



# LEADER GUIDE TO HR TECHNOLOGY

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A guide to the HR tools and technologies  
available to you as a MaineHealth leader

MaineHealth

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Welcome to the Leader Guide to HR Technology. This guide provides an overview of all the HR tools and technologies you may utilize as a leader at MaineHealth. Some tools listed are available only to leaders to support the requirements of your role; others are available to all care team members across MaineHealth and are included here for your reference.

These tools and technologies are non-clinical and specific to the Human Resources function. For questions about other tools you may encounter, please reach out to the associated department for assistance.

For questions about information in this guide, please contact the HR Solution Center at 207-661-4000 or click on the Ask HR icon on your desktop.

## PLATFORM AND WHERE TO ACCESS



**Apps Portal:** Click on this image from any MaineHealth computer desktop



**Lawson:** Click on this image in the Apps Portal



**Position Manager:** Click on this image in the Apps Portal



**Performance Manager:** Click on this image in the Apps Portal



**Kronos:** Click on this image in the Apps Portal



**Benefits Portal:** Click on this image from any MaineHealth computer desktop



**Moment to Shine:** Click on this image in the Apps Portal

## TECHNOLOGY PURPOSE

**Access:** This is the portal to the majority of technology used at MaineHealth

### Employees:

- View pay, paid time off balances, job profile, compensation statement, and retirement contributions.

### Leaders:

- Process changes to employees' hours, status, location, and compensation (with approvals)
- View employee list, FTE, compensation, phone/address and other demographic data.

### Talent Acquisition System:

Allows managers to create position requisitions and track applicants.

### Performance Management System:

Allows managers to review job descriptions, conduct performance reviews, and communicate on goals with employees.

**Employee Time Keeping System:** Time and Attendance system for manager approval. *(MHCAH and NorDx please refer to your local Finance Team for Time and Attendance)*

**MaineHealth Benefits Portal:** Enroll in benefits, make changes for a qualifying life event, find information on all benefits offerings.

### Employee Recognition System:

Recognize employees and peers for a job well done, redeem your own points for gift cards and more!

## LOGIN INFORMATION

**Single sign-on:** You will be able to access services without re-entering a username and password

**Username:** Sign in with domain\  
network ID  
*mmcf*network ID OR *mehealth*  
network ID

**Password:** Enter your network password

**System administrator will send you an email from:** [tms@healthcaresource.com](mailto:tms@healthcaresource.com) containing your username and a link to create your password for your first login.

**On the login screen, select "Register."** Upon selection you will be taken to the identity verification screen. Complete the required fields.

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## ASSISTANCE AND RESOURCES

**Contact the Help Desk:** 207-662-6400 or submit a ticket [MaineHealth IT Self Service - Help Desk Ticket Request](#)

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[Read the Lawson Manager Guide](#)

**Contact the HR Solution Center:** 207-661-4000 or use the Ask HR Icon on your desktop!

[Read the Position Manager Guide](#)

**Contact the PM support team:** [Performance\\_Manager@mmc.org](mailto:Performance_Manager@mmc.org)  
[Read the Performance Manager Guide](#)

**Contact the Help Desk:** 207-662-6400 or submit a ticket [MaineHealth IT Self Service - Help Desk Ticket Request](#)

[Read the Kronos Manager Guide](#)

**Contact the HR Solution Center:** 207-661-4000 or use the Ask HR Icon on your desktop!

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**PLATFORM AND WHERE TO ACCESS**

**Gallup Access:** Search for Gallup Access in the Apps Portal or navigate directly to [mainehealth.my.gallup.com](http://mainehealth.my.gallup.com)



**Tuition Manager:** Click on this image in the Apps Portal

**HR Policies:** These are located on the Policy Manager app. [Click Here](#)

**Wellness:** [Click Here](http://mainehealth.org/Employees/Wellness)  
[mainehealth.org/Employees/Wellness](http://mainehealth.org/Employees/Wellness)

**Talkspace:** [Click Here](http://talkspace.com/mainehealth)  
[talkspace.com/mainehealth](http://talkspace.com/mainehealth)

**Virgin Pulse:** [Click Here](http://mainehealth.org/Employees/Wellness/Virgin-Pulse)  
[mainehealth.org/Employees/Wellness/Virgin-Pulse](http://mainehealth.org/Employees/Wellness/Virgin-Pulse)

**Perks Connect:** [Click Here](http://mainehealth.perkspot.com/login)  
[mainehealth.perkspot.com/login](http://mainehealth.perkspot.com/login)

**Health Advocate:** [Click Here](http://mainehealth.org/Employees/Wellness/Employee-Assistance-Program)  
[mainehealth.org/Employees/Wellness/Employee-Assistance-Program](http://mainehealth.org/Employees/Wellness/Employee-Assistance-Program)

**TECHNOLOGY PURPOSE**

**Engagement:** Access your team’s engagement results, submit action plans, and leverage learning resources.

**Tuition Assistance System:** Receive reimbursement for qualified tuition expenses available to employees who are continuously employed for at least six months in a benefit eligible position.

**HR Policies** covering employee relations, compensation, time away, employment and employee health

**WOW! Works on Wellness:** Site dedicated to providing resources and information to enhance wellbeing

**Talkspace Program** is an online therapy service that connects care team members to a dedicated, licensed therapist from a secure and confidential HIPAA-compliant mobile app and web platform.

**Wellness Platform:** Used to improve well-being with health tips, tracking tools, education programs, rewards, group challenges, and more!

**Employee Discount Program:** Browse local discounts on products, restaurants, vehicle services, and more!

**Employee Assistance Program (EAP):** Available to all employees and family members at no charge. Get access to:

- Confidential 24/7 access to support resources
- In-person, telephonic and video counseling
- Financial and legal services

**LOGIN INFORMATION**

**Single sign-on:** You will be able to access your personal account without re-entering a username and password.

**Username:** your network ID

**Password:** first time logging in is “tuition”, then you will be prompted to change it.

n/a

n/a

Care team members must register to receive Talkspace services. The keyword to register is “MaineHealth.”

Upon clicking the link you’ll be directed to the main screen, from there select “**Sign Me Up,**” then complete the required fields to get started.

**Single sign-on:** You will be able to access services without re-entering a username and password.

You will only need to enter “**MaineHealth**” when prompted to enter your organization .

**ASSISTANCE AND RESOURCES**

**Gallup Support:** 888-486-9104  
**Contact the HR Solution Center:** 207-661-4000 or use the Ask HR Icon on your desktop!

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See HR Policy Tuition Reimbursement

Contact your leader or HR Partner; for technical assistance, contact the IT Help Desk.

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**Contact HealthAdvocate:** 866-799-2485

## PLATFORM AND WHERE TO ACCESS



**RL Safety Reporting:** Click on this image from any MaineHealth computer desktop

## TECHNOLOGY PURPOSE

**Safety Reporting System:** Used to report an employee/ or personal incident or injury.

## LOGIN INFORMATION

**Single sign-on:** You will be able to access services without re-entering a username and password.

## ASSISTANCE AND RESOURCES

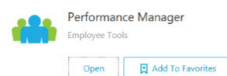
Contact your local health system Quality & Safety team.

**TIP:** You can customize your favorites within the Apps Portal so when you log on all your frequently used apps are in one place.

1. Go to the Apps Portal and search for the App you want to add to your favorites
2. Click on details next to the application



3. Click on add to favorites



4. All your favorites will show up in one place section when you open the Apps Portal!