

CENHOoo8 Starting Line: FAQ

How do I set up direct deposit?

Direct deposit forms are located on I-Connect>Work Resources>Forms>Finance Forms>Payroll>Direct deposit authorization agreement.

If you have any questions about the form, email payroll@novanthealth.org

When do I get paid?

Novant Health has 26 two-week pay periods, which means you will be paid every other week. You may view or print your current pay advice as early as Thursday of pay week by going online to I-Connect>Work Resources>Team member resources>Self service (PeopleSoft)>Sign in with employee ID and your Novant Health password>Payroll and Compensation.

Where do go to complete my tax information?

I-Connect>Work Resources>Team member resources>Self service (PeopleSoft)>Sign in with employee ID and your Novant Health password>Payroll and Compensation.

Where do I go for benefit information?

Benefits information is located on I-Connect>Work Resources>Forms>HR forms>Benefits>Benefits enrollment and resource center. For further questions call the HR Service center at 1-800-890-5420.

What is the purpose of the timesheet and where do I go to input my training/work hours?

The timesheet is used to record training time before new hires have access to the Novant Health network. If you setup your Novant Health password, enter training hours and missed clockings in API.

Enter missed clockings into the API system from a Novant Health computer as follows: I-Connect>Tools and Services>API time and staffing (login using your 6-digit Employee ID number and Novant Health password), click <Employee>Add clocking>fill in fields>enter a missed badge time>repeat as necessary.

How do I access I-Learn remotely?

Access I-Learn remotely>from <http://www.novanthealth.org>>click the for Employees link in the top right corner of the window>click the online education classes button

Access I-Learn on the Novant Health network>from the I-Connect Home Page>Team Member Resources>I-Learn or form the Citrix portal.