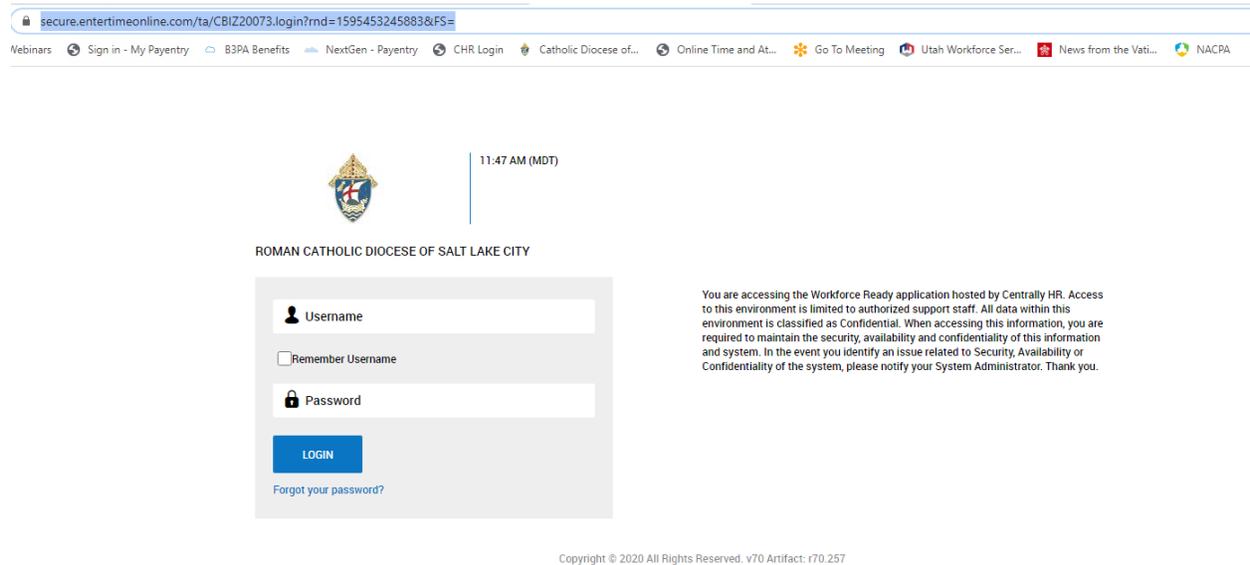


CENTRALLY HR (CHR) - EMPLOYEE USER GUIDE

(Login, Navigation, and Employee Profile)

I. Login



secure.entertimeonline.com/ta/CBIZ20073.login?rnd=1595453245883&FS=

Webinars Sign in - My Payentry B3PA Benefits NextGen - Payentry CHR Login Catholic Diocese of... Online Time and At... Go To Meeting Utah Workforce Ser... News from the Vati... NACPA

11:47 AM (MDT)

ROMAN CATHOLIC DIOCESE OF SALT LAKE CITY

Username

Remember Username

Password

LOGIN

[Forgot your password?](#)

You are accessing the Workforce Ready application hosted by Centrally HR. Access to this environment is limited to authorized support staff. All data within this environment is classified as Confidential. When accessing this information, you are required to maintain the security, availability and confidentiality of this information and system. In the event you identify an issue related to Security, Availability or Confidentiality of the system, please notify your System Administrator. Thank you.

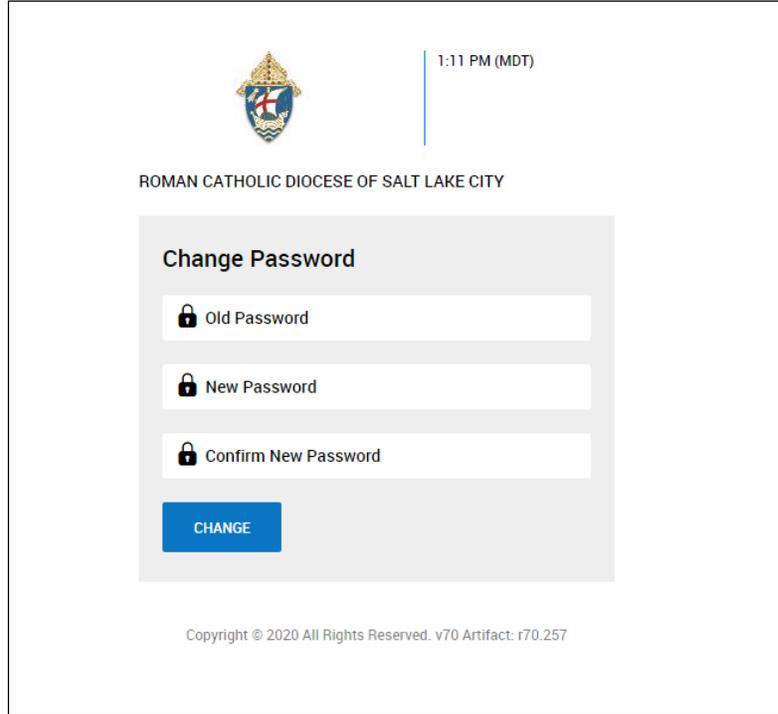
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To login as a first-time user:

- 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.

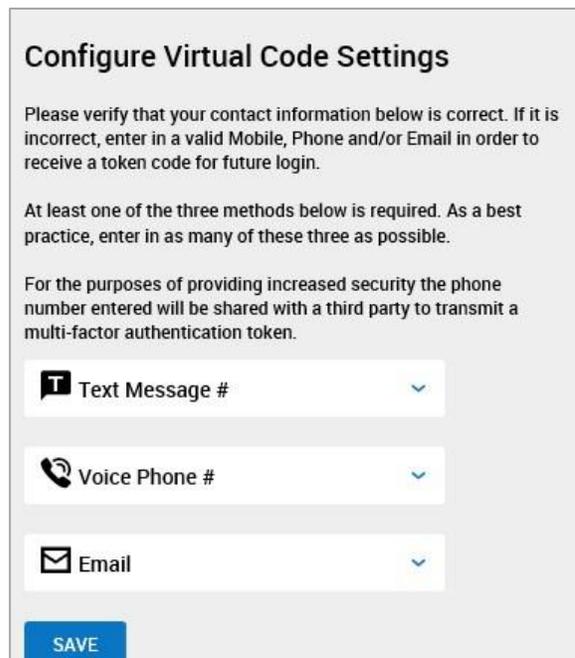
CENTRALLY HR (CHR) - EMPLOYEE USER GUIDE

(Login, Navigation, and Employee Profile)



The screenshot shows the 'Change Password' form in the Centrally HR system. At the top left is the Roman Catholic Diocese of Salt Lake City logo, and at the top right is the time '1:11 PM (MDT)'. Below the logo is the text 'ROMAN CATHOLIC DIOCESE OF SALT LAKE CITY'. The form itself is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password', each with a lock icon. A blue 'CHANGE' button is located below the fields. At the bottom of the page, there is a copyright notice: 'Copyright © 2020 All Rights Reserved. v70 Artifact: r70.257'.

- 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”.



The screenshot shows the 'Configure Virtual Code Settings' form. It begins with the title 'Configure Virtual Code Settings' and a paragraph: 'Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.' Below this is another paragraph: 'At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.' A third paragraph states: 'For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.' The form contains three dropdown menus: 'Text Message #' with a text message icon, 'Voice Phone #' with a telephone handset icon, and 'Email' with an envelope icon. A blue 'SAVE' button is located at the bottom of the form.

CENTRALLY HR (CHR) - EMPLOYEE USER GUIDE

(Login, Navigation, and Employee Profile)

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

1:12 PM (MDT)

ROMAN CATHOLIC DIOCESE OF SALT LAKE CITY

Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods: Text Message Voice Email

Text message will be sent to: *****1988

SEND TEXT MESSAGE

Enter Code

By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE

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- Enter the code and click Continue.

CENTRALLY HR (CHR) - EMPLOYEE USER GUIDE

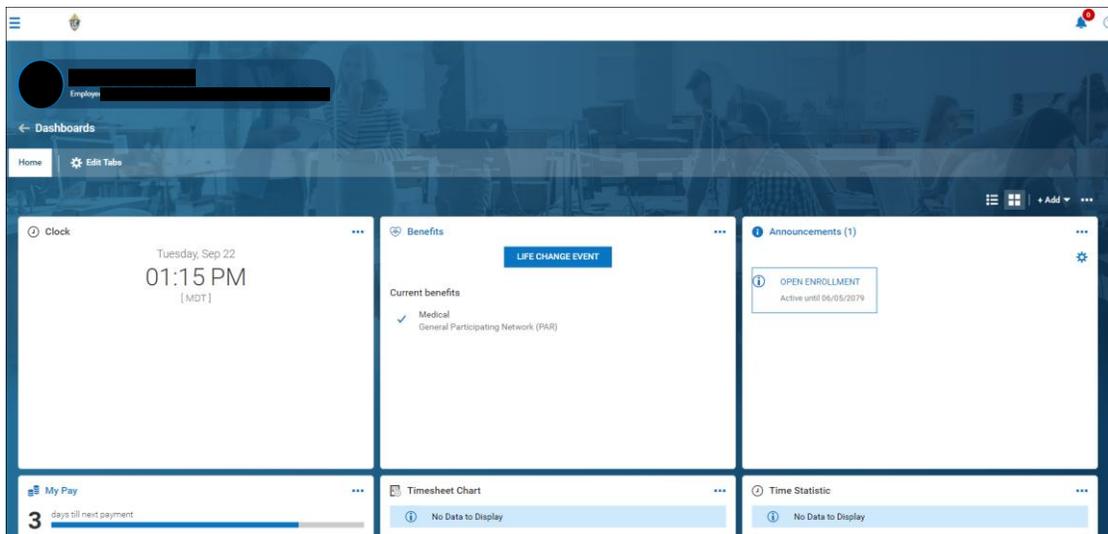
(Login, Navigation, and Employee Profile)

II. Home Dashboard & Navigation

After logging in, the home page will display. Some information on this page include My Pay, Benefits, and Announcements.

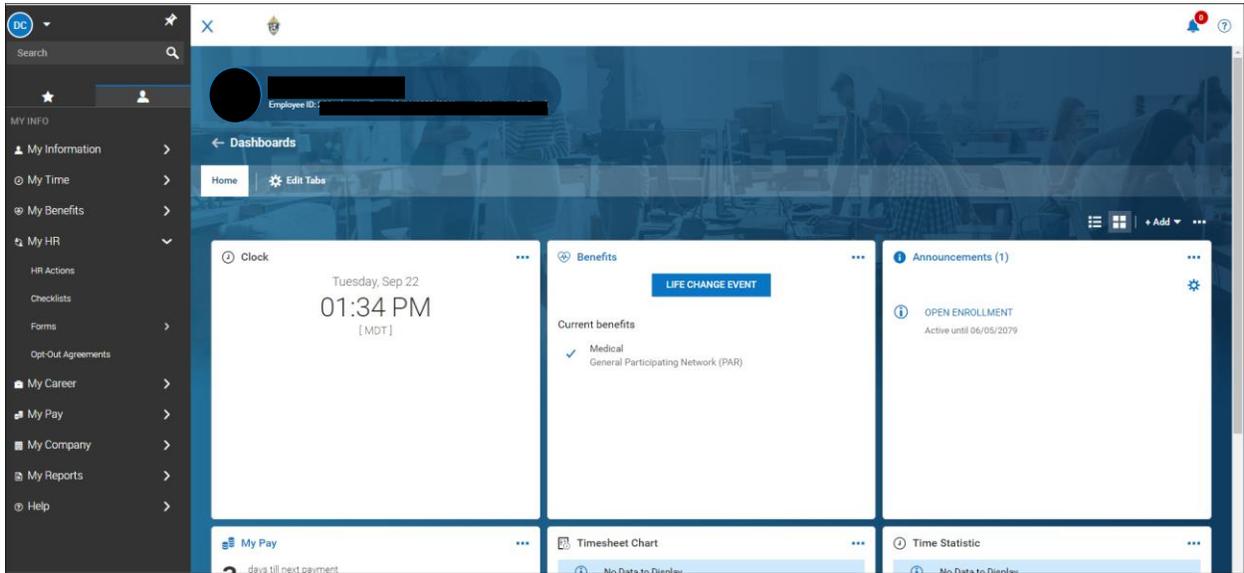
This page can be customized to your preferences by clicking on the icons on the right side of the page. Click on any of the blue hyperlinks to visit other areas in the system to view information and take certain actions.

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.



CENTRALLY HR (CHR) - EMPLOYEE USER GUIDE

(Login, Navigation, and Employee Profile)



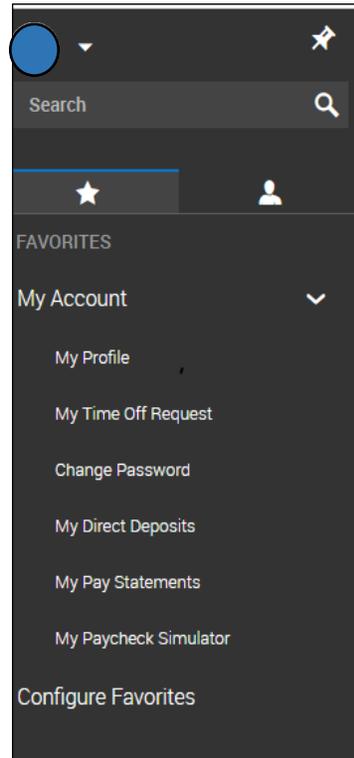
Use the search bar at the top of the menu to find your desired information and click the blue hyperlink to go directly to the page.

There are two tabs on your menu, Favorites (star icon) and My Info (person icon).

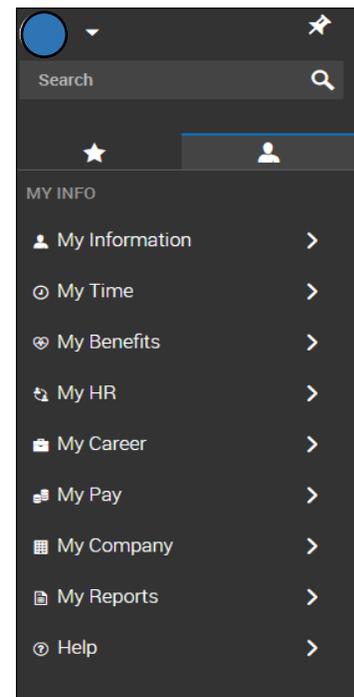
CENTRALLY HR (CHR) - EMPLOYEE USER GUIDE

(Login, Navigation, and Employee Profile)

- 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.



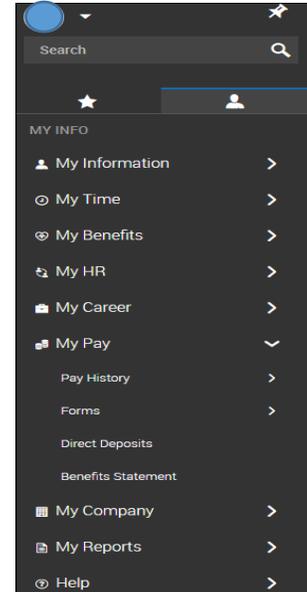
CENTRALLY HR (CHR) - EMPLOYEE USER GUIDE

(Login, Navigation, and Employee Profile)

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.

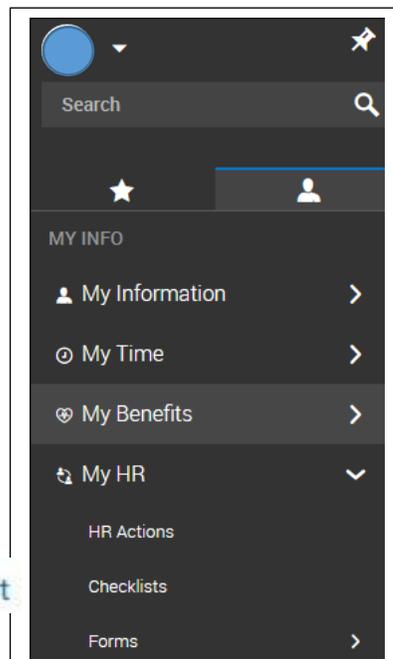


IV. HR Actions

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 

CENTRALLY HR (CHR) - EMPLOYEE USER GUIDE

(Login, Navigation, and Employee Profile)

The screenshot shows the 'HR Actions' page. At the top left, there is a back arrow and the text 'HR Actions'. Below this are three filter buttons: 'AVAILABLE' (highlighted in blue), 'OPEN', and 'SUBMITTED'. To the right of these buttons is a search bar labeled 'Search Actions' with a magnifying glass icon. Below the filters, there are two sections of instructions. The first section is titled 'Contact Information Update' and contains the text: 'Please click "Start" and update any necessary demographic information then click "Submit" and "OK" to submit the HR Action Request.' To the right of this text is a blue 'Start' button with a right-pointing arrow. The second section is titled 'Direct Deposit Update' and contains the text: 'Submit this HR Action to add or change a direct deposit account. After you enter a new account, click Upload Document in the ... menu to upload a copy of a voided check or other documents to confirm your account number. For those with an existing Direct Deposit: If you no longer want to use one of your current direct deposit accounts, click Edit in the ... menu and enter an Active To date to end the account prior to adding a new account.' To the right of this text is another blue 'Start' button with a right-pointing arrow.

- Choose the Effective From date

The screenshot shows a form field for 'Effective From *'. The text 'Effective From *' is displayed in a light gray font above the input field. The input field contains the date '03/21/2019' and a calendar icon on the right side.

- 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.



CENTRALLY HR (CHR) - EMPLOYEE USER GUIDE

(Login, Navigation, and Employee Profile)

V. Logging off

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

