
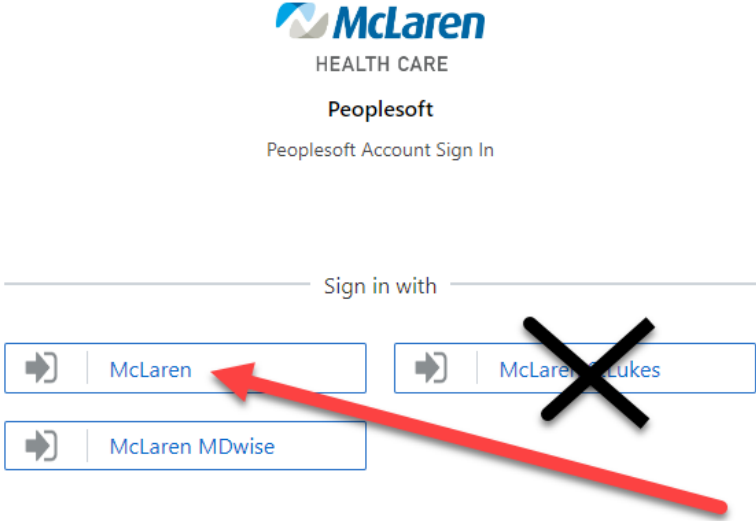


## St. Luke's MyHR Access beginning May 15<sup>th</sup>

St. Luke's severance employees can access MyHR beginning May 15<sup>th</sup> to review pay advice, update direct deposits, and W4 Federal elections during severance period.

Prior to May 15<sup>th</sup>, please use your current MyHR process.

### Follow the steps below beginning May 15<sup>th</sup>.

Step	Action
1.	You will be able to access MyHR from any browser. Google Chrome is the recommended browser. Enter <a href="https://myhr.mclaren.org/">https://myhr.mclaren.org/</a> as the url in browser address bar.
2.	Select the  icon only.    If you select any other icon; you will not be able to access MyHR.
3.	Sign In Credentials: <ul style="list-style-type: none"><li>• Use <a href="mailto:UserID@mclaren.org">UserID@mclaren.org</a><ul style="list-style-type: none"><li>○ ex. <a href="mailto:123456@mclaren.org">123456@mclaren.org</a></li><li>○ <b>Do not use your @stlukeshospital.com. This will give you an error</b></li></ul></li><li>• <b>Password: Capital First Letter of First Name + Lower First Letter of Last Name + 4 digits of SSN + 4 digit birth year + !</b> <b>Ex. Js87961973!</b><ul style="list-style-type: none"><li>○ <b>First Name = John</b></li><li>○ <b>Last Name = Smith</b></li><li>○ <b>Last 4 digits of SSN = 8796</b></li></ul></li></ul>

- **Birth Year = 1973**
- **!**



4. You will be prompted for the DUO Security to authenticate. Follow same process as previous.




HEALTH CARE

Peoplesoft

## 2-Step Verification

Use a Duo Security factor to authenticate



HEALTH CARE

[What is this?](#) [Add a new device](#)  
[My Settings & Devices](#)  
[Need help?](#)

Secured by Duo

Choose an authentication method

<input checked="" type="checkbox"/> Duo Push <small>RECOMMENDED</small>	<a href="#">Send Me a Push</a>
<input type="checkbox"/> Call Me	<a href="#">Call Me</a>
<input type="checkbox"/> Passcode	<a href="#">Enter a Passcode</a>

Remember me for 4 hours

[Show alternative login methods](#)

5. Login to MyHR using the same User ID as used as an active employee.

User ID (Your Computer Login ID)

User ID is the login id that was used to [login your computer](#). This is not your email address.

Password (Your Computer Login Password)

Password is the password that was used above.

- **Password: Capital First Letter of First Name + Lower First Letter of Last Name + 4 digits of SSN + 4 digit birth year + !**  
**Ex. Js87961973!**
  - **First Name = John**
  - **Last Name = Smith**
  - **Last 4 digits of SSN = 8796**
  - **Birth Year = 1973**
  - **!**

**ORACLE** PeopleSoft

User ID (Your Computer Login ID)

Password (Your Computer Login Password)

Select a Language

English

**Sign In**

Enable Screen Reader Mode

6. After successful login, you will see the MyHR home page

**ORACLE** Employee Self Service

Verification of Employment

Retirement Services

PTO/PML Balances

Payroll

Personal Details

Benefits

Employee W2 - ADP 1pay

ADP - Job Aid

Time & Attendance

MyCareer