HR Express: The Basics
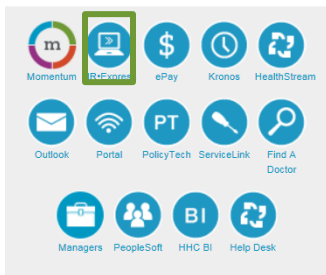
HR Express is an employee and manager self-service tool for updating and viewing employee employment and personal information.

Logging In

1. Go to **HHC Connect**.
2. Click the **HR Express** button.
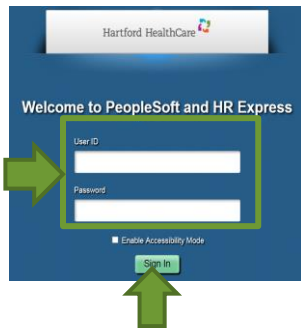

3. Click the **Log in to HR Express** button.

4. Type in your **Network Login** (which is the same username and password used to log in to your computer every day).

5. Click the **Sign In** button.

Employee View

*Your view may be different than what is shown above. This is dependent upon your specific access permissions.

A **Company Directory:** View **Organizational Charts** that include reporting relationships and employee contact information.

B **Personal Details:**
- **View** personal information, such as, but not limited to: **address, phone numbers, date of birth, emergency contact information**, and **marital status.**
- **Update** your **address, personal phone numbers, personal email address**, and **emergency contact information** if information has changed.

C **Time Off Balances:** View your time off balances with one quick click of a button.

D **Pay:** View your paycheck, update/enroll in Direct Deposit, access/update tax information.

E **HHC Business Intelligence:** view organization dashboards (visible only to those with access to this application).

For more detail on these features, be sure to check out the tutorials in the **HR Express Learning Center** on HHC Connect.

Navigation Bar: The 2 most important features of the Navigation Bar are **Home** and **Menu**.
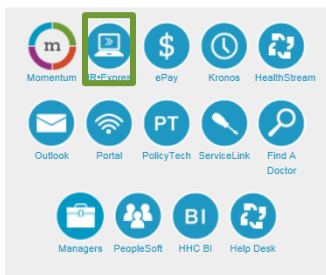

Customized navigation bar

HOME will bring you back to the Home page.

MENU will give you options to choose from, such as **Sign Out**. The options will change depending upon which page is being viewed.

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Logging In

1. Go to **HHC Connect**.
2. Click the **HR Express** button.

Momentum · HR·Express · ePay · Kronos · HealthStream

Outlook · Portal · PolicyTech · ServiceLink · Find A Doctor

Managers · PeopleSoft · HHC BI · Help Desk
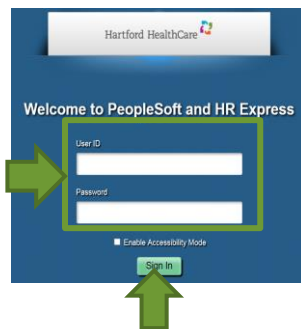
3. Click the **Log in to HR Express** button.

HR Express

HR Express is your gateway to viewing, updating, and tracking personal and team information.

To Log in: Type in your Network Login (The same username and password you use to log into your computer every day.)
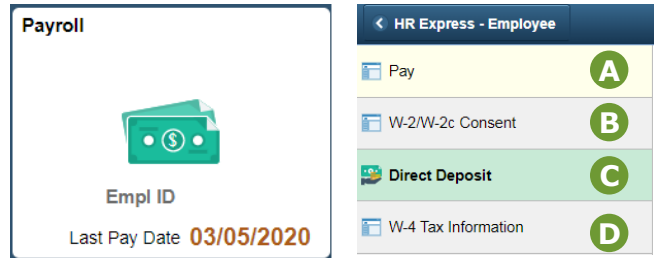
[Log in to HR Express]

4. Type in your **Network Login** (which is the same username and password used to log in to your computer every day).

Hartford HealthCare

Welcome to PeopleSoft and HR Express

User ID

Password

☐ Enable Accessibility Mode

Sign In

5. Click the **Sign In** button.

HR Express Payroll

Payroll

Empl ID

Last Pay Date **03/05/2020**

< HR Express - Employee

- Pay **A**
- W-2/W-2c Consent **B**
- Direct Deposit **C**
- W-4 Tax Information **D**

A **Pay:** View/Print paycheck earnings statement

B **W-2/W-2c Consent:** Enroll to receive electronic tax statements and notifications when they are available.

C **Direct Deposit:** Update/Enroll in Direct Deposit

+ Click the plus button to add new account information

Cancel · **Add Account**

*Nickname _____ → Assign this account a name

Payment Method: Direct Deposit

Bank

Routing Number _____ ⓘ 9 digit bank routing number

Account Number _____
Retype Account Number _____ → Enter and verify bank account number

Pay Distribution

*Account Type _____ → Select Checking or Savings
*Deposit Type _____ → Select "Remaining Balance" for the primary account you want to use.
Amount or Percent _____

*You can enroll multiple accounts using either the Flat amount or Percentage method once a primary account has been set up.

D **W-4 Tax Information:** Update Federal W-4 tax elections

⭐ **For more detail on these features, be sure to check out the tutorials in the HR Express Learning Center on HHC Connect.**

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🏠 🚩 ☰ ◉ ← **Customized navigation bar**

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