**MyMcLaren**

*your* online hr/payroll connection

# Usage Guide

> Self-Service

> E-Recruiting

# MyMcLaren Self-Service

**MyMcLaren Self-Service** provides *24 hour accessibility* through the internet for certain HR and payroll information. You can view information on-line and in real time. This feature empowers you to manage your personal data via web access.

*It is your responsibility to ensure that the personal information you have on file with McLaren is accurate and up-to-date.*

## Self-Service items available will include:

- Viewing and printing your paychecks and other payroll related data

- Viewing your name, address and phone number

- Viewing your job-related information

## ⋮⋮ ENTERING USER ID AND PASSWORD

**1.** Visit any of the McLaren Internet sites including **www.mclaren.org** and click on the **"MyMcLaren"** logo located at the bottom of the homepage or type the following address into your web browser:

### my.mclaren.org

*Please note that in order to access the site, an Internet connection with Internet Explorer 8.0 or higher is required.*

**2.** Type your **User Name** and **Password** then click the **Log in** button. Your User Name *is your first name* [as it currently appears on your paystubs] and **last four digits of your social security** number and is not case sensitive [e.g. mary1234]. Your *default password upon first login* is your date of birth, formatted as mmddyyyy [e.g. 12141966].

**3.** It will be necessary to change your initial password upon logging into MyMcLaren for the first time. Please note that the password must be a minimum of six characters long and must contain one uppercase letter [A, B, C, etc.], and one lowercase letter [a, b, c, etc.], one number [1,2,3,4,5,6,7,8,9], and one symbol [!@#$%^&*()_-+={[}]|\;:\"'<,>.?/~`] [e.g. Apple1$]. The next time your login will take you directly to the **MyMcLaren** homepage.

**4.** If you have login issues, please contact your subsidiary Human Resources department.

## MENU OPTIONS

Upon login, you will be directed to the **MyMcLaren Welcome** homepage. From there, you can select the *Myself* menu option which includes personal information that is currently available online.

## MYSELF PERSONAL MENU

By choosing *Personal* from the **Myself** menu option, a group of tabs become available.

*They include:*  ❯ **Summary**      ❯ **Address**      ❯ **Status**
                 ❯ **Contacts**     ❯ **Private Info**

❯ The **Job Summary** *tab* allows you to view a summary of your job-related information.

❯ The **Address** *tab* summarizes your address and phone information.

❯ The **Contacts** *tab* allows you to review contact information. A contact is a dependent, beneficiary and/or an emergency contact. To review the details for any contact record, select the contact's name from the list. The next window will display more detail regarding the contact selected.

❯ The **Private Info** *tab* summarizes your private information such as social security number, birth date, ethnicity, and I-9 information.

## MYSELF JOB MENU

By choosing *Job* from the **Myself** menu option, a group of tabs become available.

*They include:*  ❯ **Job Summary**   ❯ **Compensation**   ❯ **Job History**

❯ The **Job Summary** *tab* allows you to view a summary of your job-related information.

❯ The **Compensation** *tab* summarizes your current compensation information.

❯ The **Job History** *tab* allows you to view your current as well as prior jobs you have held.

*Please note that no job history was loaded into MyMcLaren, only the current job will be listed.*

## MYSELF PAY MENU

By choosing **Pay** from the **Myself** menu option,
a group of tabs become available.

*They include:*

> **Pay History**          > **Year to Date Summary**

> **Direct Deposit**          > **Federal W-4**          > **State Withholding**

The **Pay History** *tab* allows you to view and print copies of your payroll checks. When you choose the Pay History tab, a list of pay dates will appear. From the list, select the paycheck you wish to review and/or print. To print, select the **Printer Friendly** button located at the bottom of the window. If you are printing from your work station, you may want to carefully consider when to print personal information. ***If you are printing from a kiosk, be sure to remember to take your printout before you leave the kiosk station.***

You can **enter a start date** and **end date** to search for a specific time period. Be sure to follow the displayed date format or use the calendar to choose your timeframe.

> The **YTD Summary** *tab* allows you to review your year-to-date pay information.

> The **Direct Deposit** *[Summary] tab* summarizes your direct deposit information.

> The **Federal W-4** *tab* outlines your Federal withholdings.

> The **State Withholding** *tab* outlines your State withholdings.

## WHEN YOU ARE DONE LOG OUT

When you have completed using the **MyMcLaren** web access site for either reviewing your Personal Information or E- Recruiting, the last thing to do is **Log Out**. This must be done to ensure your personal information is not compromised. The **Log Out** button is located in the upper right hand corner of the screen.

### *Watch for more Self-Service features in the future!*

# MyMcLaren E-Recruiting

**MyMcLaren Self-Service** provides *24 hour accessibility* through the internet for certain HR and payroll information. This now includes the ability to view job openings and apply for transfer. *It is your responsibility to ensure that the personal information you have on file with McLaren is accurate and up-to-date.*

## E-Recruiting items available will include:

> Browsing all McLaren Health Care Job Openings

> Creating your E-Recruiting profile

> Applying for Transfer

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## ▹ ENTERING USER ID AND PASSWORD

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**3.** It will be necessary to change your initial password upon logging into MyMcLaren for the first time. Please note that the password must be a minimum of six characters long and must contain one uppercase letter *[A, B, C, etc.]*, and one lowercase letter *[a, b, c, etc.]*, one number *[1,2,3,4,5,6,7,8,9]*, and one symbol *[!@#$%^&*[]_-+={[}]|\;:\"'<,>.?/~`]* *[e.g. Apple1$]*. The next time your login will take you directly to the **MyMcLaren** homepage.

**4.** If you have login issues, please contact your subsidiary Human Resources department.

## MENU OPTIONS

Upon login, you will be directed to the **MyMcLaren Welcome** homepage. From there, you can select the ***My Company*** menu option and then click on **Job Openings** from the dropdown menu.

## ADDRESS

Part of the **UltiPro E-Recruiting profile** you create, requires you to have an email address. Your email address is your unique identifier in **E-Recruiting**. *Also, all further notices, offers, and other correspondence regarding the open job you applied for will be communicated to you **via email.***

## WHAT IF I DO NOT HAVE AN EMAIL ADDRESS?

That is simple. When you are building your profile, there is a button that has this question written on it. Click on that button and you will be able to set up your own email account. If you need help, the Human Resources staff will assist you.

## BROWSE INTERNAL OPEN JOBS

On this page you can browse all job openings across MHC or search for job openings by job title, subsidiary company, location, etc. If you click on any job opening, a window will open up giving you all the details about the job. From this window, you can apply for a specific job by clicking on the **Apply Online** button in the lower right portion of the screen.

## APPLYING FOR A JOB

By clicking on the **Apply Online** button, you will open up a window that requires you to create a personal profile. ***Please complete all the information requested.*** Once you create a profile, you will not need to create another one. However, you can edit your profile whenever you want. It is recommended that you upload or paste your resume into the resume box. This gives the hiring manager more information about your experience and education. Once you complete your profile, click on **Next** to apply for the job opening you have chosen. Complete the information and **click on *Submit***. ***You will get a verification notice that your application for transfer has been received.***

## OTHER E-RECRUITING MENU ITEMS

When you are on the **Browse Internal Open Jobs** page, not only can you browse for job openings and apply for openings, you can *edit your personal profile* and review all the job openings you have applied for. This helps you organize your career opportunities.

When done in **E-Recruiting**, you can go back to the home page for **MyMcLaren** by clicking on the **Home** button or across the top you can click on **Myself** for other information.

## WHEN YOU ARE DONE  LOG OUT

When you have completed using the **MyMcLaren** web access site for either reviewing your Personal Information or E- Recruiting, your last thing to do is click on the **Log Out** button. You must do this to ensure your personal information is not compromised and secure. The **Log Out** button is located in the upper right hand corner of the screen.