

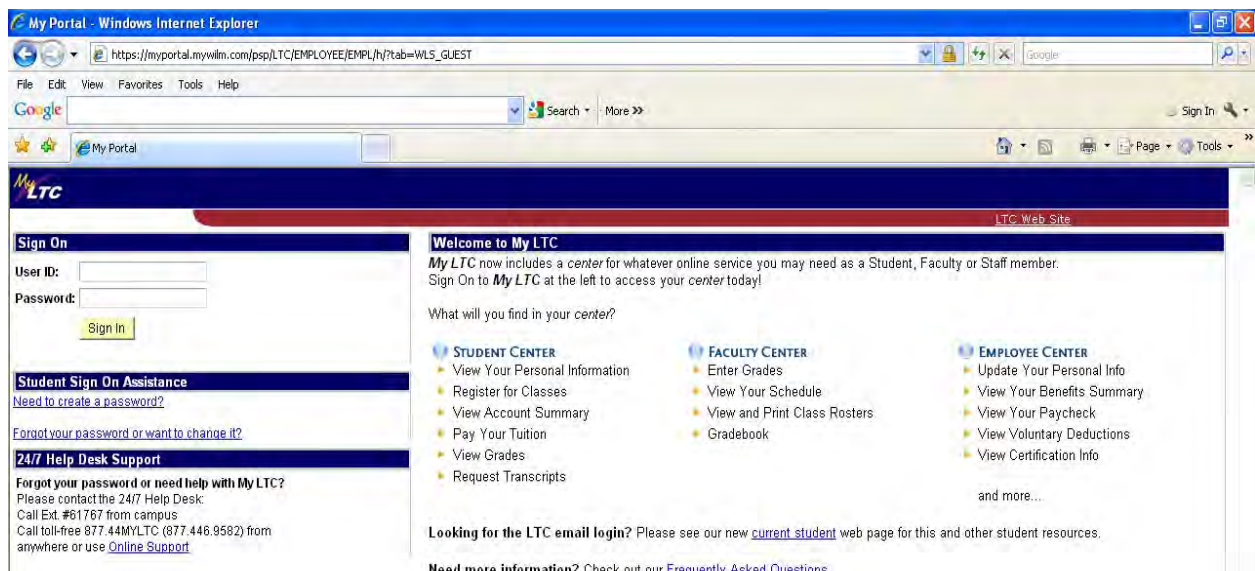
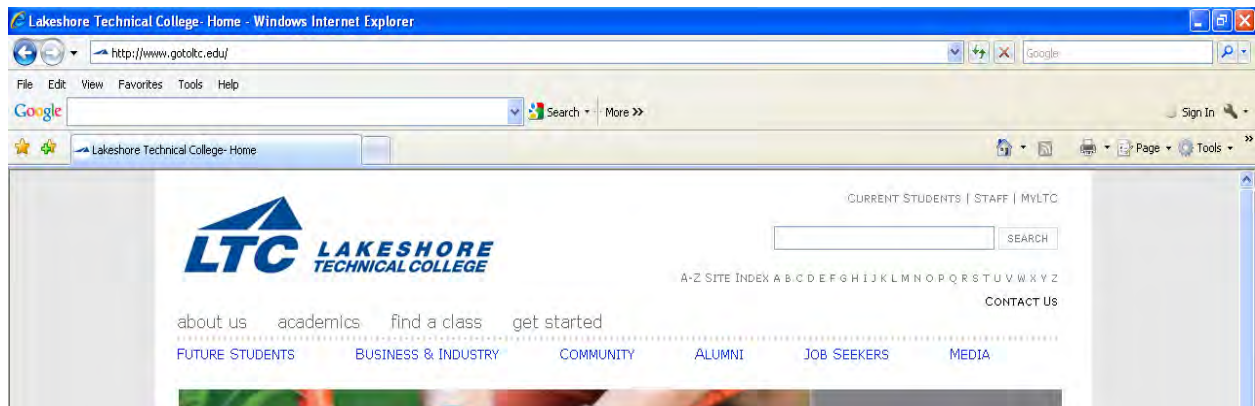
**See last page of document for Help Desk contact information
or if signing on for the first time.**

Through Employee Self Service, employees have the capability to:

- View Paycheck
- Change your address (Personal Information)
- Change your Direct Deposit information
- Change your Federal/State Tax Withholding – W-4
- View/Print your W-2

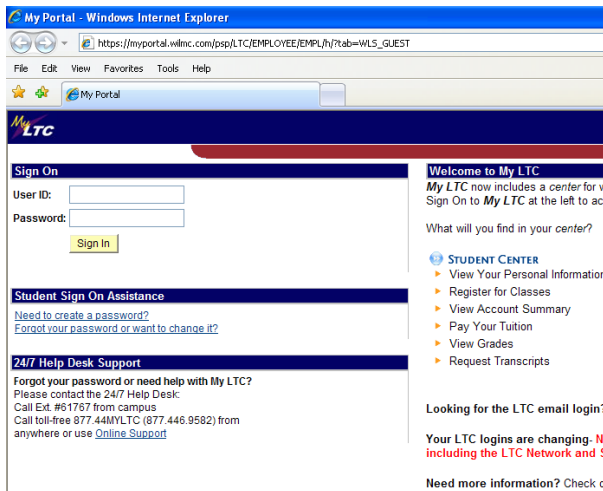
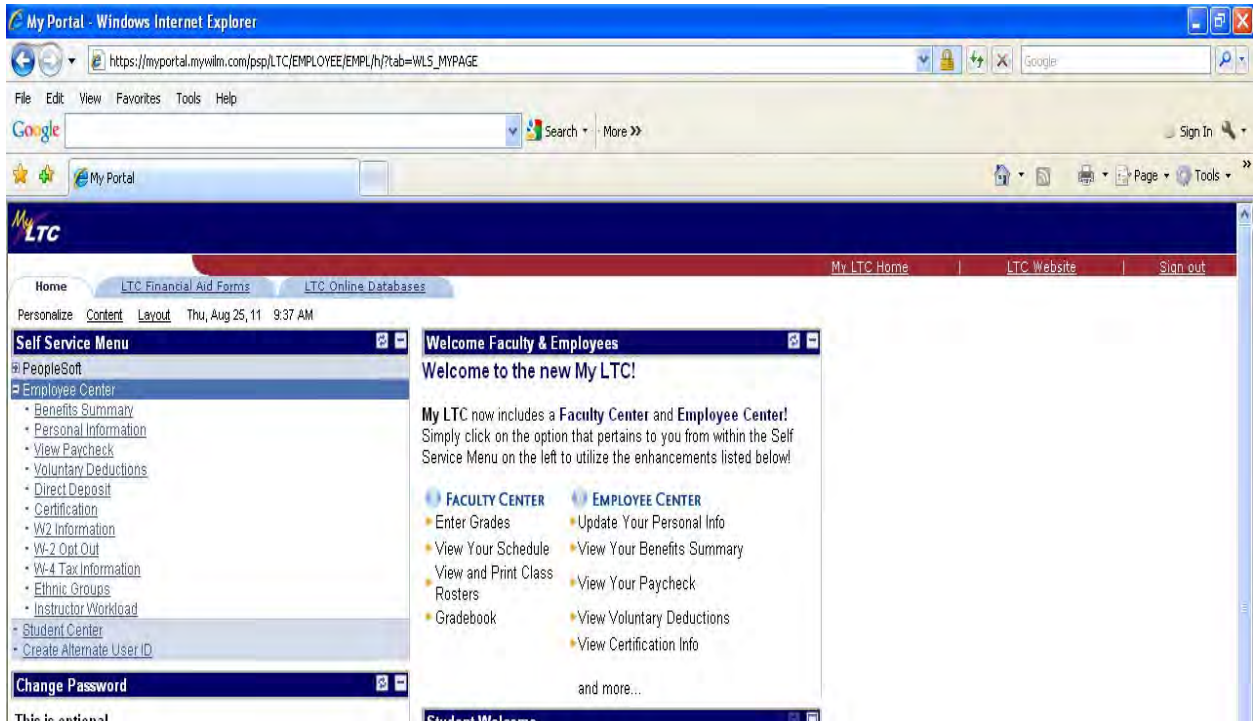
The navigation is:

1. Go to www.gotoltc.edu
2. Click '**My LTC**', (righthand side, upper corner)
3. Enter your User ID & Password, click '**Sign In**'. -
(Problems logging in? contact the help desk at #61767 (internal) 877-446-9582 (external).)
4. Under the Self Service Menu, click '**Employee Center**'.
5. Click appropriate selection.



How To Access Self Service Payroll & HR through The Bridge

8/31/2011



Enter your User ID (<XXXXXXXX>) and Password (<XXXX####>)

User ID - 8 digit PeopleSoft employee number
Password - Unless changed or a current student, should be - 1st 2 letters of 1st name, 1st 2 letters of last name (with the first and third characters in uppercase and the second and fourth characters in lowercase, for example, Jane Doe, JaDo) and last 4 numbers of social security number.

Click 'Sign In'

Information on **24/7 Help Desk Support** is also available here.

Help Desk

If you forgot your **password** or need help with My LTC or The Bridge, please contact the 24/7 Help Desk For 24/7 Phone Support, please call:

877-446-9582 or #61767 on campus