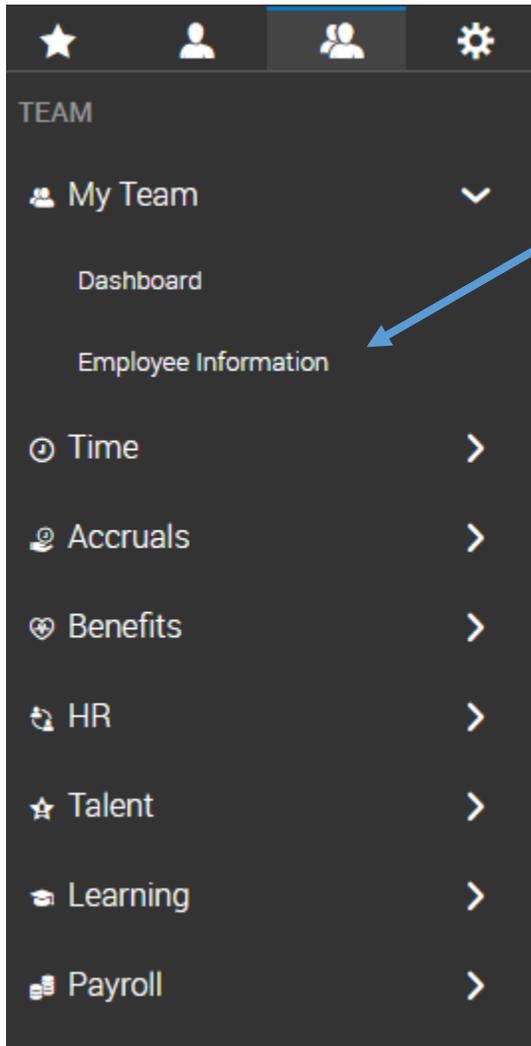


CENTRALLY HR (CHR) - CREATE LOGIN / ACCESS NEW ACCOUNT



1. Go to Employee Information.

2. Type in employee First or Last Name or Both. Hit Enter.

← Employee Information

HIRE TERMINATE REHIRE VIEW

Page 1 of 1 1 - 2 of 2 Rows Saved: [System]

	Employee ID	Badge	Username	First Name	Last Name	Employee EIN	In Payroll	Locked	Worked 600 Hours (for Basic Life)	WC Job Title	Employee Status
	starts with	-	-	starts with	starts with	starts with	All	All	-	-	Terminated
<input type="checkbox"/>	3006		MHatcherson3006	TestMarina	Employee	Roman Catholic Bishop of Salt Lake City	No	No			Testing
<input type="checkbox"/>	TestE		TestE	Test	Employee	Roman Catholic Bishop of Salt Lake City	No	No			Testing

CENTRALLY HR (CHR) - CREATE LOGIN / ACCESS NEW ACCOUNT

3. Checked Box means employee has not created login yet.

Employee Profile

Test Employee | Employee ID: TestE | Hired Date: 01 Jan, 2019 (1 Year, 7 Months, 10 Days)

Main | Payroll | HR | Schedules | ACA | Edit Tabs

JUMP TO

Account Information

EIN: Roman Catholic Bishop of Salt Lake City | Primary EIN: Roman Catholic Bishop of Salt Lake City

Username *: TestE

New Password: [] | Nickname: []

First Name *: Test | Middle: [] | Last Name *: Employee

Suffix: [] | File Screen: [Security Profile Default] | Locale (Language & Format): Company Default

Time Zone: Eastern | User Must Change Password at Next Logon | Locked

DOWNLOAD PDF | SAVE

4. Checked box means employee is locked out of their account. Uncheck box to unlock and give employee access.

6. Click Save.

5. NOTE: When an account has been locked, the original temp password (last 4 of SSN) is invalidated. A new temp password can be reset by manager. An example of a new temp password is **Welcome@1**

Please take note of **Employee's username**. You will need it for the email message.

MY TEAM

Employee Information

HIRE | TERMINATE | REHIRE | VIEW

Page 1 of 1 | 1-2 of 2 Rows | Saved: [System]

	Employee Id	Badge	Username	First Name	Last Name	Employee EIN	In Payroll	Locked	Worked 600 Ho...	WC Job Title	Employee S...
<input type="checkbox"/>	starts with	-	-	starts with	starts with	starts with	All	All	-	-	Terminated
<input checked="" type="checkbox"/>	2006		Mhutcherson3006	TestMarina	Employee	Roman Catholic Bishop of Salt Lake City	No	No			Testing
<input checked="" type="checkbox"/>	TestE		TestE	Test	Employee	Roman Catholic Bishop of Salt Lake City	No	No			Testing

7. Click on box to select employee.

8. For newly hired employees, click "More Actions" and choose "Send Account Created default email. Choose this one for newly hired employees only.

For current employees whose account has locked or has not created an account login since July, you can modify the template below.

CENTRALLY HR (CHR) - CREATE LOGIN / ACCESS NEW ACCOUNT

Hello [Employee Name],

An account has been created for you in the Centrally HR (CHR) program. To login, click the [CHR Login](#) link.

Your username is FLASTNAME##, and temporary password is Welcome@1

Once you login, please do the following:

- reset your password
- review your employee profile, benefits information and make sure all information is current and accurate
- access your current paystub

If you have any questions, please contact your HR/Finance contact person.

Thank you!

HR / Finance Manager Name