my>HR Employee Self-Service

Personal Information Quick Reference Guide

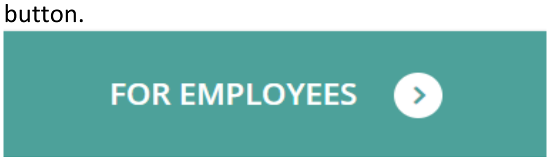
1. Log in to infor

a. Start your web browser by clicking **Start, Programs, Microsoft Edge.**

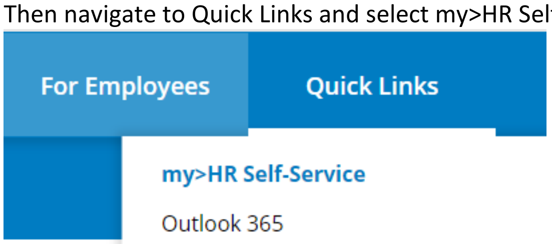
b. From the Munson intranet home page using a Munson network connected computer, click the SharePoint Home page (https://sharepoint16.mhc.net/Pages/home.aspx).Then click and then click on the **my>HR icon**.

At this point, you should automatically be logged in to enroll.

c. **From home or *outside* the Munson network:** Enter web address: **http://www.munsonhealthcare.org**, press **Enter.** At the bottom right corner of the page click on For Employees button.



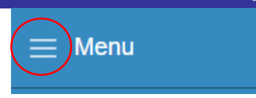
Then navigate to Quick Links and select my>HR Self-Service.



If the Citrix Access Gateway Plug-in is not installed and you do not have multi-factor authentication set up, please read the Log In from Home section and follow the guides listed (Accessing Employee Self-Service Remotely and Multi-Factor Authentication Guide for StoreFront). For technical assistance, please contact the Help Desk at (231) 935-6053. After completing the installations find the **my>HR_SelfService link**, click it and with your network ID, you should automatically be logged in.

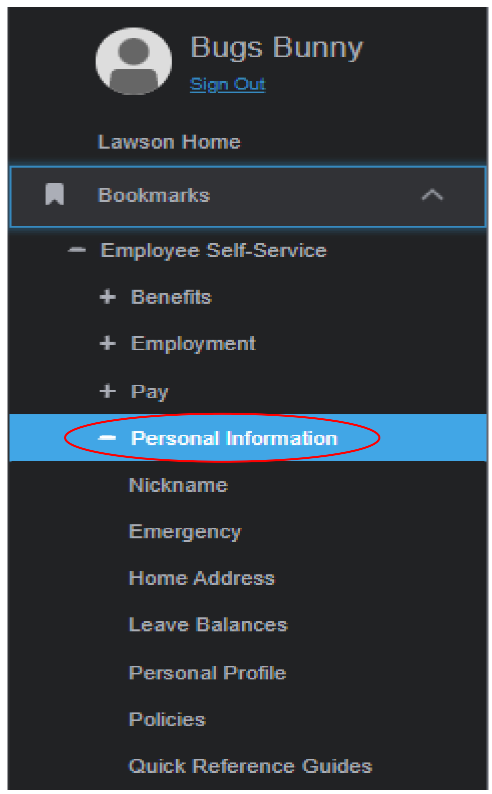
2. Navigation

a. To reveal or remove the left-side menu bar containing your Bookmarks and sub menus, simply click the three-line Menu ellipse in the upper left corner. When you want to navigate via the Menu Bar, click once. Or if you want to remove the menu bar for full screen mode, click again.



b. Click **Bookmarks**, then click on **Employee Self-Service** to expand menus. Click on **Personal Information** to review various sub menu options.

c. Sub menu items are expanded by clicking the **+** sign and they are hidden by clicking the **–** sign next to major menu categories.



d. Be sure to use links on the scrollable menu (left side) to select specific pages or use functional buttons like Continue or Previous to navigate on each page. WARNING -- DO NOT use the back and forward arrows on your browser to move between pages.

Application is not designed for browser arrow navigation.

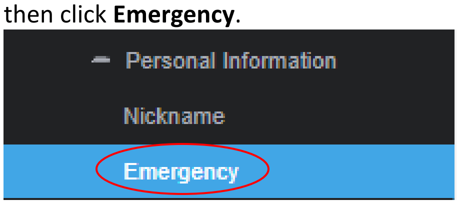
If you accidentally click the back button, log out and log back in to refresh your session.

e. If you desire to start navigation fresh, click the **infor** (top left) logo infor or the Lawson Home link (upper left) Lawson Home to return to the Lawson home page.

f. If you ever need to exit, **click on the Sign Out icon in the upper-right corner.** Sign Out

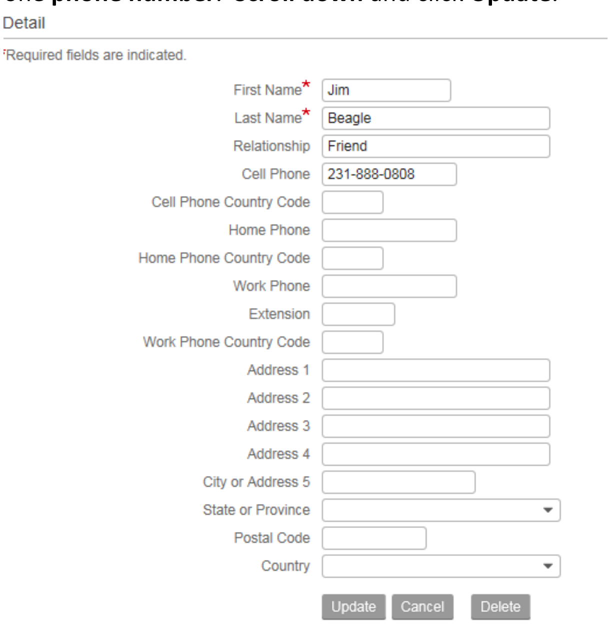
3. Update Emergency Contacts

a. From Employee Self-Service, click **Personal Information**, then click **Emergency**.

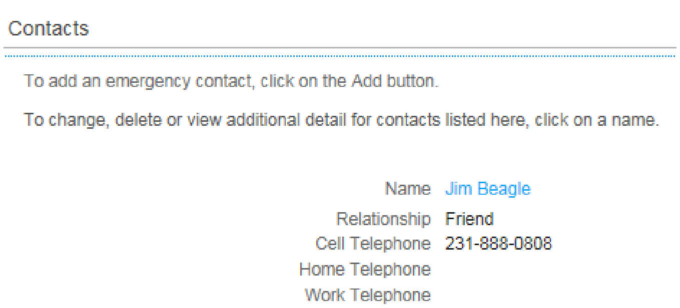


b. Click the **Add** button to add a new contact. Add

c. At a minimum, enter the **first name**, **last name** and at least one **phone number**. **Scroll down** and click **Update**.



d. Your new contact will appear. To ***edit*** or ***delete*** an existing contact, click on the **Name**.

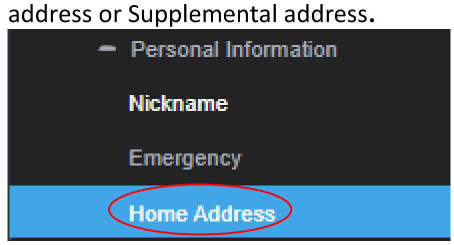


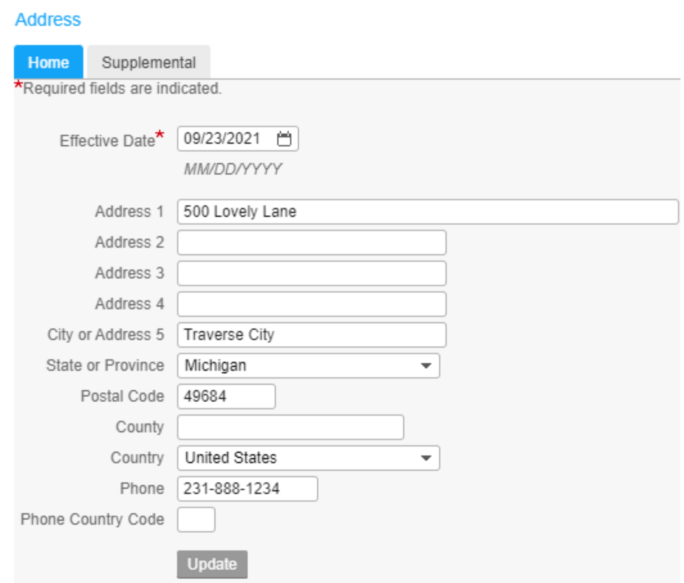
e. In the contact Detail window, after you make changes, **scroll down** and click **Update**. You may also **Cancel** to exit before saving changes.

4. Change Address(es)

The **Home** tab**,** or physical residence address, is used to determine the regional taxes that apply. The **Supplemental** address is the mailing address and may be different from the home address.

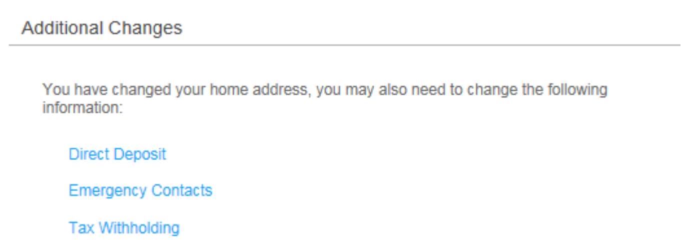
a. From Employee Self-Service, click **Personal Information,** then click **Home Address** to initiate a change of Home address or Supplemental address**.**





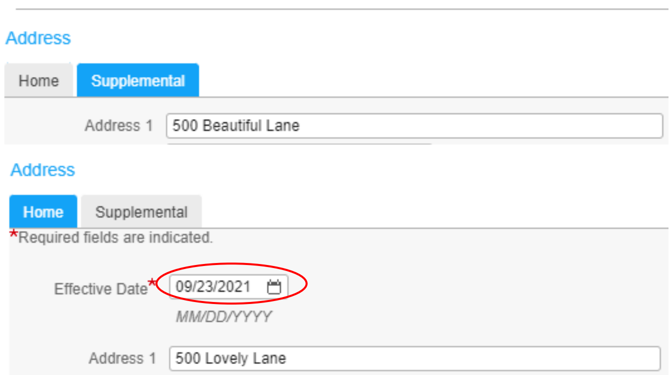
b. Enter the **details** including the **Effective Date.** Click **Update**. The effective date must be today or earlier.

*If a message appears saying, "You cannot submit a future-dated Move event," change the effective date to today or earlier. Changes should not be made prior to an actual move to the address.



c. A reminder window will appear just in case changing your address was part of a life event change. The only link that has the option to enter a new address is Emergency Contacts, which you would use if your emergency contact resides in the same home and moved with you.

d. To update the Supplemental address, go to **Bookmarks>>Employee Self-Service>>Personal Information>>Home Address**, then click the **Supplemental tab**, enter the **details**, click the **Home tab**, enter the **Effective Date** and click **Update**.



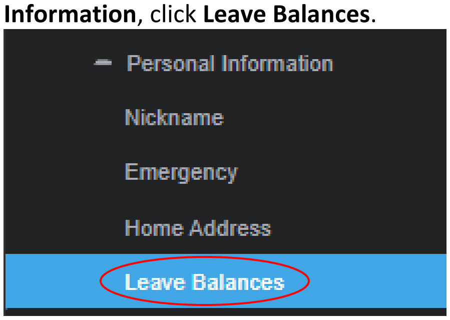
e. A reminder window will appear as shown in 4d. To review the addresses, go to **Bookmarks>>Employee Self-Service>>Personal Information>>Home Address**.

5. Check Leave (Accrual) Balances

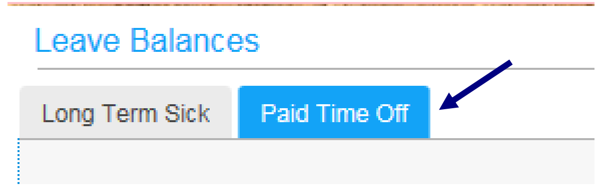
The UKG (formerly Kronos) timekeeping software records daily use of paid time off. **The most up-to-date balances may be found in Kronos or accessed at any time clock.**

Up-to-date balances in infor are available on Wednesday at 4:30 p.m. of the first week of a new pay period. They will be updated again in infor two weeks later.

a. From the **Bookmarks>>Employee Self-Service>>Personal Information**, click **Leave Balances**.

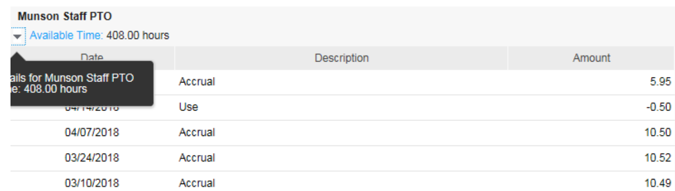


b. A tab will appear for each balance type. Click the Long Term Sick or Paid Time Off tab as desired to view the available time.



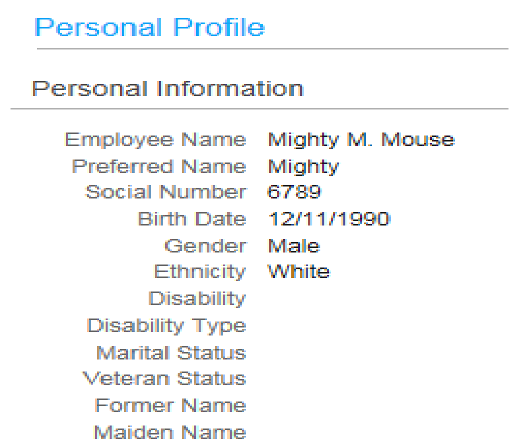
After clicking the Paid Time Off tab, you can review PTO accruals and use details by clicking on the arrow next to **Available Time**

Detail:



6. View Personal Profile

To review Personal Profile information click through **Bookmarks>>Employee Self-Service>>Personal Information,** click **Personal Profile.**



To exit the program, click Sign Out in the upper-right corner.