

Highlights to Know Early – Accessing HR Services Online, Workday and Kronos

Items shown here take effect beginning Dec 24, 2017

Access

Workday is accessed through HR Services Online (click the HR Services button on the AHN Central home page)

The screenshot shows the AHN Central website interface. At the top, there is a search bar and a navigation menu. The main content area is divided into several sections: Essential Tools, Administrative Tools, Important Resources, Incident Management, My AHN Central, and Communications. A central banner features a United Way campaign graphic. To the right, there is a weather widget, a large blue arrow pointing to the 'hr services' button, a hot topics section, and a factoids section.

Kronos (now the system of record for time off as well as time worked) will continue to be accessed from the same location(s).

Login IDs

HR Services Online, Workday and Kronos all use a 7-digit login ID, derived by:

- 1 Add # to beginning of current ID as follows, based on the system you are currently paid out of:
 - WPAHS & Allegheny Clinic: 2
 - Jefferson: 3
 - Saint Vincent: 4
- 2 Then add zeroes as needed after this number to get to 7 digits

Examples:		
Location	Current ID	NEW ID
WPAHS, Allegheny Clinic	12345	2012345
Jefferson	1234	3001234
Saint Vincent	1234	4001234

- Hires after 12/24 will be assigned ID numbers that will not follow this pattern.
- Approximately 300+ employees do not follow this pattern due to having employee records in multiple systems. These individuals will receive a direct communication with their new ID in December.

Passwords

To access HR Services Online and—from there—Workday, you will use your network password.

To access Kronos:

- Existing users will use the same/current password until Dec. 26 when the final timecard for 2017 is approved.
- Beginning Dec. 24, a new instance of Kronos will go live. Users will login with a generic password that will be provided, and will then be prompted to create a new password at first login.

Help

The AHN IT Service Center is well prepared to assist with login ID and password questions and reset needs.