# New Hire Resources Guide

Below are a few helpful links to assist you on your first day with Lafayette General Health!

| My LGH | LGH Intranet | MyLGH |
|---|---|---|
| Human Resources | Benefits, 401K, Employee Relations | Human Resources / 337-289-8446 HumanResources@lgh.org Benefits / 337-289-8470 Benefits@lgh.org Prudential.com/online/retirement |
| Infor Employee Space | Benefit Elections, W-2, Address Change, Print Check Stubs, Edit Tax Withholdings | Employee Space Infor- How to Guides |
| Infor Mobile Time Clock | How to access the mobile time clock and Employee Space through LGH App | LGH Mobile Quick Guide |
| Orientation Jump Drive | List of All documents on the Orientation Jumpdrive | Orientation Jump Drive |
| Healthstream | Annual Training, Register for Classes | Healthstream |
| Badges | Reprints, Pick Up, Door Access | Service Desk- Badge Request |
| IS Help Desk | Passwords, IT Access, IT Issues | IS Service Desk / 337-289-8888 |
| Policy Manager | Company Policies: HR policies, Payroll policies, etc. | Policy Manager |
| Internal Job Opportunities | Apply for Department Transfers (Must be in current role for 6 months before applying for a transfer) | Internal Job Opportunities |
| Employee Discounts | Community Discounts | Employee Discounts |
| Healthe Wellness | Application to track exercise, food intake and other incentives to help you achieve a smaller deductible for the following year. There is no penalty for not meeting the points to receive the smaller deductible. | Healthe Wellness |
| Payroll | Direct Deposit, Check Pickup, Corrections | Payroll@lgh.org / 337-289-8122 |
| The Work Number | Employment Verifications | The Work Number- Wallet Cards Loans/Auto/Finance: 1-800-367-5690 Social Services: 1-800-660-3399 |

**Intranet Quick Tips**

The J2E tab on the green banner bar at the top of the page contains LEM, SEM (staff evaluation manager) and the J2E jump drive. Which allows you to complete you annual evaluation and also keep a journey journal of your work, values, and future.
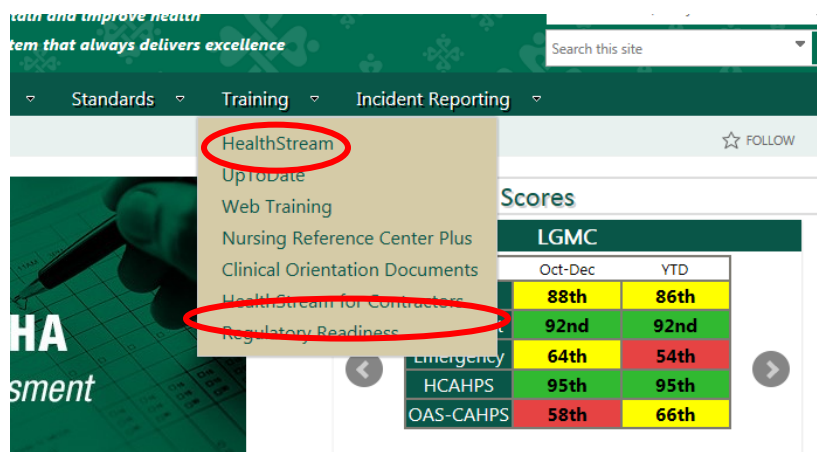
The Policy search engine is located inside the "Policies" tab in the green banner bar at the top of the page. When you select "policies" tab, you will then select "Policy Manager" then you will be able to search key words for a specific policy.

The Standards for our organization including Code of Conduct, Employee Handbook, Organizational Goals and Standards of Behavior can all be found under the "Standards" tab in the banner bar at the top of the page.

To report a patient, visitor, or employee incident; you will go to the "Incident Reporting" tab in the banner bar at the top of the page. Then you will select the appropriate type of incident to report and also your facility. Once you have selected those, you will select the appropriate type of incident you are reporting and complete the paperwork as it appears on the screen.

**Healthstream**

Healthstream has two options to select from, you have "Healthstream" for employees and you have "Healthstream for Contractors" which is for all contract employees. Please ensure you select the appropriate options when logging in.



**How to Install Outlook Email:**

Please see the attached instructions for how to set up your email on your Apple or Android device.

**Parking Tag**

Please print the attached Parking Tag form, complete, and bring to the Security department at your facility to receive a parking tag.