefits selections.

Once elections are made, select the **Recalculate** button in the bottom left side of screen to show your annual and per pay check costs. Verify accuracy and select **Next**.

Step 3: At the next screen titled Additional Data, no action required, select **Next**.

Step 4: On the Cover Dependents screen, check the box next to all dependents you want to cover. If the box is NOT checked, that individual will be excluded from coverage in the applicable benefit program.

Step 5: Add Beneficiaries screen - designate primary and contingent beneficiaries if applicable and the percentage to designate to each beneficiary. The total for each plan must equal 100%. Select **Next**.

➢ Click on the Recalculate button at any point to determine your current percentage designations.

Step 6: Confirmation Page - shows your selections and the cost per pay period. Scroll down to view dependent coverage and beneficiary designations. Review the confirmation carefully. If any selections are incorrect, or you would like to make additional changes, select the **Back** button.

➢ Click on **Printable Page** to print your elections for your records
➢ Click on **Confirmation Statement** for more specific information and confirmation of your elections.

Select **Finish** to complete the enrollment/update process. By clicking on the **Finish** button, you are authorizing the applicable amount for the selected benefits to be deducted from your paycheck. **Check your first paystub after coverage begins to verify that the correct deductions are coming out. If there are any issues, please contact the Benefits Department immediately.**