



Employee Direct Access

As a new employee you will use Direct Access to:

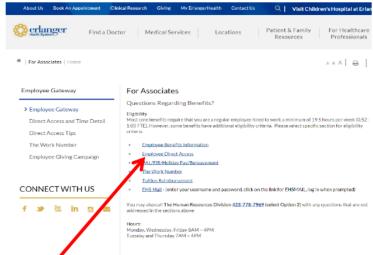
- 1. Complete Personal Details
 - a. I-9 Form
 - b. Veteran Status
- 2. Enter Pay & Deductions (direct deposit info)
- 3. Enroll in Benefits
- 4. Fill out Tax forms (W-4 and State)

You may also:

- View your paystub
- Change tax deductions
- View or change home address/phone number
 Please keep updated!

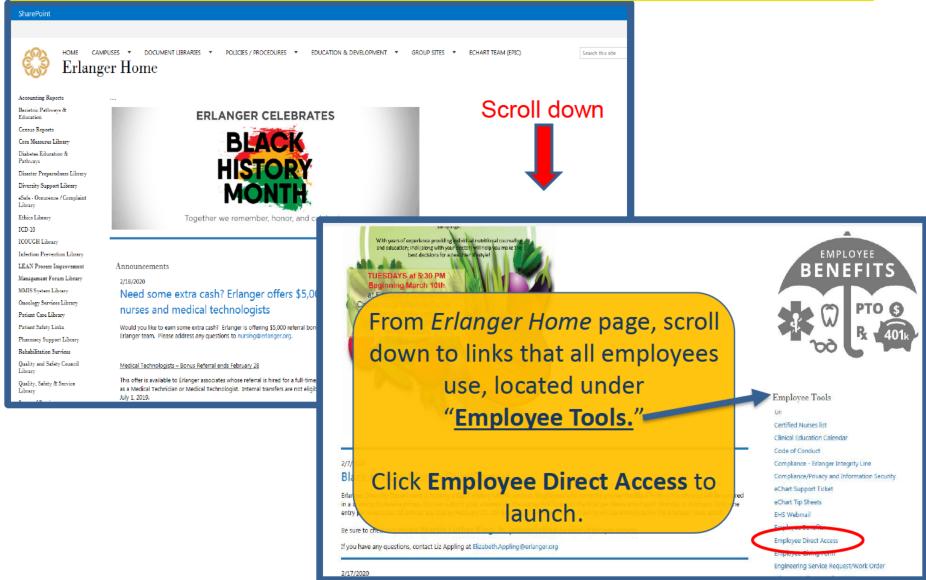
Access from Home





From www.erlanger.org
Click "For Associates" in the
Quick Links, found in lower
right menu. Select
Employee Direct Access.
Launch when prompted.

Access from Intranet (on Erlanger campus only)



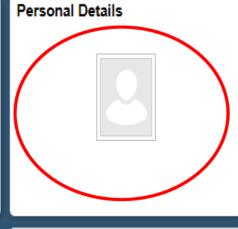




▼ *Employee Self Service

Benefit Details





Pay & Deductions



Company Directory

Career Site

Open Enrollment



Taxes

No Enrollment Available At This Time



Last Flu/Nic



Kronos



After signing in, go directly to the Personal Details tile, where you are required to complete both the following before proceeding:

- 1. I-9 Form process
- 2. Veterans Status question

Personal Details







Addresses

Contact Details

C EHS Kronos Contact

Mark Ethnic Groups

Contacts Emergency Contacts

Additional Information

Veteran Status

Form I-9

First, select *Form I-9* at the bottom of the left menu. When prompted, click the *Go to Form I-9* to complete.

Your section of the I-9 must be completed on your first day of employment! This is a U.S. government required deadline.

Helpful Tips:

- Please be sure your first/last names go in the correct fields
- "Other Names" includes any previous names you have held
- Use your current address as of today even if moving
- The email you enter should be your personal email address
- Today's date will auto-populate when you save
- Remember to submit by scrolling to bottom of page to find the save button

Secondly, select Veteran Status. Answer the question "Are you a US military Veteran" and press "Save." You will not see a new page, to exit, press the hand button, located in upper right corner to proceed.



▼ *Employee Self Service

Benefit Details



Open Enrollment

No Enrollment Available At This Time

Personal Details



Pay & Deductions



Company Directory



Taxes



Last Flu/Nic



Kronos

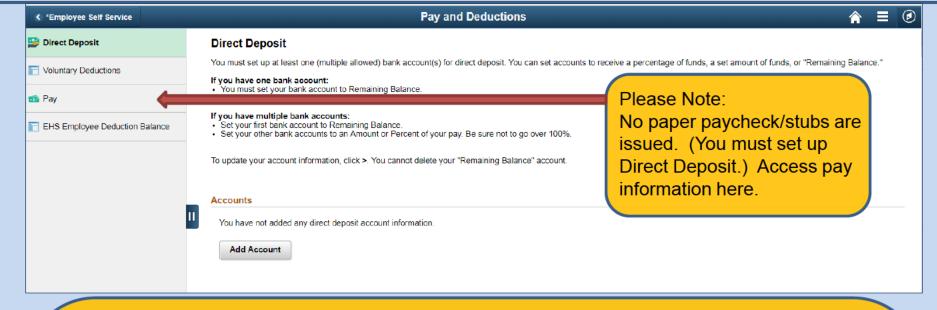


Career Site



Click on the Pay & Deductions tile to enter your direct deposit information.

Select *Direct Deposit* on the left menu and *Add Account*. See next slide for more details.



You must set up at least one (multiple allowed) bank account(s) for direct deposit. You can set accounts to receive a percentage of funds, a set amount of funds, or "Remaining Balance."

If you have one bank account, you must set your bank account to Remaining Balance.

If you have multiple bank accounts, set your first bank account to Remaining Balance; set your other bank accounts to an Amount or Percent of your pay. Be sure not to go over 100%.

Returning employees, to update your account information, click the > at the end of the line to edit. You cannot delete your "Remaining Balance" account.

Cancel		Add Account		Save
	*Nickname			
	*Payment Method	Direct Deposit	•	
Bank				
	Routing Number		0	
	Account Number			
Retyp	e Account Number			
Pay Distributi	on			
	*Account Type		•	
	*Deposit Type		· O	ne Account Remaining Balance
	Amount or Percent		•	Deposit Order 999
account, enter the Deposit Ty will auto-popu	r in the account info ope says Balance of ulate. This is not ar	te: If you are just using one ormation and make sure Net Pay. The numbers 999 error, it is just the system or money in one account.		

Reminders

- Be sure to complete your I-9, Veteran Status, and Direct Deposit information on your first day so we can pay you!
- You have 31 days from date of hire to enroll in benefits. More information on available benefits can be found on your Benefits email.
- Don't forget to complete your W-4 and state tax forms during your first week of employment in the *Taxes* tile to avoid tax penalties.

