



O R A C L E

Employee Self Service Instructions

**All Corporate Employees and
Salaried Managers**

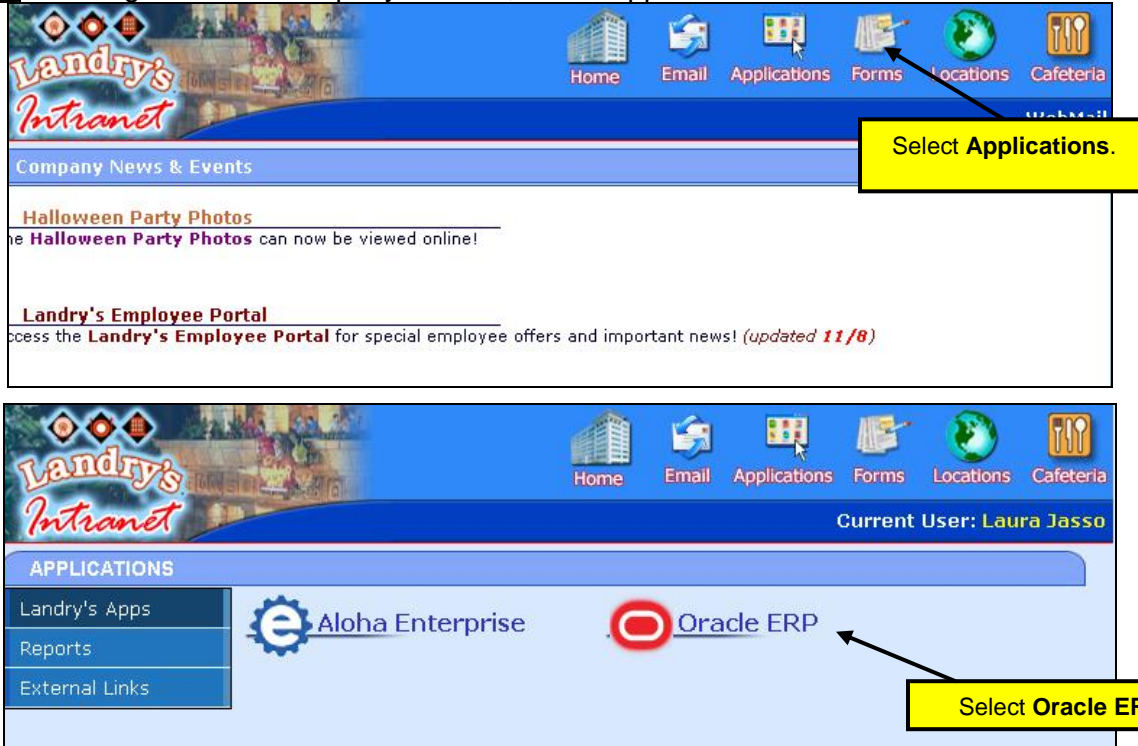
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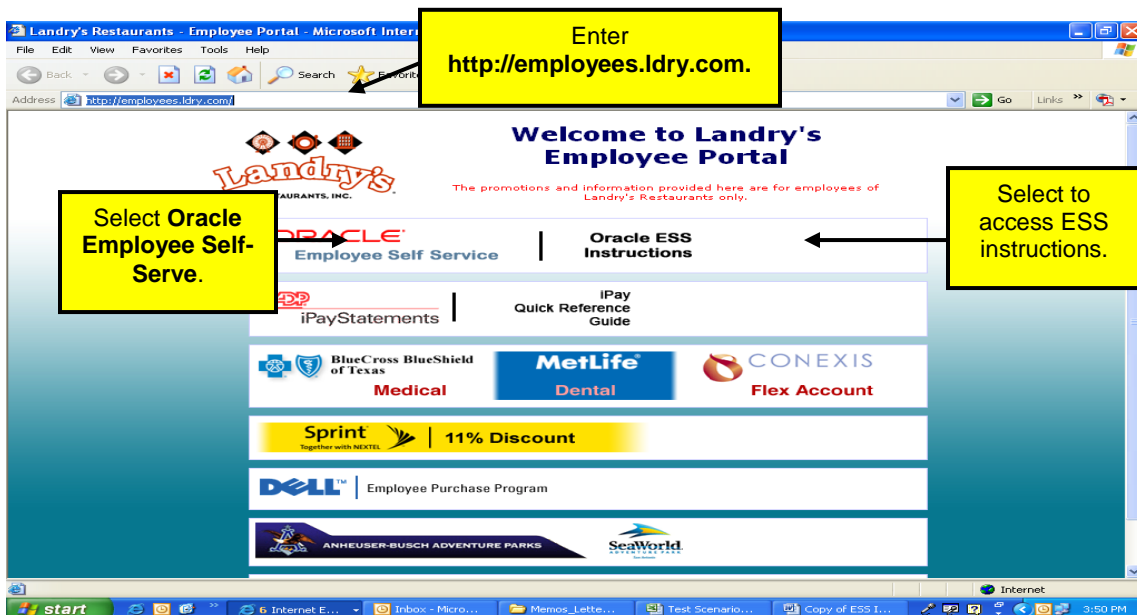
LOGGING IN TO ORACLE

Oracle Employee Self Service (ESS) is accessible via the Company Intranet or via the Landry's Employee Portal from anywhere with an internet access.

Step 1. To log in via the Company Intranet, select Applications > Oracle ERP.



To log in via the Landry's Employee Portal from anywhere with an internet access, enter <http://employees.ldry.com> on the address field, and then select Oracle Employee Self Service. (Note: you may also access the instructions via the Employee Portal.)



Step 2. A login prompt will appear. Enter your Username and Password.

Username: Your Username is your first initial and last name. In the event that more than one individual has the same combination of first initial and last name, you will use a combination of the first two letters of your first name plus your last name (i.e., John Smith's username would be JOSmith).

Claim Jumper Managers: Your Username will be preceded by CJ. For example, Dan Smith would be CJDSmith.

Bubba Gump Managers: Your Username will be preceded by BG. For example, Dan Smith would be BGDSmith.

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., smith1234). **Note:** If you have previously used Oracle, you will continue to use your existing password.

If you have any difficulty accessing Oracle ERP, please contact the Technology Support Center at 1-800-493-1010.

The screenshot shows the Oracle login interface. The Username field contains 'JCRA B' and the Password field contains a masked password. A yellow box on the left states: 'Username = first initial + last name, unless otherwise notified'. A yellow box on the right states: 'Initial password = last name + last four digits of Social Security Number'. Arrows point from these boxes to the respective fields. A 'Login' button is located below the password field.

The first time you log in to Oracle, you will be prompted to change your password. You will use this new password for all subsequent logins. The system will prompt you to change your password every 90 days. (You may change your password at any time by following the instructions on Page 6.) If you forget your password, contact the Technology Support Center to have your password reset.

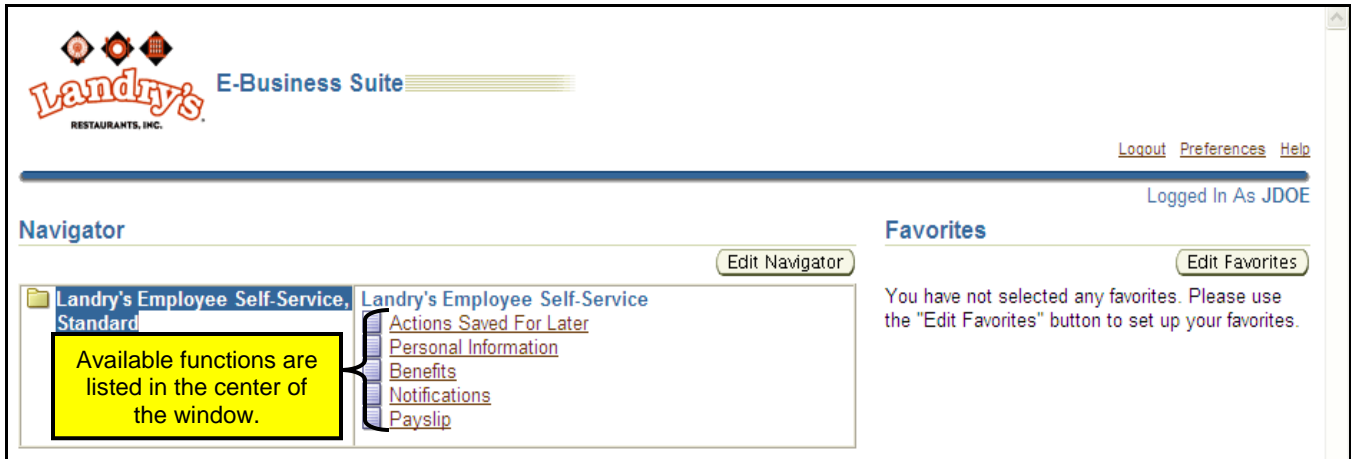
The screenshot shows the 'Change Password' form in the Oracle E-Business Suite. It includes fields for 'Current Password', 'New Password', and 'Re-enter New Password'. A yellow box with the text 'Change your Password.' has an arrow pointing to the 'New Password' field. A tip indicates 'Password must be at least 5 characters long.' 'Cancel' and 'Apply' buttons are at the bottom right.

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.

Step 3. Click the **Landry's Employee Self Service, Standard** link on the left side of the window. Certain individuals may have multiple links depending on areas of responsibility.

The screenshot shows the Oracle E-Business Suite Navigator. The 'Landry's Employee Self-Service, Standard' link is circled in black. The page is logged in as 'JCRA B'. Other elements include 'Logout', 'Preferences', 'Help', and 'Privacy Statement' links.

Step 4. After you click the link, a list of all the functions available to you through that responsibility will be displayed in the center of the window. You may now click on any of these items to access the desired function.




The available functions include:

- Actions Saved for Later – changes you have saved, but not submitted are stored here.
- Personal Information – to change your marital status, address, phone numbers, emergency contacts, and change/update/remove beneficiaries.
- Benefits – to add or update your dependents or beneficiaries, and enroll in benefits.
- Notifications – Oracle's internal email system.
- Payslip - View and print current and past pay statements.

While navigating through ESS, you will see that there are several **helpful symbols** that you can click on to provide information or assistance:

Click on  to obtain additional details regarding a field or the information you must enter.

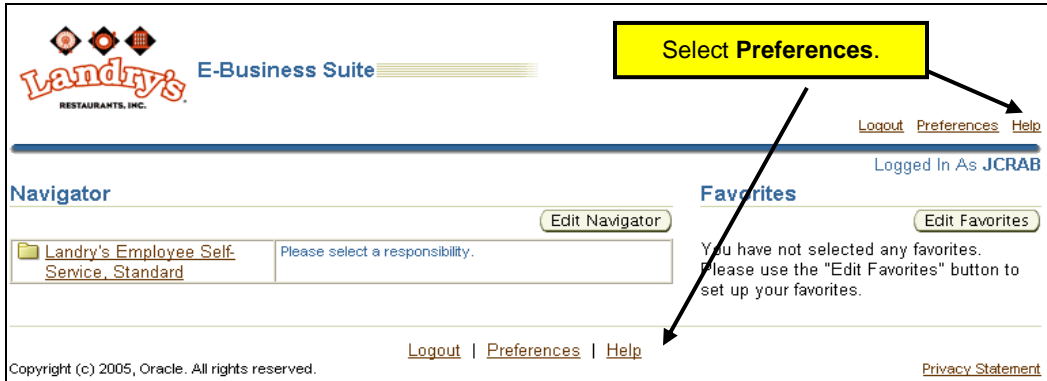
Click on  to pull up a calendar to select correct dates.

Click on  to search for information.

CHANGE PASSWORD

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

Step 1. Select **Preferences**, located in the upper right hand corner or bottom center of the Oracle home page.



Step 2. Scroll down the page to **Change Password**. Enter your current password in the **Old Password** field.

Step 3. Enter your new password in the **New Password** field.

Step 4. Confirm the new password by entering it in the **Repeat Password** field.

Step 5. Select **Apply** to complete the change.

A screenshot of the 'Change Password' form. The form has a title 'Change Password' and contains several input fields. The 'Known As' field is populated with 'Joe Crab'. There are three password fields: 'Password', 'Password', and 'Repeat Password', each with a masked password of seven dots. A yellow box on the left says 'Enter your current password here.' with an arrow pointing to the first 'Password' field. A yellow box on the right says 'Enter your new password here.' with an arrow pointing to the second 'Password' field. Below the password fields, there are sections for 'Start Page' (with 'Responsibility' and 'Page' dropdowns) and 'Notifications' (with 'Email Style' set to 'HTML mail'). At the bottom right, there are three buttons: 'Cancel', 'Reset to Default', and 'Apply'.

You will receive a confirmation message indicating that your changes were saved successfully.

VIEWING PAY STATEMENTS

Step 1. Select the **Payslip** link on the ESS home page.

The screenshot shows the Landry's E-Business Suite interface. In the top left, there is the Landry's logo and the text 'E-Business Suite'. In the top right, there are links for 'Logout', 'Preferences', and 'Help', and a status indicator 'Logged In As JDOE'. Below this is a 'Navigator' section with a tree view. The 'Landry's Employee Self-Service' folder is expanded, showing several sub-links: 'Standard', 'Actions Saved For Later', 'Personal Information', 'Benefits', 'Notifications', and 'Payslip'. The 'Payslip' link is circled in red. To the right of the Navigator is a 'Favorites' section with a message: 'You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.'

To view a previous Pay Statement, select a date from the pull down menu next to Choose a Payslip, and then select Go: To print your Pay Statement, select Print Payslip:

The screenshot shows the 'Payslip' page in the Landry's Employee Self-Service system. At the top, there is the Landry's logo and the text 'Landry's Employee Self-Service'. In the top right, there are links for 'Home', 'Logout', and 'Preferences'. Below this is the 'Payslip' section. It displays the employee's name 'John Doe' and employee number '99942'. There is a 'Choose a Payslip' dropdown menu with '28-MAY-2008 - 99942 - Check 1' selected, and a 'Go' button next to it. Below this, there are fields for 'Social Security #', 'Employee Address', and 'Employer name/Address'. The 'Print Payslip' button is circled in red. Below the form fields are three tables: 'Pay Period and Salary', 'Summary', and 'Hours and Earnings'.

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Bi-Week	28-May-2008	06-May-2008	19-May-2008	13.50	28,080.00

	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current	1,059.08	0.00	216.82	9.00	833.26
YTD	14,346.14	0.00	3,180.41	99.00	11,066.73

Description	Current Hours	Current Amount	YTD Hours	YTD Amount	Rate
Overtime			99.18	2,008.45	
Vacation			39.31	530.69	
Regular	78.45	1,059.08	874.59	11,807.00	13.50

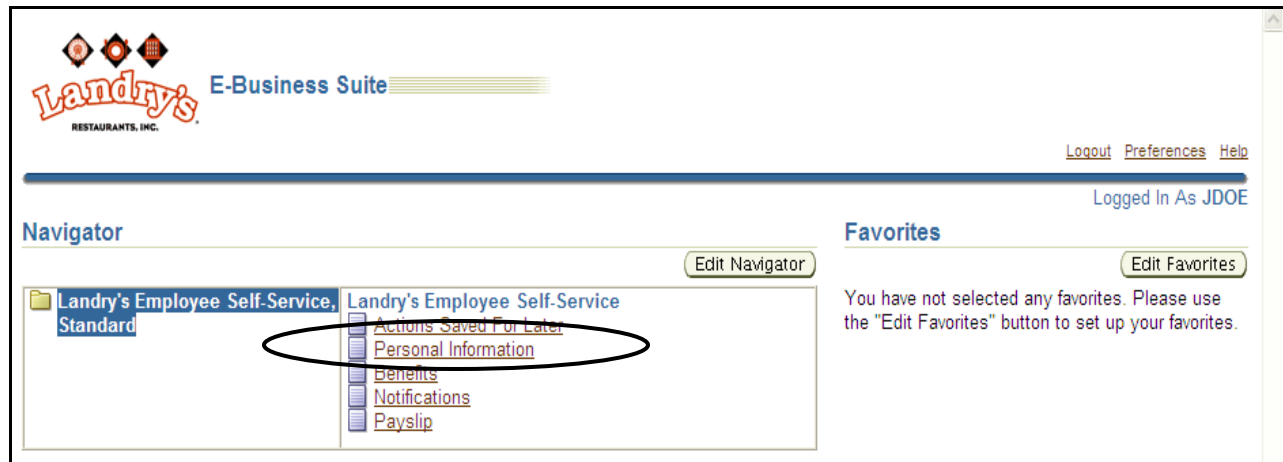
MAINTAIN PERSONAL INFORMATION

There are several information types that you may review or change under this section:

- Basic Details
- Phone Numbers
- Home Address
- Emergency Contacts
- Update or Remove Dependents and Beneficiaries (You will not *add* Beneficiaries in this section.)

EDIT PERSONAL INFORMATION:

Step 1. Click the **Personal Information** link on the ESS home page.



This is a portion of the window that appears when you select **Personal Information**.

Personal Information

Employee Name **Joe Crab** Employee Number **49733** [Back](#)

Basic Details [Update](#)

Full Name	Crab, Joe
Marital Status	Married
Date of Birth	01-Jan-1980
Social Security Number	555-12-3920
Employee Number	49733
Organization Email Address	jcrab@ldry.com

Phone Numbers [Update](#)

Home 515-555-1234

Home Address [Update](#)

Address Line 1	1510 West Loop South
Address Line 2	
State	TX
Zip Code	77027
County	Harris
Type	Primary Home Country Address

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact: [Update](#) [Remove](#) | [Add](#)

Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile	Pager
<input checked="" type="radio"/> Crab, Jill	Parent	Yes	281-555-5555			

Step 2. To edit the information in a particular section, select the **Update**, **Remove**, or **Add** button located within the area you need to change. (**Add** may appear if you have no information currently entered in that particular section.) In the following example, the employee changes his marital status. The employee would select the **Update** button in the **Basic Details** section.

Basic Details: Choose Option

Employee Name **Joe Crab** Employee Number **49733**

Select the type of change you want to make.

Correct or complete the current details.

Enter new information because of a real change to the current details (e.g. because of a change in marital status)

Step 3. By selecting the second option, you are indicating that the change is the result of a life event, such as marriage, birth of a child, or relocation.

Step 4. Click the **Next** button and review your Basic Details. You may make changes to your nickname, marital status, and Tobacco Use flag. In the below example, the employee changes his marital status to Married with an effective date of July 28, 2006.

Step 5. After making any changes, click the **Next** button to submit the changes.

Basic Details: Update Information

Employee Name **Joe Crab** Employee Number **49733**

* Indicates required field

Name

* Effective Date **28-Jul-2006**

First Name **Joe**

Middle Name

Last Name **Crab**

Suffix

Nickname

Other

Employee Number **49733**

Social Security Number **555-12-3920**

Date of Birth **01-Jan-1980**

Gender **Male**

* Marital Status **Married**

Tobacco Use

Organization Email Address **jcrab@ldry.com**

Marital status has been changed, with an effective date of July 28, 2006. Date must be in the following format: DD-MMM-YYYY


Step 6. The blue change icon indicates the changes that you made. If you are satisfied with your changes, you may click the **Printable Page** button to print a copy for your records, and click the **Submit** button to submit the changes.

The Confirmation window will display, indicating your changes were submitted successfully.

Note: Making changes to your marital status or dependents on the Personal Information screens will not change your marital status or number of dependents for income tax withholding purposes. You must complete and submit a new federal and/or state W-4 to the Salaried Payroll Department at 713-850-0489 to make changes to your federal or state income tax withholding.

CHANGE YOUR TELEPHONE NUMBER(S):


Step 1. Select the **Update** or **Add** button located within the **Phone Numbers** section. (**Add** may appear if you have no telephone numbers currently entered in that particular section.) To change an existing telephone number, select the **Update** button located in the **Phone Numbers** section.

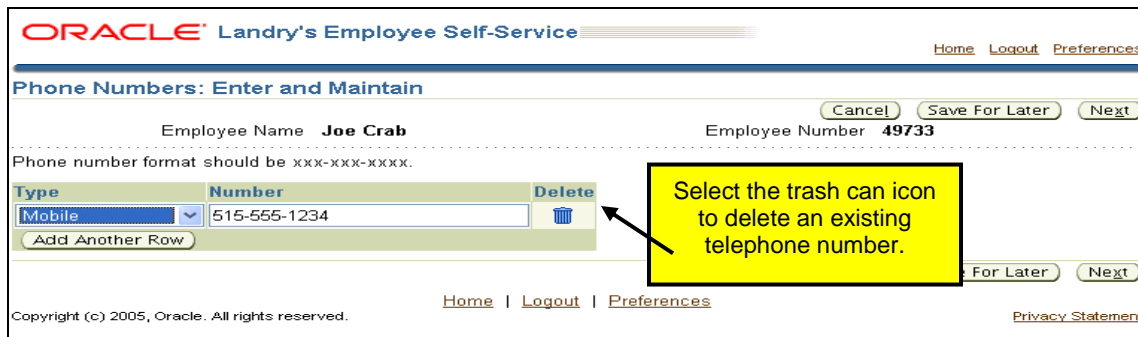


Phone Numbers

Mobile 515-555-1234

Select Update. Update

Step 2. To delete an existing phone number, select the delete icon .




ORACLE Landry's Employee Self-Service

Home Logout Preferences

Phone Numbers: Enter and Maintain

Employee Name Joe Crab Employee Number 49733

Phone number format should be xxx-xxx-xxxx.

Type	Number	Delete
Mobile	515-555-1234	

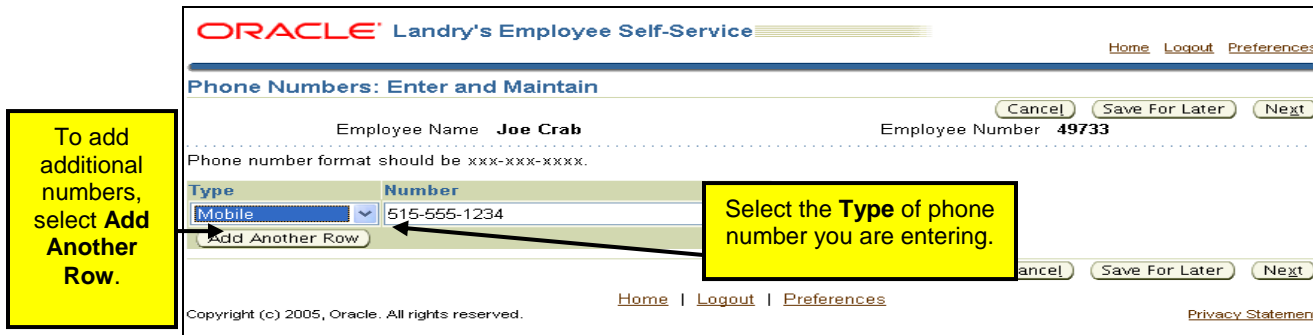
Add Another Row

For Later Next

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Select the trash can icon to delete an existing telephone number.

Step 3. To add an additional telephone number, select the **Add Another Row** button.




ORACLE Landry's Employee Self-Service

Home Logout Preferences

Phone Numbers: Enter and Maintain

Employee Name Joe Crab Employee Number 49733

Phone number format should be xxx-xxx-xxxx.

Type	Number	Delete
Mobile	515-555-1234	

Add Another Row

Cancel Save For Later Next

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To add additional numbers, select Add Another Row.

Select the Type of phone number you are entering.

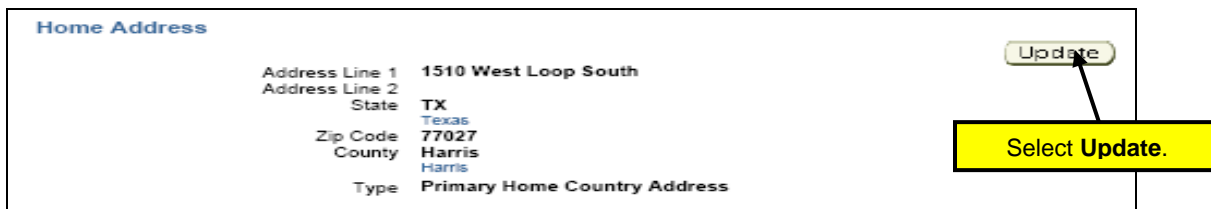
Step 4. Select telephone number **Type** from the drop down box (i.e. Home, Mobile). Enter the telephone number in the following format: XXX-XXX-XXXX.

Step 5. After you have made all your additions, changes, or deletions, click the **Next** button.

Step 6. Review your changes and select print, and/or submit.

CHANGE YOUR HOME ADDRESS:

Step 1. Select the **Update** button located within the **Home Address** section. The **Update** option allows you to edit an existing address.



Home Address

Address Line 1 1510 West Loop South
Address Line 2
State TX
Texas
Zip Code 77027
County Harris
Harris
Type Primary Home Country Address

Update

Select Update.

Step 2. Indicate the type of change you are making. Select the first option if you are correcting the address on file. Select the second option if you have moved and select **Next**.

Step 3. You may use the calendar icon to enter the **Effective Date**, or simply type in the correct date. The **Effective Date** is the date that the address change will become effective in Oracle. This date is very important in that it may have tax implications. **Effective date must be in the following format: DD-MMM-YYYY.**

Step 4. Enter the change type; you will need to select **Primary Home Country Address**.

Step 5. Enter the new address information in the applicable fields and select **Next**.

Step 6. Review your changes and select print, and/or submit.

EMERGENCY CONTACTS:

UPDATE, REMOVE, or ADD YOUR EMERGENCY CONTACTS:

Step 1. To update an existing contact's information, click the **Select** circle next to the correct individual's name, then click the **Update** button. Enter the information regarding your contact.

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile Pager
<input type="radio"/>	Crab, Jill	Parent	Yes	281-555-5555		
<input checked="" type="radio"/>	Doe, John	Friend / Other	No	713-555-1234		

Step 2. To delete an existing contact, click the **Select** circle next to the correct individual's name then click on the **Remove** button.

Remove Contact

Employee Name **Joe Crab** Employee Number **49733**
 Organization Email Address **jcrab@ldry.com** Business Group **Landrys Business Group**

Use this page to remove this contact. Enter an End Date to specify when to remove the contact.
 * Indicates required field

Name **Doe, John**
 Contact Type **Emergency**
 Remove Friend / Other relationship also
 * End Date **23-Aug-2006**
 (example: 23-Aug-2006)
 End Relationship Reason

Check if you would also like to remove as a beneficiary.

Enter effective date of the change.

Step 3. Enter the **End Date** as the effective date that you would like the contact removed. **End date must be in the following format: DD-MMM-YYYY.**

Step 4. To also remove the contact as a beneficiary, check the box for **Remove Friend/Other relationship (or whatever applicable relationship type you choose)**. Click **Next**.

Step 5. If you are satisfied with your changes, you may click the **Printable Page** button to print a copy for your records, and click the **Submit** button.

ADD A NEW EMERGENCY CONTACT:

Step 1. To add a new emergency contact, click on the **Add** button. A list of your contacts will appear. Click **Continue**.

Emergency Contact: Create

Employee Name **Joe Crab** Employee Number **49733**

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.
 * Indicates required field

General Information
 Please Note:
 • If you are completing your new hire enrollment, the effective date of all of your dependents/beneficiaries must equal your date of hire.
 • If you are changing your current enrollment due to a family status change, you must use the same effective date for each dependent or beneficiary you add during one status change.

* Effective Date
 (example: 23-Aug-2006)
 * Relationship
 * First Name
 Middle Name
 * Last Name
 Suffix
 Email Address
 Primary Contact

Effective Date may not be earlier than your hire date.

Designate the contact's relationship to you from the choices in the drop down menu.

Check here to make this your primary contact.

Step 2. Enter the **Effective Date** this person is to become an emergency contact. This date cannot be earlier than your hire date. **Effective date must be in the following format: DD-MMM-YYYY.**

Step 3. Designate the relationship of the contact to you from the drop down box in the **Relationship** field.

Step 4. Enter the **First and Last Name** of your contact.

Step 5. If you would like to designate this person as your primary contact (the person Human Resources will attempt to contact first), ensure that you have checked the **Primary Contact** box.

Note: You may have only one primary contact. If you want this person to be your primary contact, but you have already identified another person as your primary contact, you must first change that person to a secondary contact. Do this by going back to the overview page, selecting that person to update, and unchecking the **Primary Contact** box.

Step 6. Enter a telephone number for your contact. You may enter more than one number and designate the type of number.

Step 7. When your entries are complete, select **Next**. Review your changes and print/submit.

DEPENDENTS AND BENEFICIARIES:

NOTE: Although this section is titled “Dependents And Beneficiaries”, *you will only change/update or remove Beneficiaries in this section.* Information on *adding* Beneficiaries and Dependents is maintained in the **Benefits** section on the home page.

UPDATE OR REMOVE YOUR BENEFICIARIES:

Step 1. To **update** the information of an existing beneficiary, click the **Select** circle next to the individual’s name, and click on the **Update** button. Enter the information regarding your beneficiary.

Step 2. To **remove** an existing beneficiary, click the **Select** circle next to the correct individual’s name, and click on the **Remove** button.

Step 3. To also remove the beneficiary as an emergency contact, you must check the box for **Remove Emergency relationship also**.

Step 4. Enter the **End Date** as the effective date that you would like the beneficiary removed.

Step 5. Click on the **Next** button and review your changes. Select print and/or submit.

BENEFITS

Add Dependents/Beneficiaries - View - Enroll - Update

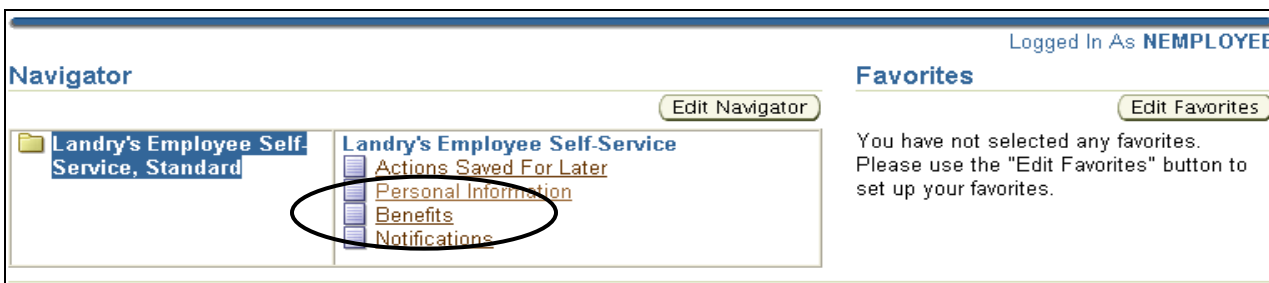
You will use the Benefits section to manage your benefits enrollments. You may view your benefits at any time. However, you may only enroll or make changes to your benefits selections during open enrollment or when you have a qualifying life event, such as marriage, divorce, or the birth of a child. (There may be other circumstances which may be considered a qualifying life event. Contact the Benefits Department at 800-394-3839 [option 5, then 4] if you have any questions.) Remember to update your personal information under the Personal Information section, including marital status, before clicking on the Benefits section.

Please note that you may not enroll in or make changes for 401(k) or Deferred Compensation through ESS. You must enroll and make changes directly through the vendor.

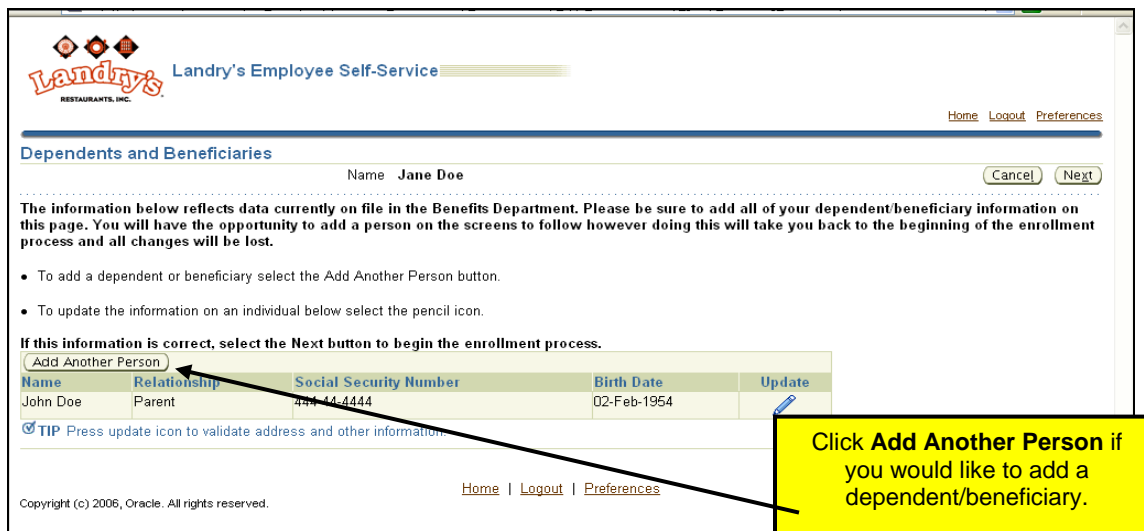
ADDING DEPENDENTS AND BENEFICIARIES:

Note: You will need to add your Dependents and Beneficiaries prior to enrolling in Benefits. Eligible Dependents under the Company's Benefit Plans include: legal spouse and/or children under the age of 25 (age 26 effective 1/1/2011).

Step 1. Select the **Benefits** link on the ESS home page.



Step 2. Your current dependents and beneficiaries are displayed. Select **Add Another Person** to add a dependent/beneficiary.



Step 3. Enter the **Effective Date (DD-MMM-YYYY)** this person is to become a dependent/beneficiary. This date cannot be earlier than your hire date. **NOTE:** If you are a New Hire, you **MUST** put your hire date as the effective date for all dependents/beneficiaries.

Add Dependents and Beneficiaries


Name Cancel Apply


* Indicates required field

Name and Relationship

Please Note:

- If you are completing your new hire enrollment, the effective date of all of your dependents/beneficiaries must equal your date of hire.
- If you are changing your current enrollment due to a family status change, you must use the same effective date for each dependent or beneficiary you add during one status change.

* Effective Date 
(example: 18-Sep-2006)

* Relationship 

* First Name

Middle Name

* Last Name

Suffix
(example: Jr.)

Address Information

Shared Residence
If you check the box above you don't need to fill in the address below

Enter Effective Date in (DD-MMM-YYYY) format.

Select the applicable relationship.

Enter First and Last Name of the dependent/beneficiary.

- Step 4.** Select the **Relationship** of the dependent/beneficiary to you from the drop down menu.
- Step 5.** Enter the **First and Last Name** of your dependent/beneficiary.
- Step 6.** Enter the address and telephone number (check the **Shared Residence** box to use your address).
- Step 7.** Scroll down to select **Gender** from the drop down menu in **Miscellaneous Information**.

If you check the box above you don't need to fill in the address below


Address Type

Address Style

* Address Line 1

Address Line 2


Address Line 3

* City 

State

* Zip Code

County

* Country 

Telephone


Telephone2

Miscellaneous Information

Gender

Student Status

Social Security
(example: 123-45-6789)

Date of Birth 

Marital Status

Is this Person Disabled?

Select the appropriate Gender.

Enter your dependent/beneficiary's Address and Telephone number, or check the box next to Shared Residence to use your information.

Enter Social Security number, if one has been assigned.

Enter Date of Birth (DD-MMM-YYYY).

- Step 8.** Enter the Social Security Number.
- Step 9.** Enter the appropriate **Date of Birth** in DD-MMM-YYYY format.
- Step 10.** You may optionally enter whether the dependent/beneficiary is disabled from the drop down menu for **Is this Person Disabled?**
- Step 11.** Click on the **Apply** button when your entries are complete.

REVIEW CURRENT BENEFITS:

Step 1. Select the **Benefits** link from the ESS home page.

The screenshot shows the Landry's E-Business Suite interface. At the top left is the Landry's logo with 'RESTAURANTS, INC.' below it. To the right is 'E-Business Suite'. In the top right corner are links for 'Logout', 'Preferences', and 'Help'. Below this is a status bar indicating 'Logged In As JDOE'. The main area is divided into a 'Navigator' and 'Favorites' sections. The 'Navigator' shows a tree view with 'Landry's Employee Self-Service' expanded to show sub-links: 'Actions Saved For Later', 'Personal Information', 'Benefits' (circled in red), 'Notifications', and 'Payslip'. The 'Favorites' section contains a message: 'You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.'

Step 2. There are two benefits pages to choose from (**Benefits Enrollment** and **Current Benefits**), and the tabs in the top right of the window control tell you which page you are on. Ensure that you are on the **Current Benefits** tab.

The screenshot shows the 'Current Benefits' page. At the top, there are two tabs: 'Benefits Enrollment' and 'Current Benefits', with the latter being selected. Below the tabs, the page displays employee information: Name 'Celine Dion', Event Name 'NEW HIRE', Program 'Landry's Benefit Program', and Enrollment Period '04-AUG-2006 - 03-OCT-2006'. There is an 'Update Benefits' button. A note below reads: 'Note: Select the Update Benefits button to enroll or update your current benefits.' A yellow callout box with a dashed arrow pointing to the 'Current Benefits' tab contains the text: 'Current Benefits should be selected to review benefits.'

Plan	Option	Coverage Start Date	Coverage	Pre Tax Cost	After Tax Cost
Basic Life and AD&D - Basic Life \$50,000 & AD&D		01-Oct-2006	50,000.00	0.00	0.00
Dental - Dental Insurance (Pre Tax)	Employee + Family	01-Oct-2006		26.14	0.00
Dependent Care Flexible Spending - Dependent Care Spending Account		01-Oct-2006	1,000.00	166.67	0.00
Health Care Flexible Spending - Health Care Spending Account		01-Oct-2006	1,000.00	166.67	0.00
Long Term Disability - LTD		01-Oct-2006	3,380.00	0.00	0.00
Health - Health Insurance (Pre Tax)	Employee + Family	01-Oct-2006		200.07	0.00
Voluntary Life - Voluntary Life	Non-Tobacco	01-Oct-2006	330,000.00	0.00	13.10
Voluntary Spouse Life - Voluntary Spouse Life		01-Oct-2006	330,000.00	0.00	23.46
Voluntary Dependent Life - Waive Voluntary		01-Oct-2006		0.00	0.00

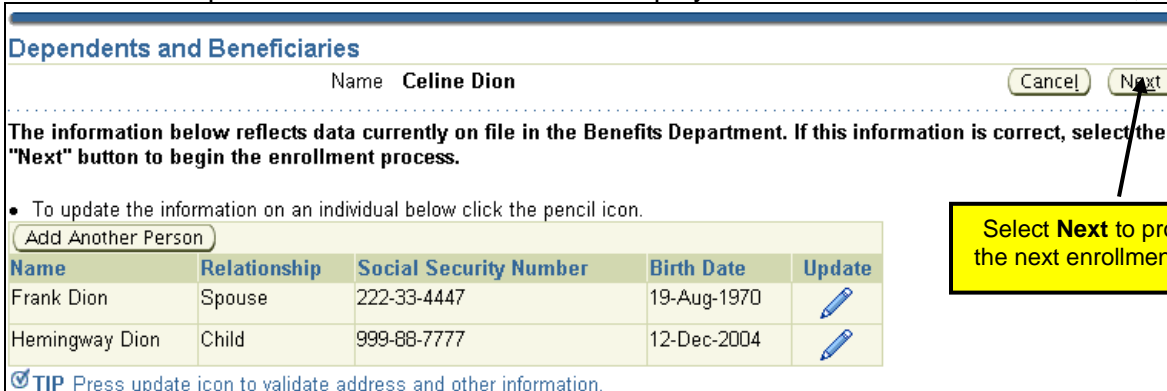
Step 3. To view your benefits history, you may click on the pull down menu at the top of the window, select the appropriate time period, and click the **Go** button. Scroll down the page to view your Covered Dependents and Beneficiaries.

UPDATE OR ENROLL IN BENEFITS:

- To update your benefits due to a change in marital status, follow the steps listed under the “Maintain Personal Information” section prior to enrolling/updating your benefits.
- You must enroll during the enrollment period in order to participate in Landry’s Benefits Program.

Step 1. Select the **Benefits** link on the ESS home page.

Step 2. Your current dependents and beneficiaries are displayed. If the information is accurate, select **Next**.



Dependents and Beneficiaries

Name **Celine Dion** Cancel Next

The information below reflects data currently on file in the Benefits Department. If this information is correct, select the "Next" button to begin the enrollment process.

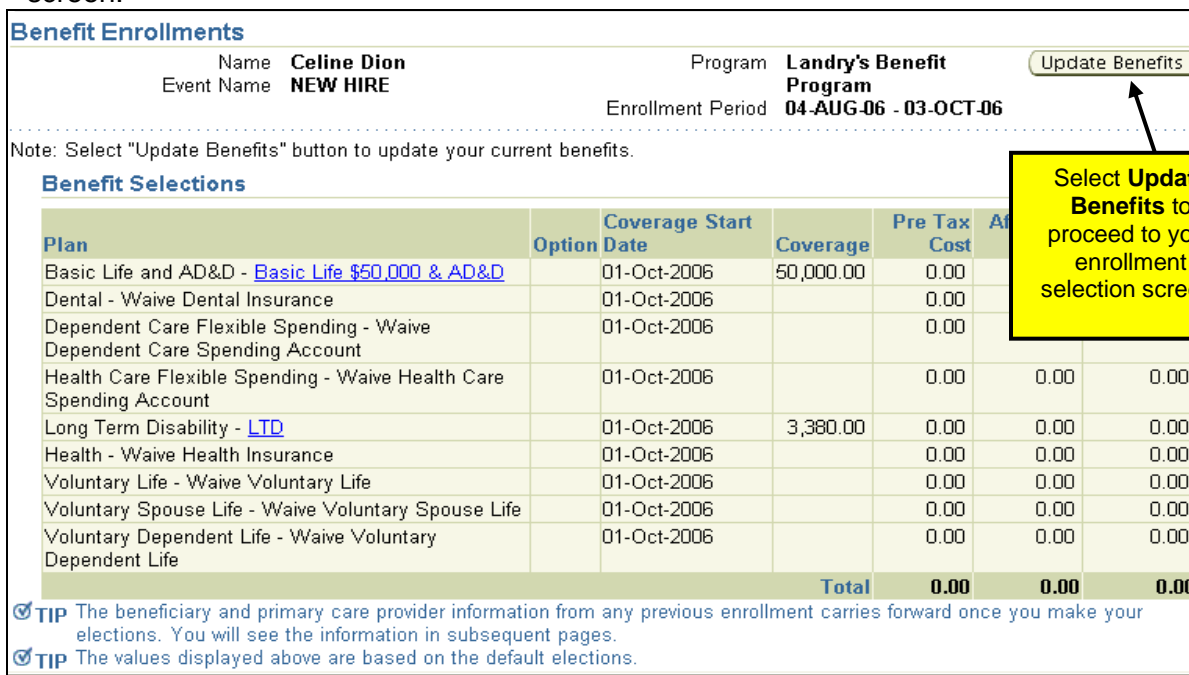
- To update the information on an individual below click the pencil icon.

Add Another Person

Name	Relationship	Social Security Number	Birth Date	Update
Frank Dion	Spouse	222-33-4447	19-Aug-1970	
Hemingway Dion	Child	999-88-7777	12-Dec-2004	

TIP Press update icon to validate address and other information.

Step 3. Select **Benefits Enrollment** and click on **Update Benefits** to proceed to the enrollment selection screen.



Benefit Enrollments

Name **Celine Dion** Program **Landry's Benefit Program** Update Benefits
Event Name **NEW HIRE** Enrollment Period **04-AUG-06 - 03-OCT-06**

Note: Select "Update Benefits" button to update your current benefits.

Benefit Selections

Plan	Option	Coverage Start Date	Coverage	Pre Tax Cost	At
Basic Life and AD&D - Basic Life \$50,000 & AD&D	<input type="checkbox"/>	01-Oct-2006	50,000.00	0.00	
Dental - Waive Dental Insurance	<input type="checkbox"/>	01-Oct-2006		0.00	
Dependent Care Flexible Spending - Waive Dependent Care Spending Account	<input type="checkbox"/>	01-Oct-2006		0.00	
Health Care Flexible Spending - Waive Health Care Spending Account	<input type="checkbox"/>	01-Oct-2006		0.00	0.00 0.00
Long Term Disability - LTD	<input type="checkbox"/>	01-Oct-2006	3,380.00	0.00	0.00 0.00
Health - Waive Health Insurance	<input type="checkbox"/>	01-Oct-2006		0.00	0.00 0.00
Voluntary Life - Waive Voluntary Life	<input type="checkbox"/>	01-Oct-2006		0.00	0.00 0.00
Voluntary Spouse Life - Waive Voluntary Spouse Life	<input type="checkbox"/>	01-Oct-2006		0.00	0.00 0.00
Voluntary Dependent Life - Waive Voluntary Dependent Life	<input type="checkbox"/>	01-Oct-2006		0.00	0.00 0.00
Total				0.00	0.00 0.00

TIP The beneficiary and primary care provider information from any previous enrollment carries forward once you make your elections. You will see the information in subsequent pages.

TIP The values displayed above are based on the default elections.

If you have made a life event change in the system, the **Event Name** is listed. If this life event allows you to change your benefits, the **Enrollment Period** will also be listed.

Step 4. Make your benefits selections by clicking on 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, then you will need to check the WAIVE coverage box. Scroll down the page to view all benefits selections.

NOTE:

- You must check the Select box for Basic Life and AD&D and LTD if you are enrolling in Health Coverage.

- If you are a New Hire and you are electing Voluntary Life Insurance (Self, Spouse, and/or Dependent) and the amount exceeds the guarantee amount, you must submit a Statement of Health form. This form is located on the Intranet at: <http://intranet.ldry.com> under Forms>Benefits.

Step 5. Select **Next** when you have completed your selections.

Update Benefits: Update Enrollments

Name: Celine Dion, Event Name: NEW HIRE, Program: Landry's Benefit Program, Enrollment Period: 04-AUG-06 - 03-OCT-06

Buttons: Recalculate, Back, Next

Basic Life and AD&D

Plan	Select	Coverage
Basic Life \$50,000 & AD&D	<input checked="" type="checkbox"/>	50,000.00

Dental

Plan	Option	Select	Cost
Dental Insurance (Pre Tax)	Employee Only	<input type="checkbox"/>	10.74

Waive Dental Insurance:

Step 6. The **Cover Dependents** window will display. 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.

NOTE: Any dependent(s) that is not eligible under the benefit program guidelines (i.e., children 25 years of age and older; [age 26 effective 1/1/2011]) will not be listed as a dependent under the **Dependent Selection**.

Step 7. Click the **Next** button when you have completed your dependent selections.

Update Benefits: Cover Dependents

Name: Celine Dion, Event Name: NEW HIRE, Program: Landry's Benefit Program, Enrollment Period: 04-AUG-06 - 03-OCT-06

Buttons: Back, Next

Dependent Selection

Children 25 years of age and older are not eligible for coverage under Landry's benefit program.
 TIP Missing Persons may not be family members or are ineligible.

Dental : Dental Insurance (Pre Tax) Employee + Family

Dependent	Relationship	Social Security Number	Eligible	Ineligibility Reason	Cover
Frank Dion	Spouse	222-33-4447	Yes		<input checked="" type="checkbox"/>
Hemingway Dion	Child	999-88-7777	Yes		<input checked="" type="checkbox"/>

Health : Health Insurance (Pre Tax) Employee + Family

Dependent	Relationship	Social Security Number	Eligible	Ineligibility Reason	Cover
Frank Dion	Spouse	222-33-4447	Yes		<input checked="" type="checkbox"/>
Hemingway Dion	Child	999-88-7777	Yes		<input checked="" type="checkbox"/>

Step 8. Designate beneficiaries from those listed on the page by entering a percentage for each beneficiary. **The total for each plan must equal 100%.**

NOTE: You may click on the **Recalculate** button at any point to determine your current percentage designations.

Update Enrollments Cover Dependents **Update Beneficiaries** Confirmation Statement

Update Benefits: Add Beneficiaries

Name **Celine Dion** Program **Landry's Benefit Program** [Back](#) [Next](#)
 Event Name **NEW HIRE** Enrollment Period **04.AUG-06 - 03.OCT-06**

Beneficiary Selection
 Please elect beneficiaries below. You as the employee are automatically the beneficiary for the Voluntary Dependent and Voluntary Spouse Life that you have selected.

Basic Life and AD&D : Basic Life \$50,000 & AD&D

Family Members and Others

Beneficiary	Relationship	Social Security Number	Primary %	Clear
Celine Dion	Self	111-22-3339	0	<input type="text"/>
Frank Dion	Spouse	222-33-4447	50	<input type="text"/>
Hemingway Dion	Child	999-88-7777	50	<input type="text"/>

[Recalculate](#)
 Primary %
 100

You can click **Recalculate to view your current total designations. Your entries must total 100%.**

Click on the **Next button when your percentage entries are complete.**

Enter the percentage you would like to designate to each beneficiary.

Step 9. When you are satisfied with your designations, click on the **Next** button.

Step 10. Click the **Printable Page** button to print a copy of your benefits selections for your records.

The confirmation statement shows all the selections that you have made, as well as the cost (pre-tax and after tax) per pay period. Scroll down to view dependent coverage and beneficiary designations. **Review the confirmation statement carefully. If any of your selections are incorrect, or you would like to make additional changes, select the Back button.**

Landry's Employee Self-Service Home Logout Preferences

Benefits Enrollment Current Benefits

Update Enrollments Cover Dependents Update Beneficiaries **Confirmation Statement**

Confirmation
 I acknowledge that I have reviewed and understand the benefit options available to me and the elections selected. I authorize my employer to take the payroll deductions for those benefits. Please print this page for your documents.

Confirmation Statement

Name Program **Landry's Benefit Program** [Back](#) [Printable Page](#) [Publish XML](#) [Finish](#)
 Event Name **Open** Enrollment Period **07-DEC-2006 - 18-DEC-2006**

If you have changed your benefit enrollment due to one of the life events noted below, please fax or mail the required certificate to the Benefits Department.

- Marriage: Marriage Certificate
- Divorce: Divorce Decree
- Add Child: Birth Certificate / Hospital Records or Adoption Decree

Print the confirmation statement for your records.

Click the **Finish button if your entries are complete.**

Step 11. Select the **Finish** button to complete the enrollment/update process. Please note that by clicking on the **Finish** button, you are authorizing the applicable bi-weekly amount for the selected benefits to be deducted from your paycheck.

NOTE: If you do not click on the **Finish** button, your elections will NOT be saved!!!

If you experience any difficulty with your benefits enrollment, or you have any questions pertaining to benefits, contact the Benefits Department at 1-800-394-3839 (option 5, then 4).

Time Off Requests – Vacation/Sick/PTO Salaried Managers

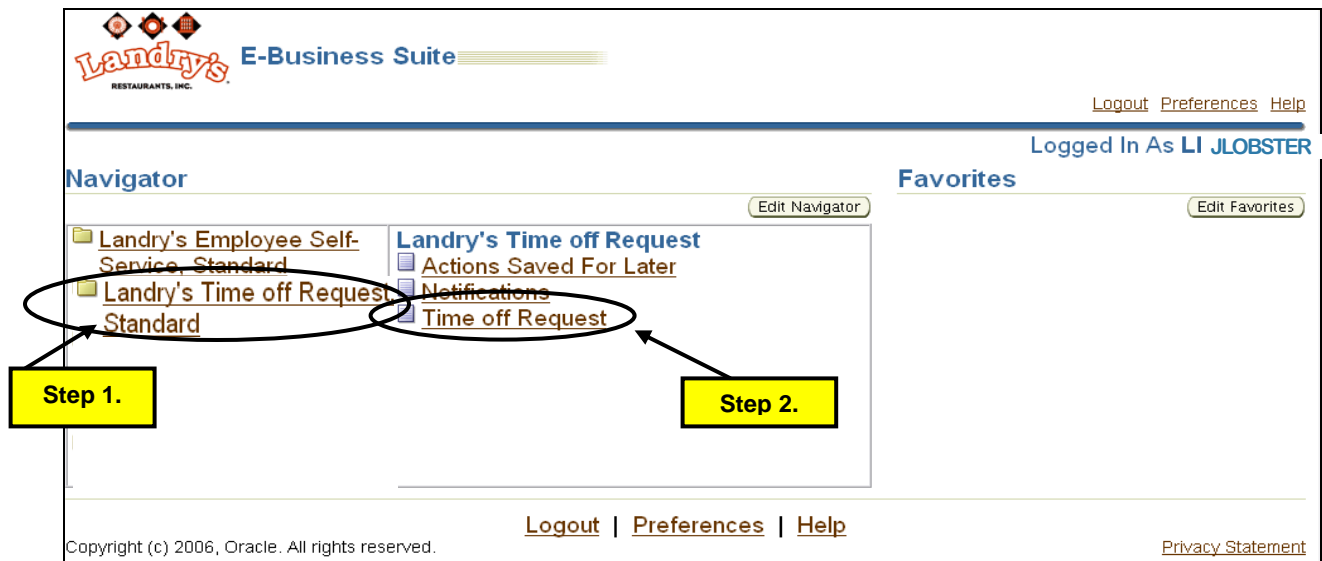
You may submit a time off request for vacation, sick leave, or personal time off by accessing Oracle's Employee Self Service (ESS). When submitting a request for time off via ESS, there is no need to complete a PAR form. It will be your responsibility to submit a Time Off Request immediately upon your return from any unplanned absence.

After you submit a request via ESS, the system will route your request to your supervisor for approval. If you do not have an individual work email address, you may log into Oracle to view the status of your request, or, your General Manager will notify you of an approved or declined request.

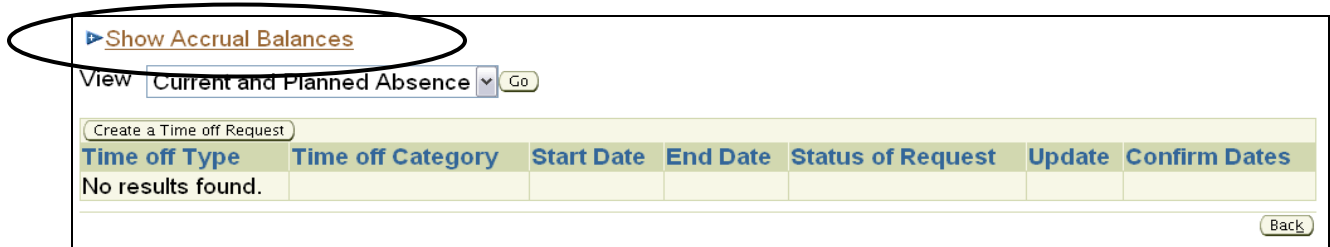
Note: Managers in Training (MIT's) taking time off will need to continue sending PAR Forms to the Salaried Payroll Department. Once they have completed the MIT Program they should begin submitting their time off requests through Oracle ESS.

Step 1. From the Intranet, select **Applications** then **Oracle ERP**. Once you are logged in to Oracle, select the responsibility **Landry's Time off Request, Standard**.

Step 2. Click on the **Time off Request** link. Under this function you will be able to create a Time off Request, view pending and approved requests, absence history, and accrual balances.



Step 3. To review available time off balances, click on **Show Accrual Balances**.



Step 4. Your accrual balances are now displayed in the area immediately below the **Show Accrual Balances** link (now displayed as **Hide Accrual Balances**).

Note: The balances shown are as of the current date. If you have a request that has been approved for a future date, this will not be reflected in the balance. The balance does not decrease until the requested time off has passed.

Step 5. You can view approved future absences or pending time off requests (absences requested but not yet approved) by selecting “**Current and Planned Absences**”, or review past requests by selecting “**Absence History**”. Click the **Go** button when you have made your selection.

Step 6. To create an absence request, select the **Create a Time off Request** button.

Step 7. Select the appropriate **Time off Type** from the pull down menu. Salaried exempt employees must select from the Salaried options.

Step 8. You may use the calendar icon to enter a **Time off Start Date** and **Time off End Date**, or simply type this information into the applicable field.

Correct Entry Example: John is requesting one full day off. He will enter a **Time off Start Date** of 03-20-2009 and a **Time off End Date** of 03-20-2009.

Step 9. Enter the total amount of time that you are requesting off from work.
9.1. Exempt (salaried) employees will enter the total number of paid days off they are requesting in the **Time off Days** field. **Do not include regularly scheduled days off.** Enter .5 for half days.

Step 10. You may optionally enter any comments for your manager’s review in the **Comments** box.

Step 11. When you have completed your entries, click on the **Next** button.

Note: Oracle ESS does not recognize regularly scheduled days off work. Therefore, if you submit a time off request that is shorter in length than the actual calendar days of the request, you will receive a warning message.

Example: John requested vacation for Friday, 03/20/09 through Monday, 03/23/09. This represents 4 calendar days. However, John is normally scheduled off on Saturday and Sunday, and therefore is only requesting 2 vacation days. John will receive an error message since his request of 2 days is shorter in duration than the actual number of calendar days that he will be off work, which is 4 days.

Step 12. If you receive a warning message, check your entries to ensure they are correct. Once you have ensured that your entries are correct, click on the **Next** button.

Step 13. Review the information in the **Time off Details** section. Under the Approvers field, the person listed should be the General Manager (GM's should see the name of their RVP).

Time off Request: Review Cancel Save For Later Next

John Lobster Cancel Printable Page Save For Later Back Submit

Employee Name **John Lobster** Employee Number **21161**

Review your changes and, if needed, attach supporting documents.
 Indicates Changed Items.

Time off Details

Proposed
Time off Status Confirmed
Time off Category Vacation
Time off Type Vacation Salaried
Time off Reason
Start Date 03-20-2009
End Date 03-23-2009
Days 2
Hours
Comments and Supporting Information You may write comments for youe Supervisor's consideration, such as, "This vacation request is rescheduled from June."

Additional Information

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	Liebelt, Julia	HR People	1	Approver		

Step 14. If you are satisfied with your changes, you may click the **Printable Page** button to print a copy of this page for your records and click the **Submit** button to submit the request.

Step 15. The confirmation window will display, indicating the request was submitted successfully. Click on the **Home** button to return to your Oracle home page.

Change or Cancel a Time Off Request:

All changes or cancellations to time off requests that have been approved by your supervisor must be submitted to the Payroll Department on a revised PAR signed by your supervisor.

Notifications:

The Notifications screen is Oracle's internal email system, where you will be notified of any approvals, rejections, or requests for information of a time off request. These notifications will also be sent to your Landry's email account. For those that do not have an individual Landry's e-mail account, your General Manager will notify you of any requests for additional information, or of a denied or approved time off request.

- Step 1.** Click on the **Notifications** link. (Refer to **Step 2** on page 1).
- Step 2.** Any activity regarding a time off request will appear as a notification on the **Worklist** page.
- Step 3.** To review a notification, click on the appropriate subject line of the notification.
- Step 4.** The reason for rejection is displayed in the notification. If you do not wish to take further action, simply click on the **OK** button.
- Step 5.** You may request additional information from the current approver/rejecter by clicking the **Request Information** button.
- Step 6.** To request additional information from the approver/rejecter, select **Workflow Participant** and choose your supervisor's name from the drop down menu.
- Step 7.** Enter your question or comments in the **Information Requested** field and click Submit

The screenshot shows a web form titled "Request Information: Jasso, Laura rejected your Leave Of Absence changes for Crab, Joe". At the top right are "Cancel" and "Submit" buttons. Below the title, there is a legend: "* Indicates required field". The form has two radio buttons under "Request More Information From": "Workflow Participant" (selected) and "Any User". Next to "Workflow Participant" is a dropdown menu with "Jasso, Laura" selected. Next to "Any User" is a text input field with "All Employees and Users" and a search icon. A yellow box labeled "Step 6" has an arrow pointing to the "Jasso, Laura" dropdown. Below these options is a text area labeled "Information Requested" containing the text: "I am planning to travel out of town, but it is no problem to cut the trip short a few days. However, may I leave 2 hours early on Friday (9/1)?" A yellow box labeled "Step 7" has an arrow pointing to this text area.

Respond to a Request for Information:

Your supervisor may also send your time off request back to you seeking additional information:

- Step 1.** Open the notification by clicking on the appropriate subject line.
- Step 2.** The information request appears in the **Response** section.
- Step 3.** Enter the requested information in the **Answer** field.
- Step 4.** When you have completed your entries, click on the **Submit** button at the top of the screen.