

# QUICK REFERNECE GUIDE

## ONLINE INSTRUCTIONS



### To add an employee in HRconnection:

1. Click “Admin” and then “Employee Manager”
2. Click “Add Employee”
3. Be sure to fill in all the required fields, which are denoted by a red block to the left of the blank field.
4. Click “Save & Continue” to move to the next tab and continue inputting information about the employee.
5. Click “Done” when finished.

### To terminate an employee in HRconnection:

1. Click “Admin” and then “Employee Manager”
2. Search for the employee you would like to terminate and click on the grey pencil to the right of their name.
3. Click the “Employment Info” tab found on the left of your screen.
4. Enter the date they were terminated in the “Termination date” field.
5. Click “Save & Return” when finished.

### To notify the employee that they have been added in HRconnection and send them their username:

1. Click “Admin” and then “Portal Settings”
2. Scroll all the way down to the bottom of the page and click on “Email user names” under “Other portal actions”
3. Search for the employee that you have just added, and click on the grey box to the left of their first name.
4. Click “Send to Selected” above the name of the employee.
5. Scroll down to the preview e-mail and make any changes you feel necessary, or leave the e-mail as is.
6. Click “Save” and the e-mail will be sent to the selected employee.

### To add a Life Event for an employee:

1. Click “Admin” and then “Life Events”
2. Click “Add Life Event”
3. Select the benefit class that the employee you are adding the Life Event for is in.
4. Search for the employee you are adding the Life Event for and click on the grey box to the left of their name.
5. Click “Add Selected Employees” above the name of the employee you have selected.
6. Be sure to fill in all of the required fields, which are denoted by a red block to the left of the blank field.
7. After filling out all the required fields, check the grey box to the right of “Send e-mail to employee” so that the employee is notified that a Life Event has been added on their behalf.