

Employee Direct Access

- W-4 and State Tax forms
- Enter and change direct deposit banking information
- Enroll in benefits
- View your paycheck
- Change tax deductions
- View or change home address/phone number

From the intranet homepage:



Located under “Employee Tools”

Click Employee Direct Access

User ID: five digit employee ID #

Password: last four digits of your social security number + your four digit birth year

Example : if your SSN ends with 1234 and the year you were born is 1970, your password would be 12341970.

Kronos Time Detail

- Monitoring your time from swiping in & out
- Request PTO time
- If your department uses Scheduler, your schedule will also appear in Kronos

From the intranet homepage:



Located under “Employee Tools”

Click Kronos Time Detail Access

To log in for the first time, use your five digit employee ID for User ID, and erlanger1 (all lower case) for password. You will be prompted to change your password after you log in.

Employee Direct Access & Kronos Time Detail can be accessed from www.erlanger.org
At the bottom of homepage, click **For Associates**

eSafe Occurrence Reporting

- | | |
|-----------------------|-------------------------|
| Adverse Drug Reaction | Infection Prevention |
| Airway Management | Line/Tubes |
| Blood Product | Maternal/Childbirth |
| Complaint | Medication/Fluid |
| Coordination of Care | Restraint |
| Diagnostic Test | Safety/Security |
| Environment | Skin |
| Equipment | Specimen |
| Ethics | Surgery/Procedure |
| Fall | Surgical Site Infection |
| General Incident | Vascular Access Device |

From the intranet homepage:



Located under “Employee Tools”

Click eSafe – Occurrence/Complaint Reporting

Login is your Erlanger computer username & password. Or click Anonymous to fill out any of the forms.