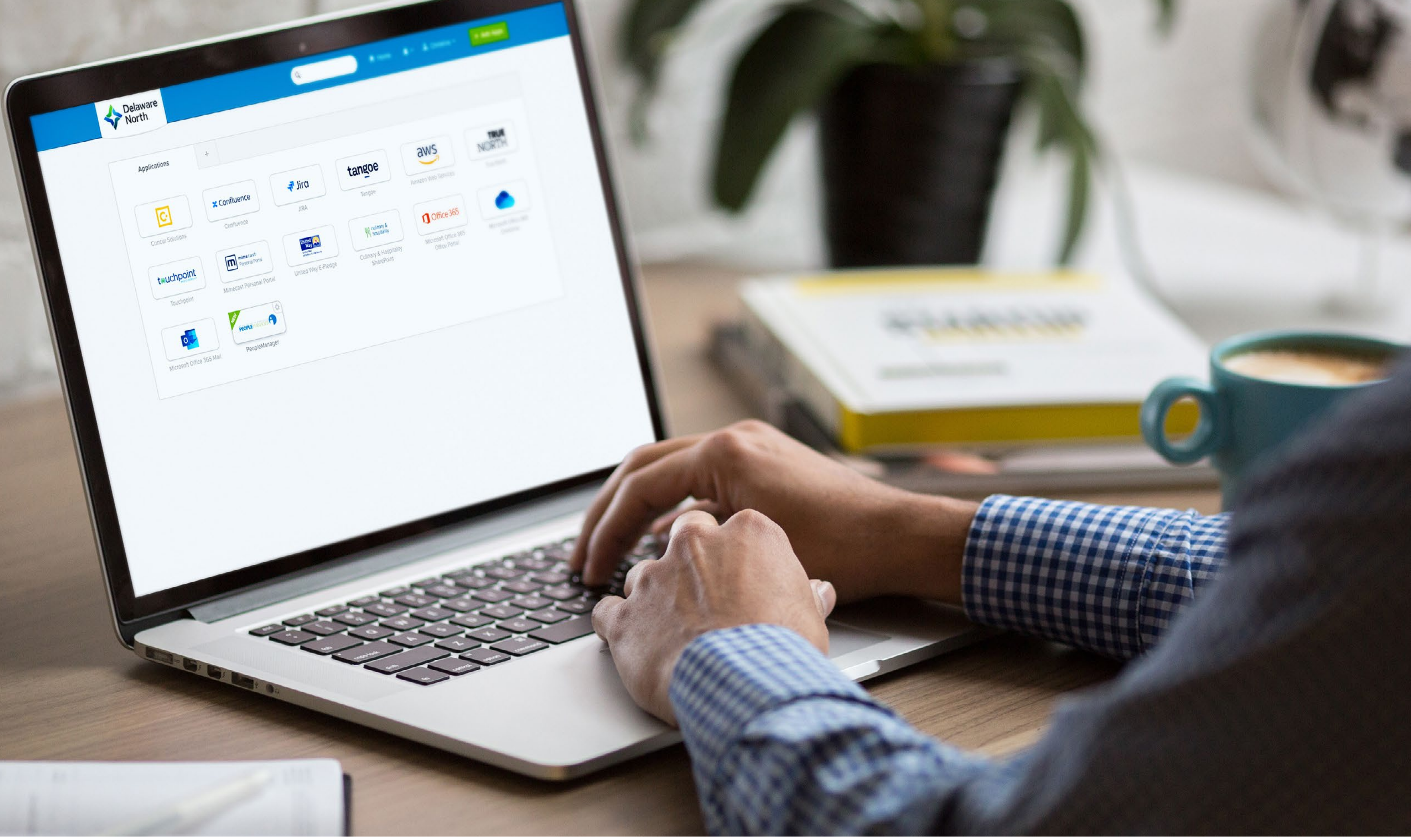


Delaware North PeopleManager

EMPLOYEE SELF-SERVICE: QUICK REFERENCE GUIDE

Revised June 2022

Delaware North®

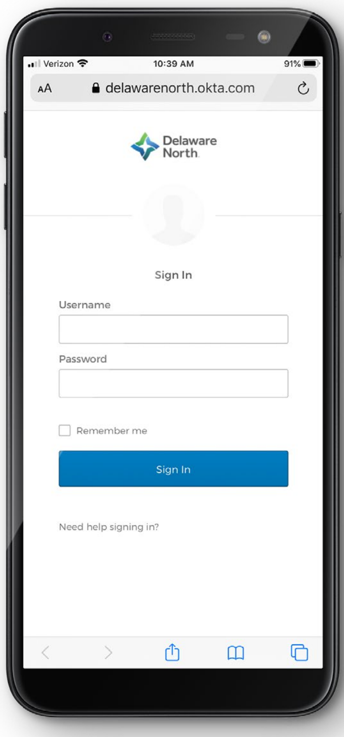
Click a link below to jump to a topic:

Questions?

Contact the Associate Service Center at 877-936-2272 or AskHR@delawarenorth.com.

Employee Self-Service

PeopleManager Employee Self Service allows associates to view their pay stubs at any time – 24 hours a day, seven days a week, 365 days a year.



Logging in Using Okta

1. Navigate to **delawarenorth.okta.com** using any web browser or by downloading the Okta Mobile app on your smartphone.

2. You will be prompted to log into Okta.

If you have a Delaware North email address and have completed your Okta registration:

Sign into Okta using the same credentials used to access your computer and your Delaware North email account.

If you do not have a Delaware North email address and have not set up your Okta account:

1. Sign into Okta using the credentials included below:

   Username: Your 6-digit Employee ID number
   Password: First two letters of last name (first letter capitalized, second lowercase), followed by the first three numbers of your Employee ID and ending with !@#. *(Ex: Sm123!@#)*

2. You will be prompted to create a new password and create security questions.

3. You will also be asked to provide extra verification detail, such as your phone number and email. *Providing this information will increase your account security.*

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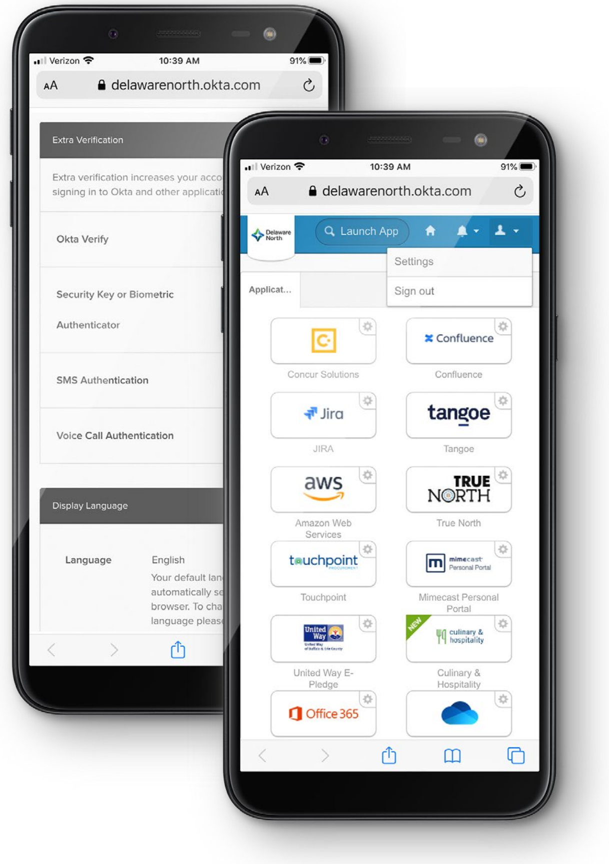
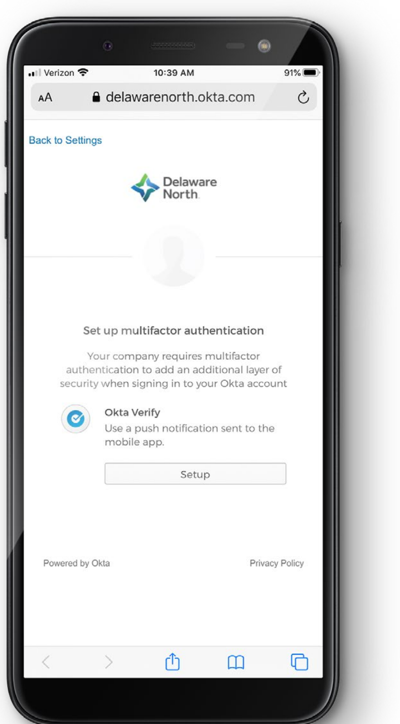
Okta Extra Verification

If you did not provide extra verification detail in your initial setup, you can log in and edit.

1. From the home page, select your name in the upper-right corner and select **Settings** from the drop-down menu.
2. Select **Edit Profile.**
3. You will be asked to verify your password.
4. You can then select the additional verification factor you would like to set up.
5. You can also download the Okta Verify app on your smartphone to receive a push notification.
6. Once the app is downloaded, you will be prompted to add an account by scanning the barcode provided in Setup.





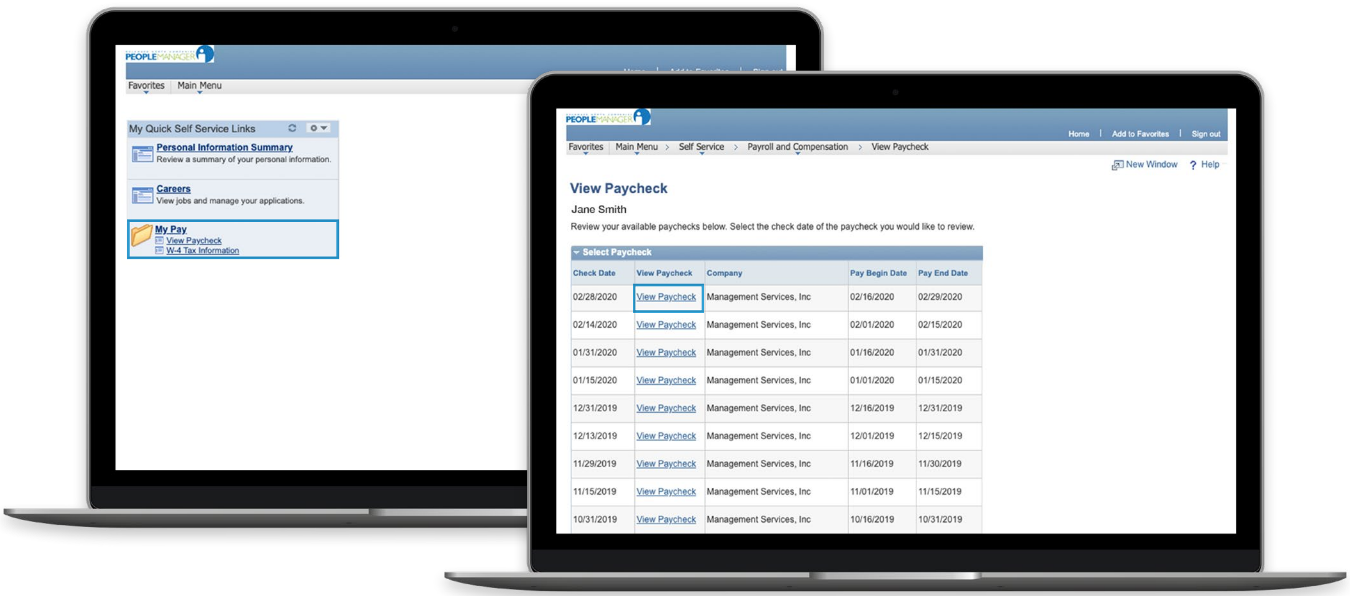
Two-Step (Two-Factor) Authentication

1. After you set up your account, the next time you log in, you may need to use two-step (two-factor) authentication to log into your account using the extra verification details you provided.
2. The options you are given will be based on what factors you have enabled. Choose your preferred method of authentication to proceed with login.

Accessing PeopleManager from Okta

Once you've logged in, select the PeopleManager tile from the home page to be redirected.

Please note, at this time PeopleManager is not mobile compatible and must be accessed on a laptop or desktop computer.



View a Pay Stub

1. Once logged into PeopleManager, click on **View Paycheck.**

2. Your list of available pay stubs is displayed on the screen. Click the **View Paycheck** button on the line of the check you wish
 to view.

3. Your pay stub will open as a PDF file in another window. It can be printed, if needed.

4. The eight most recent paychecks will be displayed. If you do not see the paycheck that you would like to view, click **View All** to see a full list of your paychecks.

Important: Your internet browser's pop-up blocker must be disabled in order to view a paycheck.

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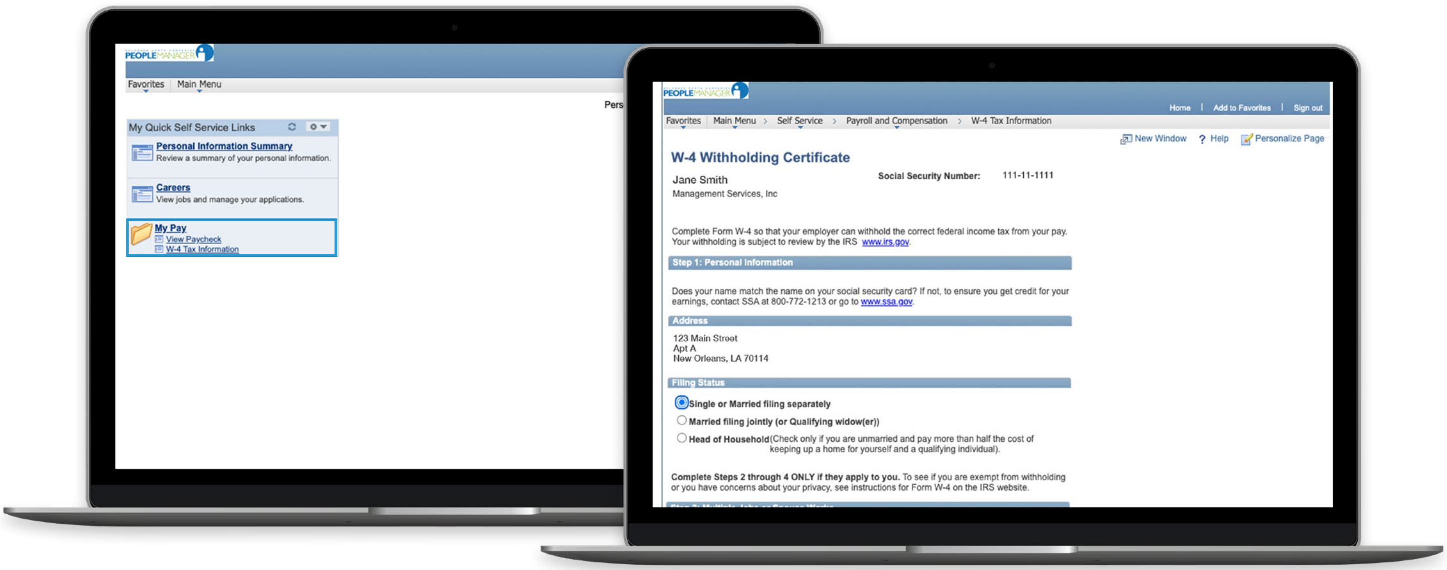
Change Federal Taxes

1. Once logged into PeopleManager, click on **W-4 Tax Information.**

2. Enter your desired changes to your W-4 Tax Information and click **Submit.**



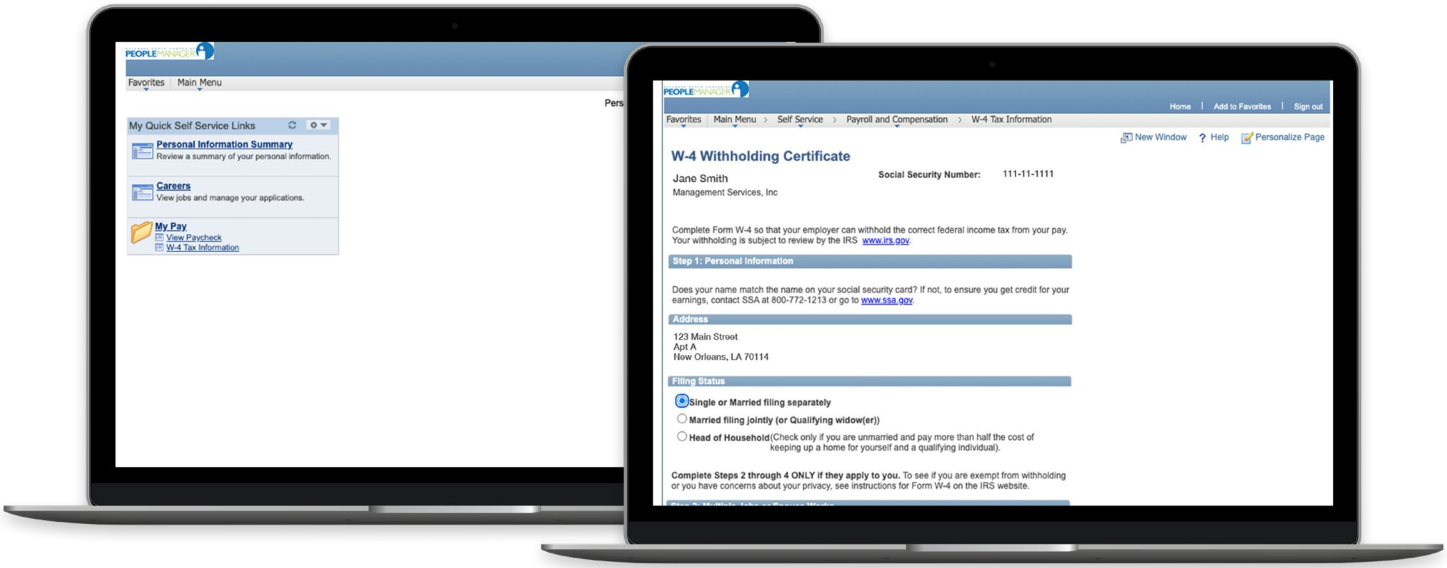
Enter Your Direct Deposit Information

You can set up (or modify) your Direct Deposit elections in PeopleManager. Follow the instructions below to setup or modify your Direct Deposit elections.

1. From the **Main Menu** box (pagelet), click the **Payroll and Compensation** link.

2. Click the **Direct Deposit** link.

3. To add an account for Direct Deposit, click the **Add Account** button.
   Note: There is no limit to the number accounts that can be set up.

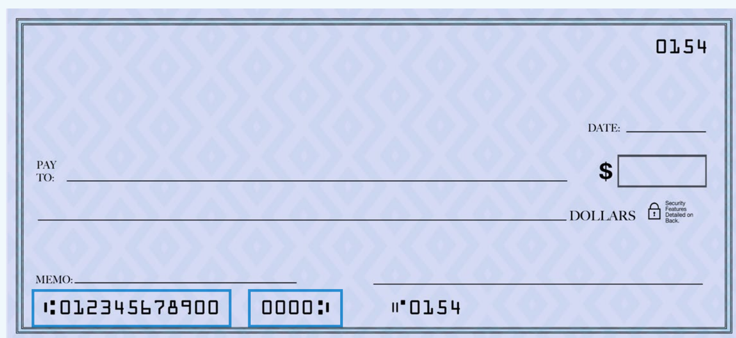


Add/select the following information to add an account:

a. Routing Number: It is important to ensure that the routing number represents a checking and/or savings account only; must be 9 digits long.

b. Account Number: It is important to ensure that the account number represents a checking and/or savings account only.

Check Example



Routing Number Account Number

c. Account Type: Use the pull down to select **Checking, Savings**, or **Issue Check.**

d. Deposit Type: Use the pull down to select **Amount, Balance** or **Percent**; this allows you to determine the amount or percent of money to be direct deposited into the specific account.

e. Amount or Percent: If you selected **Amount** or **Percent** in the **Deposit Type** field, enter a number to indicate the amount or percent that gets deposited into this account. The total Amt/Pct for all account allocations must add up to 100%. If you select more than one account, you must designate the last account as a "balance" account.

f. Deposit Order: Enter 1, 2, etc. to indicate the order in which you want the funds to be deposited into the account (i.e., 1=first account deposited, 2=second account deposited, etc.).

4. When done, click the **Submit** button.

5. The message shown here will display if the account was successfully set up. Click the **OK** button to continue, or click the **Sign Out** button in the upper right corner of the screen to log out of PeopleManager.

Change Direct Deposit

Associates can complete direct deposit changes through the Employee Self-Service within PeopleManager. PeopleManager is now available through Okta Single Sign-On. The PeopleManager tile can be selected from the Okta dashboard.

1. Once logged into PeopleManager, click on Direct Deposit.
   Your list of current direct deposit accounts on file (if any) will be displayed.

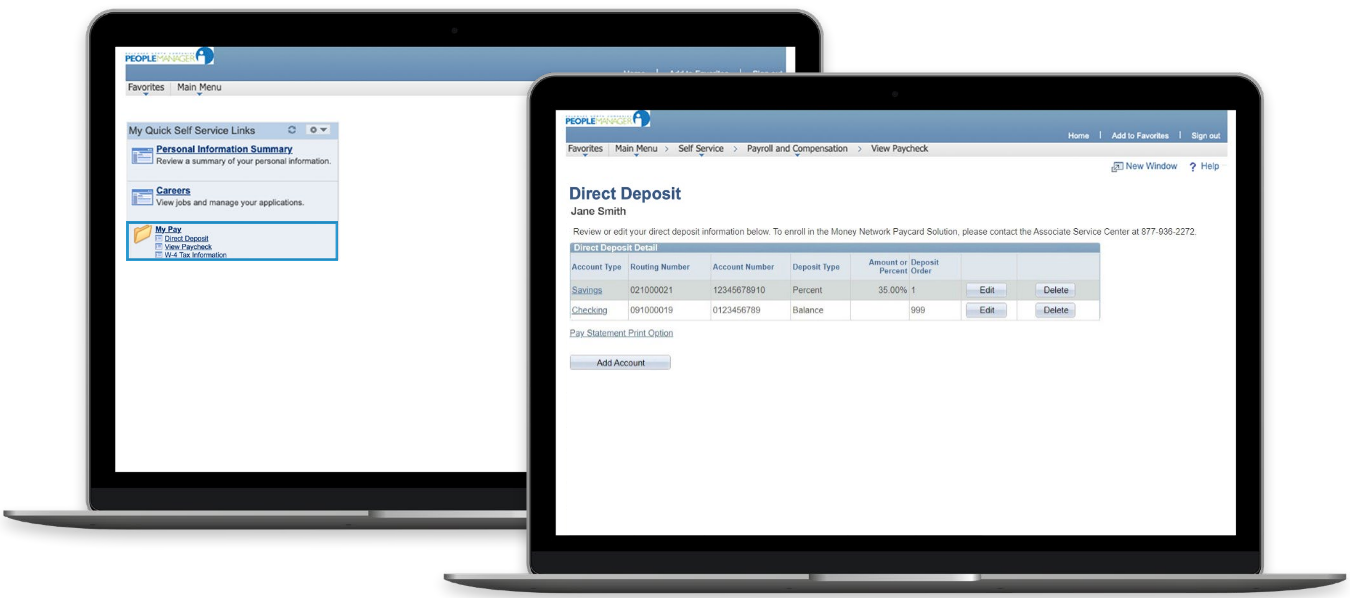
2a. To edit an existing account, select **Edit**.

3a. Enter your desired changes and select **Submit**.

2b. To add a new account, select **Add Account**.

3b. Enter new account information and select **Submit**.

To delete an existing account, select **Delete**.

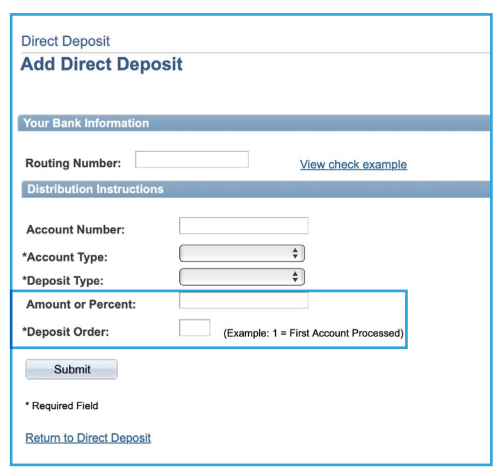


If putting multiple accounts on file, make sure that you correctly identify the deposit order.

Example: **1 = First Account Processed.**

Also ensure that you enter an amount or percent. To have the remaining balance deposited, select **Balance** and leave the **Amount** or **Percent** section empty.

Please note, only one change can be made every 24 hours. To enroll in the Money Network Paycard Solution, please contact the HR Help Desk at 877-936-2272.



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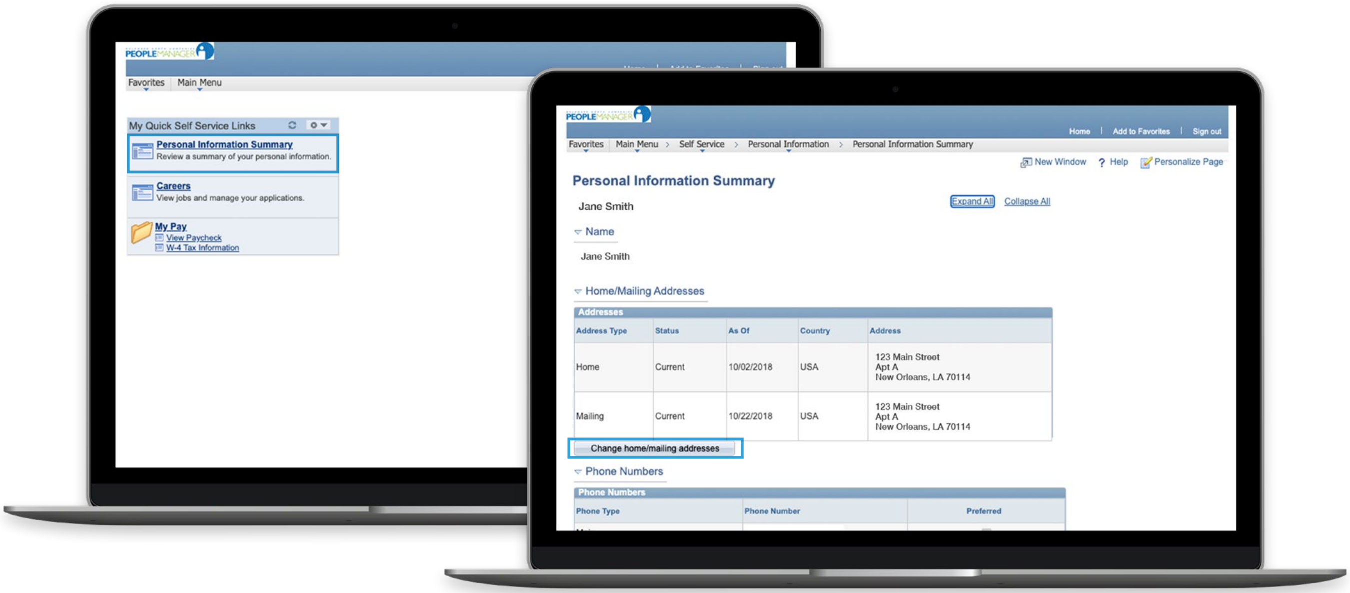


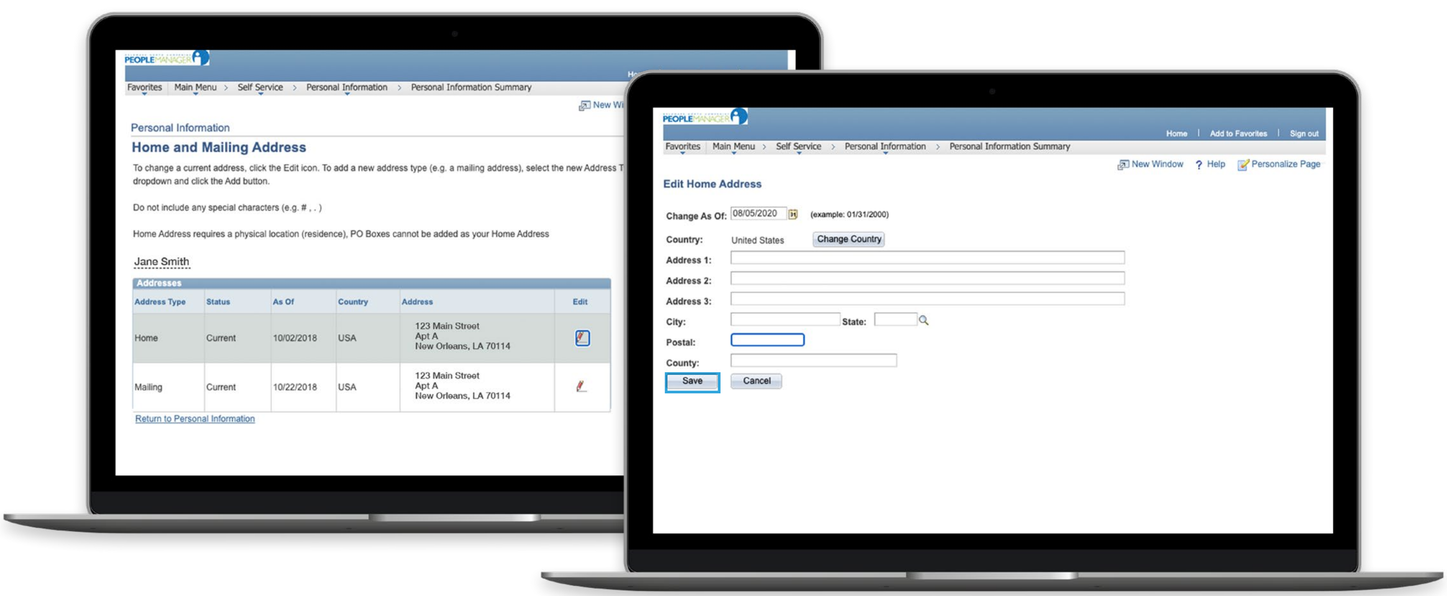
Change an Address

1. Once logged into PeopleManager, click on **Personal Information Summary.**

2. Click **Change Home/Mailing Addresses** and select **Edit.**

3. To add a new address type (e.g., a mailing address), select an option from the **Address Type** dropdown and click **Add.** Enter your new address in the fields and click **Save.**

   Do not include any special characters (e.g., # , .). Home Address requires a physical location of residence. P.O. Boxes cannot be added as your Home Address.



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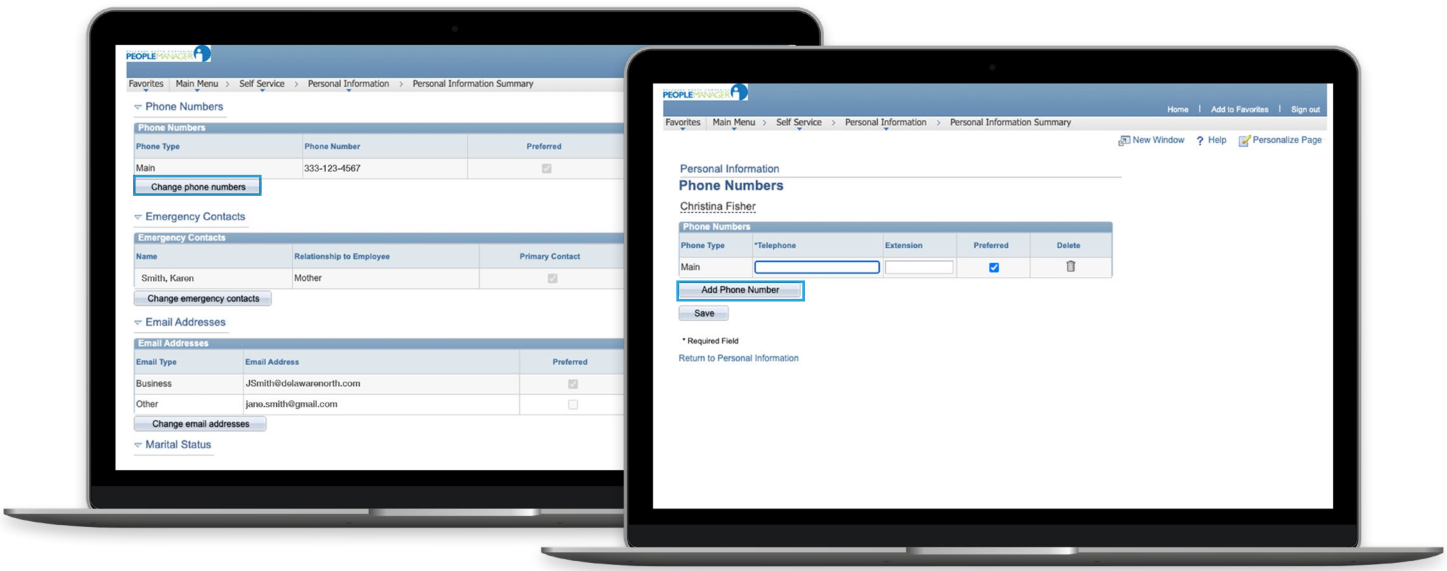
Change a Phone Number

1. Once logged into PeopleManager, click on **Personal Information Summary.**

2. Select **Change Phone Numbers.**

3. Enter your new phone number in the **Telephone** box and click **Save.**

4. To add a new phone number, select **Add Phone Number.** Select a phone type (e.g., mobile), enter your phone number and click **Save.**



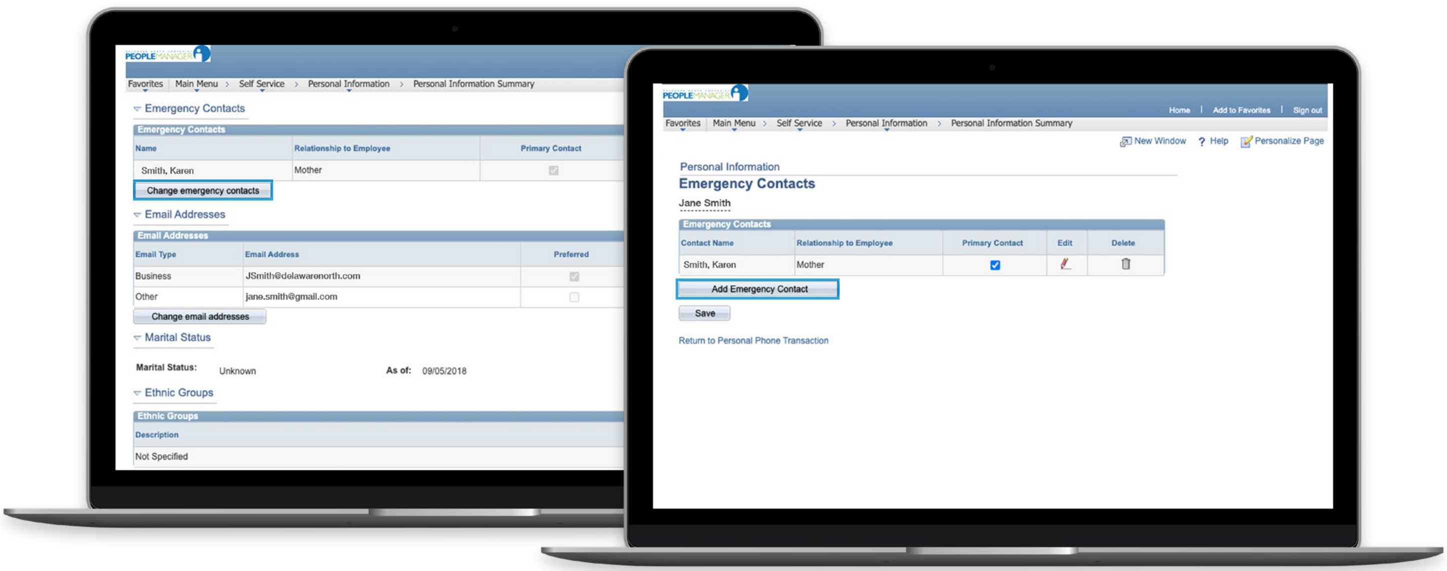
Change an Emergency Contact

1. Once logged into PeopleManager, click on **Personal Information Summary.**

2. Click **Change Emergency Contact** and select **Edit.**

3. To add another emergency contact, click Add **Emergency Contact** and continue to follow the next step.

4. Enter your new emergency contact in the fields and click **Save.**



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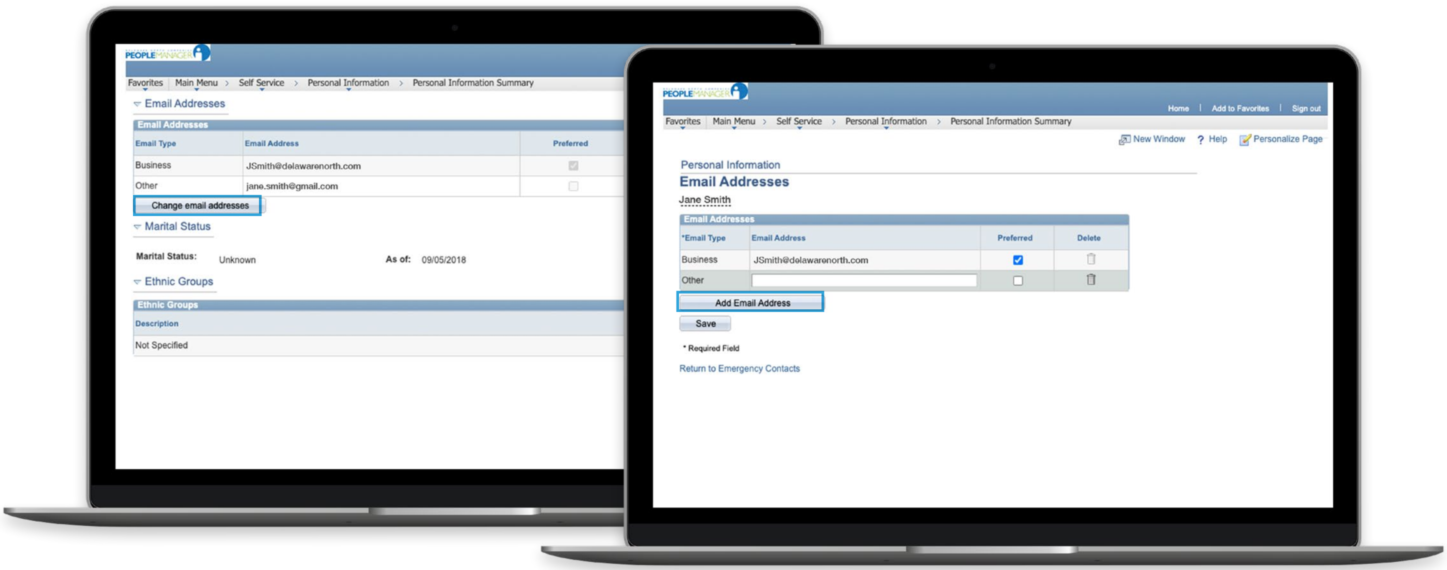
Change an Email Address

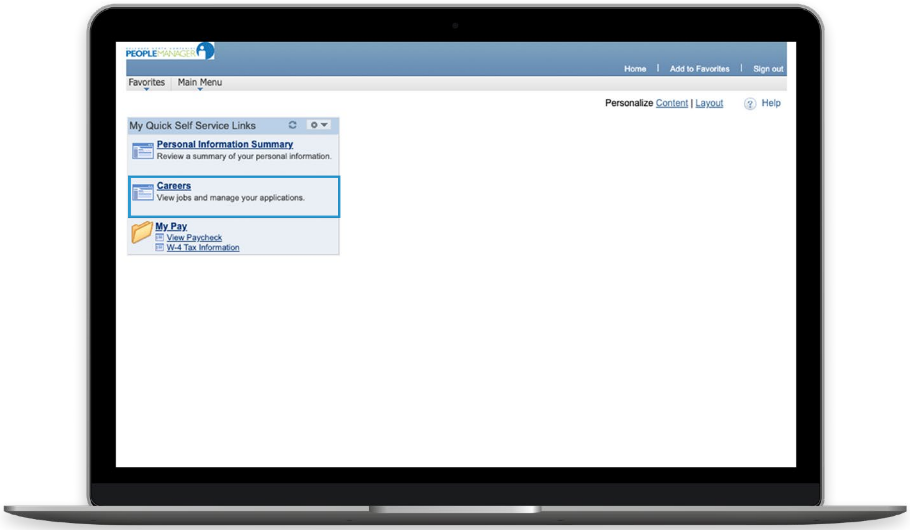
1. Once logged into PeopleManager, click on **Personal Information Summary.**

2. Select **Change Email Addresses.**

3. Enter your new email in the **Email Address** box and click **Save.**

4. To add another email, select **Add Email Address,** enter your new email and click **Save.**





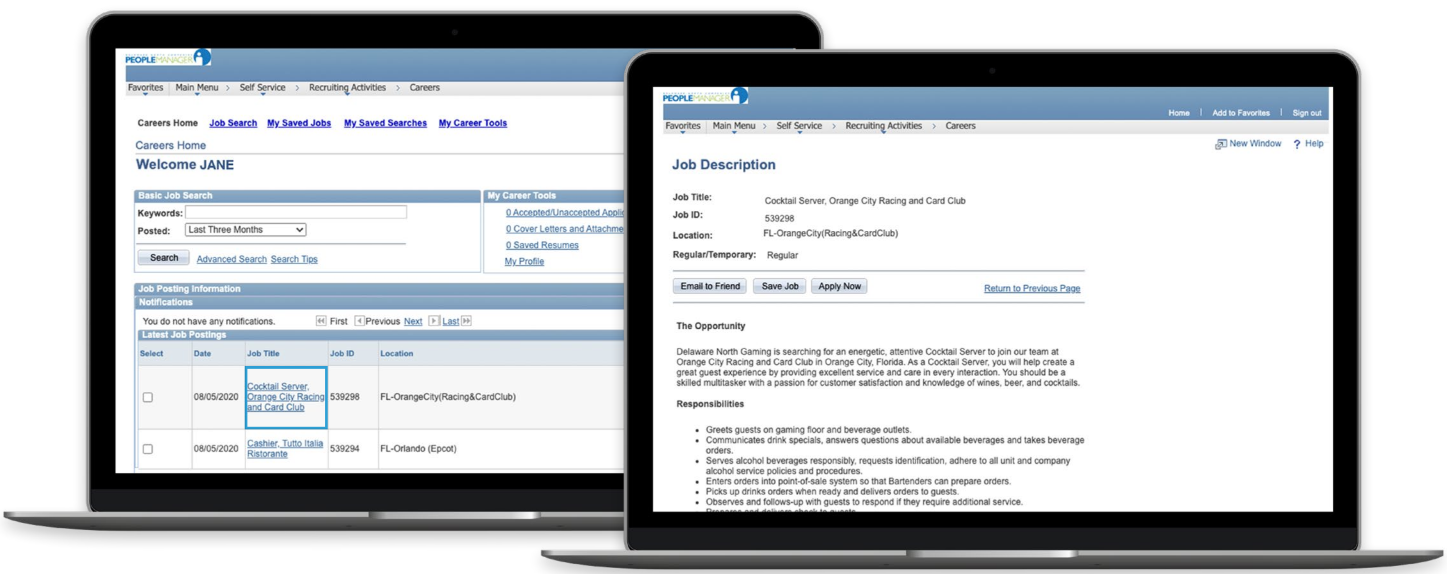
Apply for Job Opportunities

1. Once logged into PeopleManager, click on **Careers.**

2. Enter keywords to search for jobs or select the **Job Title** you wish to apply for.

3. Select **Apply Now.**

4. Continue to upload your resume and complete all required fields, then click **Submit.**



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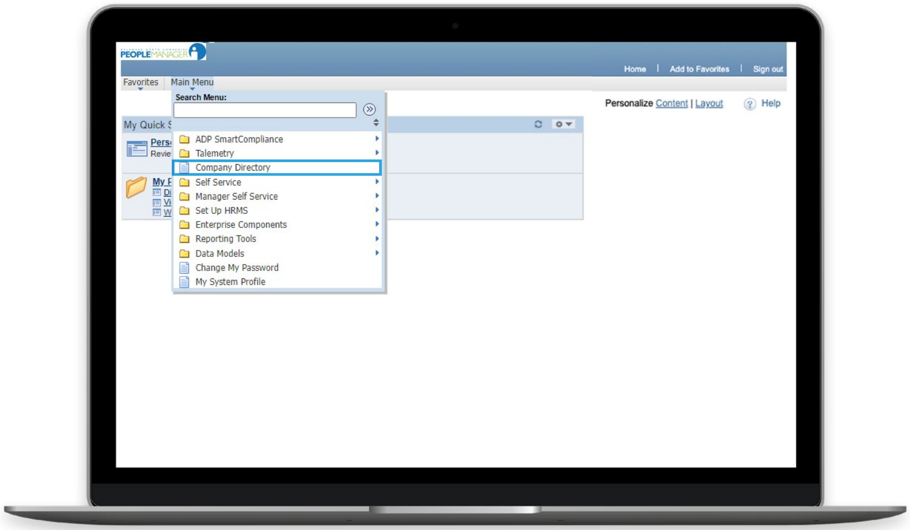


Access the Company Directory

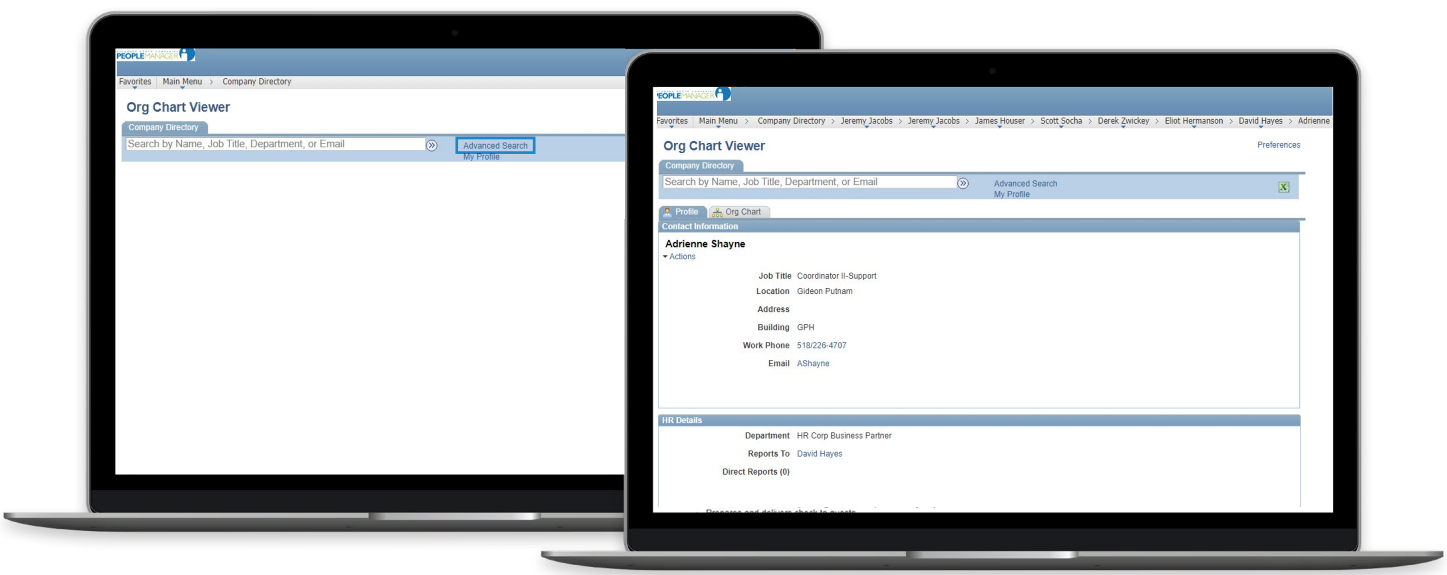
1. Once logged into PeopleManager, navigate to the **Company Directory.**

2. You can search the directory by **Name, Job Title, Department** or **Email** in the search bar.

3. Click on **Advanced Search** to bring up additional search options.

4. Click on the associate who you would like to view from the populated search results.

4. To view an associate's contact information, click on **Profile.** To view an associate's org chart, click on **Org Chart.** To view your profile or org chart, click on **My Profile.**

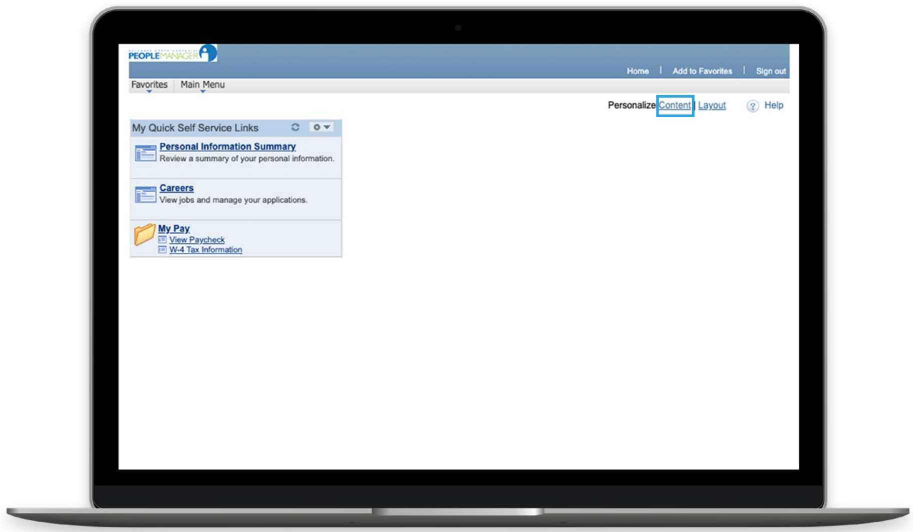


Add to Your Dashboard

1. From the main menu select **Content.**

2. Once the **Personalize Home Page** window pops up, check **Company Directory** and save.

3. You can use the **Layout** next to the **Personalized Content** to place the directory where you would like it positioned on your dashboard.



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Connect with Associates with the People Manager Company Directory

1. Once logged into PeopleManager, fom the **Main Menu** drop down, select **Company Directory.**

2. Enter your search parameters in the search field:
   Name or partial name, Job Title, Department or Email.

3. Select the associate you wish to view from the returned search results.

- Click the **associate's Name** (link) to open their record to view more information such as location, address and HR details such as the department.

- Click the **Email username** (link) to send an email to the associate.

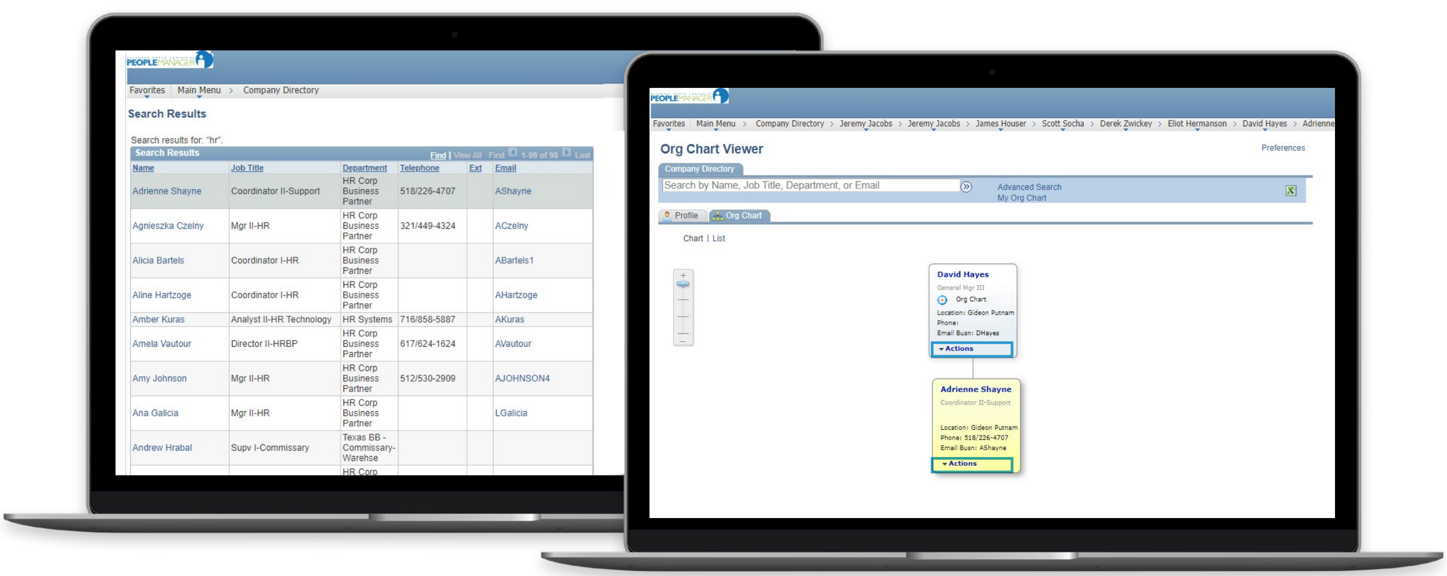
4. When viewing your own record, you can view and update your personal information by clicking on the **Actions** link below your name.

5. View or update your personal information using the **Actions** link on the **Org Chart** page as well.

Associates are not authorized to take any action on another associate's record and will see the message No Actions Available if the Actions link is selected for any record but their own.

6. View the associate's organization and reporting structure by clicking on the **Org Chart** tab.

7. View the contact information of any associate in the **Org Chart** by clicking on the associate's name (link).



Questions?

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