



Employee Self-Service New Hire Guide

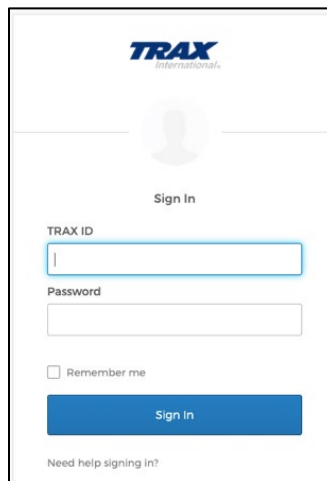
Updated 19 August 2020

Employee Self-Service (ESS) Guide – New Hire Version

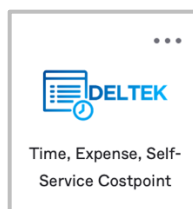
Employees at TRAX International utilize Employee Self-Service (ESS) to enroll in benefits, update/change addresses/phone numbers, etc.

Follow these steps to enroll in benefits as a New Hire

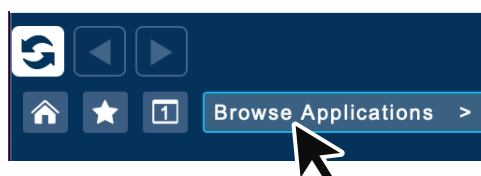
1. To access the Employee Self-Service module, you must first log onto TRAX's Okta platform. To do so, open a browser and go to <https://traxintl.okta.com/>.
 - a. Enter your credentials (see image below).
 - b. Click **Sign In**.

A screenshot of the TRAX International Okta Sign In page. At the top is the TRAX International logo. Below it is a placeholder for a user profile picture. The text "Sign In" is centered. There are two input fields: "TRAX ID" and "Password". Below the password field is a checkbox labeled "Remember me". At the bottom is a blue "Sign In" button. A link "Need help signing in?" is at the very bottom.

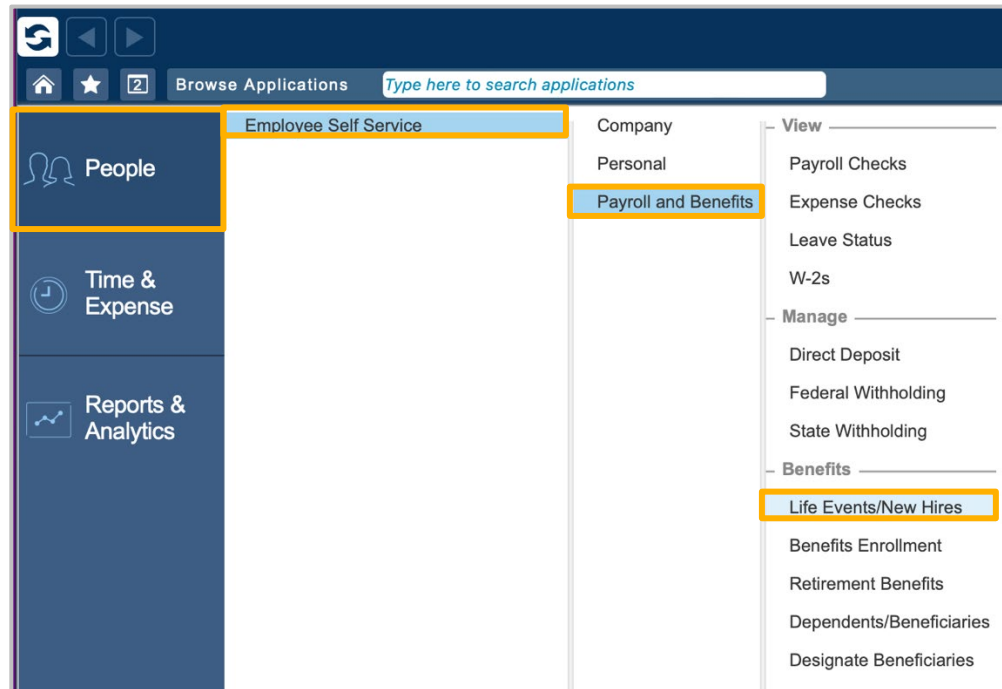
2. Once you've logged into Okta, click on the **Deltek icon** (see image below) for "Time, Expense, Self-Service & Costpoint".



3. Log in to Deltek.
4. Click **Browse Applications**.



5. Click on the **People** button in the menu on the left-hand side. Then click on **Employee Self Service > Payroll and Benefits > Life Events/New Hires**.



6. You will be automatically taken to the first step in submitting your information and/or benefit elections. Read the instructions and follow the steps on the screen. The instructions screen should show the following:

“Welcome to TRAX International! As a part of your on-boarding process, please review each of the following screens and provide the requested information. Please note that **ALL** benefit elections must be made within 30 days of your date of hire. Please contact your local Human Resources office with any questions you may have.”

7. All Benefit Summaries are available via a hyperlink within ESS.
8. Click on a summary to learn the details of the plan and what is covered.
9. Once complete, review the Summary and **Confirm** your elections.
10. If you want to have a copy of what you selected, use the print screen function now.

Note: You only have **30 calendar days** from the date of the life event to complete this entire process.

Please contact your local Human Resources Office if you have any questions when completing this process.