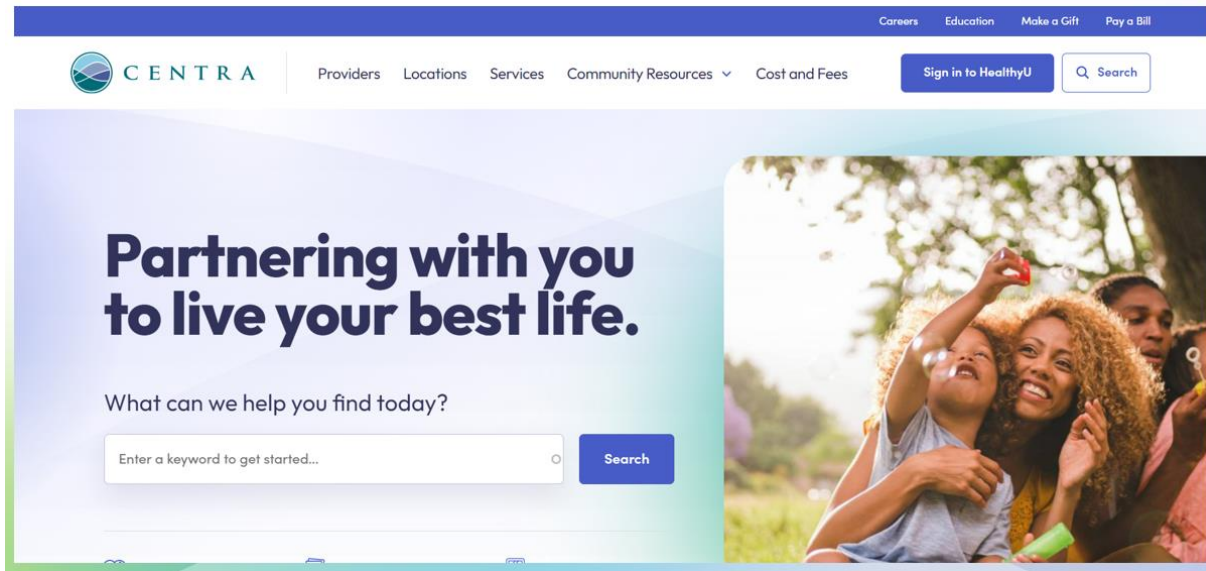
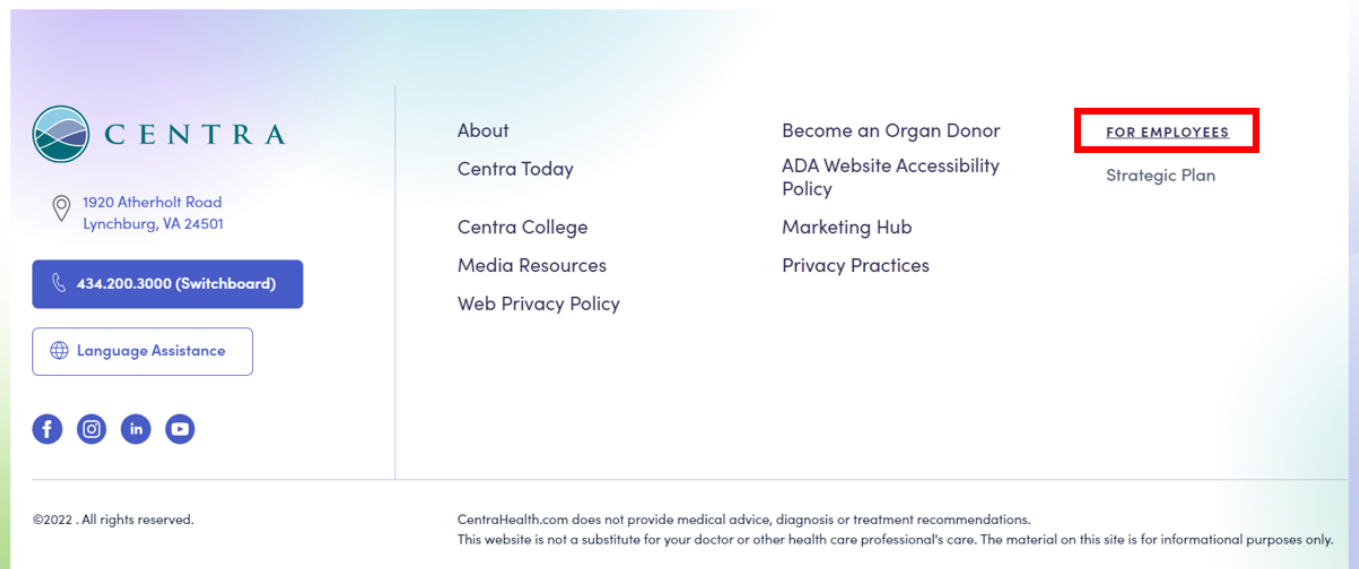


## Accessing Oracle – From Home:

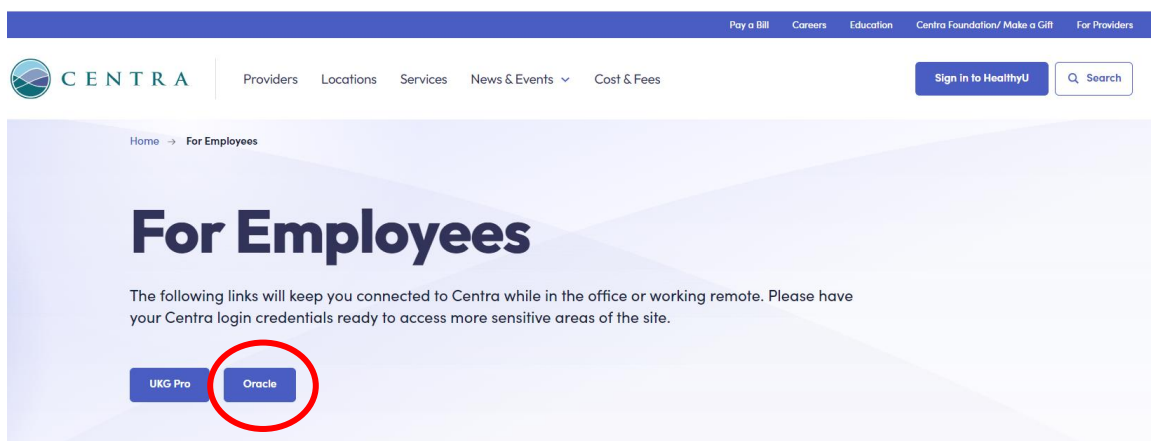
1. Go to the Centra homepage at [www.centrahealth.com](http://www.centrahealth.com):



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



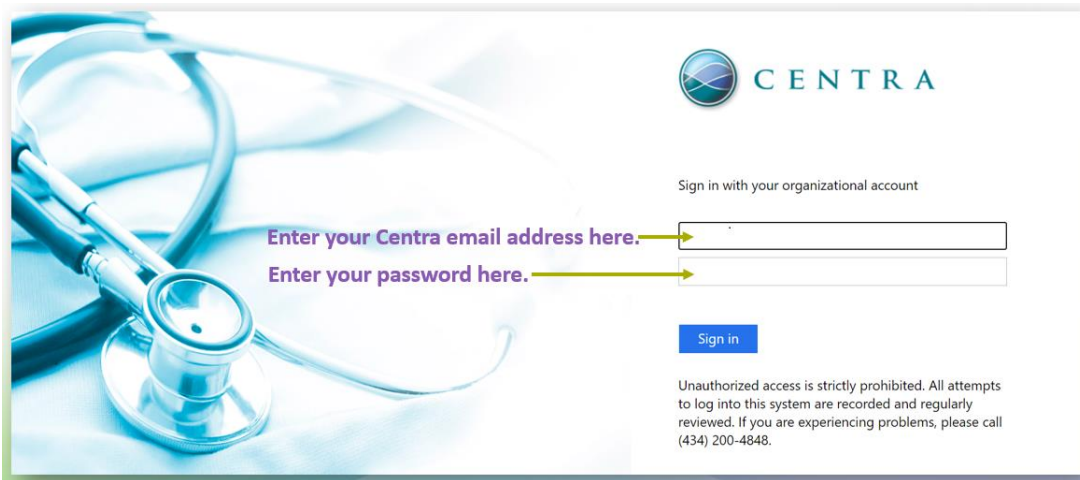
3. Choose Oracle:



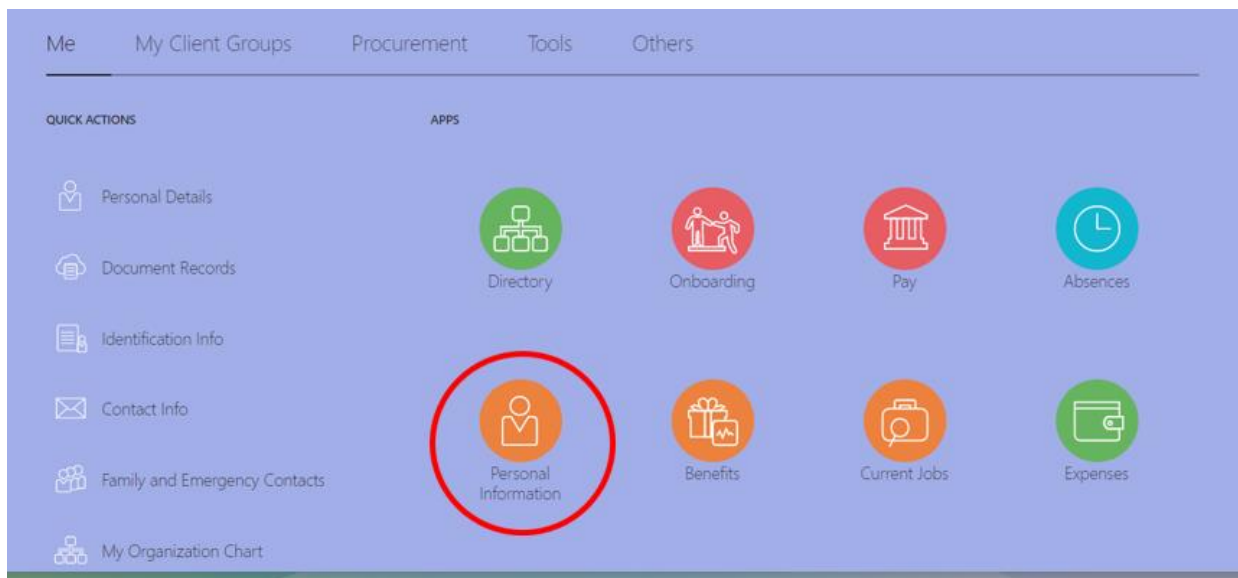
4. Choose Company Single Sign-On:



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:  
a. Update Personal Information



b. Set up Send Word Now – Emergency Text Messaging

### Send Word Now – Emergency Text Messages

We use Send Word Now for mass communication. To keep our caregivers safe, we need to be able to communicate emergency events like severe weather, mass casualties, active shooter, etc. Emergency text messages make you aware of an emergency event so you can take actions to keep yourself safe. Send Word Now will be used for emergency communication only. Please sign up today!

**Send Word Now – Sign Up:**

1. Go to Oracle
2. Me
3. Contact Info
4. Communication – “Add”
5. Select Phone Details
6. Select Type “Emergency Text Messaging”
7. Enter Area Code and Number
8. Select Submit

Oracle updates into Send Word Now each day. You will then be in Send Word Now and receive Send Word Now alerts.

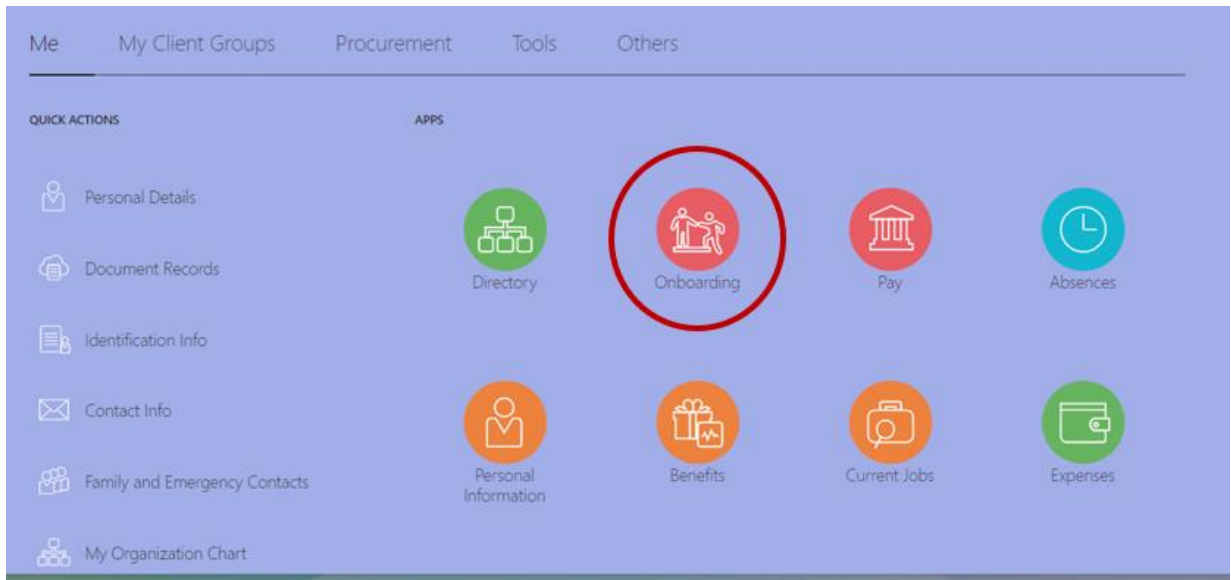
When completed your communication box will display the Emergency Text Messaging area code and number.

c. Select Pay to go in and set up Direct Deposit and Tax Withholdings:

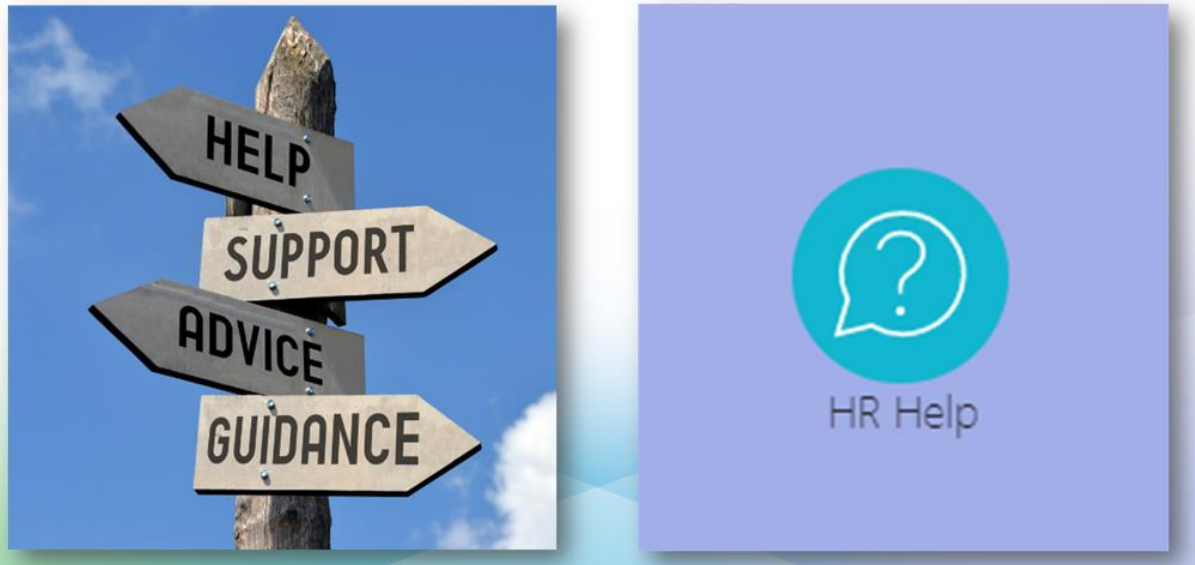
<p><b>Document Delivery Preferences</b></p> <p>Set up preferences for delivering documents.</p> <p><b>Set your W2 document preference here.</b></p>	<p><b>My Payslips</b></p> <p>View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.</p> <p><b>Pay slips are found here.</b></p>	<p><b>Payment Methods</b></p> <p>Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.</p> <p><b>Set your direct deposit here.</b></p>
<p><b>Year-End Documents</b></p> <p>View, print, download and search year-end documents for current or prior tax years.</p> <p><b>W2's are found here.</b></p>	<p><b>Third-Party Payroll Documents</b></p> <p>Generic document type used to store, search, view, print and download payroll documents generated by third-party payroll applications.</p>	<p><b>Tax Withholding</b></p> <p>Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.</p> <p><b>Set up your tax withholding information here.</b></p>
<p><b>Investment Declaration</b></p> <p>Choose the income tax calculation method and declare your investment information for the financial year here. View and update this information when...</p>	<p><b>Previous Employment Information</b></p> <p>Update and view your previous employment information here, as per the income tax computation sheet issued by your previous employer.</p>	<p><b>Voluntary Provident Fund</b></p> <p>Define and update the details of your voluntary contribution to provident fund here.</p>

For questions, contact [CentraPayroll@centrahealth.com](mailto:CentraPayroll@centrahealth.com) or 434-200-7291.

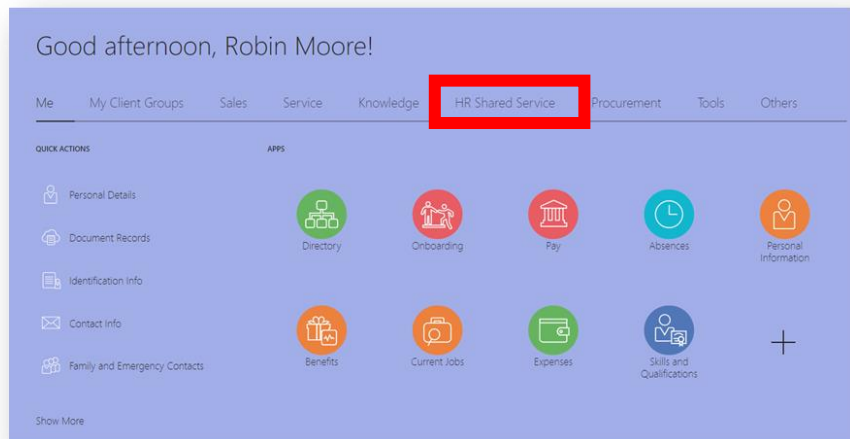
d. Confirm all Onboarding Tasks have been completed:



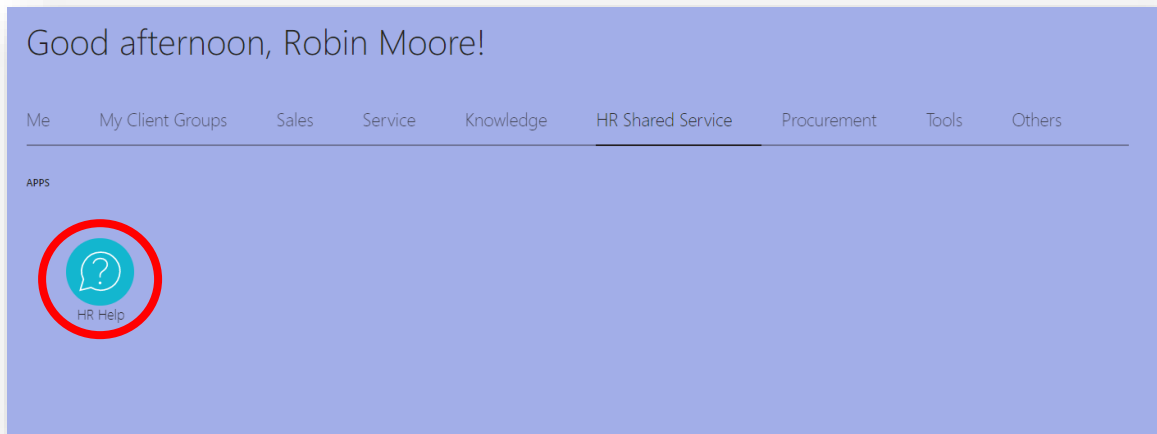
e. If you have questions for HR, you can also access HR Help via Oracle.



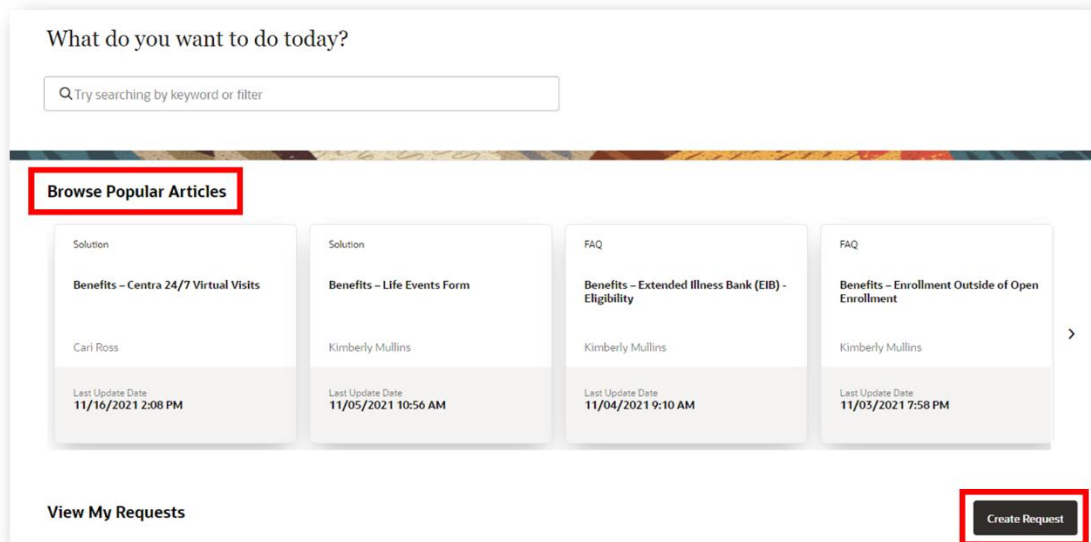
f. When you are logged in to Oracle, you can choose HR Shared Service on your dashboard:



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



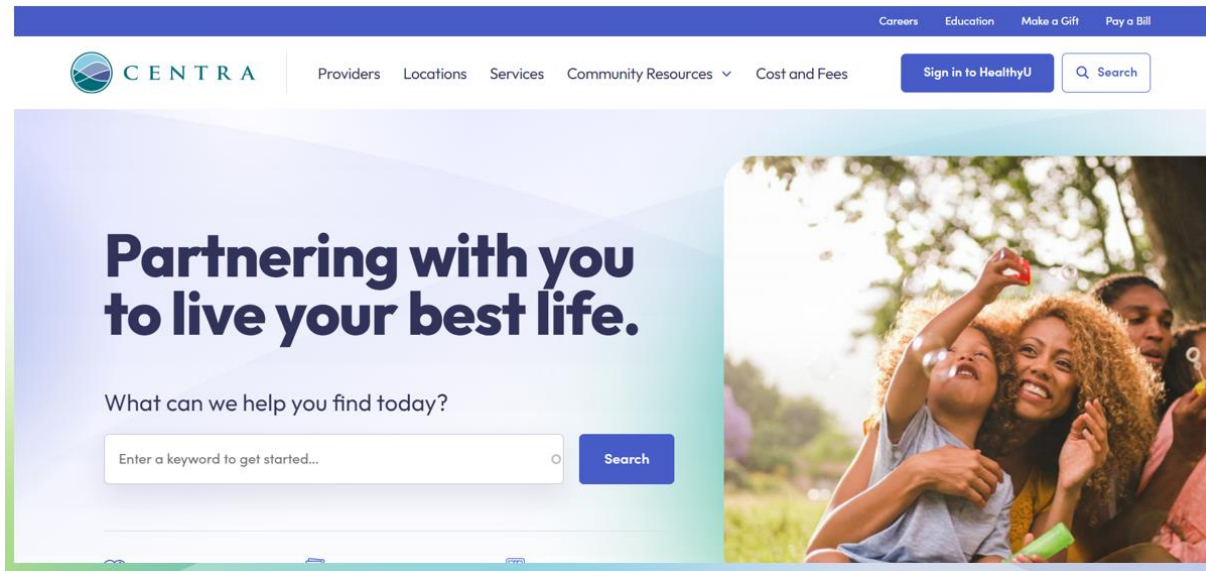
h. Once you have opened HR Help, you can search by a keyword or filter, or Browse Popular Articles available online. If you need additional information/help, choose Create Request.



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.

## Accessing eHealthcareIT – From Home:

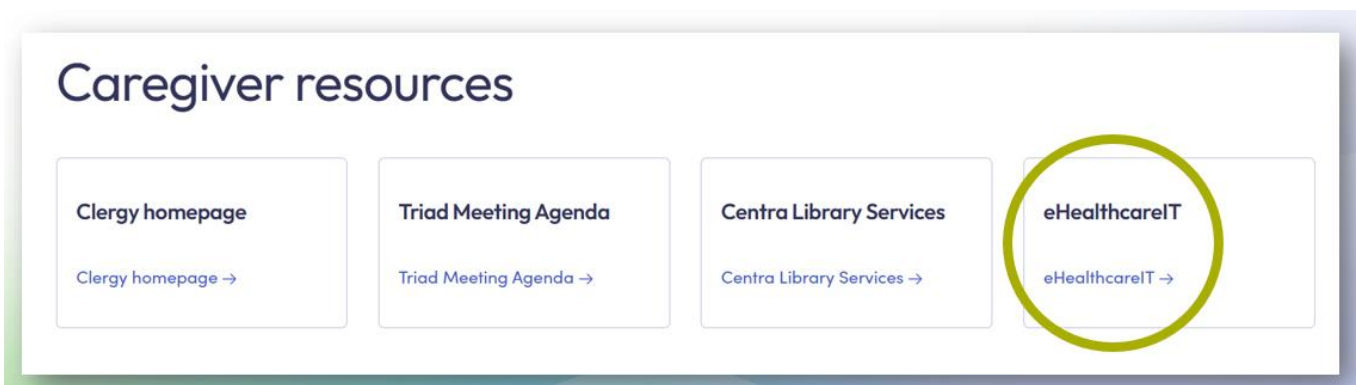
1. Go to the Centra homepage at [www.centrahealth.com](http://www.centrahealth.com):



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



3. Scroll down the page until you see Caregiver Resources: choose eHealthcareIT:



4. The **FIRST** time you log in, use your Centra user ID for **BOTH** fields. You will then be prompted to create a password. *You can use the password you already created, or you may create a new password.* Once you set a password, you can enter the site.

News Article User Login

The first time you log in, use your User ID for both fields. You will be prompted to change your password. Once you set a password, you can enter the site.

User ID  
Password

Login

5. When you are in eHealthcareIT, select My Records and a dropdown menu will appear. Choose **My To Do List**:

Home My Records Enrollment Dashboard Reports Career Development My Staff Communicate Instructor Manage

My To Do List  
Pending Enrollments  
Records/Transcript  
External Training Records  
Other Resources

Unison Learning Community  
Link to Unison Learning: [www.promisepoint.com/centra](http://www.promisepoint.com/centra)

6. My To Do List will open a new screen with a file folder icon labeled **New Caregiver Online Orientation**. Click on the icon and a list of modules will appear for you to complete.
- The modules are PowerPoint presentations.
  - They are approximately 10-12 slides long and include a quiz.
  - Once you've completed the module and passed the quiz, it will show as Complete.
  - You have **30 days from your date of hire** to complete the orientation modules.

## Important Payroll 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.**
- For those receiving a paper paycheck, checks can be picked up on Thursday of the pay week (pay day) between 8:30AM and 4:30 PM. Checks will be available at:
  - Centra Support Building  
1920 Atherholt Road  
Lynchburg, VA 24501
- **If you would like your check placed in the mail, please call Payroll immediately: 434-200-7291**
- **Centra Payroll contact information**  
**434-200-7291** or [Centrapayroll@centrahealth.com](mailto:Centrapayroll@centrahealth.com)

## Important UKG Pro Information

To find education, videos, job aides and FAQ's go to:

**Centa People -- I Need to Find -- Other Home Pages -- UKG Pro Teams Page.**

## 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](mailto:Kronosteam@centrahealth.com) (Amanda Peters and Teresa Lavinder)



# Downloading 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

Android UKG Pro Mobile App

Apple UKG Pro Mobile App

## 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>

Access Code or URL \*

<https://centrahealth-ss0.prd.mykronos.com>

Continue

[What is an access code or tenant URL?](#)

## Step 3:

- Enter your username@centrahealth.com

CENTRA

### Sign in

someone@example.com

[Can't access your account?](#)

Back Next