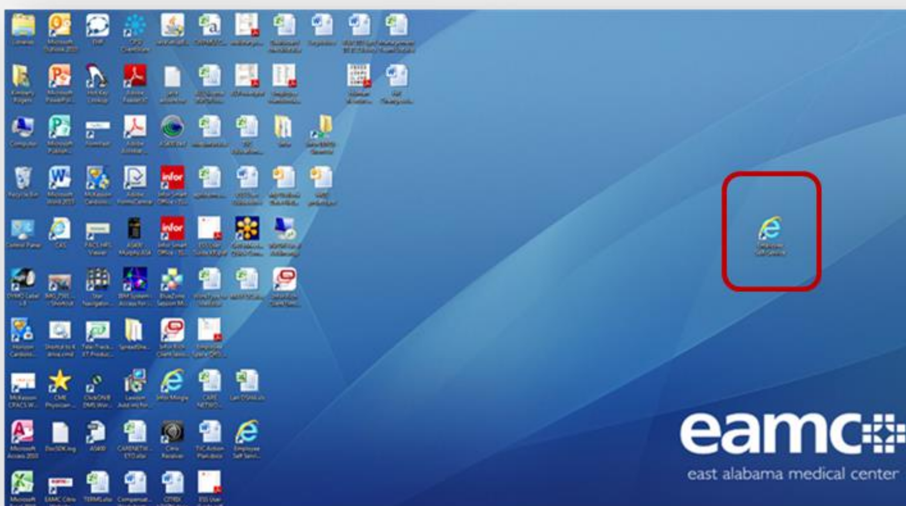
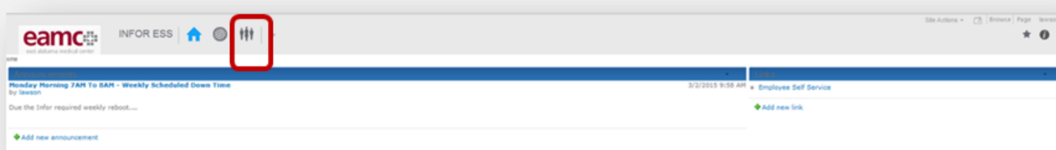
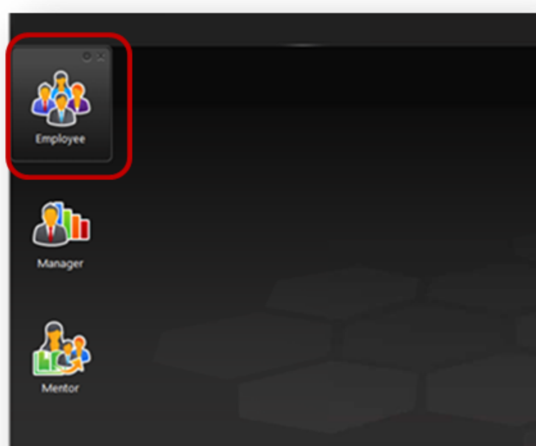
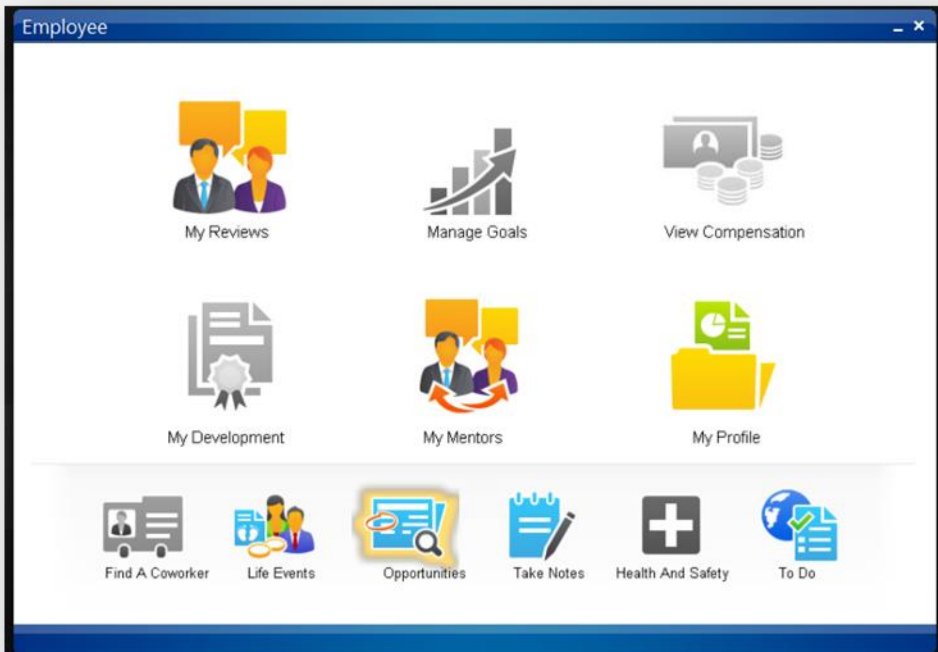
eamc LANIER
east alabama medical center

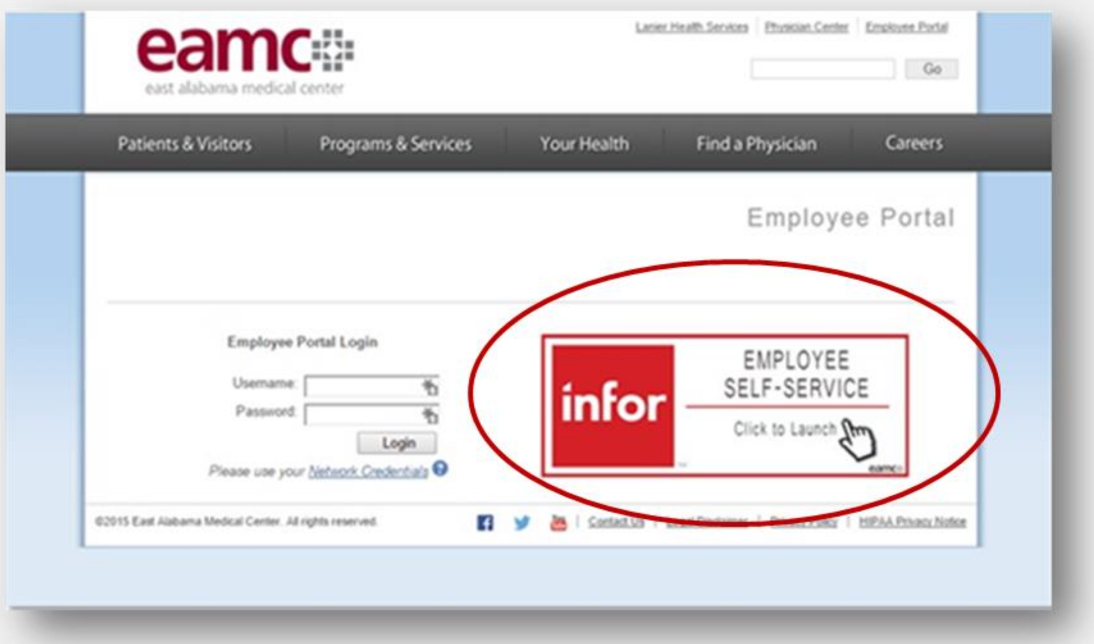
infor	# HR Information System Employee Guide
What is infor?	• The new Human Resources & Financial Information System • It will help to automate a lot of manual processes in the areas of HR and Accounting • This new system will have some self service functions that will allow you go online and personalize your life changes yourself, updating information like address change, taxes, and direct deposit.

Table of Contents

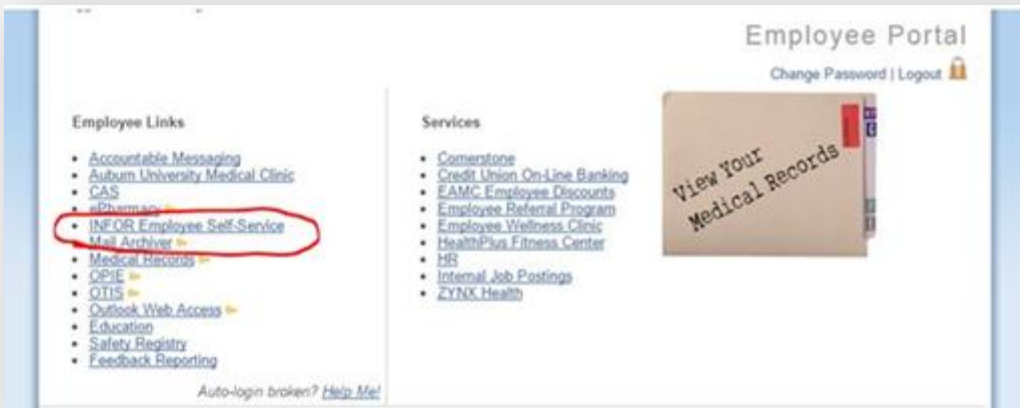
1	Logging In to Infor
	• Login using network ID and password (same as email) • Login =e and employee # (example: e12345) • Password=network secure password • Call the MIS helpdesk at ext. 6850, if you need assistance
2	**Accessing Infor**
Accesing Infor from EAMC Computer	
Action	**Details**
1. Click *Self Service* icon 	

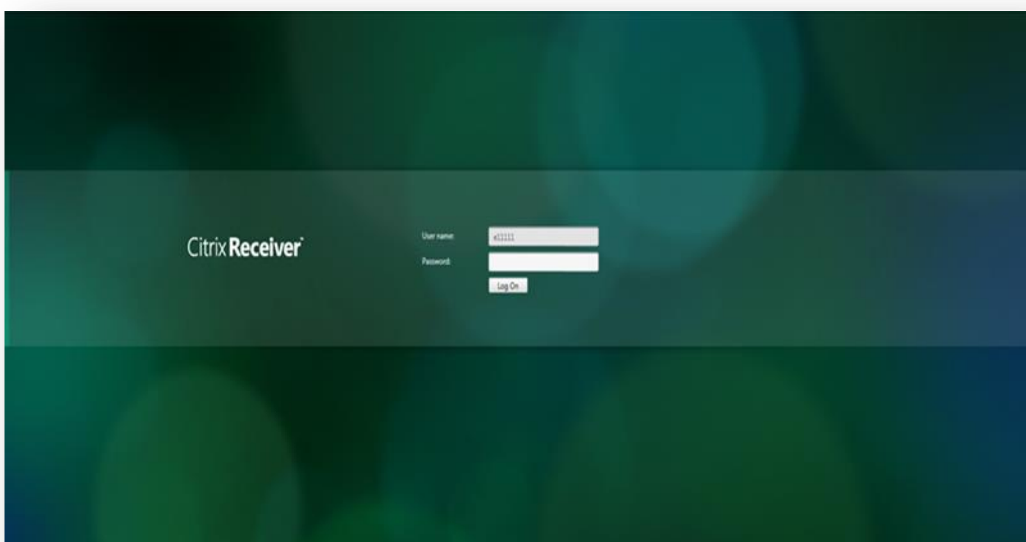
2. Login	Login using network ID and password 
3. Click *Talent Management icon*	
4. Click *Employee*	

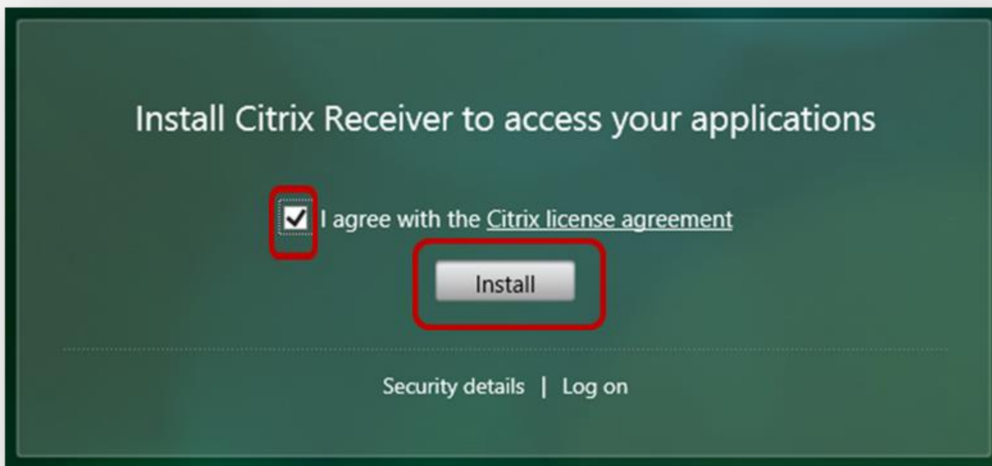
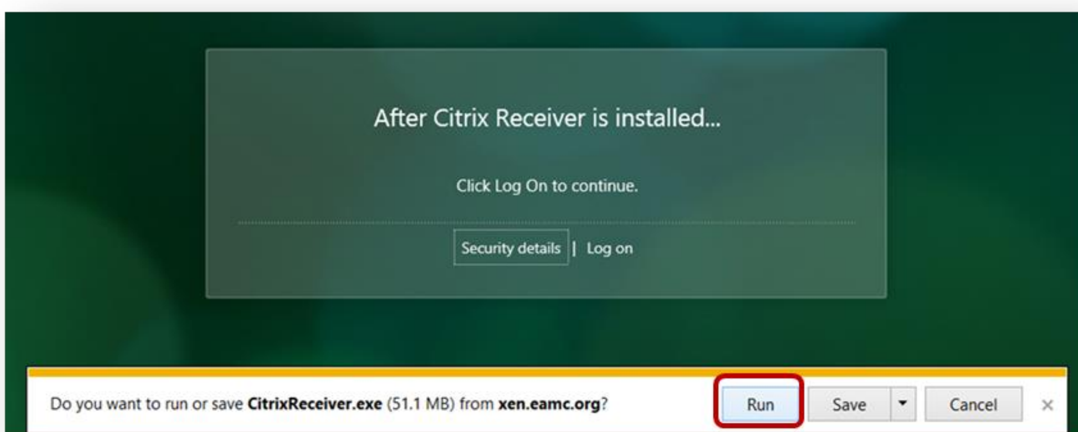
5. This is the ***employee space*** where self-service takes place	

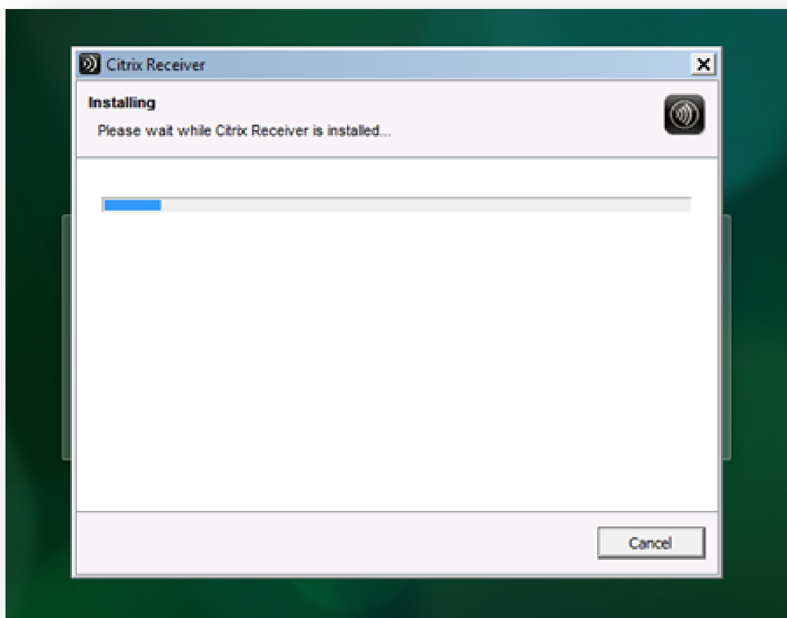
Accessing Infor from Home	
Step	**Action**
1. Access Infor	1. Use the following link: https://xen.eamc.org/ OR 2. Go to the employee portal login page https://www.eamc.org/portal and click on ***infor Employee Self Service icon*** 

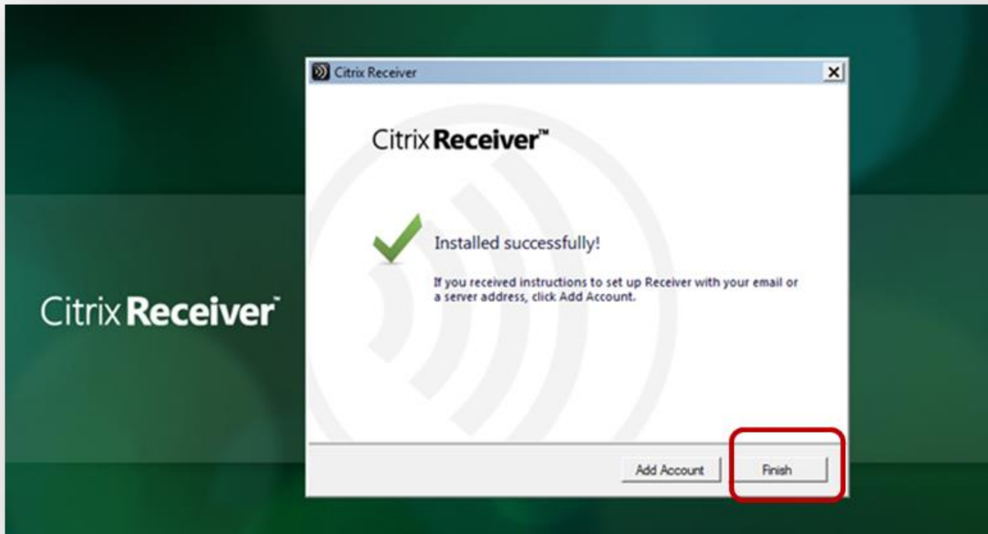
<table>
<tr>
<td></td>
<td>There will also be a link within employee portal that you can use to access employee self service

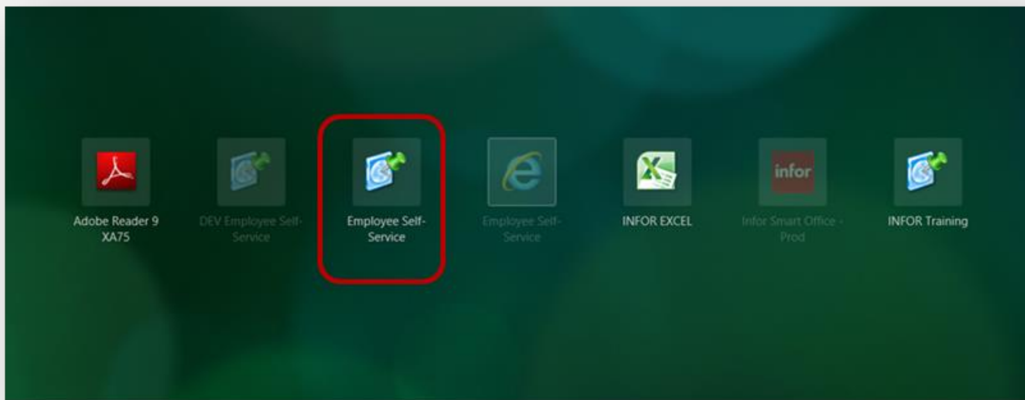
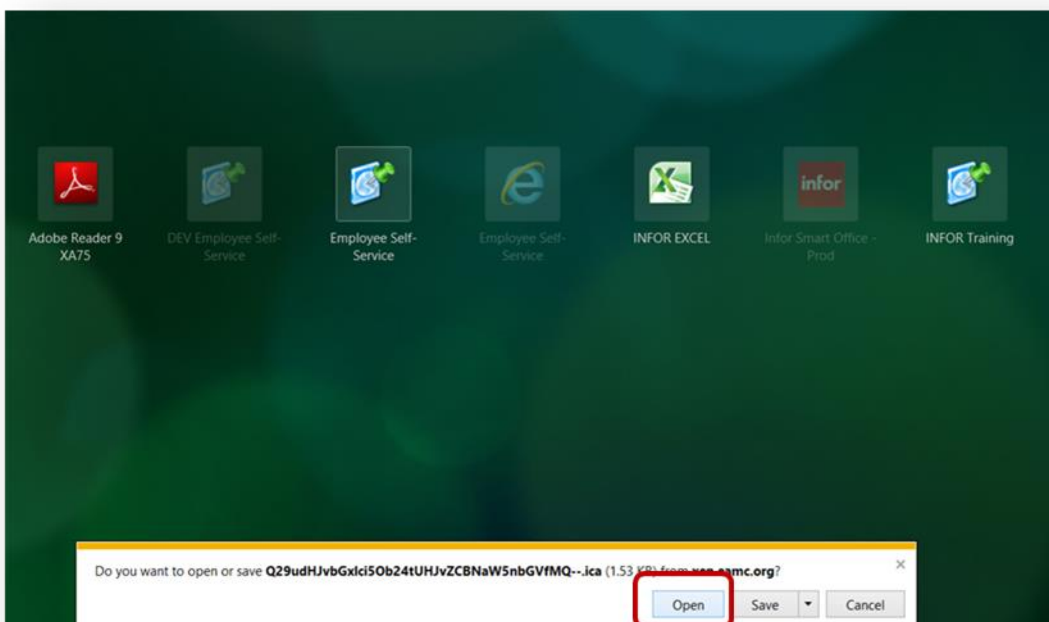

</td>
</tr>
<tr>
<td>2. Login</td>
<td>Login using network ID and password

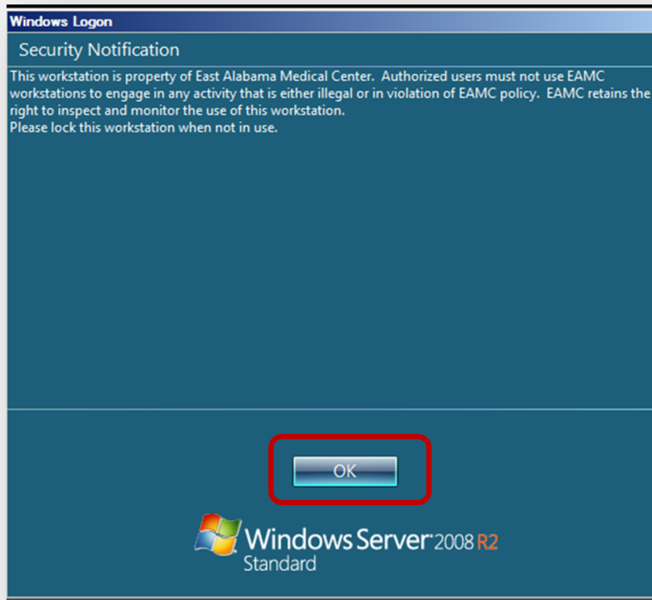
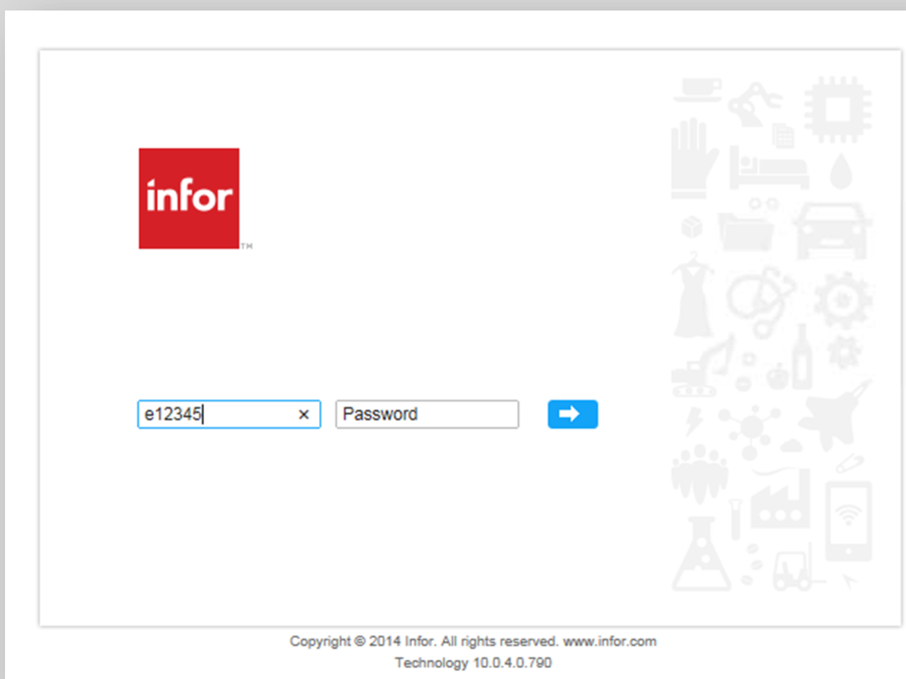

</td>
</tr>
</table>

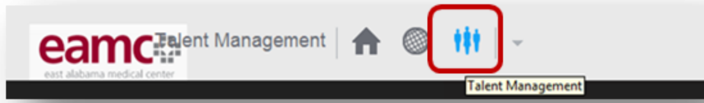
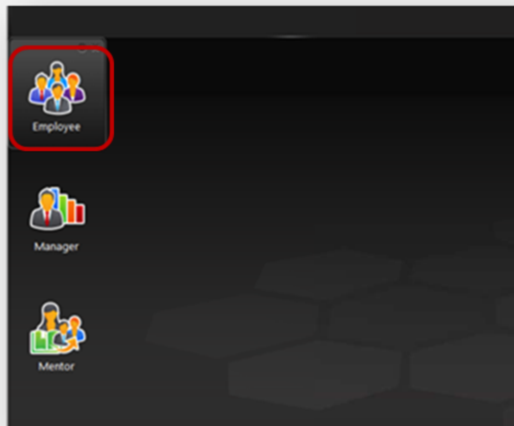
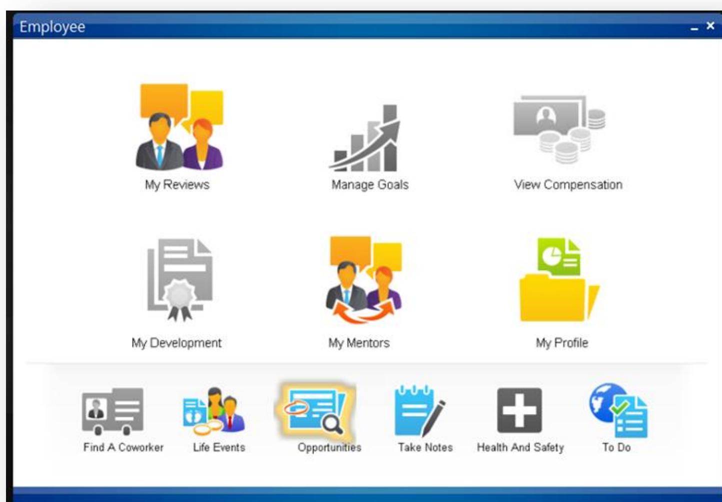
3. Download the CITRIX receiver	The first time you log into CITRIX from a computer, you will have to download the Citrix receiver. ***Check the box*** next to the "I agree with the Citrix license agreement," then Click ***Install*** 
4. Click *Run*	When you get a prompt similar to the one below, Click ***Run*** 

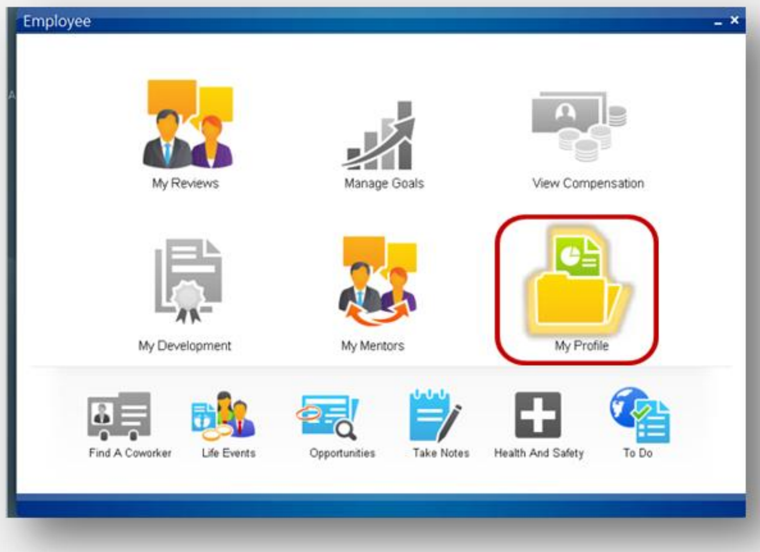
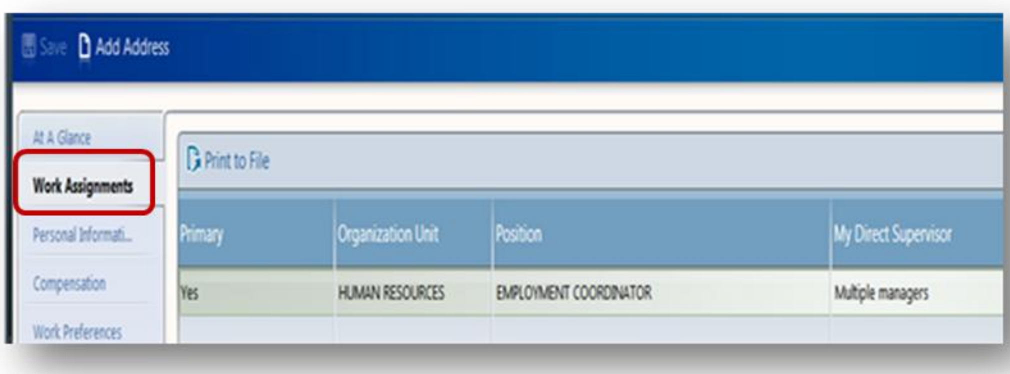
5. Click *Install*	
6. Wait on Citrix Receiver to Install	

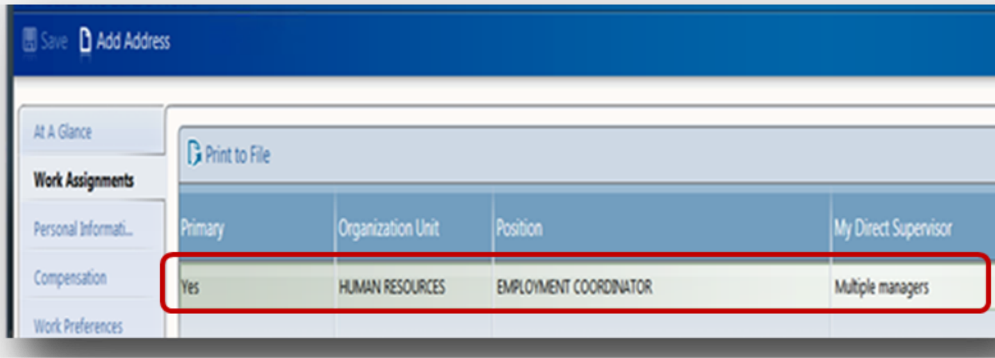
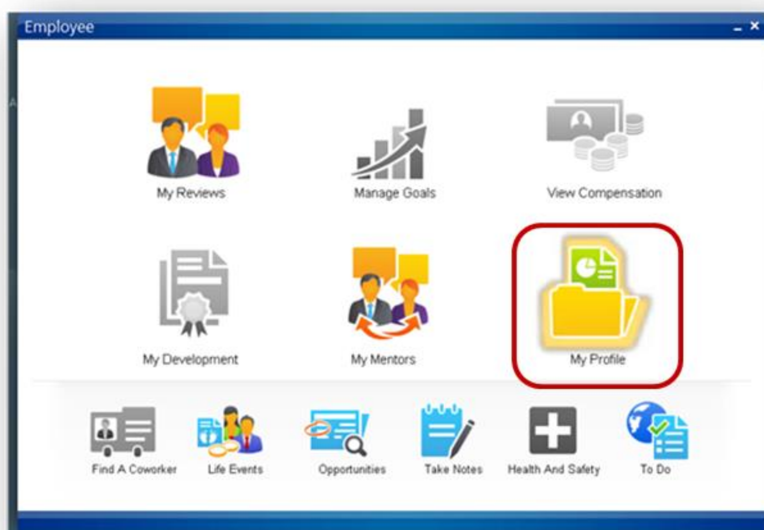
7. Click *Finish*	
8. Click *Log on*	

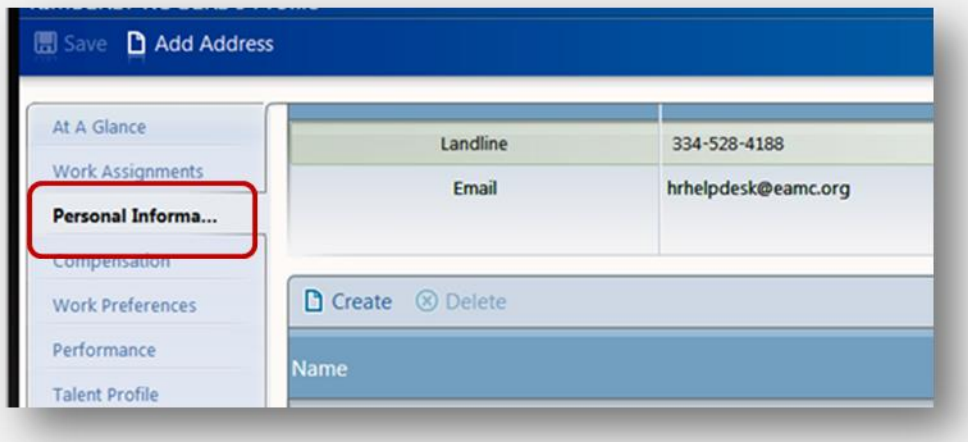
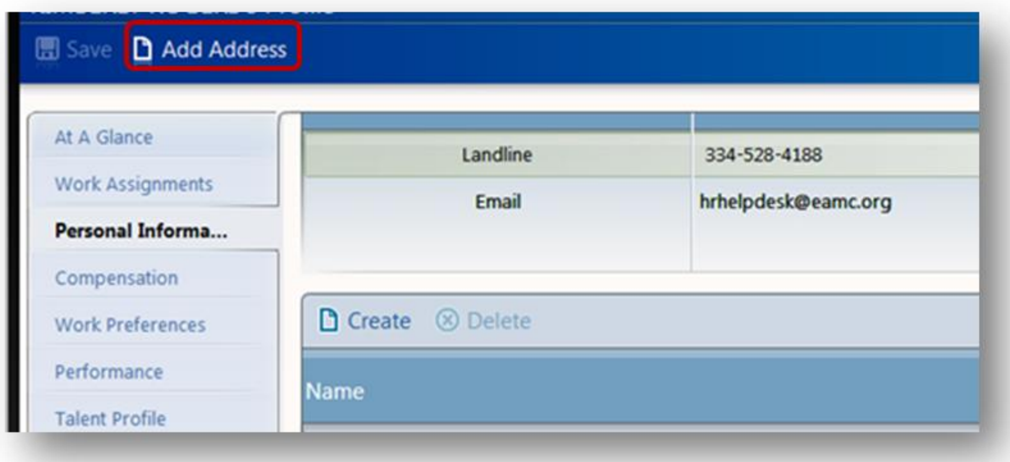
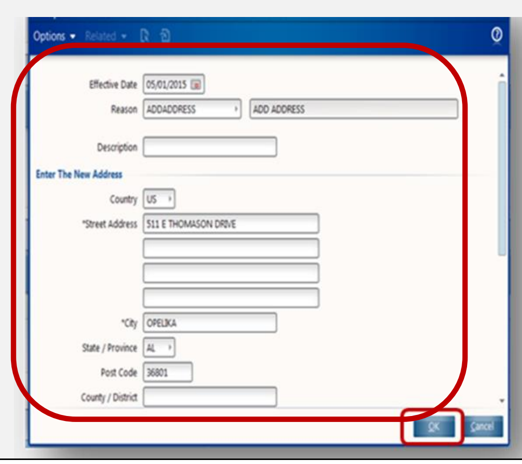
9. Click ***Employee Self Service***	
10. Click ***Open*** **when prompted**	

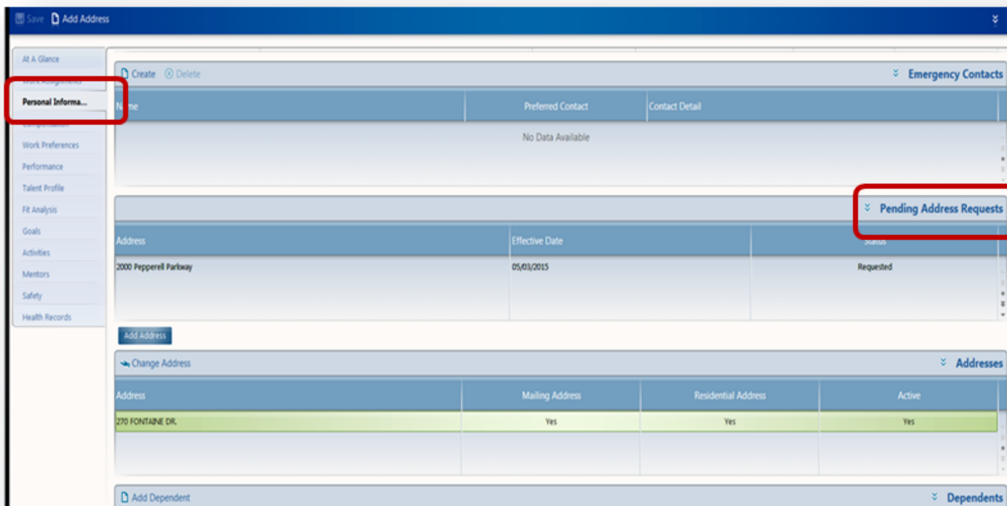
11. Review the Security Notification and click *OK*	
12. Login	Login using your network secure login and password 

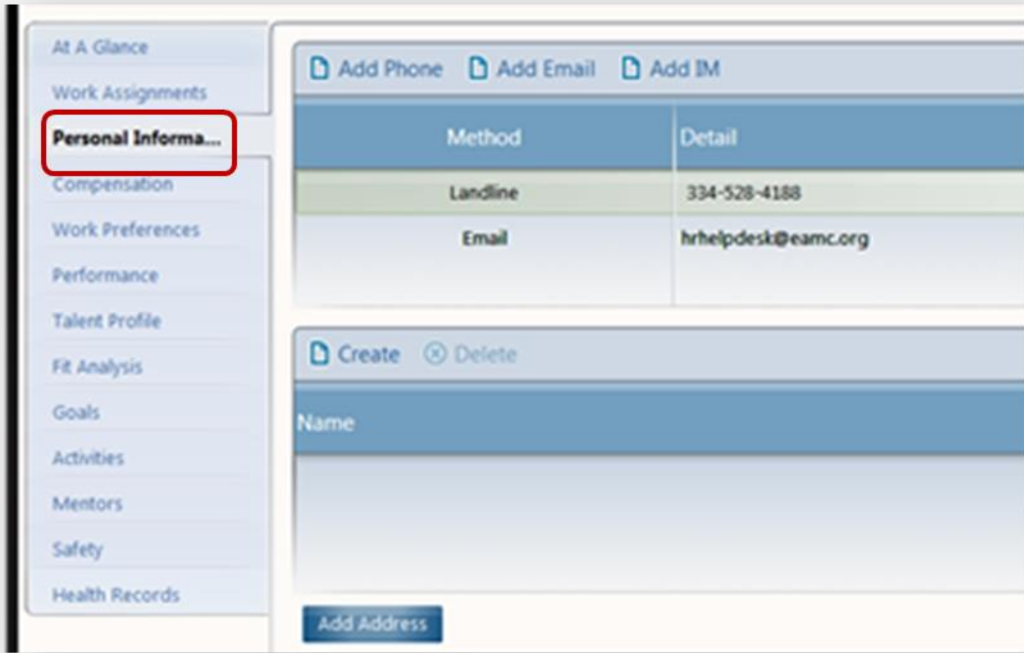
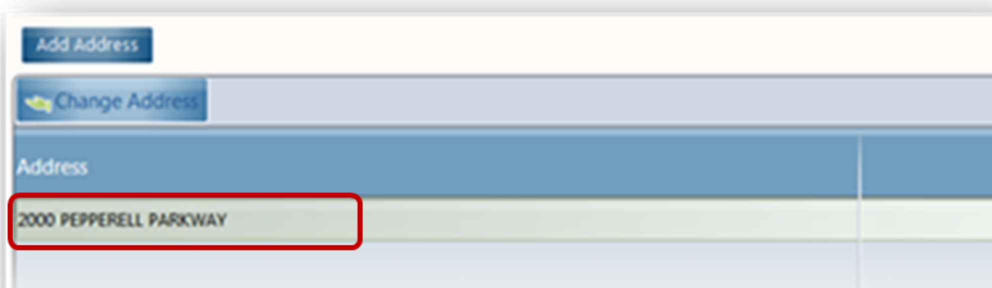
<table>
<tr><td>13. Click Talent Management icon</td><td>
</td></tr>
<tr><td>14. Click Employee</td><td>
</td></tr>
<tr><td>15. This is the employee space where self-service takes place</td><td>
</td></tr>
</table>

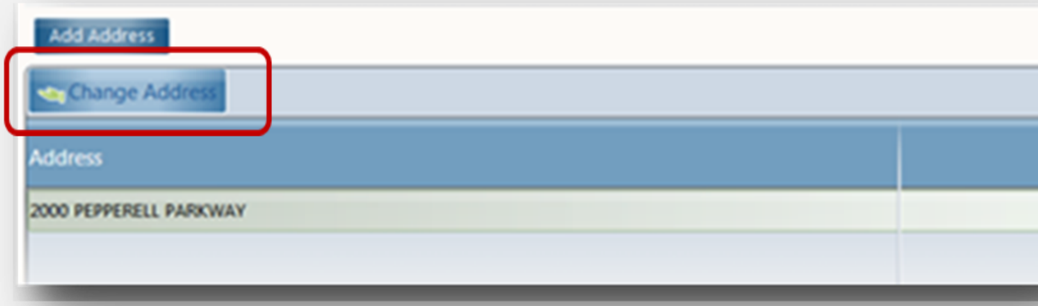
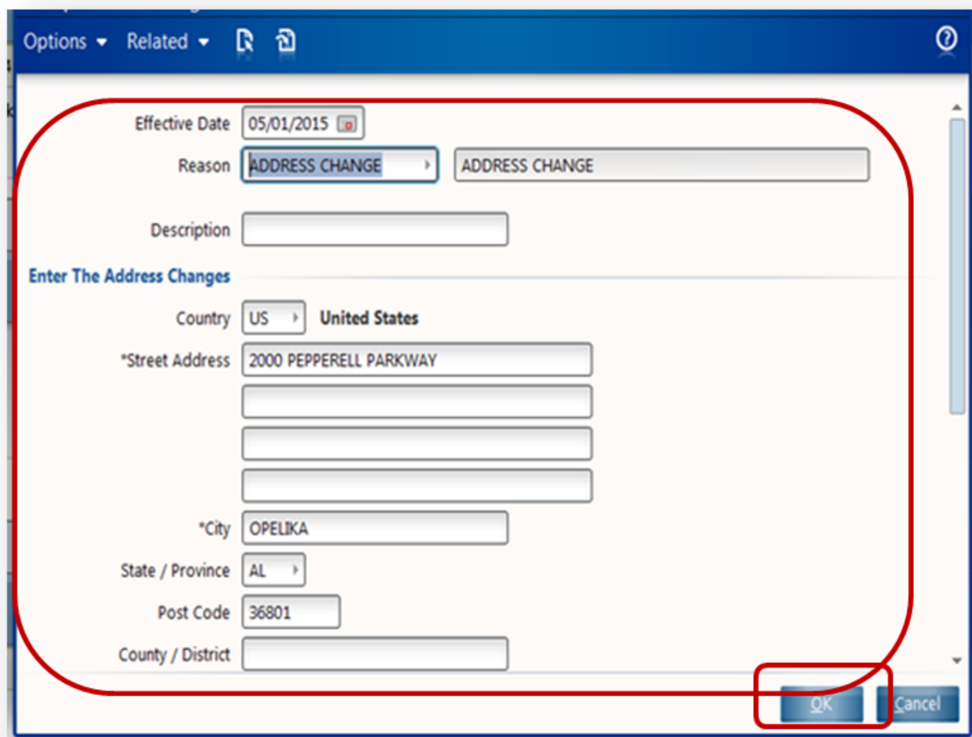
3	**How to View Your Work Assignments** You can have multiple work assignments. For each assignment you can view a position description, a position history, and a compensation profile.
Step	**Action**
1. Access ***My Profile***	
2. On the Navigation bar, select ***Work Assignments***.	

3. Open a work assignment to view the work assignment detail.	
4	**Adding an Address** Note: Your manager can also add or change an address on your behalf. You may be notified by email of any action related to adding or changing an address.
1. Access ***My Profile***	

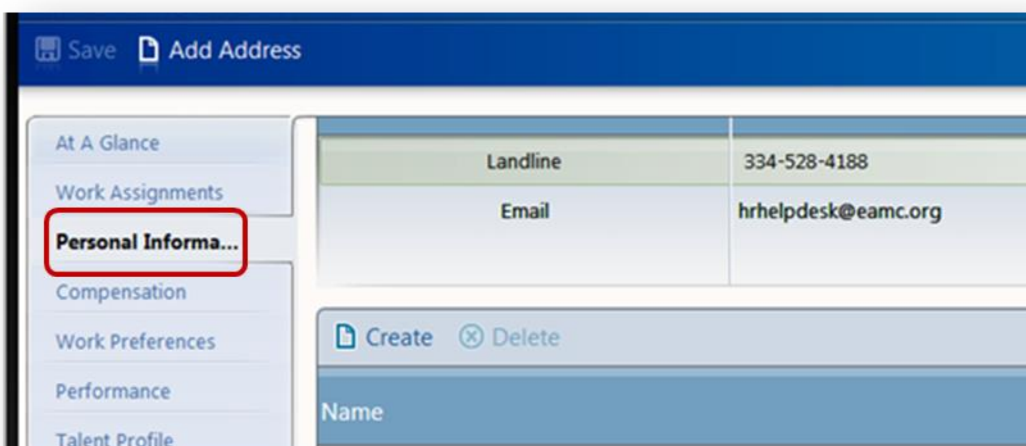
2. Click on ***Personal Information***	
3. Above the Addresses panel, click the ***Add Address*** button	
4. Enter the address and other required information and click ***OK***	The effective date, reason, country, street address (first line), city, state, postal code and reason are all required information. 

5. Note change is not immediate	NOTE: The address is not added immediately because approval for an address addition is required. A Pending Address request link appears on the ***Personal Information Tab*** above your current address. 
5	**Changing or Updating an Address**
Step	**Action**
1. Access ***My profile***	

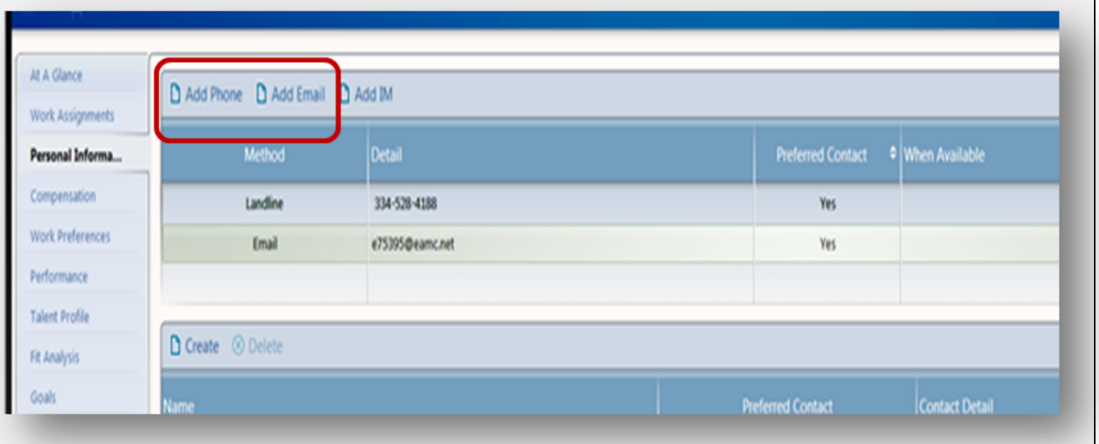
<table>
<tr>
<td>2. Click on Personal Information</td>
<td>
</td>
</tr>
<tr>
<td>3. Select the address</td>
<td>
</td>
</tr>
</table>

4. Select the ***Change Address*** button	
5. Enter your ***changes (including the required effective date)*** and click ***OK***	

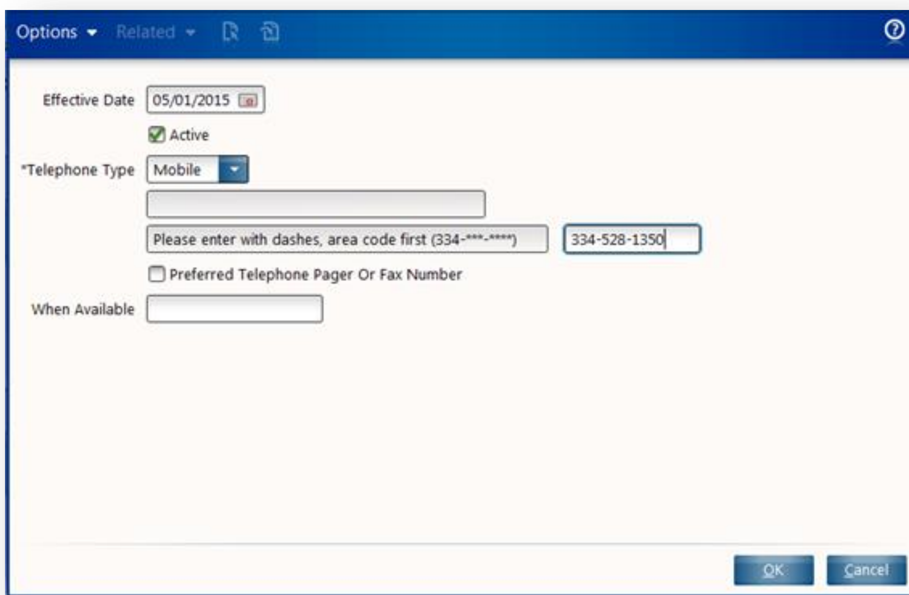
6. Note Pending Address Requests	**NOTE: EAMC requires approval for an addresss change. So, the address change is not made immediately. A Pending Address Requests link appears on the *Personal Information Tab*, above your current address on file. <u>Address changes will be reviewed within 2 business days.</u>** **Note: If your manager requests an address change, this link will also appear. You can see and modify your manager's pending request. Also, your manager can see and modify your pending request. You can have more that one pending address changes and additions. But only one address can be flagged as a mailing address and/or home address.** **Click the Pending Address Requests link to view and update your request or your manager's request, or to cancel your request or your manager's request (Actions > Cancel Request). You can make changes to the address change request until the address is approved. When the address is approved, the link disappears and the address is changed on your profile.** **If the administrator returns the address change request, when you click the *Pending Address Requests* link, a red flag appears next to the address request. You can make the changes requested by the administrator, save the changes, and resubmit the request. Or, you can cancel the request.** **If the administrator rejects the request, the Pending Address Requests link disappears and no change is made.** **If anyone cancels the request, the Pending Address Requests link disappears and no change is made.**

6	Updating Your Contact Information
Step	**Action**
1. Access ***My Profile***	
2. Click ***Personal Information***	

<table>
<tr>
<td>3. On the contacts panel, Select Add Phone OR Add Email</td>
<td>

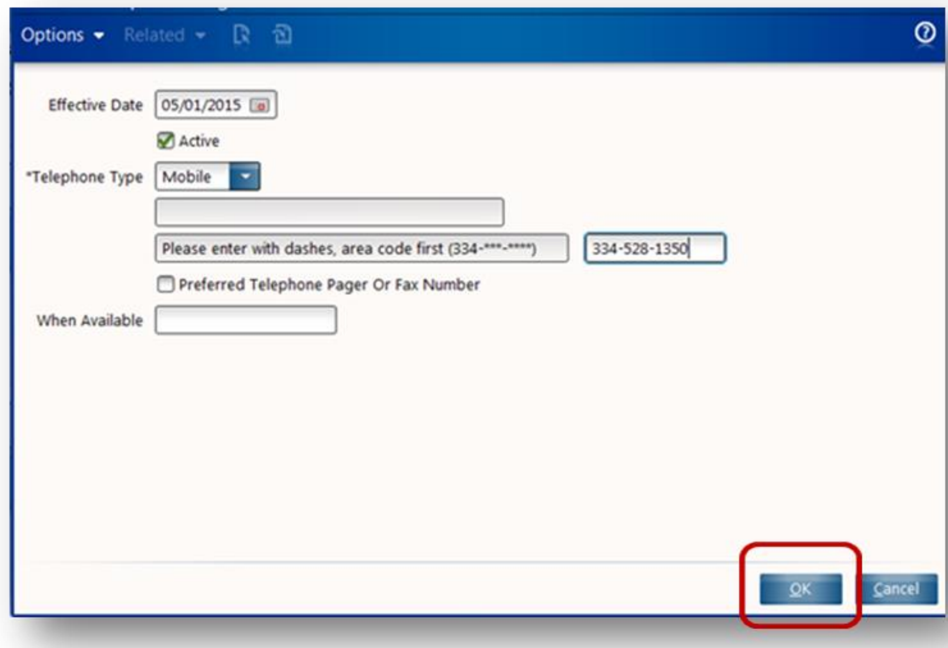


</td>
</tr>
<tr>
<td>4. Enter the appropriate information</td>
<td>



</td>
</tr>
</table>

5. Click ***OK***

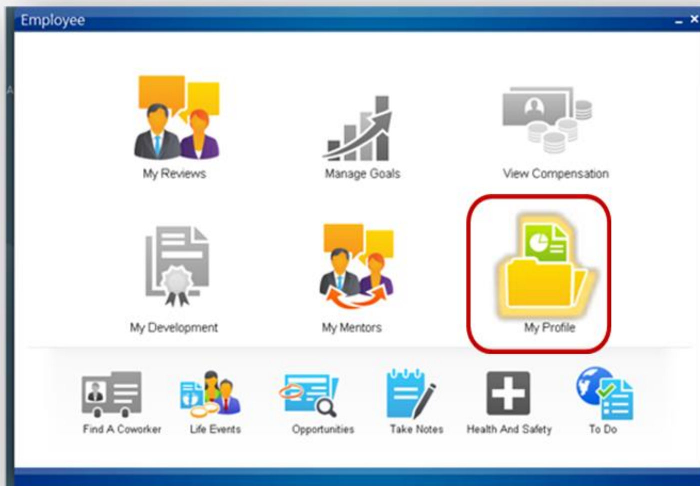
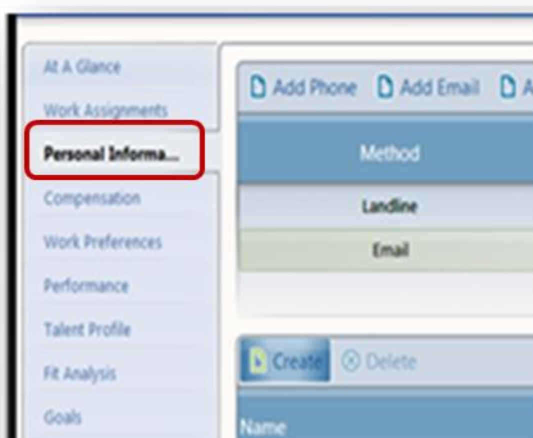


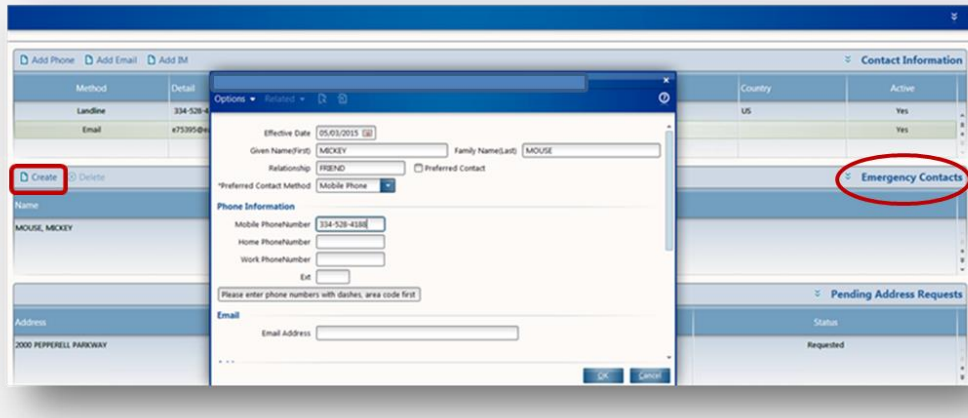
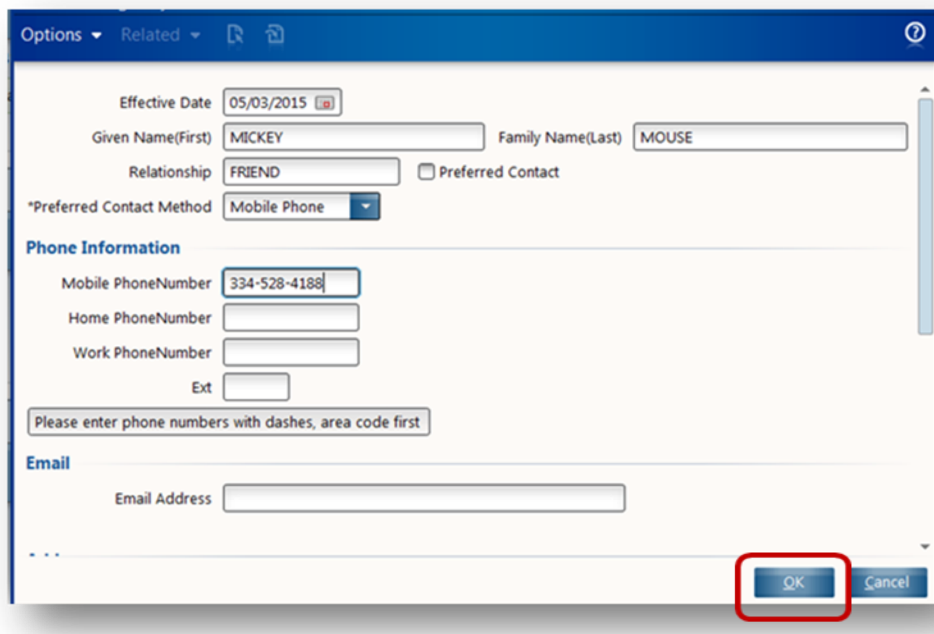
NOTE: The effective date is required on all forms

If you selected ***Add Phone***, make sure to enter the ***phone type***.

You can enter multiple phone numbers of the same type, but only one of each type can be selected as the preferred number. For example, if you have multiple mobile phones, only one can be the preferred mobile phone. You can also enter a preferred land line. Only one telephone number of any kind can be the work phone.

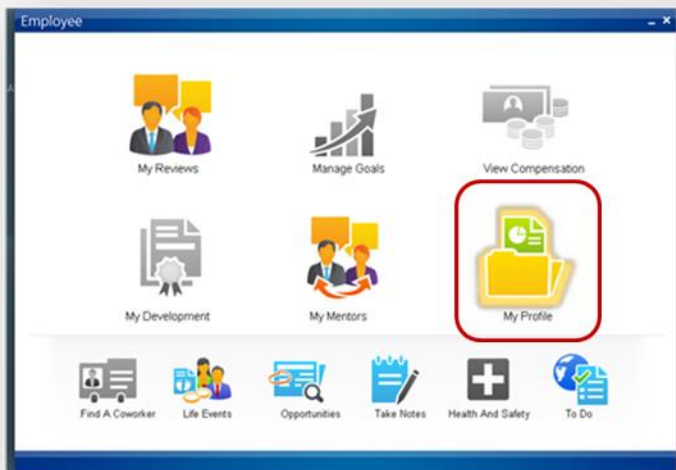
If you selected ***Add Email***, all you need to enter is the email address. Your work email will be automatically added in for you and should not be changed. You may add or update a personal email address.

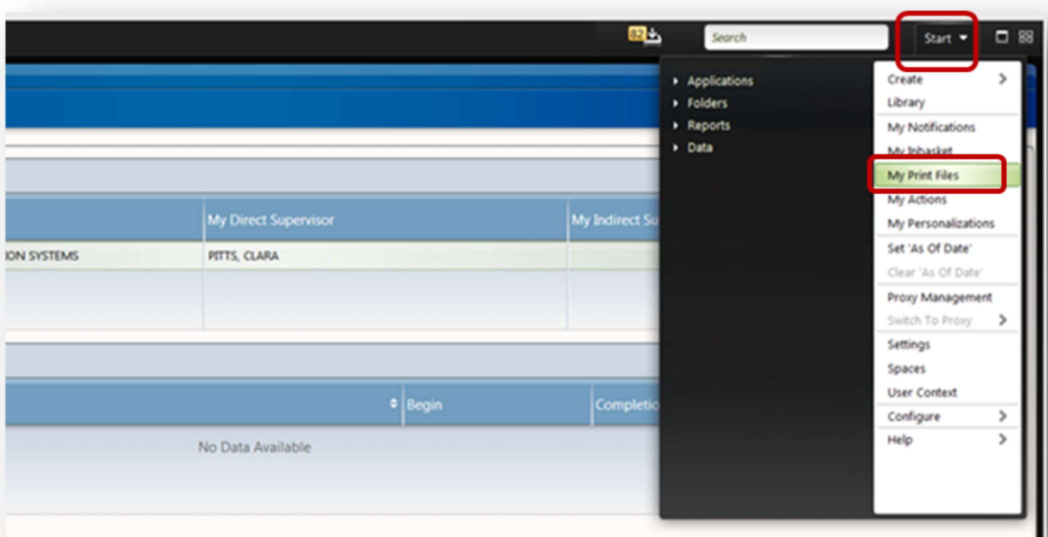
7	Adding an Emergency Contact to Your Profile
Step	**Action**
1. Access ***My Profile***	
2. Click on ***Personal Information***	

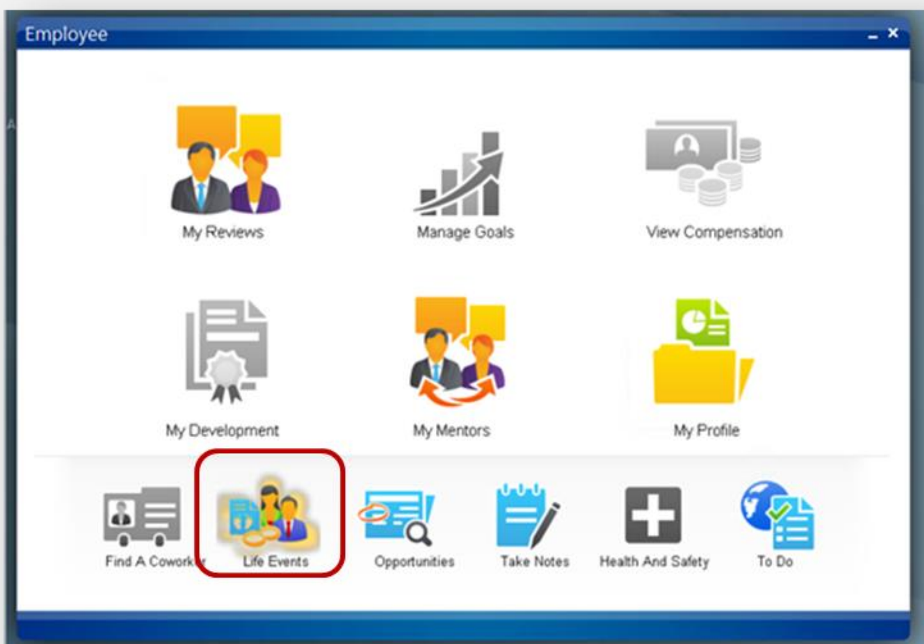
<table>
<tr>
<td>3. On the Emergency Contacts panel, select Create.</td>
<td>
</td>
</tr>
<tr>
<td>4. Enter required information and click OK</td>
<td>

Enter the Effective date, the contact’s first and last name, the preferred contact method, and as much of the contact information that is available to you.

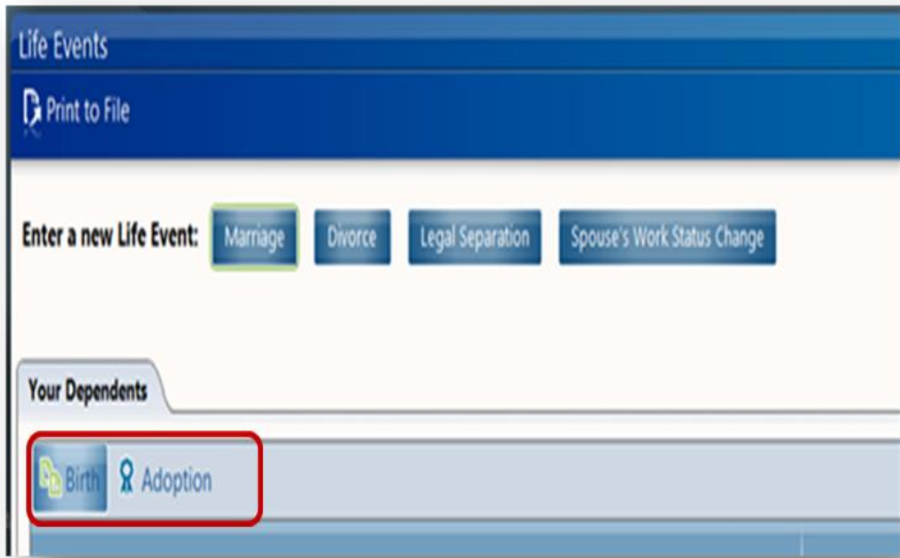
The Emergency Contact appears immediately.</td>
</tr>
</table>

8	**Your Compensation** **Viewing your current and historical compensation** NOTE: You cannot modify your compensation information
Step	**Action**
1. Access ***My Profile***	
2. Click on ***Compensation***	

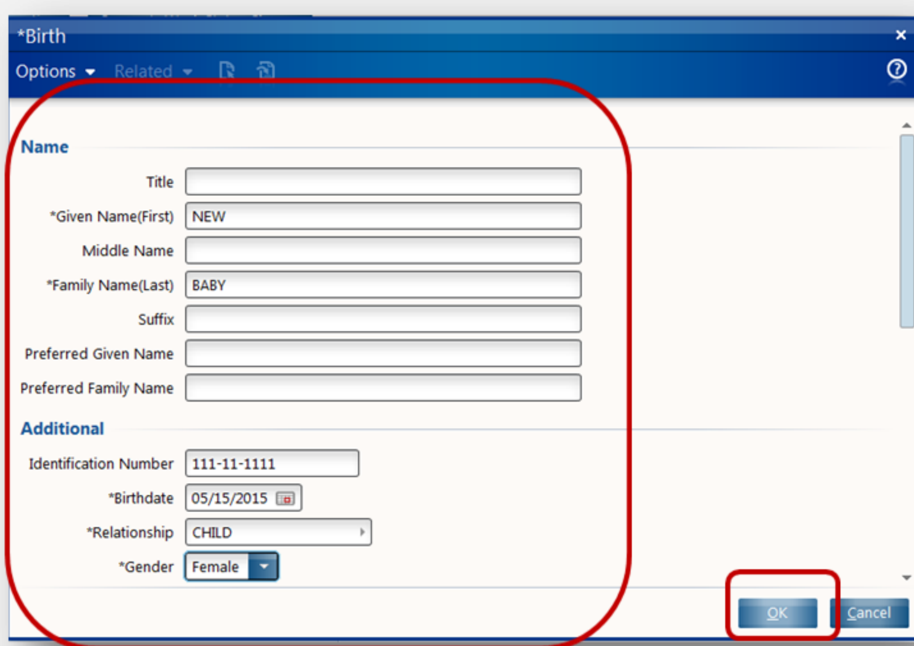
3. On ***Compensation by Work Assignment***, open the position.	You can access the following information: • Your current and historical pay rates • Any allowances and other pay rates included in your compensation • Any current or historical compensation programs that you are or were enrolled in
4. Save or Print the file, if desired.	If wanting a PDF version of your current compensation profile, select ***Printable Current Compensation***. You can save or print the file. The system also stores the file under ***Start, My Print files*** 

Life Events **Note: You have 30 days from the date of the life event to make changes to medical, dental, vision and/or FLEX spending accounts** Submitting your life event does not change your benefits. Please submit changes online or call HR to schedule an appointment (528-4188).	
9	**Adding a Dependent**
Step	**Action**
1. In your Employee space, Access ***Life Events***	

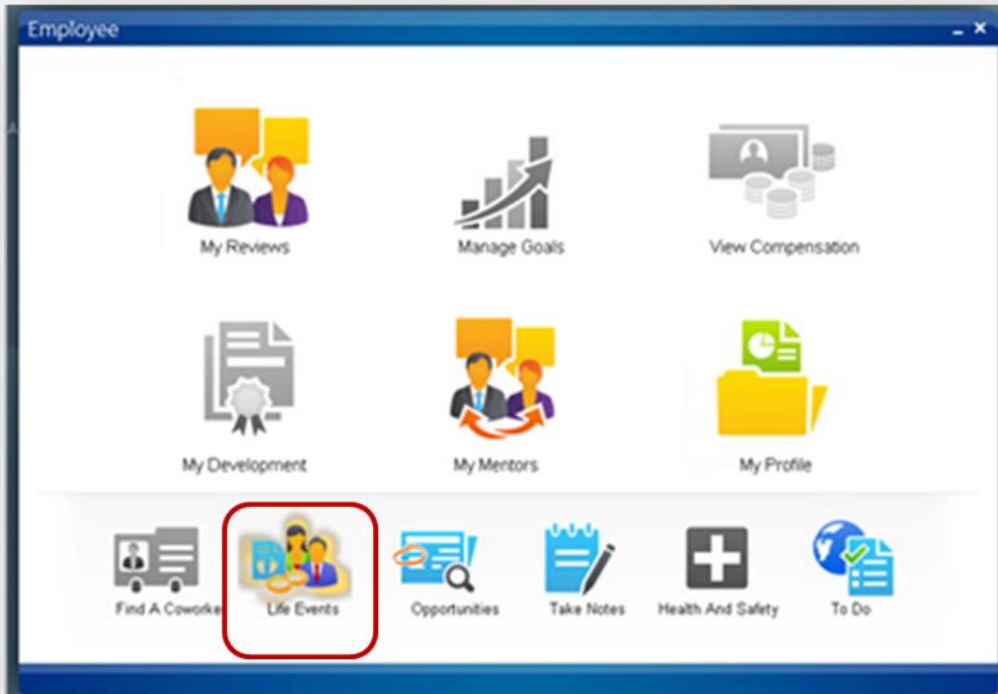
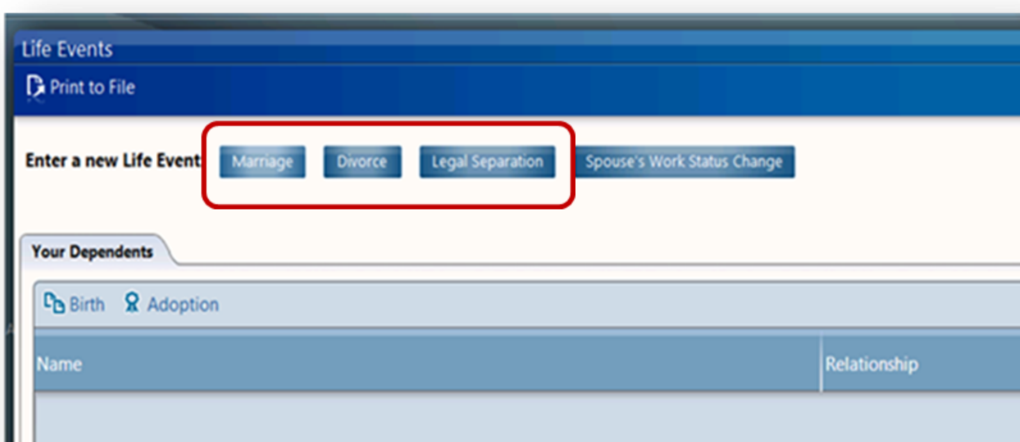
<table>
<tr>
<td>2. On the Your Dependents tab, select the appropriate event—Birth or Adoption</td>
<td>

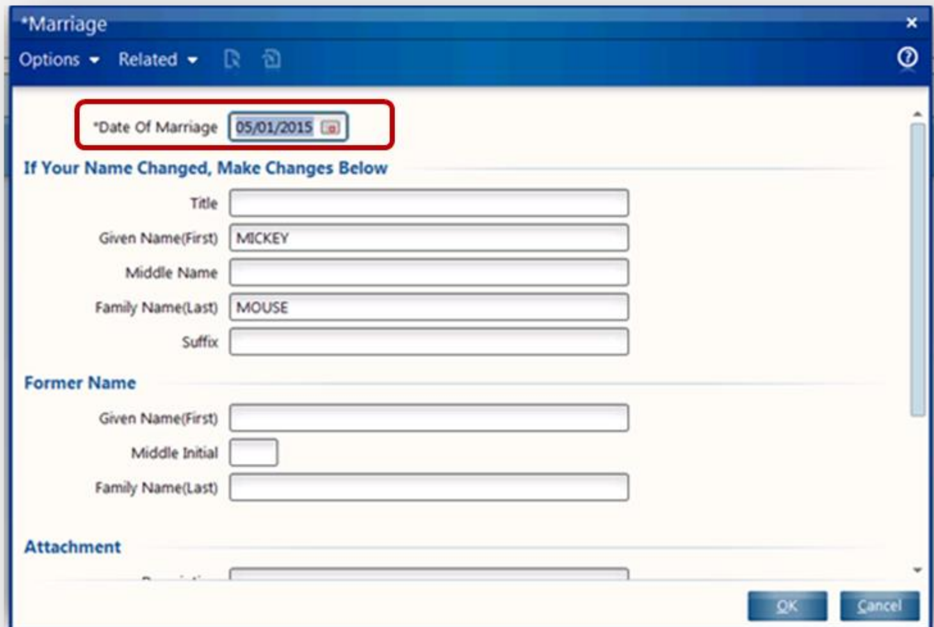
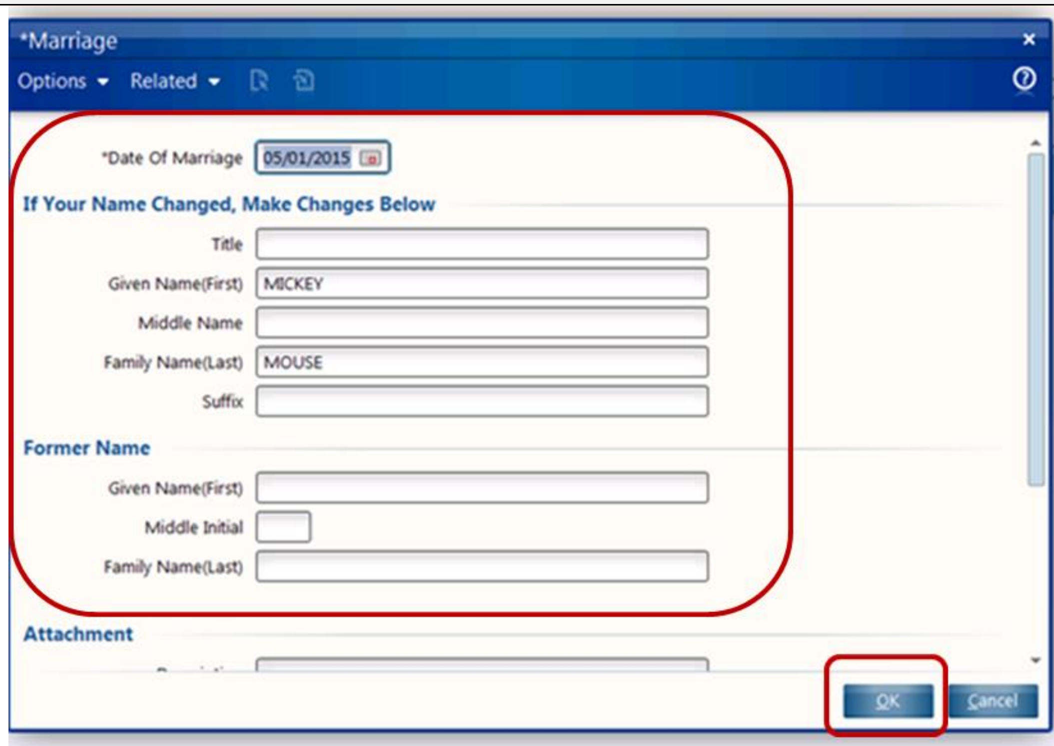


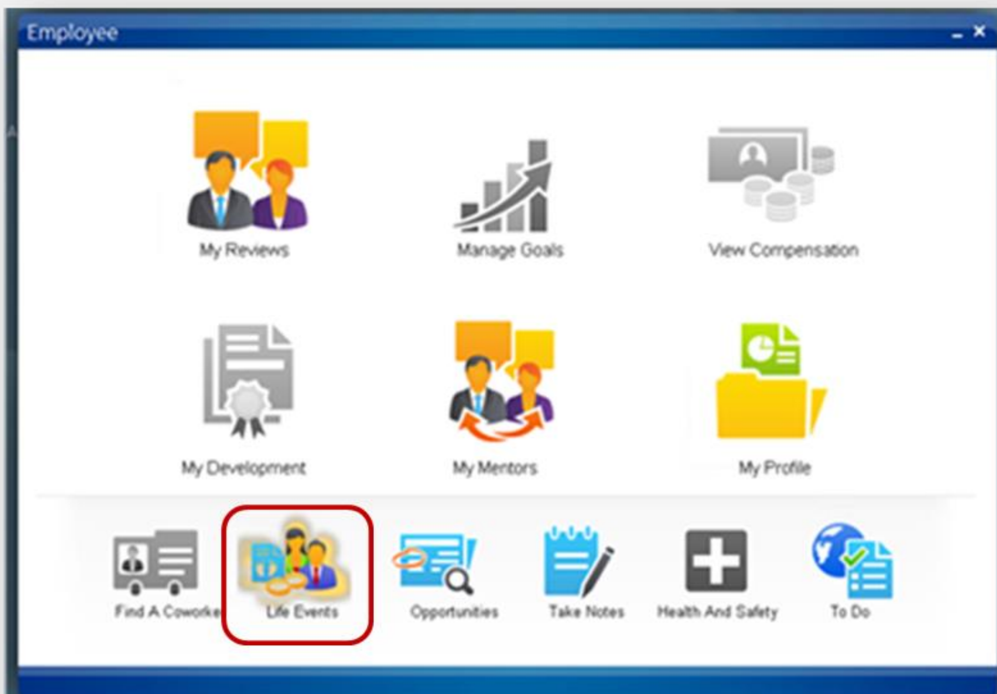
</td>
</tr>
<tr>
<td>3. Enter the information for the new dependent and click OK.</td>
<td>

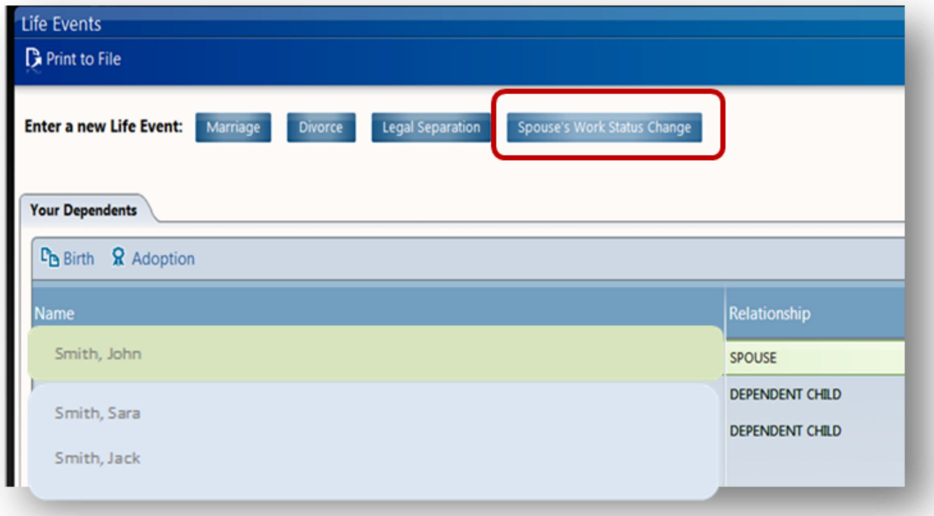
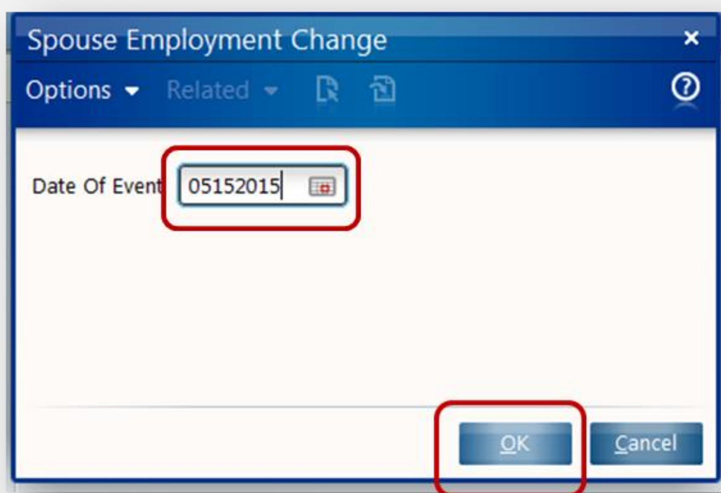


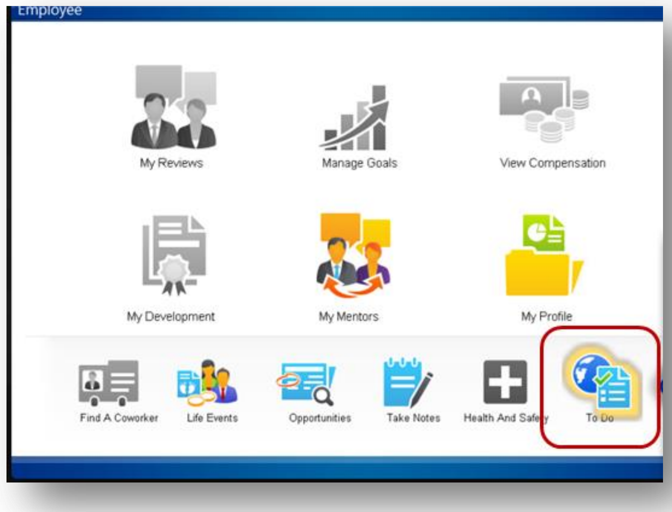
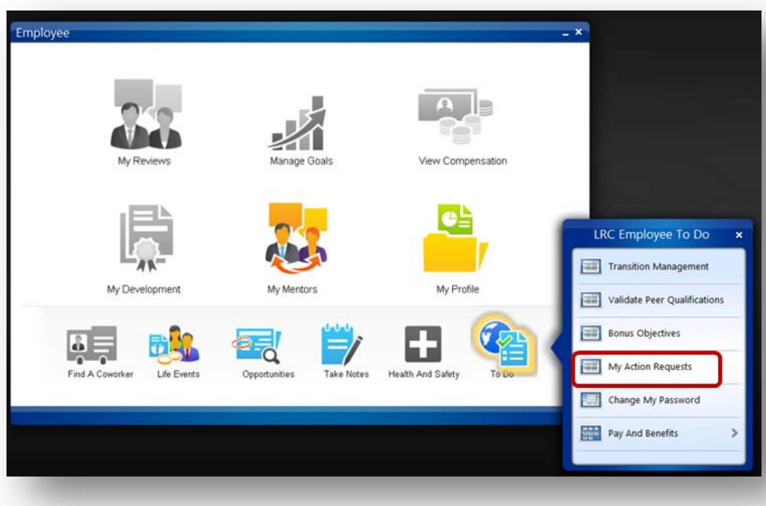
Enter the identification number for the dependent (his or her social security number).
</td>
</tr>
</table>

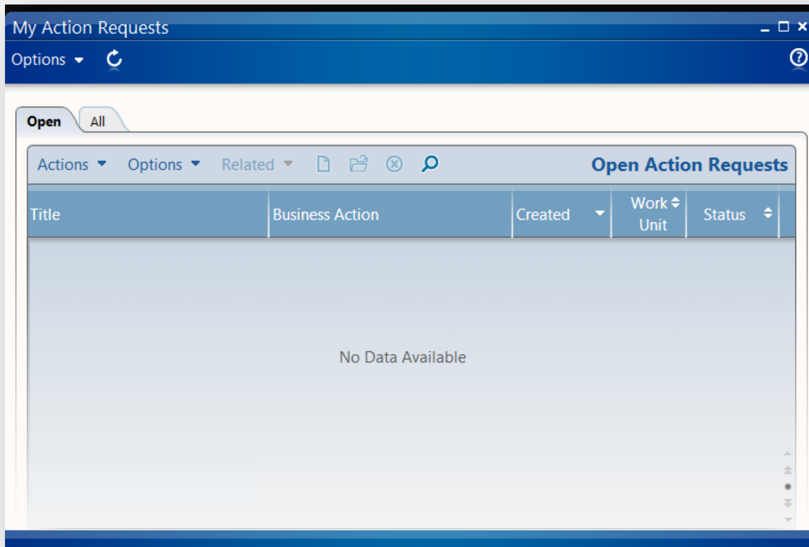
10	Changing Marital Status
Step	**Action**
1. In your Employee Space, access ***Life events***	
2. Select ***Marriage, Divorce, or Legal Separation***	

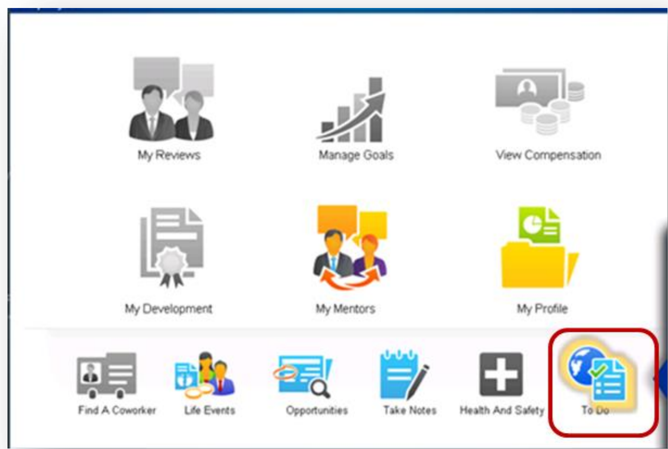
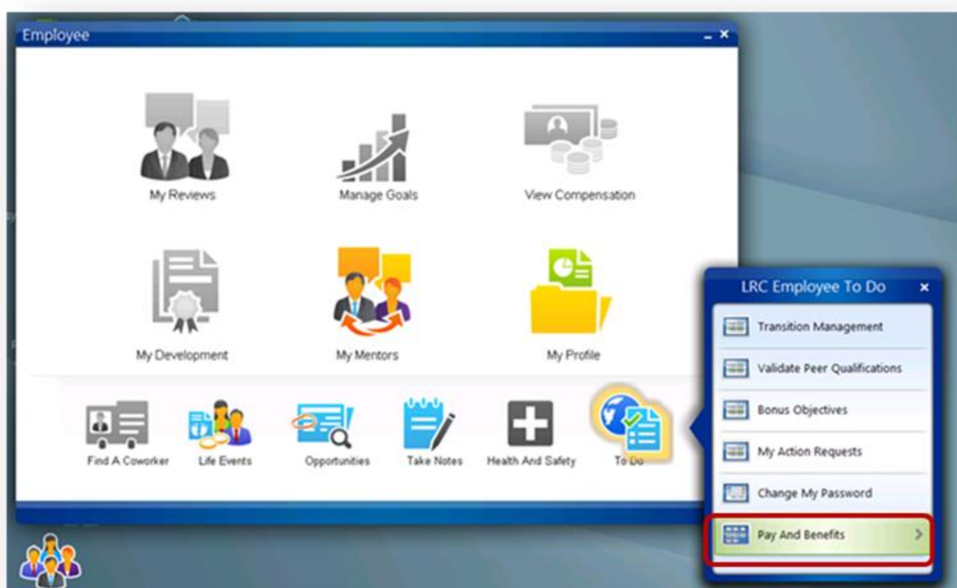
3. Enter ***the date*** of the marriage, divorce, or legal separation.	
4. If you changed your name due to a change in marital status, ***enter your new last and first name, and your former last and first name and click OK***	

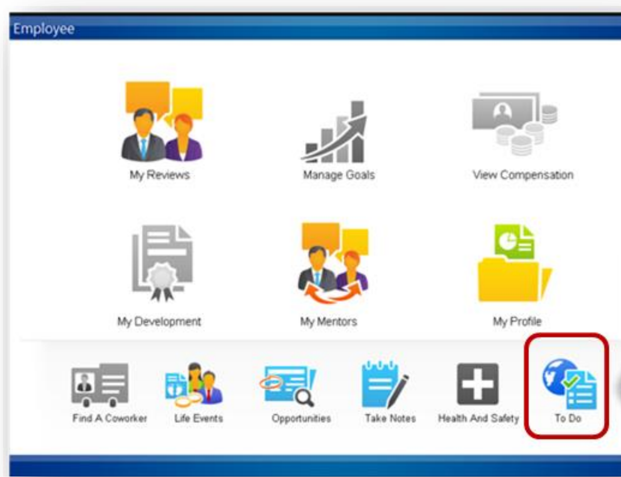
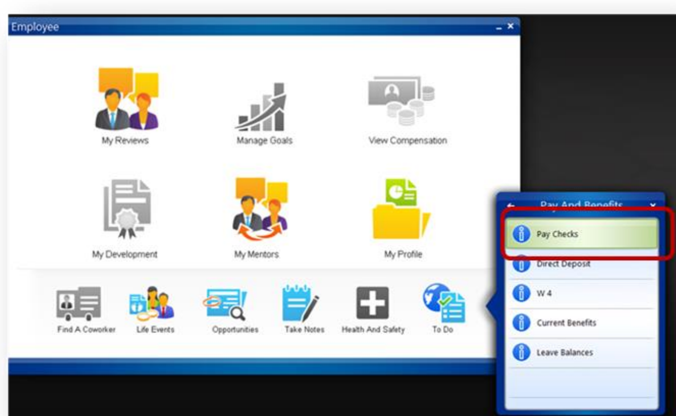
5. Visit HR	**If your name is changing, you MUST bring documentation to Human Resources in order for the change to go into effect. Your changes do not appear immediately in your profile. They appear on the Pending tab of the Life Events form. They will NOT be approved until Human Resources receives copies of your supporting documentation to change your name.**
11	**Changing Spouse's Employment**
	If your spouse has a change in employment circumstances, such as losing his or her employment, you can enter a life event that will allow you to update your benefits if necessary.
1. Click on ***Life Events***	

2. Select ***Spouses' Work Status Change***	
3. Enter the ***date*** of the event, and click ***OK***	

12	**Accessing Your Action Requests** You can view the action requests that you initiated from your To Do menu
1. Access ***To do***	
2. Click on ***My Action Requests***	

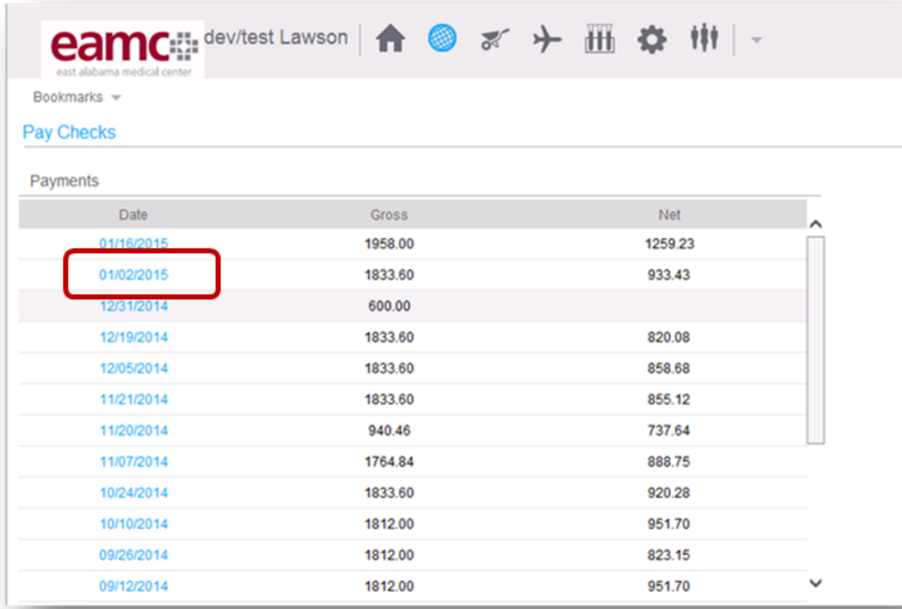
3. Click an ***Action Request Work Unit*** to view the status of the action request.	

13	**Accessing Your Pay and Benefits Information**
1. Access ***To Do***	
2. Click on ***Pay and Benefits***	
3. View Information	Click the menu item for the information you want to see.

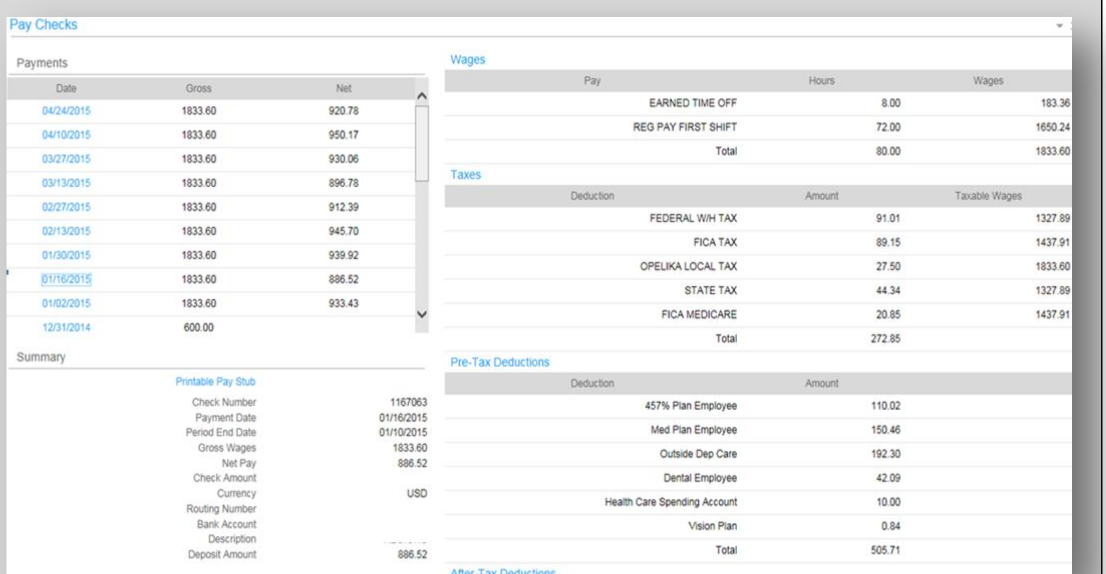
<table>
<tr><td>14</td><td>Viewing Paychecks
You will no longer view your Paycheck or ETO/SK balances in the OPIE System. The first paycheck you will view in INFOR Employee Self Service will be the July 3, 2015 pay check. You will continue to use the OPIE System to view your time entry/clock punches.</td></tr>
<tr><td>Step</td><td>Action</td></tr>
<tr><td>1. Click To Do</td><td>
</td></tr>
<tr><td>2. Click on Pay Checks</td><td>
</td></tr>
</table>

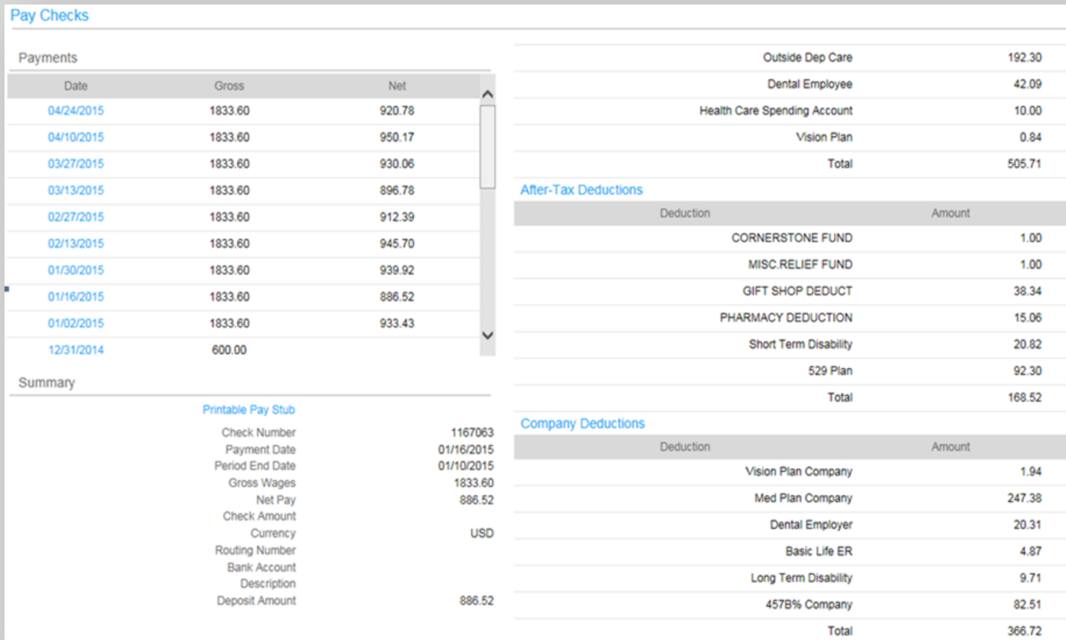
eamc LANIER
east alabama medical center

3. Click on the specific date

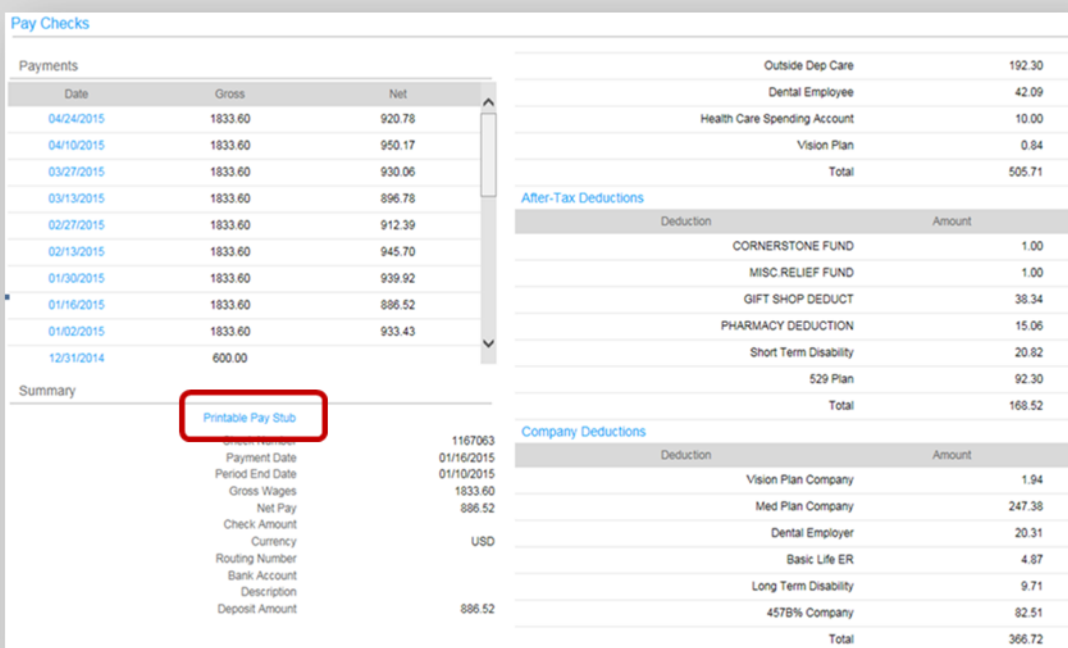


4. View Paycheck details





5. Click on ***printable pay stub***, if desired



6. Print

Summary

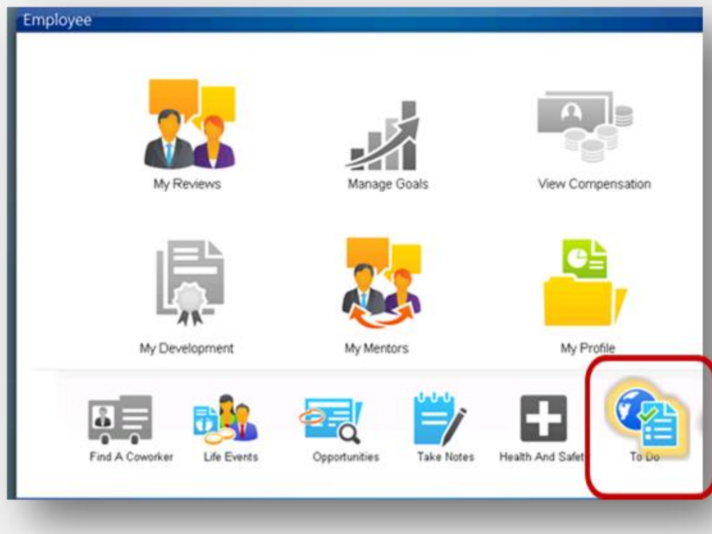
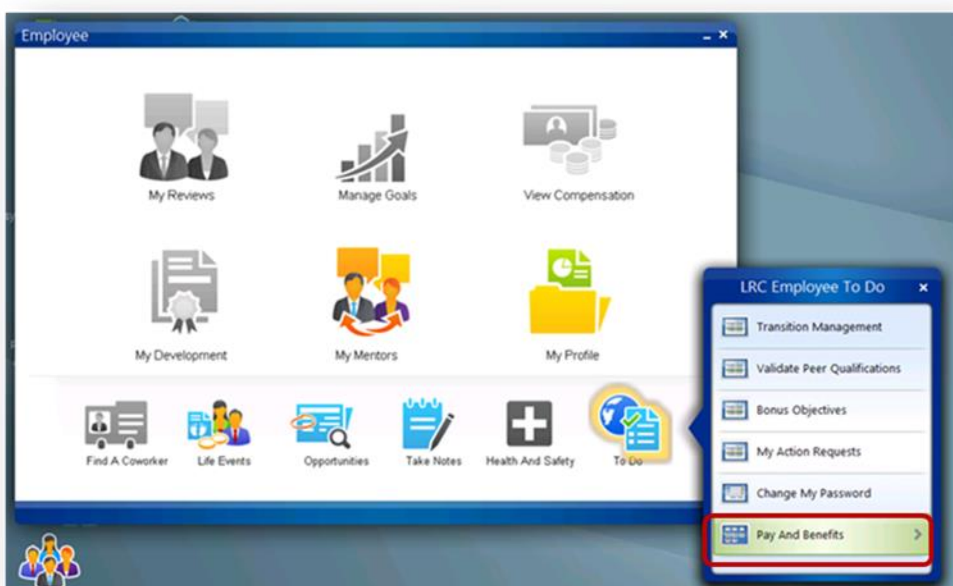
Description	Hours	Current	Year to Date
Total Gross	80.00	1833.60	3667.20
Total Deductions		947.08	1847.25
Total Net		886.52	1819.95

Earnings

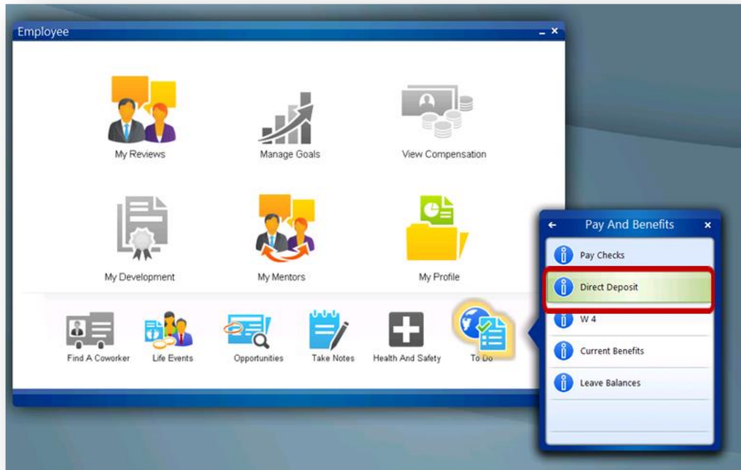
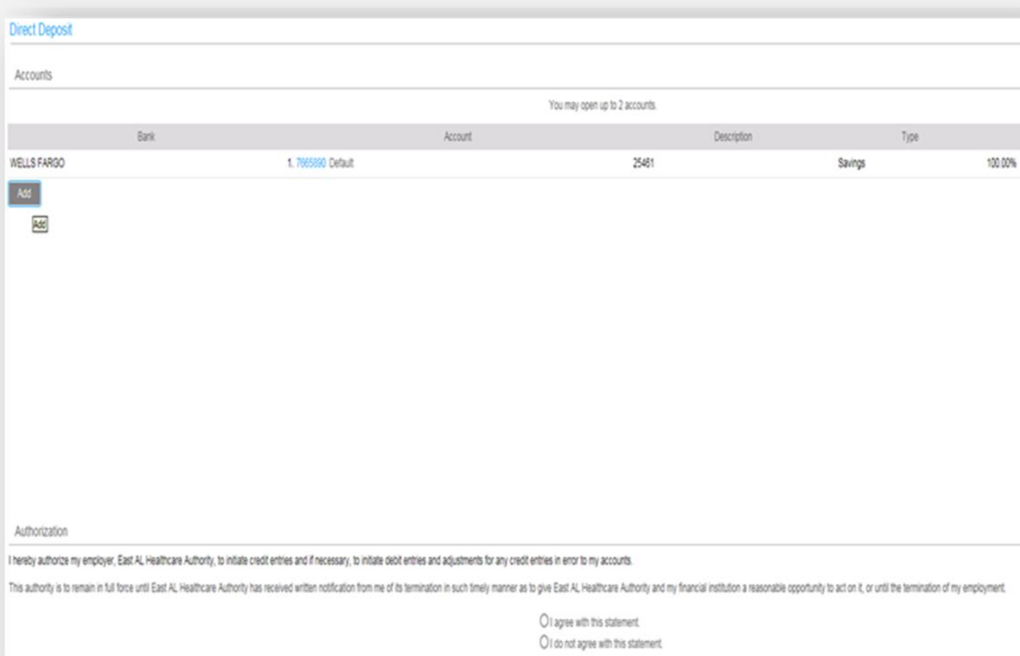
Description	Hours	Rate	Current	Year to Date
EARNED TIME OFF	8.00		183.36	550.08
REG PAY FIRST SHIFT	72.00		1650.24	3117.12

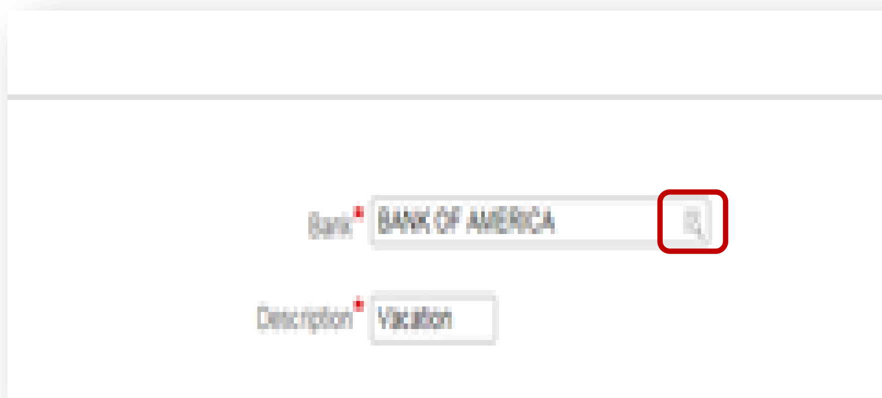
Deductions

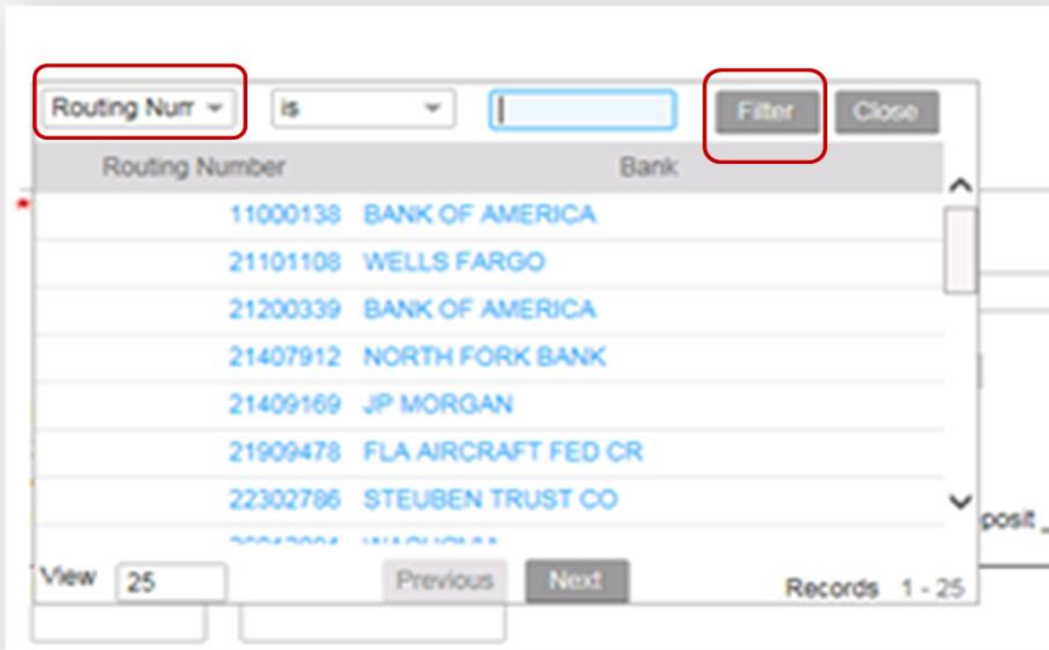
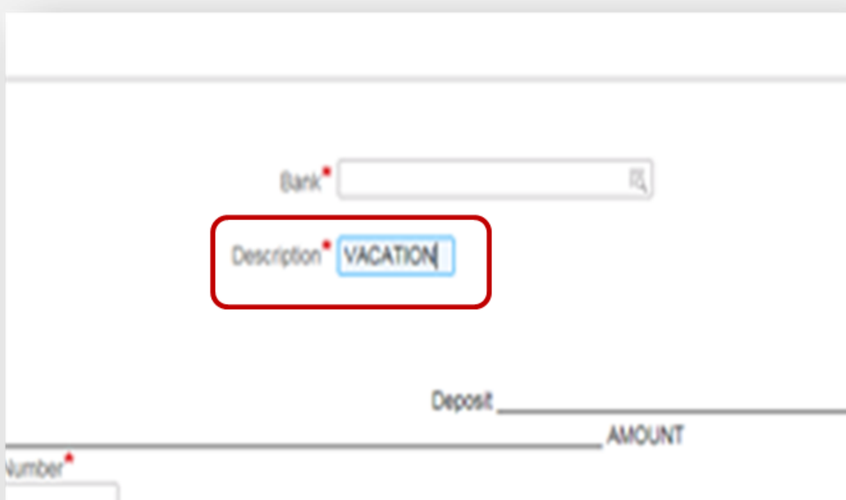
Description	Current	Year to Date
CORNERSTONE FUND	1.00	2.00
MISC.RELIEF FUND	1.00	2.00
GIFT SHOP DEDUCT	38.34	75.89
FEDERAL W/H TAX	91.01	188.40
FICA TAX	89.15	180.94
OPELIKA LOCAL TAX	27.50	55.00
STATE TAX	44.34	90.49
FICA MEDICARE	20.85	42.32
STATE UNEMPLOYMENT		
Short Term Disability	20.82	41.64
Vision Plan Company	1.94	4.30
Med Plan Company	247.38	494.76
457% Plan Employee	110.02	220.04
Med Plan Employee	150.46	300.92
Outside Dep Care	192.30	384.60

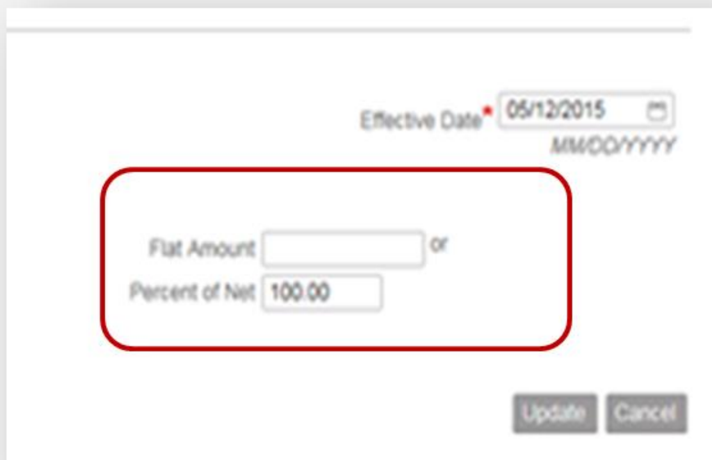
15	Direct Deposit Information
Step	**Action**
1. Click on ***To Do***	
2. Click on ***Pay and Benefits***	

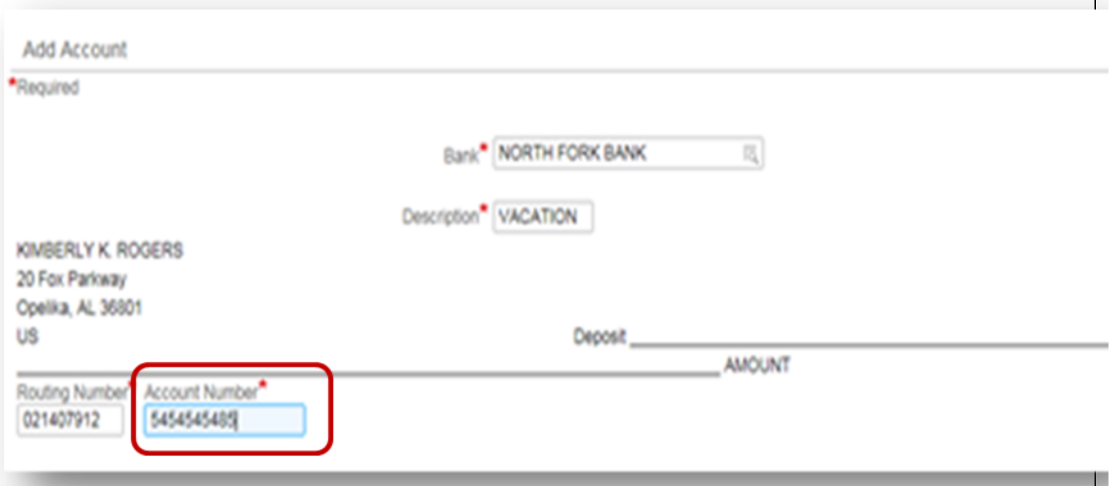
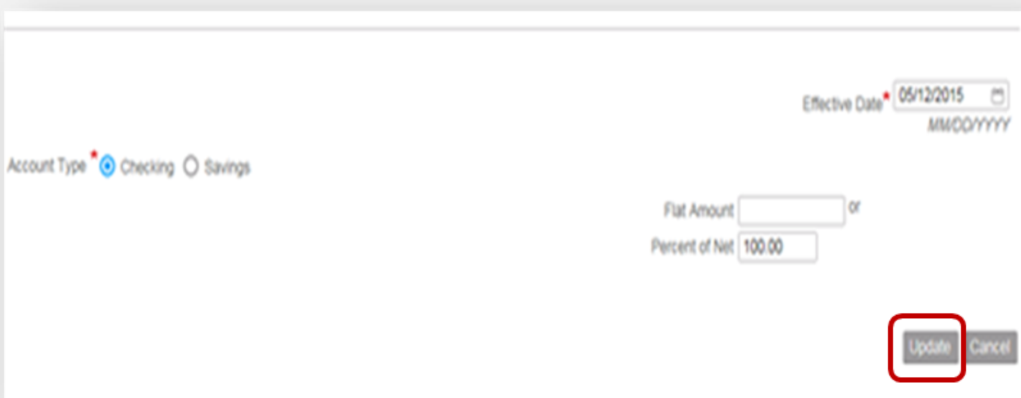
eamc LANIER
east alabama medical center

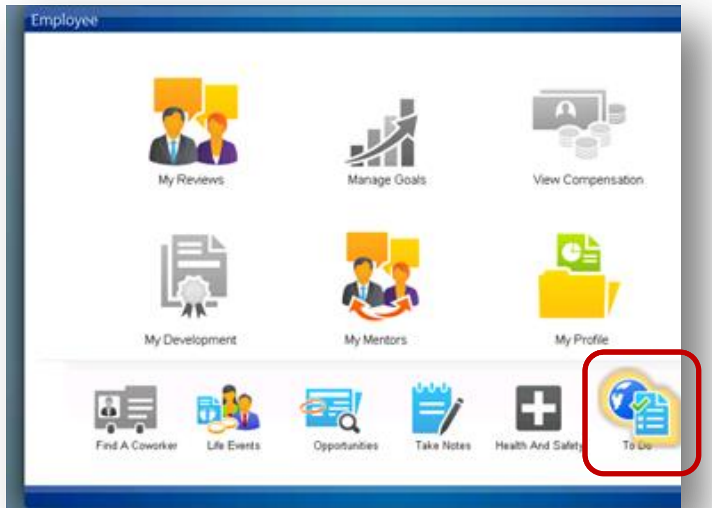
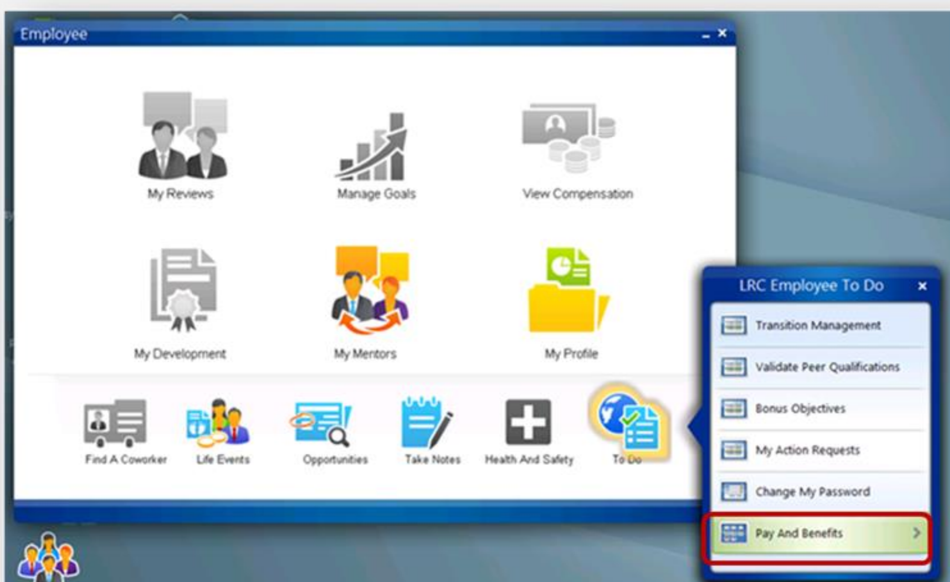
3. Click on ***Direct Deposit***	
4. View Direct Deposit Information	

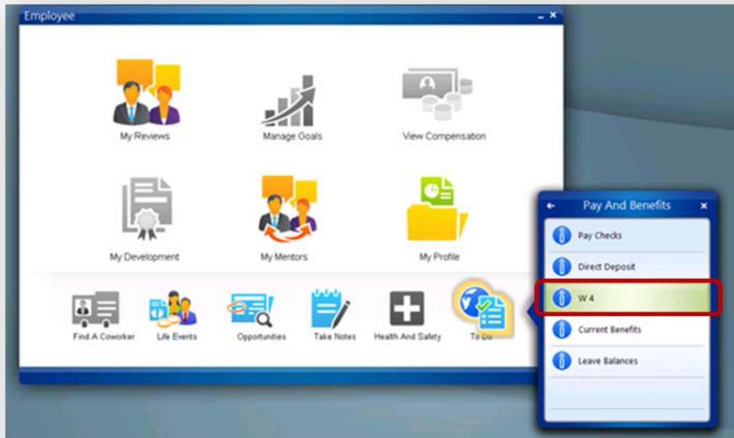
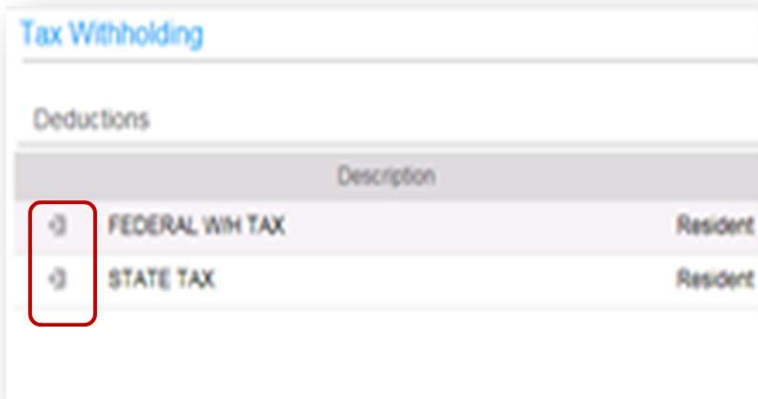
<table>
<tr><td>5. To change your current direct deposit, you must first ADD a new account and THEN close the old account.</td><td>
</td></tr>
<tr><td>6. Add all required information.</td><td>Required information is noted with red dots.</td></tr>
<tr><td>7. Search for Bank by clicking the magnifying glass on the right side of the box</td><td>
</td></tr>
</table>

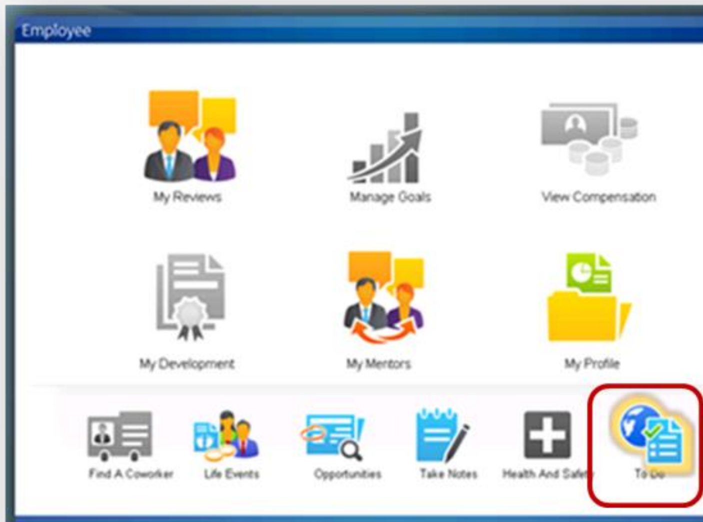
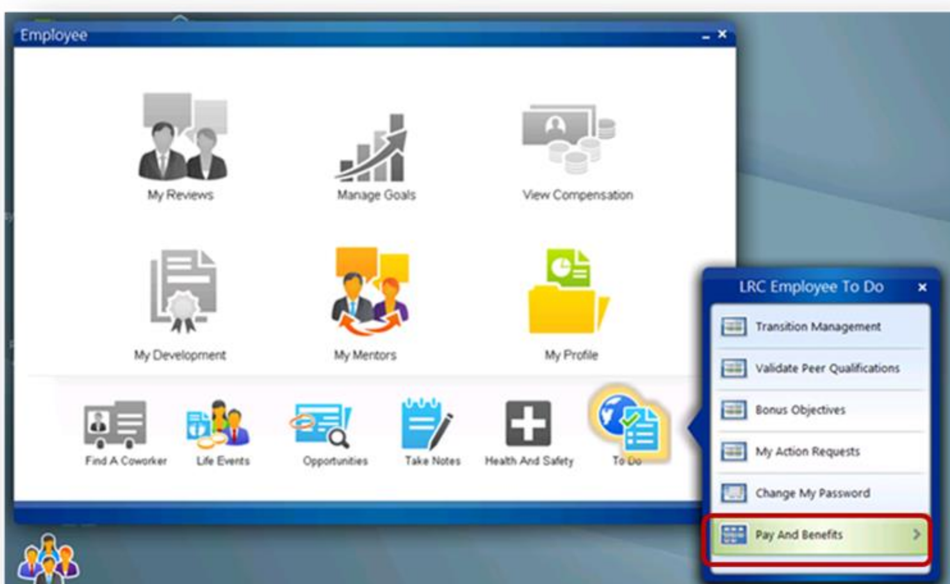
8. Type your routing number and click filter	
9. If your bank does NOT exist	Please call 528-4188
8. Type a name in the ***description field***: this is a free text field. Some examples are checking, savings, vacation, kids fund, etc.	

<table>
<tr>
<td>9. Check the checking or savings field</td>
<td>
</td>
</tr>
<tr>
<td>10. Choose the flat amount or the % of pay you would like to go into that account. If you only have one account, ensure that it is set up for 100 Percent of Net.</td>
<td>
</td>
</tr>
</table>

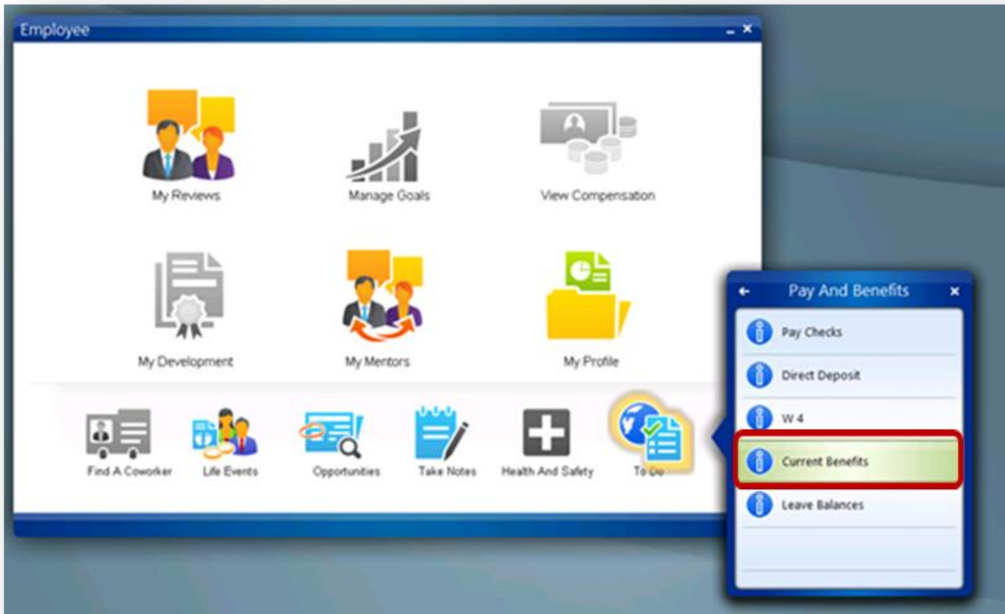
11. Enter your account number. Carefully check to ensure this is entered correctly as if it is incorrect, this can affect you getting paid timely.	
12. Click ***Update***	

<table>
<tr><th>16</th><th>Viewing and Updating Tax Information</th></tr>
<tr><td>Step</td><td>Action</td></tr>
<tr><td>1. Access To Do</td><td>
</td></tr>
<tr><td>2. Click on Pay and Benefits</td><td>
</td></tr>
</table>

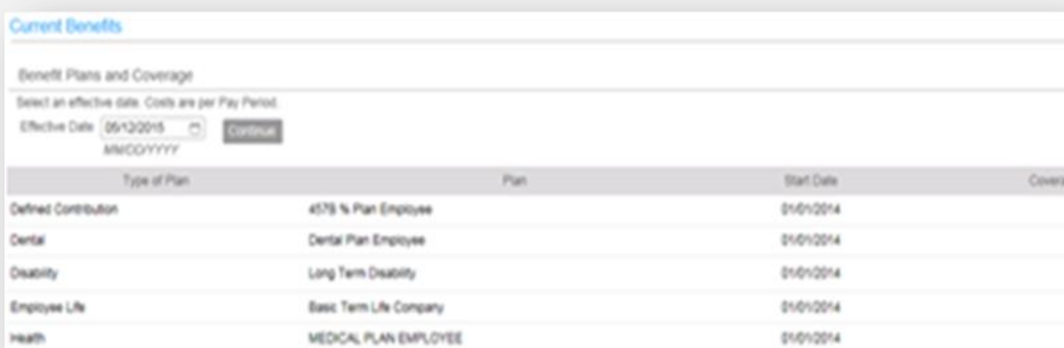
3. Click ***W4***	
4. Click on the ***envelope to the left*** of the Federal or State Tax description to update your taxes	
5.Make needed changes and Click ***Continue***	

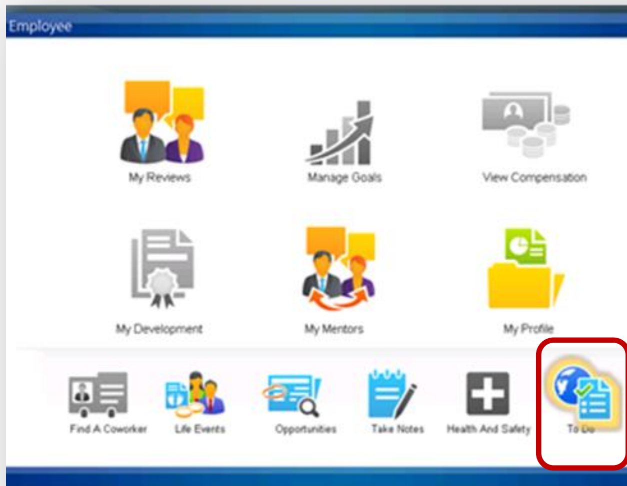
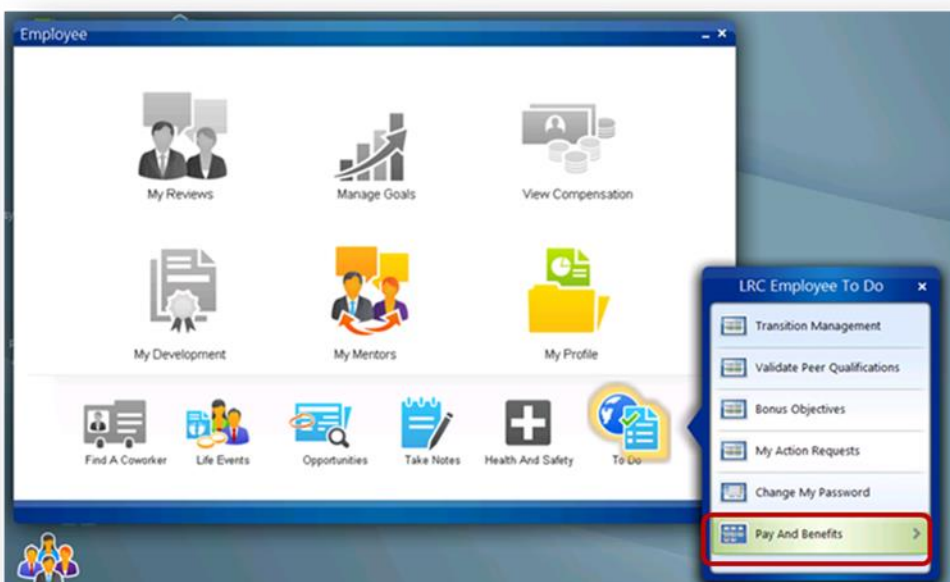
17	Viewing Current Benefits (View Only)
Action	**Details**
1. Access ***To Do***	
2. Click on ***Pay and Benefits***	

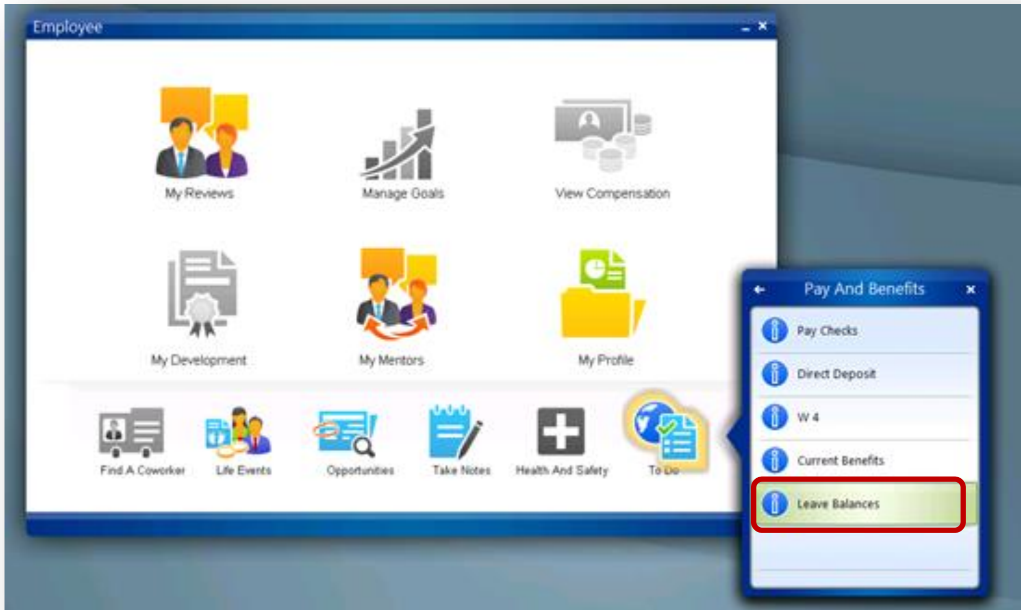
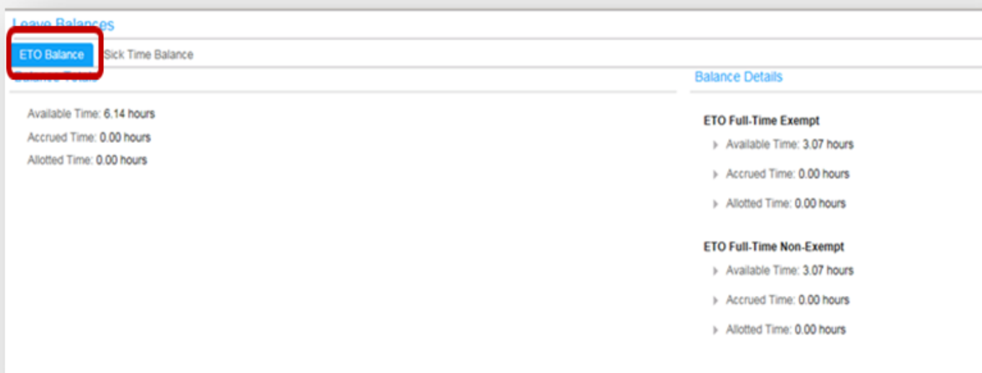
3. Click ***Current Benefits***



4. You will be directed to a page showing your current benefits



18	Viewing Leave Balances (ETO/Sick Time)
Action	**Details**
1. Access ***To Do***	
2. Click ***Pay and Benefits***	

3. Click ***Leave Balances***	
4. You will be directed to a page showing your current ETO/Sick Balances	
5. Click the ***Sick Time Balance*** Tab to View