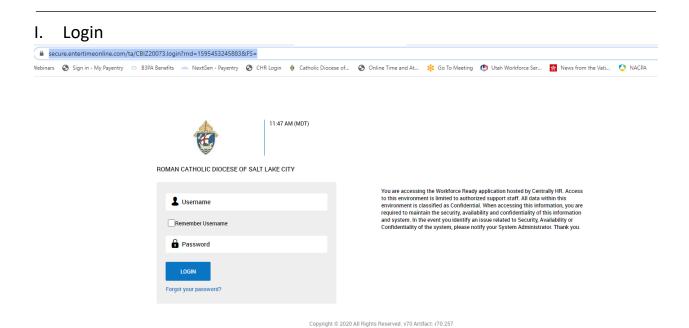# CENTRALLY HR (CHR) - EMPLOYEE USER GUIDE
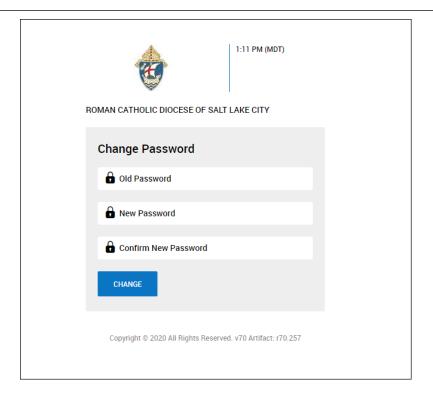## (Login, Navigation, and Employee Profile)

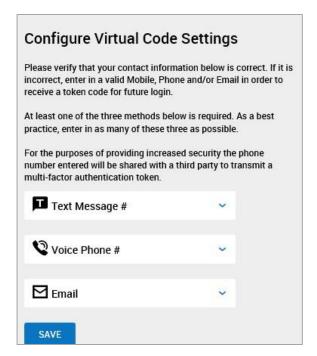
I.   Login

To login as a first-time user:

- You will receive an email with your username, a temporary password to the system, and link to login.
- After login, you will be prompted to change your password. Your password must be a minimum of 8 characters with upper and lower case letters, a number, and a special character.

CENTRALLY HR (CHR) - EMPLOYEE USER GUIDE
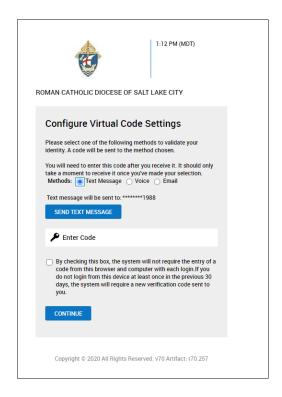## (Login, Navigation, and Employee Profile)

- The system will prompt you to configure Virtual Code Settings. The dropdowns are populated with the information on your employee profile, or you may overwrite the data by typing in the field with a different phone number or email. Once the correct information is added, click "Save".

- Choose the method to deliver your code (either Text, Voice or Email) and click "Send Text or Email".
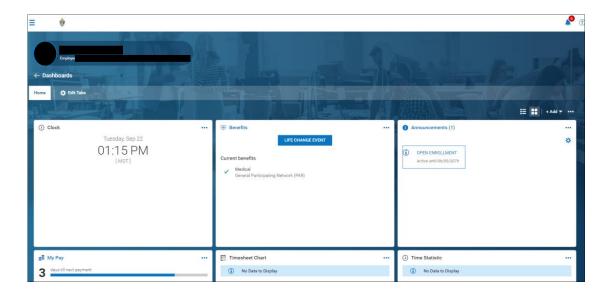

- Enter the code and click Continue.

II.   Home Dashboard & Navigation

After logging in, the home page will display. Some information on this page include My Pay, Benefits, and Announcements.
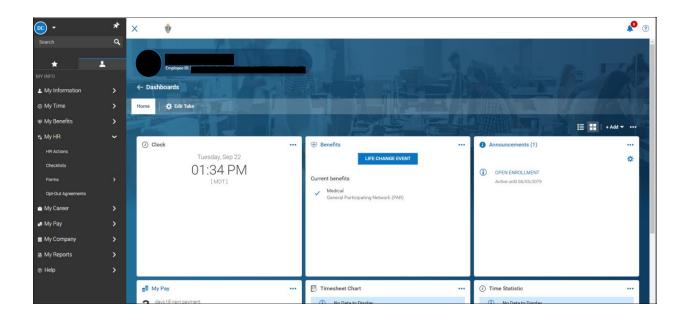
This page can be customized to your preferences by clicking on the icons on the right side of the page. Click on any of the blue hyperlinks to visit other areas in the system to view information and take certain actions.

Navigation in the system is through the menu on the left side of your screen. Access the menu by clicking on the "Hamburger Icon" ☰ in the upper left corner.
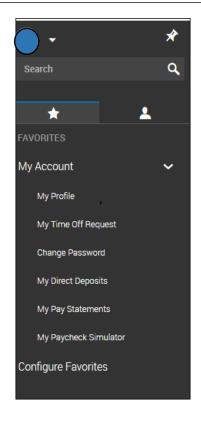
Use the search bar at the top of the menu to find your desired information and click the blue hyperlink to go directly to the page.

There are two tabs on your menu, Favorites (star icon) and My Info (person icon).
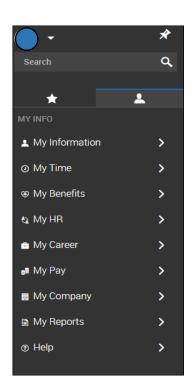
- The Favorites menu has quick links to information in your system. Some links are pre-loaded in the system. To add more favorites to the menu, click on "Configure Favorites".

- The My Info tab contains access to all information available to you in the system.

- After tapping the "Hamburger" menu icon, and navigating to the desired page, the menu is pinned; the next time you open the hamburger menu it automatically opens to the last selected path. In addition, if a page containing large amounts of detail is displayed, the menu path replaces the tabs at the top of the page after scrolling down.
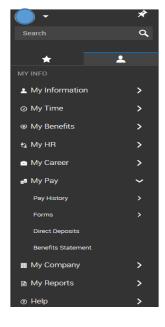
III. View Pay Statements and other payroll related information / forms

To view your Pay Statements:

- In the My Info menu, go to My Pay > Pay History > Pay Statements
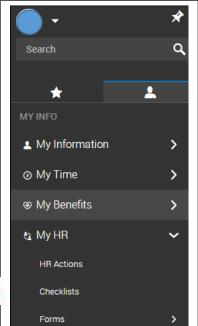- Recent and historical pay statements are available to download.

IV. HR Actions

To make any changes to your demographic information like address or emergency contacts and other information on your employee profile, click on HR Action.

To submit an HR Action:

- In the My Info menu, go to My HR > HR Actions.

- Go to the Available tab and select Start

- Choose the Effective From date

- Fill in the required information and click "Submit".
- The changes will be made in your profile on the effective date. If approval by a manager or company administrator is required, your profile will be updated once approved and the effective date is reached.
- If your HR Action is rejected, you will receive an email and see an action item in your to-do list. In your to-do list, click on the "Modify" button to make changes to the HR Action and resubmit.

In the upper right corner of your homepage, you will see the notification and to-do icons. When a number is present, click on the icons to access your new notifications or pending to-do items.

V.   Logging off

To log off your CHR account, click on your initials and Sign Out.