

Erlanger Health System's Employee Direct Access | What & How To Access



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)

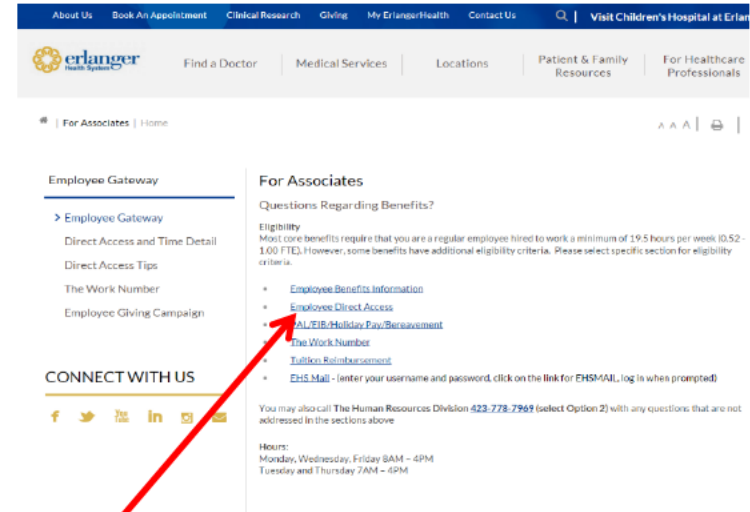
You may also:

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

Access from Home

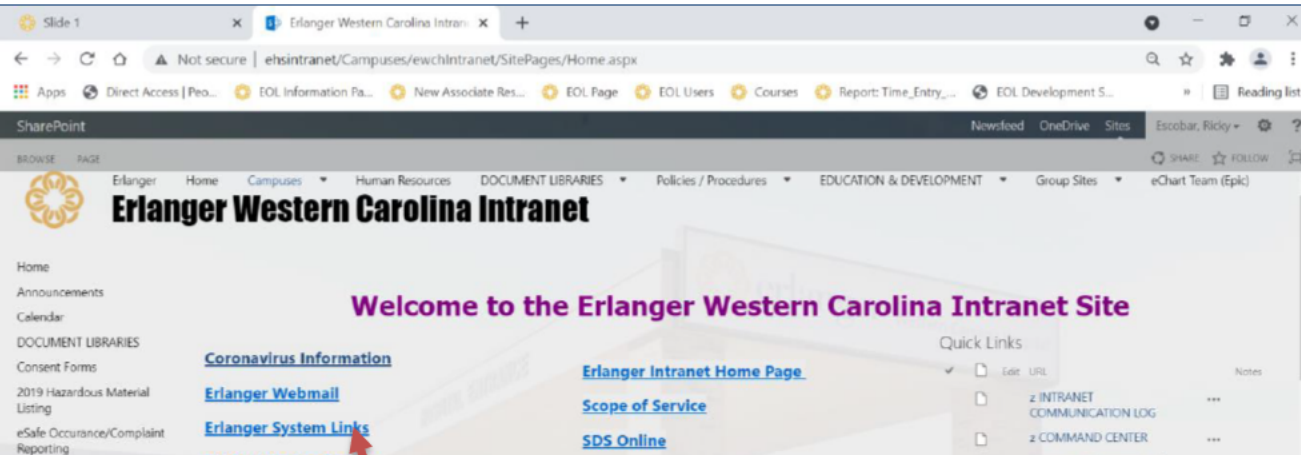


Scroll Down to Bottom

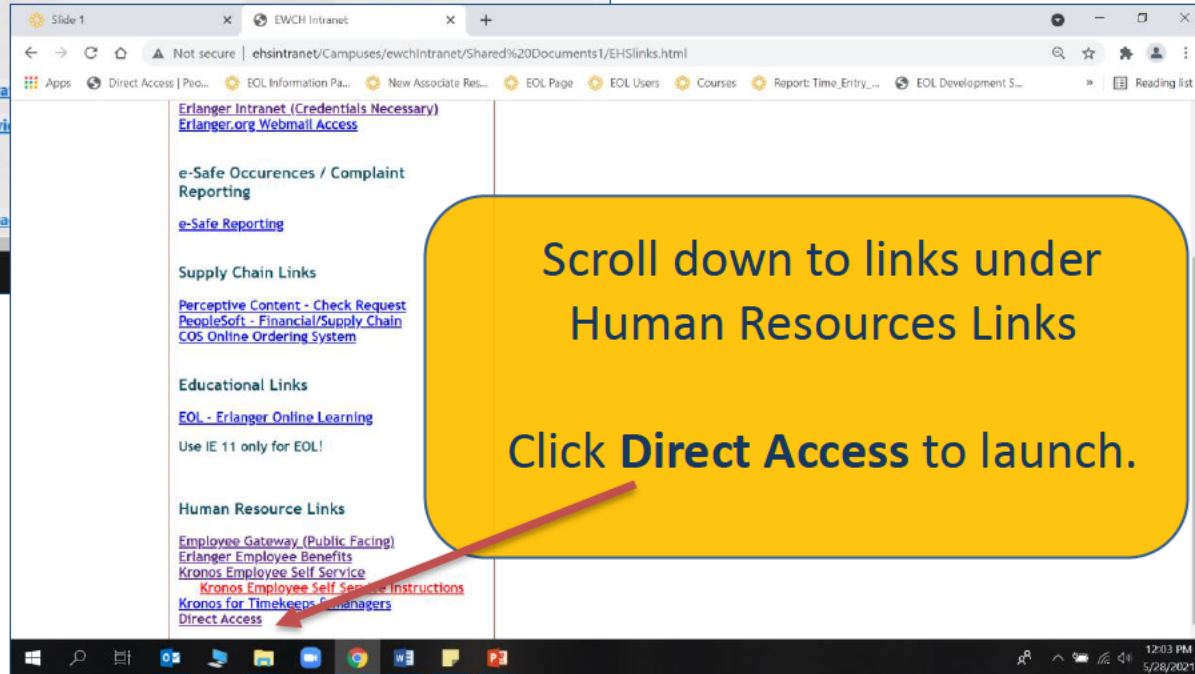


From www.erlanger.org Click "For Associates" in the Quick Links, found in lower right menu. Select Employee Direct Access. Launch when prompted.

Access from EWCH Intranet (on Erlanger campus only)



Click
Erlanger System Tools
link.



Scroll down to links under
Human Resources Links
Click **Direct Access** to launch.



We practice what we teach.

**Direct Access/People Center
Questions: Call 423-778-7969**

Call this number if you get locked out of system.



User ID

Password

Select a Language

User ID: five digit employee ID #
Password: Ehs + last four digits of your social security number + your four digit birth year.

Example: if your SSN ends with 1234 and the year you were born is 1970, your password would be Ehs12341970.

Enable Screen Reader Mode

Benefit Details



Open Enrollment

No Enrollment Available At This Time

Personal Details



Pay & Deductions



Company Directory



Taxes



Last Flu/Nic



Kronos




Career Site




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





 Addresses


 Contact Details

 EHS Kronos Contact

 Ethnic Groups

 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  button, located in upper right corner to proceed.

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.

Employee Self Service **Pay and Deductions**

Direct Deposit

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%.

To update your account information, click >. You cannot delete your "Remaining Balance" account.

Accounts

You have not added any direct deposit account information.

Add Account

Please Note:
No paper paycheck/stubs are issued. (You must set up Direct Deposit.) Access pay information here.

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



Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount or Percent

One Account

- Remaining Balance
- Deposit Order 999

Fill in your bank information. Note: If you are just using one account, enter in the account information and make sure the Deposit Type says Balance of Net Pay. The numbers 999 will auto-populate. This is not an error, it is just the system recognizing that you want all your 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.

