

New Associate,

Welcome to Erlanger! As part of your continued onboarding process, we would like to introduce you to the employee self service portal in **Employee Direct Access**, part of Human Resources' employee information system. This portal holds key information and allows you to continuously update your personal information, such as your pay/deposit details, taxes, and benefits.

To access Employee Direct Access for the first time and to set up your services, follow the directions below. **You will need to use a computer (and not a smartphone or a tablet) to complete the tasks below, otherwise you will not be able to view the menus listed.**

Step 1 – Navigate to Employee Direct Access

For your convenience, a link is provided at the bottom of the page. However, please note you can navigate to Employee Direct Access by going to www.erlanger.org, scrolling down to the bottom right menu under *Quick Links* and selecting *For Associates*. Follow the subsequent directions to launch the Employee Direct Access portal. Instruction reminders can also be found on your ID Badge Collection, when received.

Click this link for a quick video tutorial on how to login: Employee [Direct Access Login Tutorial Video](#)

Step 2 – Login

Your Employee Direct Access credentials are as follows:

User ID: Your 5 Digit Employee ID Number (listed on your email for this attachment)

Password: Ehs + Last 4 Digits of SSN + Your 4 Digit Birth Year (**NOT** birthdate)

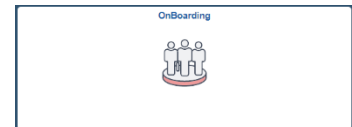
Your password would be *Ehs12341980*, **if 1234** was the last 4 digits of your Social Security Number, and you were born in **1980**. Note that the password is **case sensitive**, the "E" in *Ehs*, **must** be capitalized. A password reset link is available on the login page, but requires access to your Erlanger email address which you will not receive until after you start reporting to your department.

Login Help

If you experience issues logging into Employee Direct Access, please contact Erlanger's IT Help Desk at 423-778-8324 or email service@erlanger.org. **Please let them know you are a new hire starting next week and provide your Employee ID Number.** Also let them know that you do not yet have access to your Erlanger email address so they do not reset your password by emailing that address.

Step 3 – Onboarding Activities

Due end of day Sunday, before your New Associate Orientation begins.



Navigate to the large *Onboarding Activities* tile. Click on the tile and complete the directed steps to set up required information, such as completing your Form I-9, confirming your personal contact information and address, confirming your social security number and birthdate, setting up direct deposit, completing your W-4, and much more. If you can't finish in one sitting, simply log back in and continue where you left off as needed. Once complete, use the related tiles found outside the Onboarding Activities tile to review or update information as needed. Hint: to review your pay stubs, click on the *Pay & Deductions* tile to view your check/PTO details. Pay cycles are bi-weekly and payment is remitted on Friday for the previous pay period.



Onboarding Help

Please contact the following *during business hours* for assistance with these onboarding activities:

- 🌀 Form I-9 Assistance > Denise Roden, Talent Acquisition Director at Denise.Roden@erlanger.org
- 🌀 Direct Deposit Assistance > Payroll at payroll@erlanger.org
- 🌀 W-4/State Taxes > Unfortunately, we are not permitted to provide tax advice. Please use this *IRS Tax Withholding Estimator* tool to help you: <https://www.irs.gov/individuals/tax-withholding-estimator>
- 🌀 Name/Social Security Number Lisa Wallace, Shared Services Coordinator at Lisa.Wallace2@erlanger.org
- 🌀 All Other Concerns > Erlanger's IT help Desk at service@erlanger.org

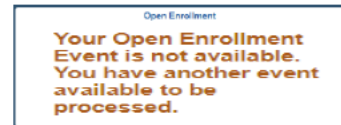
Step 4 – Benefits Open Enrollment

You may not select your benefits until after you have started your first day of employment.

Enrollment is due within **31 days** after your first day of employment

Research your benefits here:

- 🌀 [Erlanger 2024 Benefit Guide](#)
- 🌀 [Erlanger 2024 PRN Benefit Guide](#)
- 🌀 [Understanding Your 2024 Erlanger Benefits \(video\)](#)



When ready to select your benefits, navigate to the large *Open Enrollment* tile **after you have started employment**. Though Erlanger is most likely not experiencing a benefits open enrollment at this time, click on the tile that says “*There is no Open Enrollment Event, but you have other event(s) available to be processed*” and simply complete the directed steps to make your benefits selections, such as your medical, dental, vision, and retirement coverage options. We encourage you to review the benefit information and options found in this portal before making your selections. Use the *Benefit Details* tile to review benefits after you have made your selections.

Benefits Help

If you experience issues selecting your benefits, please contact Lisa Menzia, Sr. Benefit Analyst at Lisa.Menzia@erlanger.org, M-F, 8AM-4PM. Please identify your full name, Empl ID #, work location and state of residence (i.e. TN, GA, AL, NC, etc.) to receive correct information.

Once set up, you will continue to use Employee Direct Access throughout your employment with Erlanger by using the corresponding tile menu options. We advise you to bookmark the portal login page so that you can easily access in the future.

EMPLOYEE DIRECT ACCESS
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