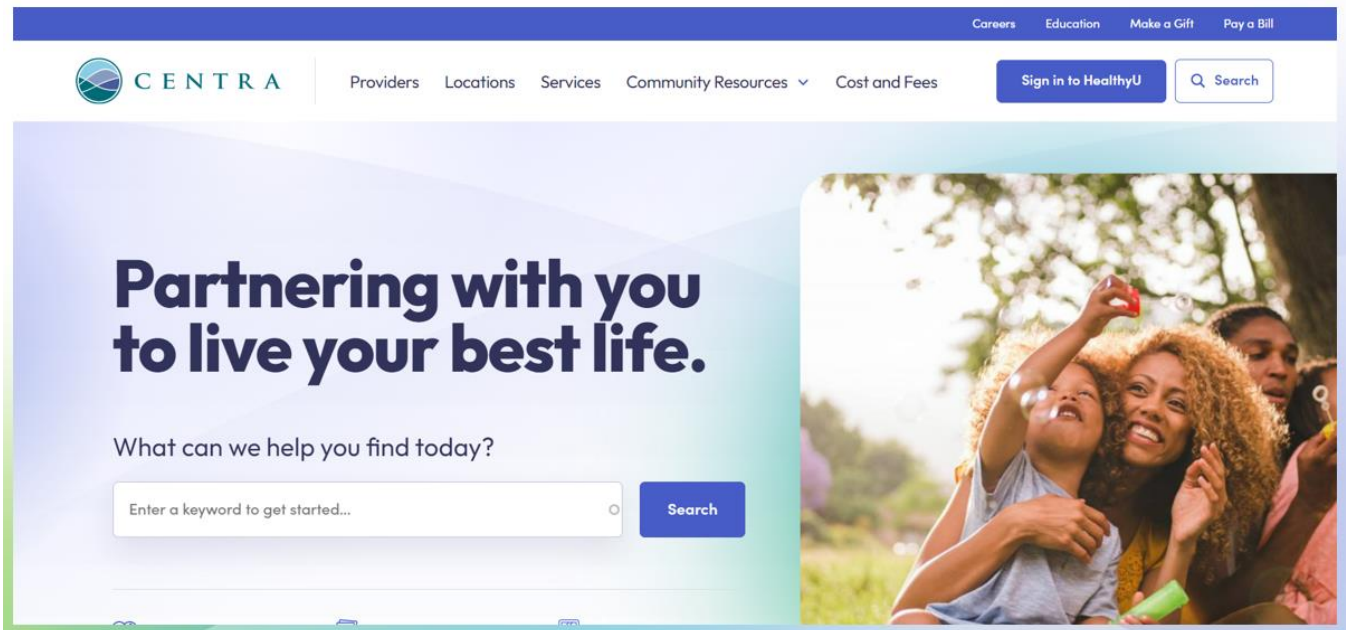


Accessing Oracle – From Home:

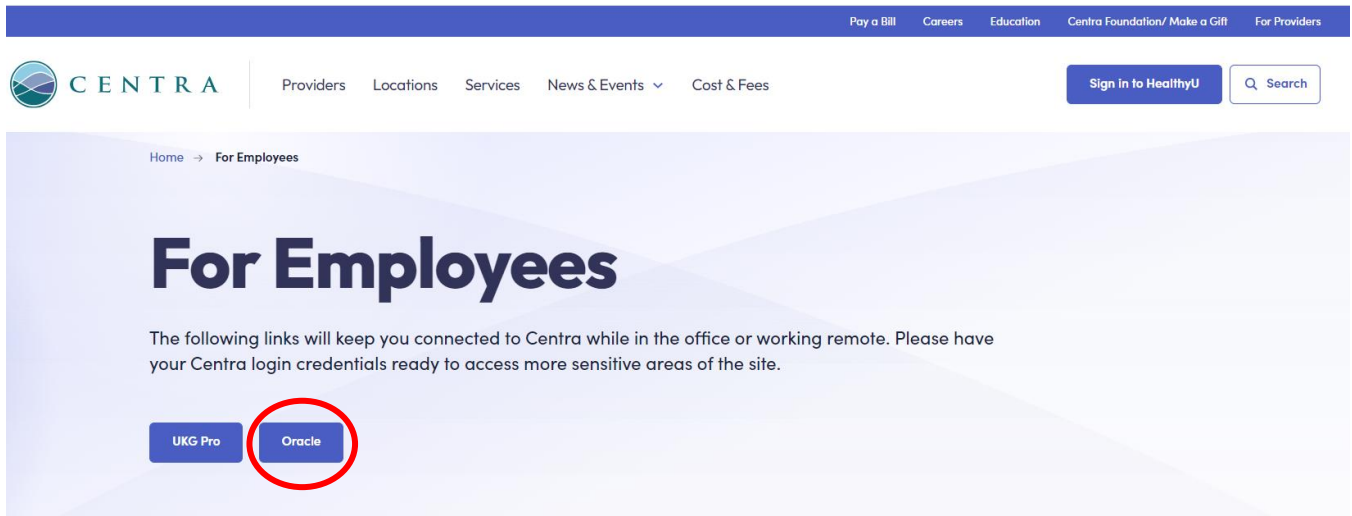
1. Go to the Centra homepage at www.centrahealth.com:



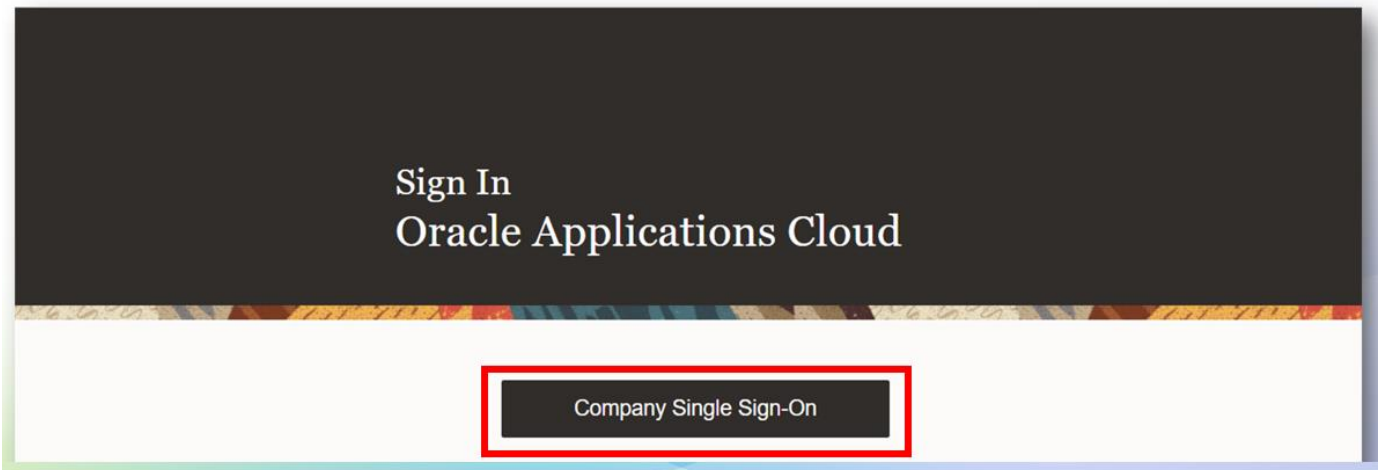
2. Scroll to the bottom of the page: select **FOR EMPLOYEES**



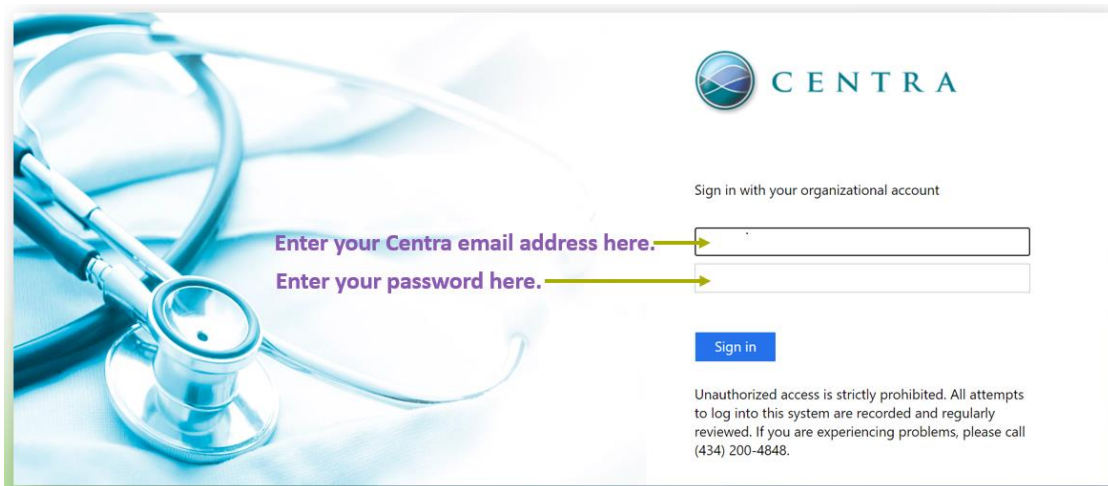
3. Choose Oracle:



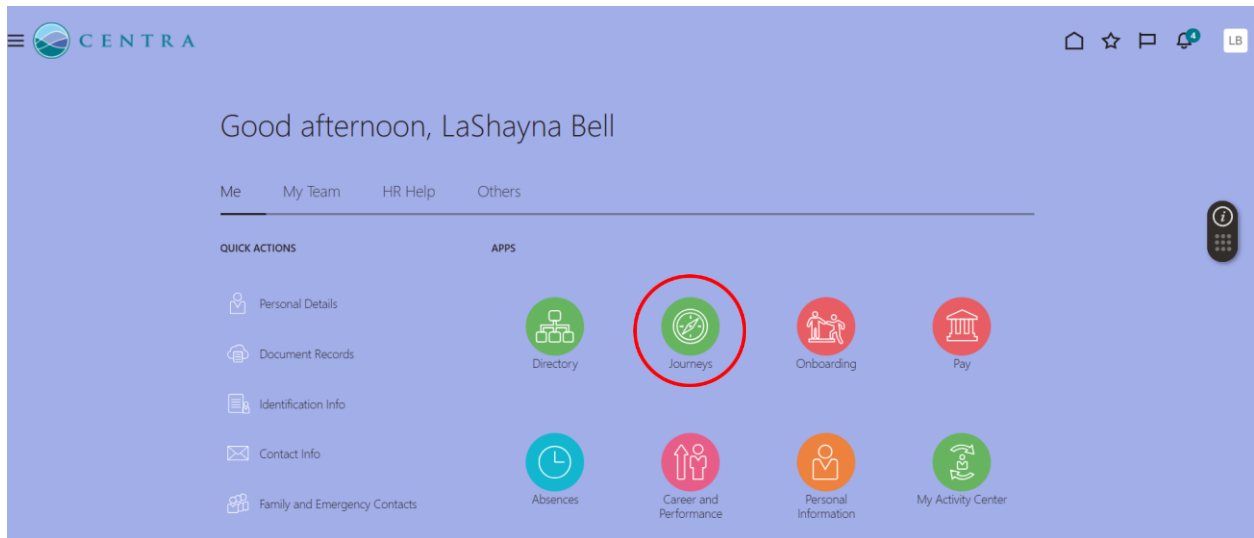
4. Choose Company Single Sign-On:



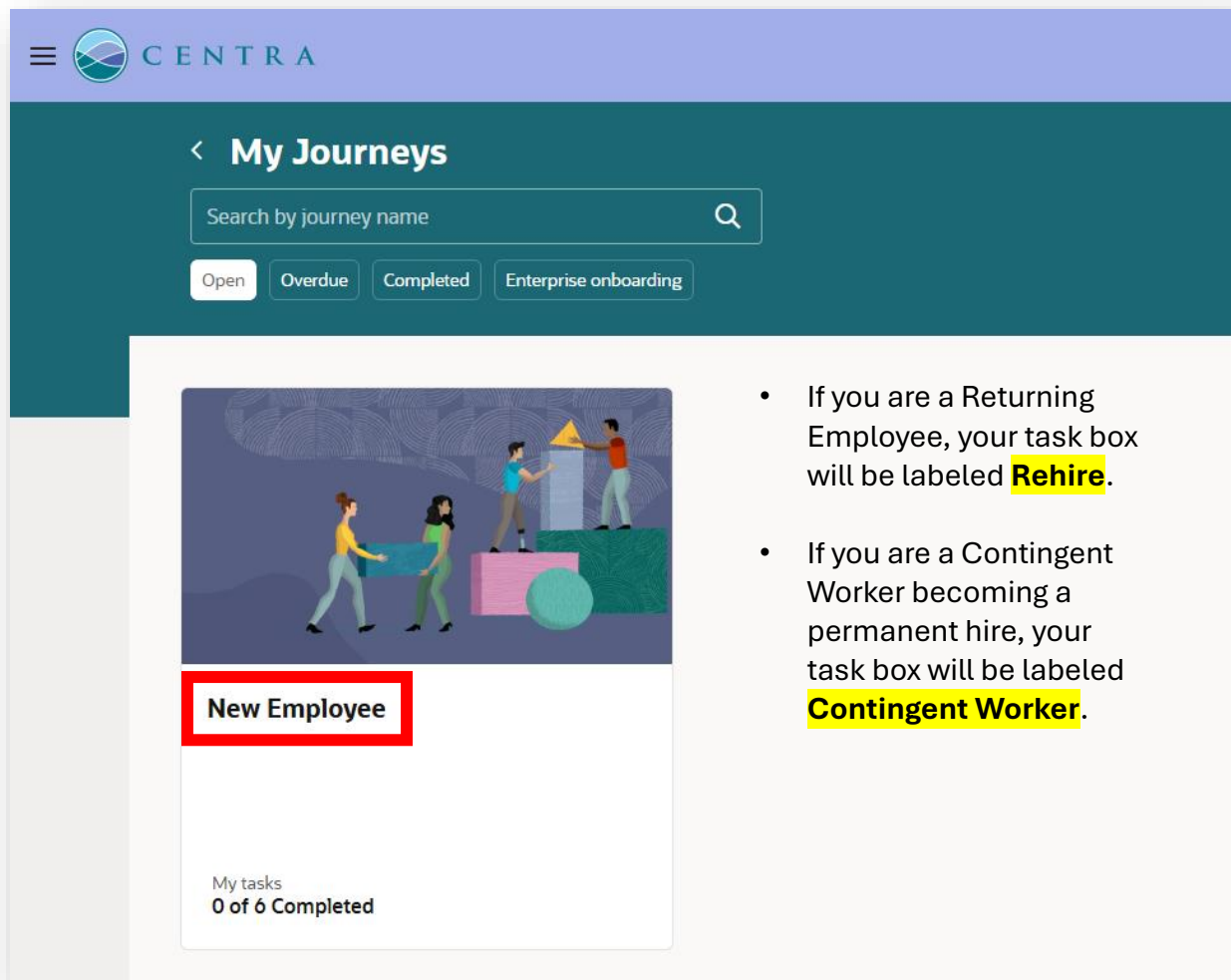
5. For the Oracle login screen, use your Centra email address and your password:



6. Once you are logged in, you can complete the tasks needed in Oracle under Journeys:



a. When you open the Journeys icon, you will see a screen for your Tasks:



- If you are a Returning Employee, your task box will be labeled **Rehire**.
- If you are a Contingent Worker becoming a permanent hire, your task box will be labeled **Contingent Worker**.

b. You will see the list of Onboarding Tasks that you must complete.

Welcome to your first day as a Centra caregiver!

Tasks

Tasks completed 0 of 6

Task Name	Due Date	Status	Actions
New Employee - First Week Personal Details	Due in 1 days	Required	*** ▾
New Employee - First Week Contact Information	Due in 1 days	Required	*** ▾
New Employee - First Week Emergency Contact	Due in 1 days	Required	*** ▾
New Employee - First Week Tax Withholding	Due in 1 days	Required	*** ▾
New Employee - First Week Direct Deposit	Due in 1 days	Required	*** ▾
New Employee - First Week Employee Handbook	Due today	Required	*** ▾

c. When you open the task window, you can click on the highlighted link to open your task.

New Employee - First Week
Personal Details
Due in 1 days

Required *** ▾

Click the **“Review my personal information”** button below. You will be taken to the Personal Details section of your employee profile. Review your profile data, including Demographic Info (required), National Identifiers, Biographical Info and Disability Info. Make any corrections or fill in any missing information as needed. After completing your information, click the Done arrow (<) in the top left of the navigation bar to return to your task list. Click the **Review Complete** button in the top right of the navigation bar to mark this task as complete.

[Review my personal information](#) ←

Review Complete **More Actions** ▾

Contact Info

Onboarding

- Click on the highlighted link for each task.
- You can then complete the onboarding task.

- d. For Direct Deposit, choose setup Direct Deposit to complete your information.
If you have questions, contact CentraPayroll@centrahealth.com or 434-200-7291.

New Employee - First Week
Direct Deposit
Due in 1 days

Required

Click the **Setup Direct Deposit** button below. You will be taken to the Payment Methods section of your employee profile. Make any corrections or fill in any missing information as needed. For help with adding a Bank Account, contact CentraPayroll@centrahealth.com. After completing your information, click the Done arrow (<) in the top left of the navigation bar to return to your task list. Open the Direct Deposit tile and click the **Complete** button to mark this task as complete.

Setup Direct Deposit

Complete More Actions

Contact Info

Onboarding

View payment methods as of All dates

Bank Accounts

+ Add

There's nothing here so far.
You don't have any bank accounts. You must add one before you add a payment method.

Payment Methods

+ Add

Bank Accounts

Save Cancel

* Account Number 12435678

* Account Type Checking

Check Digit

Account Holder Employee Name

Secondary Account Reference

Search using Routing Number

* Routing Number 021101108

Bank 021101108 WELLS FARGO BANK - 021101108 WELLS FARGO BANK - 021101108

Bank Branch More...

BIC Code

Type in the 9 digit routing number.
Verify routing number matches the name of your bank.
Click the correct option.
And Save

View payment methods as of

Bank Accounts

[+ Add](#) ^

XXXX5678	Active	
Checking		
WELLS FARGO BANK - 021101108		
021101108		
WELLS FARGO BANK - 021101108		
11/12/2024		
United States		

Almost done!

Payment Methods

[+ Add](#)

There's nothing here so far.
You don't have any payment methods. You must add one to be paid.

Payment Methods

[Save](#) [Cancel](#)

*What do you want to call this payment method?
 1st

*Start Date
 This will prepopulate.

*Organization Payment Method
 2nd

Payment Type
Direct Deposit

Currency
USD

Country
United States

*Bank Account
 This will prepopulate. Verify the correct account is selected. If not click the drop-down And Save

Prenotification Status
Not Submitted

Important Direct Deposit Information

- Centra requires all employees to participate in Direct Deposit.
- Additions or changes to direct deposit may take up to three payroll cycles to complete. **During this time, the employee will receive a paper paycheck.**
- Paper checks can be picked up at - **1920 Atherholt Rd. Lynchburg VA.**

Schedule for picking up regular payroll checks:

- Thursday (payday) 8:30 – 4:30pm
- Friday (after payday) 8:30 – 4:30 pm
- Monday (after payday) 8:30 – 4:30 pm
- **All checks not picked up by Monday after pay day will be mailed to the address on file in Oracle**



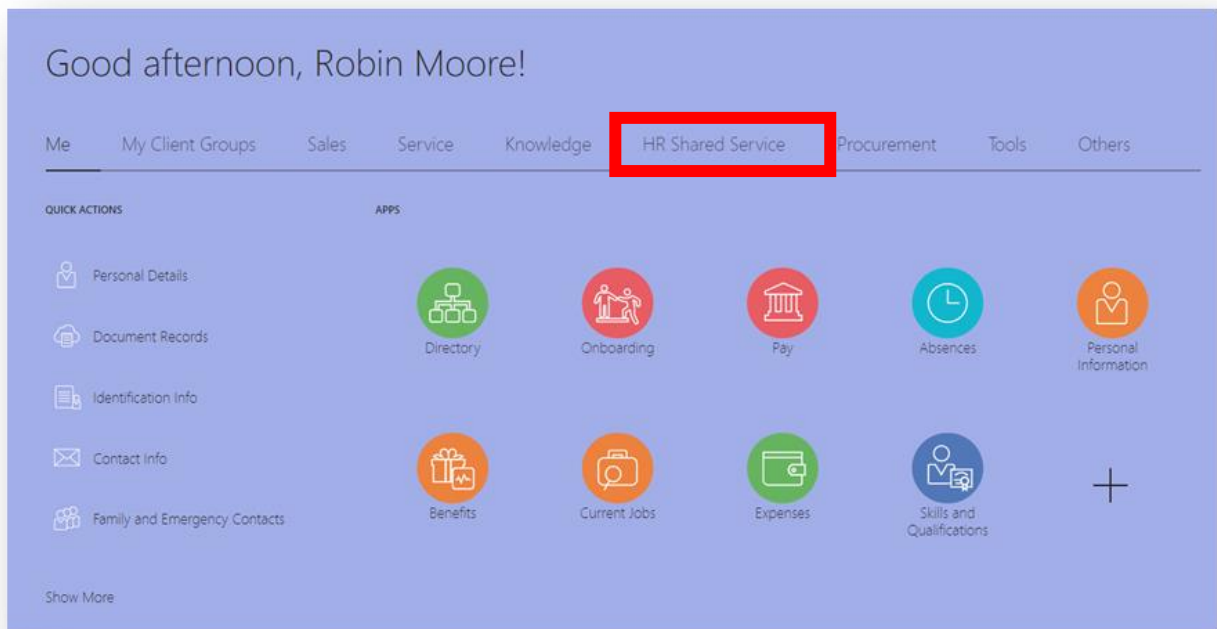
- **Centra payroll has no control over the delivery process/timing of the USPS**

If you would like your check placed in the mail, please call Payroll immediately at 434-200-7291.

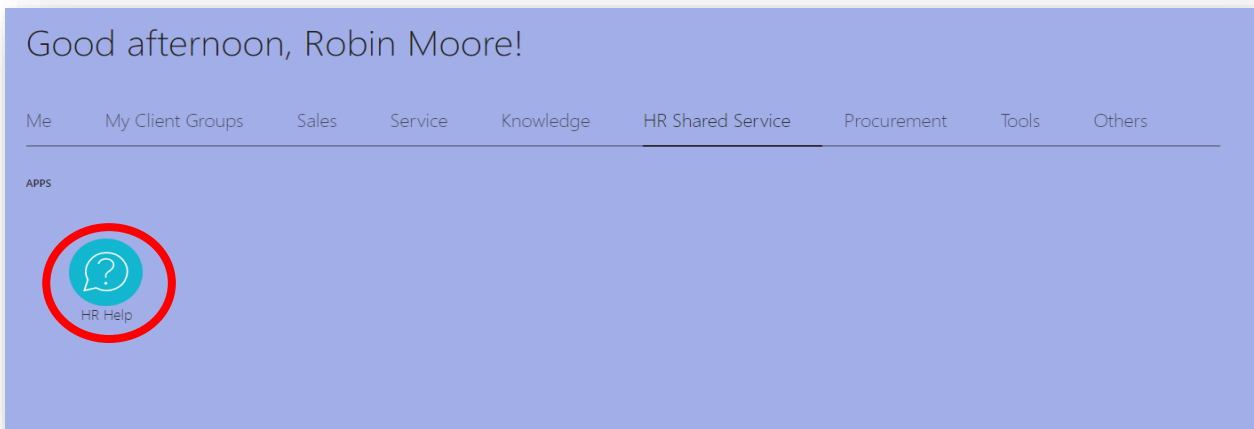
- e. If you have questions for HR, you can also access HR Help via Oracle.



f. When you are logged in to Oracle, you can choose HR Shared Service on your dashboard:



g. Then you will choose the HR Help icon to access the system:



- h. Once you have opened HR Help, you can search by a keyword or filter, or Browse Popular Articles available online. If you need additional information/help, choose Create Request.

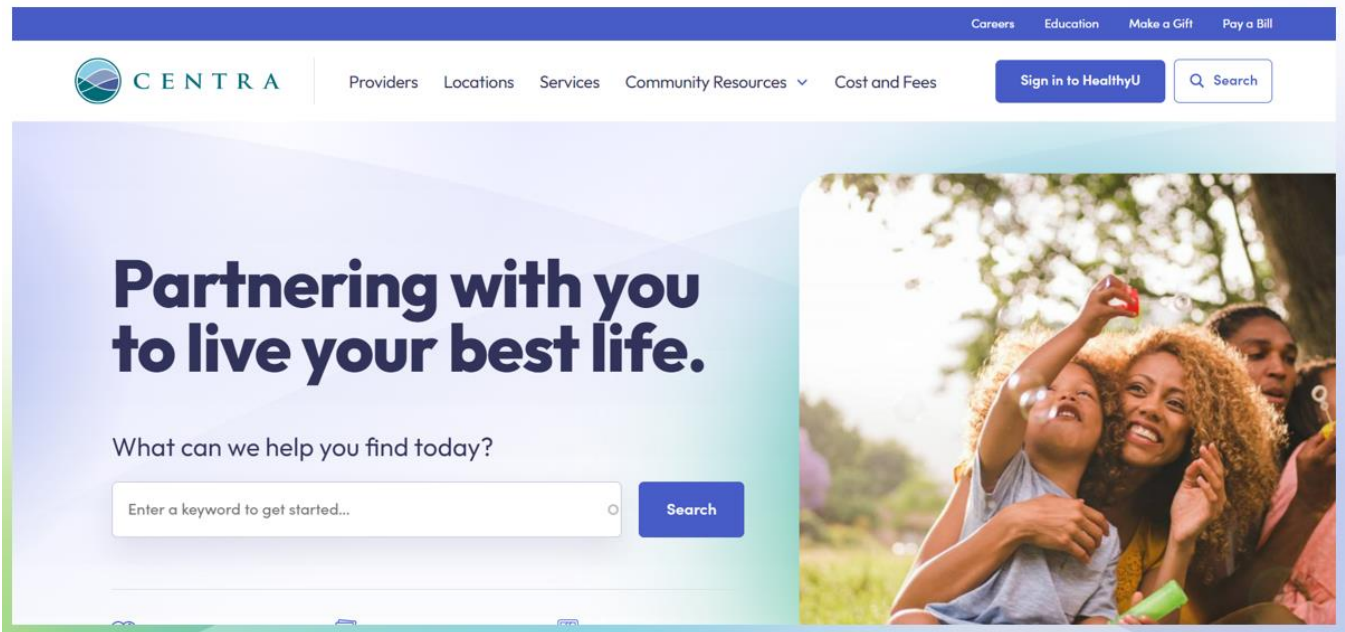
The screenshot shows a user interface for HR Help. At the top, it asks "What do you want to do today?" and provides a search bar with the placeholder text "Try searching by keyword or filter". Below this is a section titled "Browse Popular Articles" which is highlighted with a red box. This section contains four article cards, each with a title, author, and last update date. The articles are: "Benefits – Centra 24/7 Virtual Visits" by Carl Ross (updated 11/16/2021 2:08 PM), "Benefits – Life Events Form" by Kimberly Mullins (updated 11/05/2021 10:56 AM), "Benefits – Extended Illness Bank (EIB) - Eligibility" by Kimberly Mullins (updated 11/04/2021 9:10 AM), and "Benefits – Enrollment Outside of Open Enrollment" by Kimberly Mullins (updated 11/05/2021 7:58 PM). At the bottom left, there is a "View My Requests" link, and at the bottom right, there is a "Create Request" button highlighted with a red box.

- i. If you choose Create Request, you will open a new form to complete. Please be **detailed** in your description so the HR Team can better assist you with your question. Choose Save when you are done.

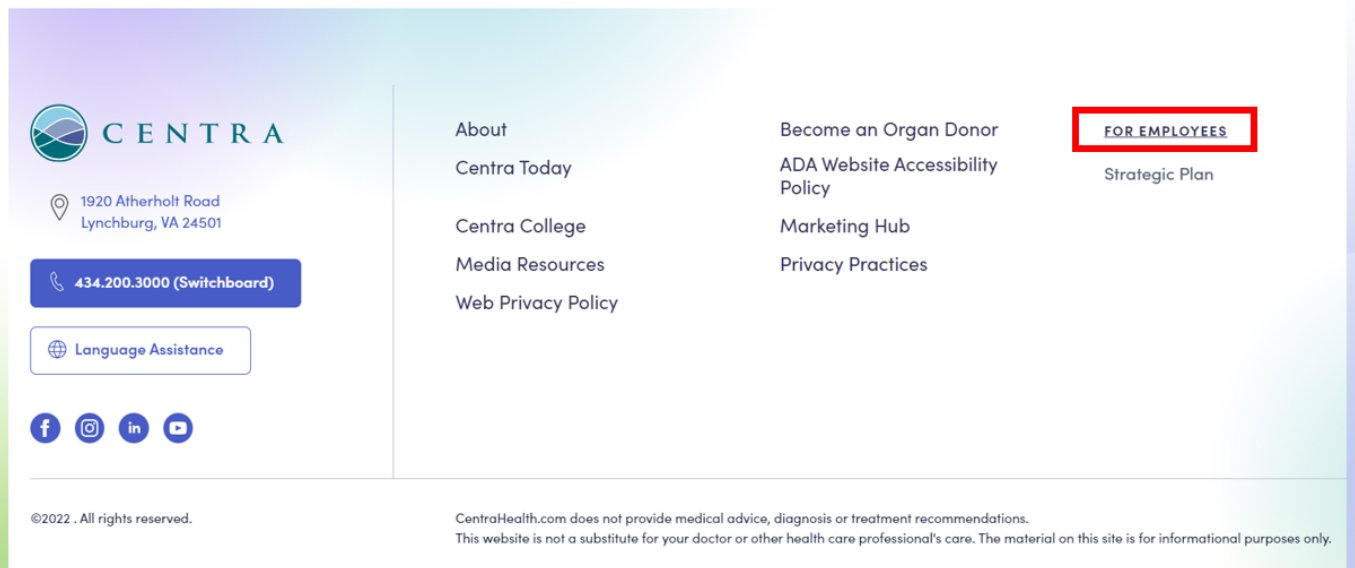
The screenshot shows the "New Help Desk Request" form. The form has a dark teal header with the title "New Help Desk Request" and two buttons: "Cancel" and "Save". The "Save" button is circled in red. The form fields include: a "Subject" text box (marked as Required), a "Category" dropdown menu (marked as Required), a "Primary Point of Contact" dropdown menu with "Robin Moore" selected, a "Detailed Description" text area, a "Drag and Drop" section for file uploads (with a plus sign), a "URL" text box, and an "Add URL" button. At the bottom, it says "No items to display."

Accessing Centra Learning Portal – From Home:

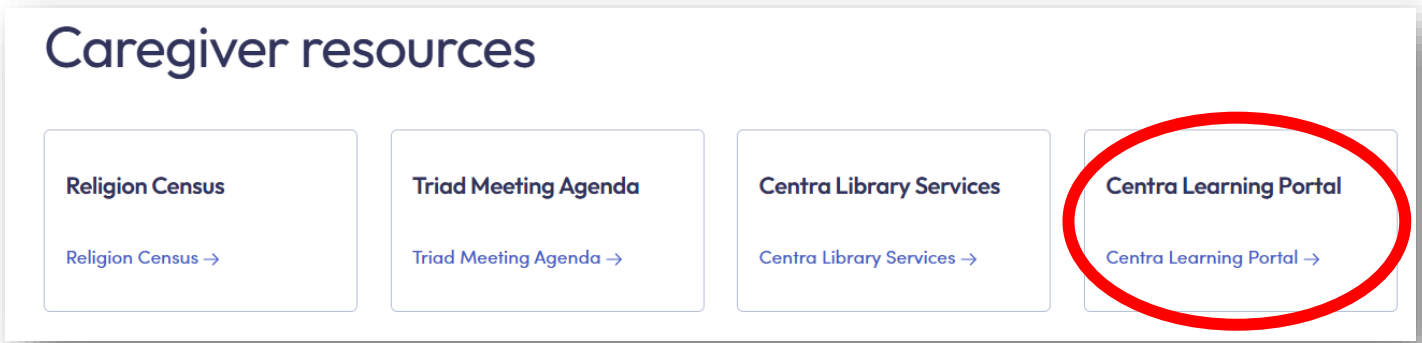
1. Go to the Centra homepage at www.centrahealth.com:



2. Scroll to the bottom of the page: select FOR EMPLOYEES



3. Scroll down the page until you see Caregiver Resources: choose Centra Learning Portal:



4. Choose CLICK HERE! to login using your SSO (single sign-on): that's your username and password

Logging In to the Centra Learning Portal

The image shows a slide titled "Logging In to the Centra Learning Portal". On the right is a screenshot of the login page. On the left are three text boxes with instructions. A red arrow points from the "CLICK HERE!" link in the screenshot to the first text box.

***Use the "CLICK HERE!" link as shown to log in using your SSO (Preferred method)**

DO NOT USE "Username" or "Password" to log in. Only use the "CLICK HERE" link.

If you need additional assistance logging in, please call our IT Help Desk 434-200-4848 or submit a SMAX IT ticket.

Centra Learning Portal

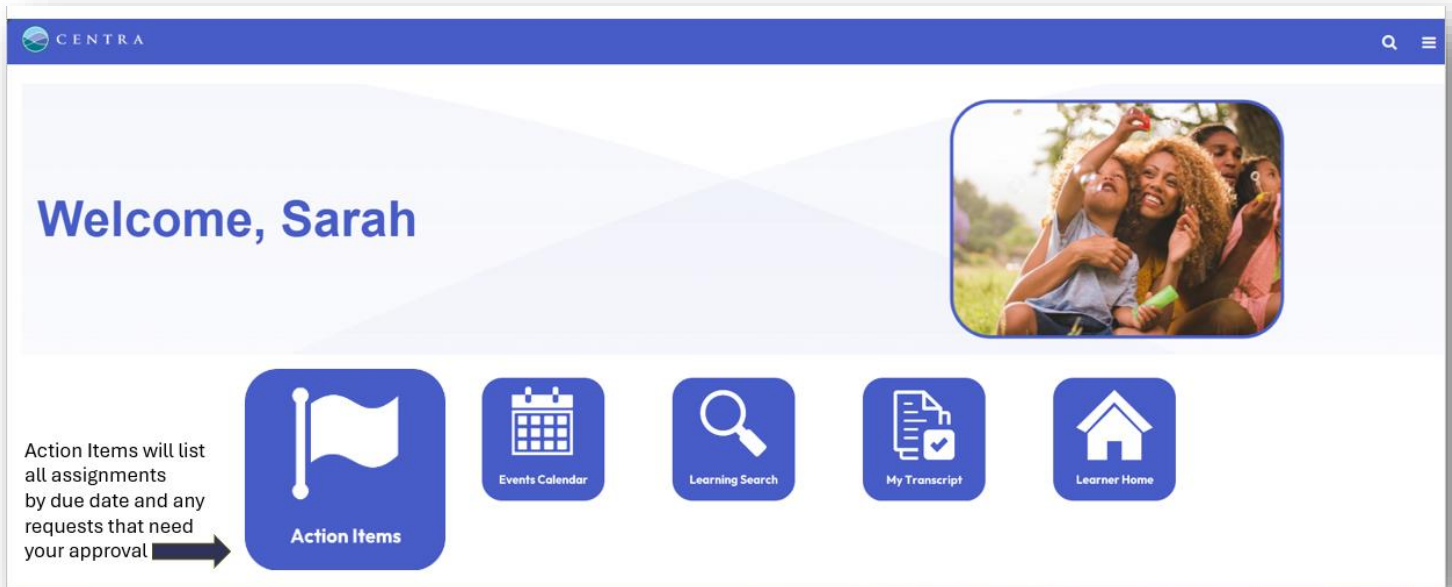
Username:

Password:

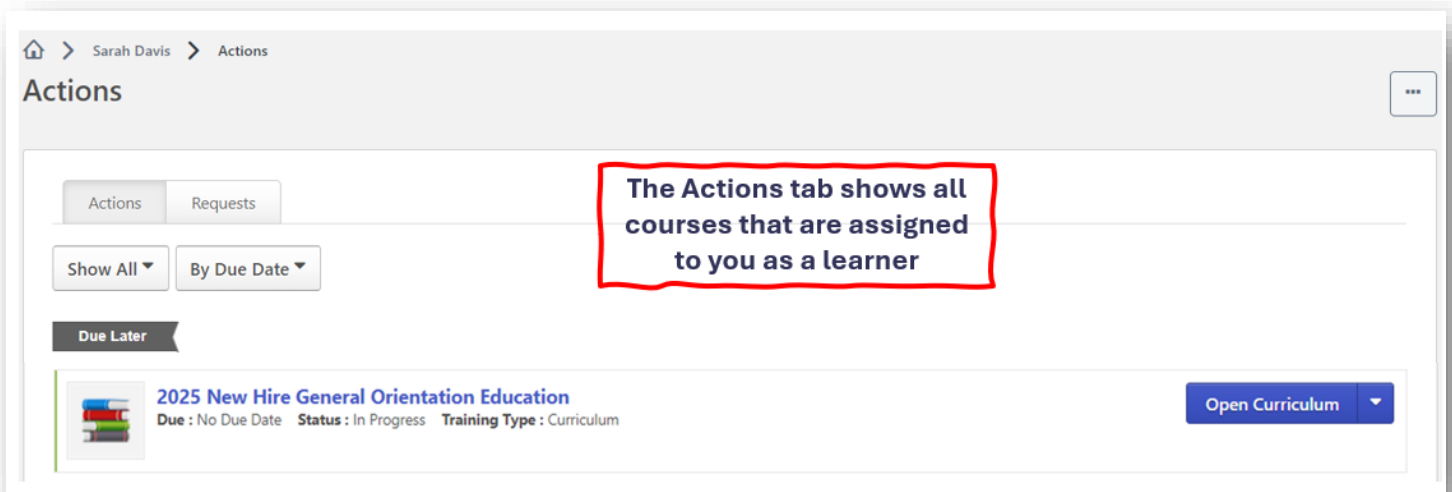
Forgot password?
Forgot username?
SSO Log in -> **CLICK HERE!**

Need help logging in? Please call 434-200-4848

5. When you are in Centra Learning Portal, go to Action Items to see your assignments by due date.



6. The Action Items tab will list all courses that have been assigned to you as a learner.



- a. Choose "Open Curriculum" to view the list of modules to be completed.
- b. The modules are PowerPoint presentations.
- c. They are approximately 10-12 slides long and include a quiz.
- d. You have **30 days from your date of hire** to complete the orientation modules.

7. Click “View Details” to launch each module.

The screenshot shows a course progress interface. On the left, a circular progress indicator shows 6% completion. Below it, a list of sections is shown with radio buttons: CORPORATE COMPLIANCE, INTERPRETER SERVICES/SERVICE ANIMALS, PRIVACY & INFORMATION SECURITY AWARENESS, and CODE OF CONDUCT & BUSINESS ETHICS. On the right, a table lists the sections with their completion status and a 'View Details' button for each. Annotations in red boxes point to the 6% progress indicator, the list of sections, the 'View Details' buttons, and the main course title.

Section	Completion	Min Required	Total Items	Action
Corporate Compliance	50%	2	2	View Details
Interpreter Services/Service Animals	0%	2	2	View Details
Privacy & Information Security Awareness	50%	2	2	View Details
Code of Conduct & Business Ethics	0%	1	1	View Details

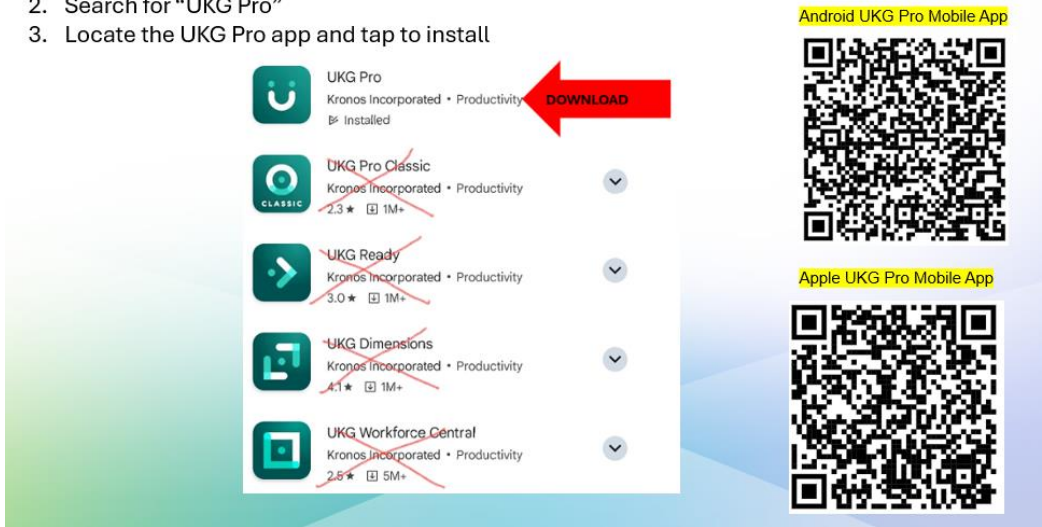
8. Click “Mark Complete” to assert you have completed the course slides. This will allow you to launch the module quiz or provide an e-signature attestation.

The screenshot shows a course details page for 'Fitness Center Agreement'. The page includes a 'Details' section with a description and a 'Mark Complete' button. A red box highlights the 'Mark Complete' button with the text: 'Click “Mark Complete” to self-assert that you completed this course. (This will move it to completed status)'. Another red box at the bottom right contains the note: 'Note: If the course requires an e-signature attestation, you will be asked to sign after you click “Mark Complete”'. The page also shows a progress indicator 'In Progress' and an 'Assign' button.

Downloading UKG Pro Mobile Application:

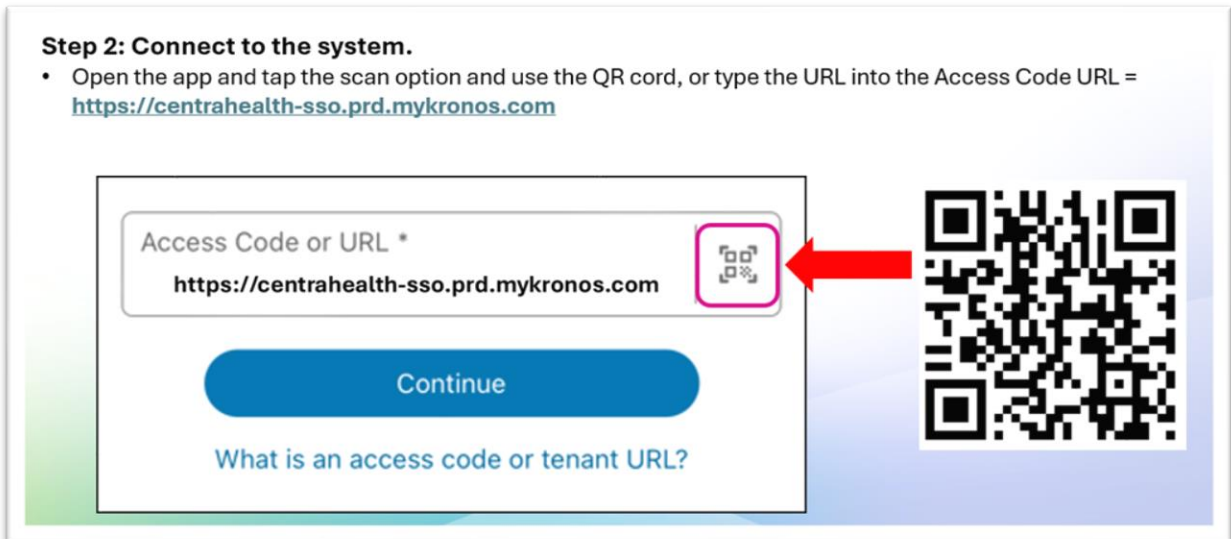
Step 1: Download the app.

1. Go to Google Play, the Apple App Store, or Scan the QR code.
2. Search for "UKG Pro"
3. Locate the UKG Pro app and tap to install



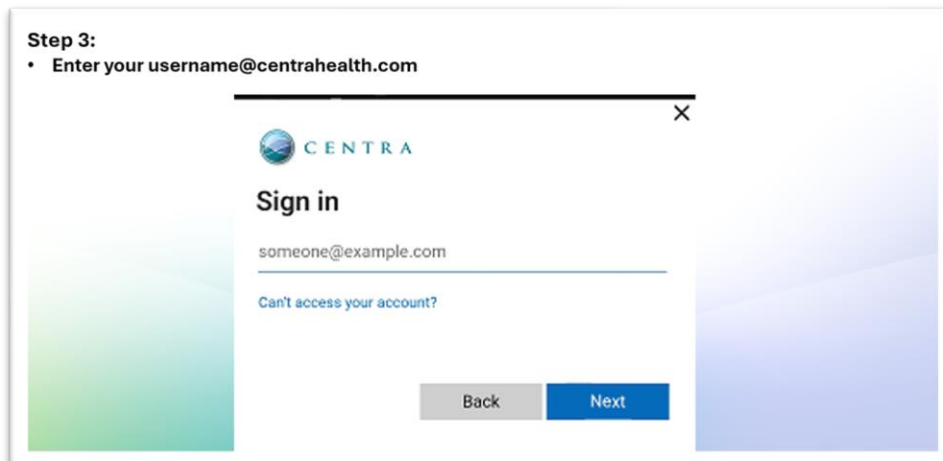
Step 2: Connect to the system.

- Open the app and tap the scan option and use the QR cord, or type the URL into the Access Code URL = <https://centrahealth-ss0.prd.mykronos.com>



Step 3:

- Enter your username@centrahealth.com



Important UKG Pro Information

Responsibilities:

- Caregivers are responsible for managing their own timecard **throughout** the pay period.
- All Centra Caregivers are required to review and approve their own timecard within the UKG Pro System **before 8am** Payroll Monday.
- If a Caregiver fails to approve their timecard or approves the timecard with discrepancies, the Caregiver will be paid for the time as displayed on their timecard when payroll processing begins.
- Any missing or incorrect pay will be on the regular check following the approved correction.
- For any UKG Pro related questions or training, please contact the UKG Team:
Kronosteam@centrahealth.com (Amanda Peters and Teresa Lavinder)