**ORACLE ESS INSTRUCTIONS**

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

**Step 1.** To log in via the Landry’s Employee Portal, go to [https://erpapp12.ldry.com/OA_HTML/AppsLogin](https://erpapp12.ldry.com/OA_HTML/AppsLogin) and select Oracle Employee Self Service (you may also access complete ESS instructions via the Employee Portal).

**Note:** Landry’s employees may also access ESS via the Company’s intranet by selecting Application, then Oracle ERP.

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

**Username:**
- Landry’s Hourly employees – your last name followed by your Oracle employee number
- Landry’s Salaried employees - your first initial and last name
- Golden Nugget Atlantic City employees - enter AC, then your first initial and last name
- Claim Jumper employees - enter CJ before your first initial and last name
- Bubba Gump employees - enter BG before your first initial and last name
- Golden Nugget Las Vegas and Laughlin employees - your Username is your first name and your last name (with no spaces in between).

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).

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

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

You will use the 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 3.) If you forget your password, contact the Technology Support Center.

**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.
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.

Some of the available functions may 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.
- Disclaimer Page – used to waive medical coverage, declare spousal coverage and certify tobacco use. Note this is a mandatory page for all employees that are eligible for medical benefits.

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 of that timeframe for security purposes.

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

![Select Preferences](image)

**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.

![Change your Password](image)

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

There are several information types that you may review or change under this section:
- Basic Details – you may change your marital status and tobacco use flag.
- Tobacco Status
- Phone Numbers
- Home Address
- Emergency Contacts
- Update or Remove Dependents and Beneficiaries. You must add Dependents prior to selecting benefits coverage for them. (You will not add Beneficiaries in this section.)

EDIT PERSONAL INFORMATION:

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

To edit the information in a particular section, select the Update, Remove, or Add button located within the area you need to change.

**Change in Marital Status**
This change must be made prior to changing benefits when adding or dropping spousal coverage.

**Step 1.** Select the Update button in the in the Basic Details section.

**Step 2.** 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 3. In this example, the employee changes his marital status to Married effective date of July 28, 2006.

Step 4. After making changes, click the Next button to submit the changes. On the review screen, you will see the blue change icon by the Effective Date under the Proposed heading. Select Submit to finalize.

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 Tax Department to make changes to your federal or state income tax withholding.

Change Tobacco Use Status

Select the Update button in the Basic Details section. Under the Other heading, click on the arrow beside Tobacco Use and make your selection. Note: all employees electing medical coverage must first complete the Disclaimer Page (described on Page 2 above) as well as the Tobacco Use Status below.

Step 5. On the review screen, you will see the blue change icon by the Effective Date under the Proposed heading. That is the date your information was updated. Select Submit to finalize.

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

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

Step 4. After you have made all your additions, changes, or deletions, click the Next and then Submit.

CHANGE YOUR HOME ADDRESS:

Step 1. Select the Update button located within the Home Address section.

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

Step 3. You may use the calendar icon to enter the Effective Date, or type in the correct date. The Effective Date is the date that the address change will become effective in Oracle. This date is important in that it may have tax implications.

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.
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.

<table>
<thead>
<tr>
<th>Select Emergency Contact:</th>
<th>Update</th>
<th>Remove</th>
<th>Add</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Select Name</th>
<th>Relationship</th>
<th>Primary Contact</th>
<th>Home Number</th>
<th>Work Number</th>
<th>Mobile Pager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crab, Jill</td>
<td>Parent</td>
<td>Yes</td>
<td>281-555-5555</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe, John</td>
<td>Friend / Other</td>
<td>Yes</td>
<td>713-555-1234</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.

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.
BENEFITS

You will use the Benefits section to manage your benefits enrollments. You may view your benefits at anytime. 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 Benefit Advocate Center with questions at (844) 225-6864. Remember to update your personal information under the Personal Information section, including marital status, before going to the Benefits section.

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

Disclaimer Page:
**Employees must complete the Disclaimer page before proceeding to benefits enrollment.**

Step 1: Log into Oracle ESS and select Disclaimer Page

Step 2: Under Employee Details enter your Employee Number (This is your Oracle ID number), then Last 4 digits of SSN.

**Employee Details**

<table>
<thead>
<tr>
<th>Employee Number</th>
<th>Last 4 Digits SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 3: Under Enrollment Details select that you intend to enroll or declining enrollment.

**Enrollment Details**

- I am in receipt of the Benefits Enrollment Packet, I have read and understand the information in the packet, the above statement, and:
- [ ] I INTEND TO ENROLL in at least one of the medical coverages offered to me by the Company for the 2016 Benefit Plan year; or
- [ ] I am DECLINING ENROLLMENT OF ALL MEDICAL COVERAGES FOR ME AND ALL ELIGIBLE DEPENDENTS. I understand that by selecting this option I will not have the option to participate...
Step 4: Under Spouse Coverage Details, you will need to select one of the options. One option must be checked, even if waiving coverage.

**Spouse Coverage Details**
For 2015, benefits are offered to full-time Landry’s/Golden Nugget employees and their eligible dependents. Provided to eligible employees, medical coverage for spouses is only available if the spouse is unenrolled through his/her employer. Other benefits (dental, vision, etc.) may be selected for any member of you the Company reserves the right to request documentation to support the validity of your enrollment at any time. Make conclusions regarding the validity of your enrollment attestation. If it is determined that you enroll when the spouse otherwise had coverage available through their employer, you may be subject to charges for providing false information on a company document.

- [ ] I INTEND TO ENROLL MY SPOUSE in at least one of the medical coverages offered to me by the Company for the 2015 Benefit Plan year and I attest that
- [ ] I AM NOT ENROLLING MY SPOUSE in medical coverage. I understand that by selecting this option I will not have the option to enroll him/her in these plan(s).
- [ ] I DO NOT HAVE A SPOUSE.

Step 5: Under Tobacco Use Details, you must select one of the options. If you are a non-tobacco user and waiving coverage, please select the first option.

**Tobacco Use Details**
For 2015, employees that use tobacco products will be charged a higher medical premium that will go into effect July 1, 2015. Your health plan is committed to helping you achieve your best health standard for a reward under this wellness program, you might qualify for an opportunity to earn a personal discount to find a wellness program with the same reward that is right for you in light of your health status. Personal Information in Oracle Self-Service. You must attest to your intention of stopping the use of tobacco products. Failure to complete a cessation program you will not be eligible to switch from the tobacco user premium to the non-tobacco user premium.

- [ ] I certify that I am enrolled or intend to enroll in a Landry’s/Golden Nugget health plan and am not a tobacco user as defined below, therefore
- [ ] I certify that I have completed an approved tobacco cessation program, therefore making me eligible for the tobacco-free premium discount.
- [ ] I intend to complete an approved tobacco cessation program no later than August 31, 2015. Once I complete an approved tobacco cessation program I will not be eligible for the tobacco-free premium discount.
- [ ] I am a tobacco user and do not intend to complete the approved an approved tobacco cessation program. I understand that I will not be eligible for the tobacco-free premium discount.

Step 6: Under Declaration Section, please check this box, then click Apply. After complete, you may continue on to Benefits.

**Declaration Section**

- [ ] I have read and understand the information above and agree to truthfully complete the Benefits Enrollment information.

[Apply]
ADDITION 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, children under the age of 26 and spouses who are not eligible for medical coverage through their own employer or as a retiree (applicable to medical coverage only, all spouses are eligible for coverage other than medical coverage).

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 new dependent/beneficiary.

Step 3. Enter the Effective Date (DD-MMM-YYYY) this person is to become a dependent/beneficiary. During Open Enrollment this date should be today.

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.

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.

Step 12. You will then return to the Main Dependent/Beneficiary Screen

Step 13. Click Next to continue to move to the enrollment screen

**REVIEW CURRENT BENEFITS:**

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

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.
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.

Open Enrollment:

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.

Step 3. Select Benefits Enrollment Tab at the top, right of your screen and click on Update Benefits to proceed to the enrollment selection screen.
Step 4. If you select Health – Health Insurance (Pre Tax) you must elect Basic Life and AD&D as well as Long Term Disability – LTD in order to proceed.

Step 5. If you did not elect Short-Term Disability and/or Voluntary Life when first became eligible and you would like to elect coverage now, you must complete an Evidence of Insurability (EOI) form (located on the Intranet under Forms/Benefits). Pre-existing conditions are applicable and coverage will not go into effect until/unless approved by Unum. You will not be able to make changes to these coverages during Open Enrollment.

Step 6. 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.

Step 7. Select Next when you have completed your selections.

Step 8. 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.
Step 9. Click the Next button when you have completed your dependent selections.

Step 10. 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.

Step 11. When you are satisfied with your designations, click on the Next button.

Step 12. Click the Printable Page or Confirmation Page button to print or .pdf 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.
Step 13. 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.