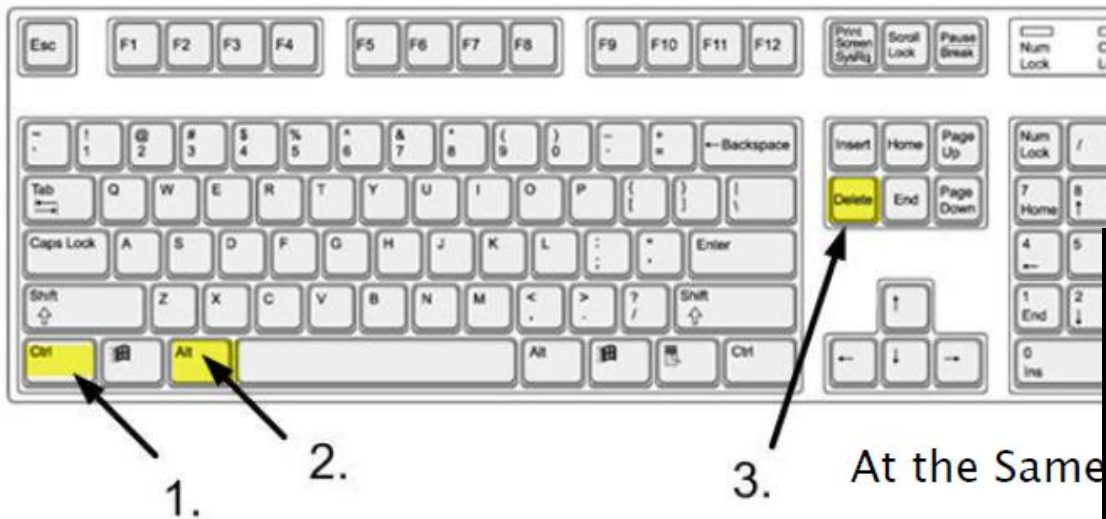


Guidelines for Huntsville Applications Password Change - Kronos, Lawson, and Custom Applications- Self Service

Step 1

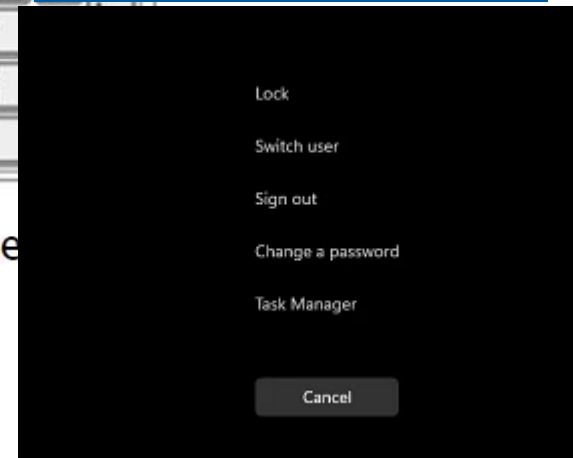
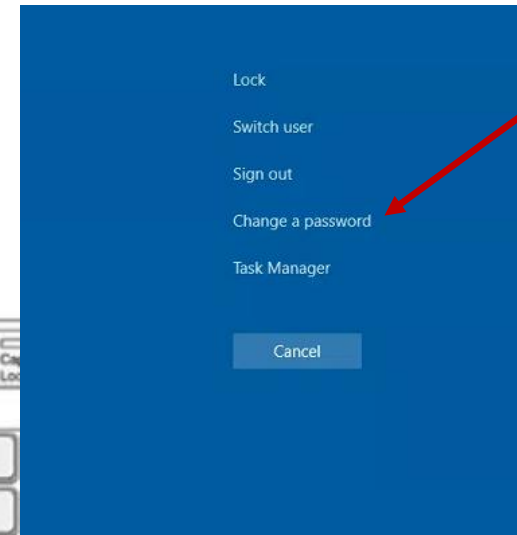
From the desktop press Ctrl-Alt-Delete



Step 2

Select "Change Password".

The screen will look a little different depending on your PC. It should look like one of the following.



Windows 10

Windows 11

Each employee should be provided their NEW EMPLOYEE ID # information (New Badge & User ID).

If you have not received your Huntsville Applications User ID, please contact your manager or your HR Department

Guidelines for Creating / Changing Your Huntsville Applications Password:

1. FIRST TIME CHANGE: (Everyone must complete this step the first time)

- a. **ENTER:** HHAD\New Employee ID# (ID # provided from Human Resources)
- b. **ENTER OLD PASSWORD:** Use - Temporary Huntsville Applications Password (Example: See below)

For your temporary password enter:

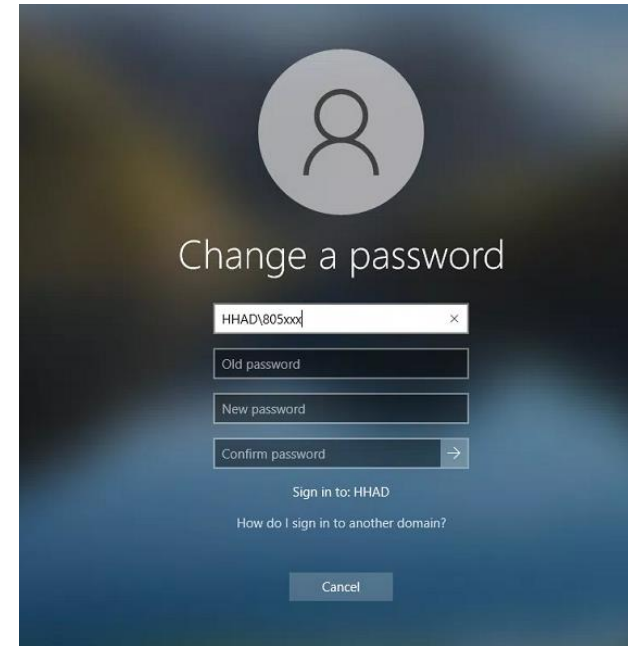
P (upper case), Birthday {month (2 positions) day (2 positions), w (lower case), last four digits of your social security number.

Example Temporary Password: P0229w8526

2. Your new password must have a minimum length of 8 characters
3. When changing your password, you may not use the prior 10 passwords.
4. Your Password will expire every 365 days. Use the guidelines in 2 & 3 above.

Step 3

Following the password requirements shown above, change your password. Your screen should look like this:



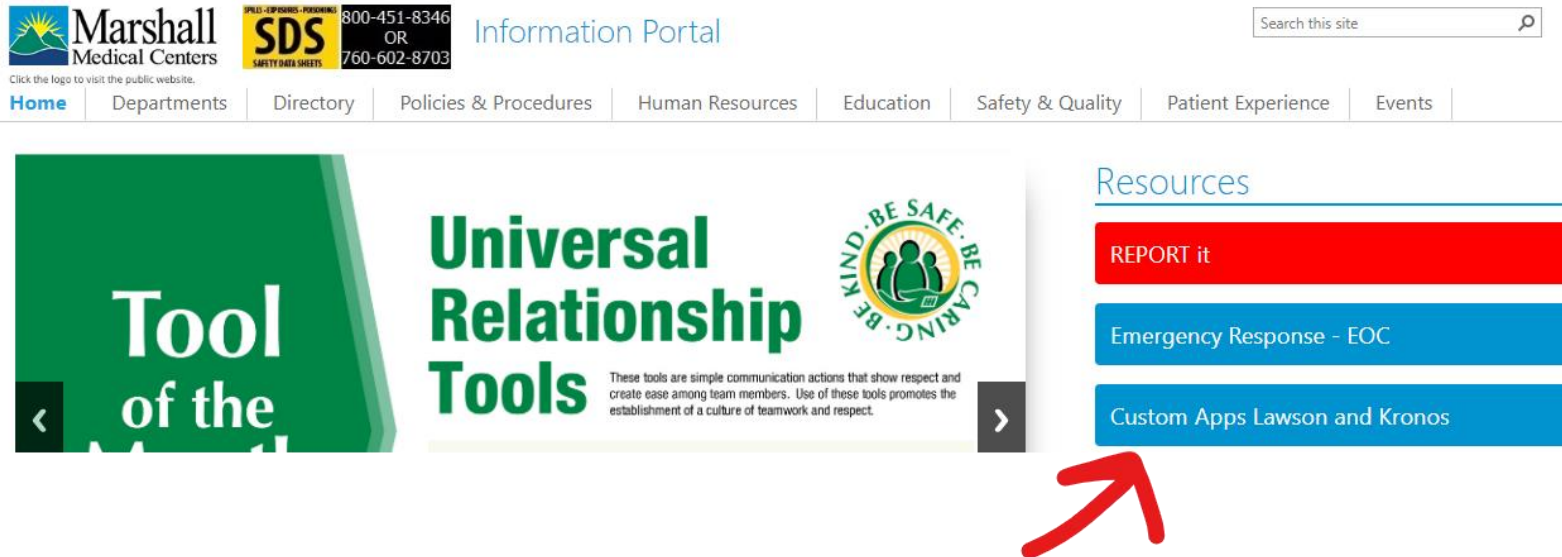
Once you have changed your password, you will be able to access the Huntsville System application from your desktop.

That's it - Congratulations!

**If you need Help please contact our SUPPORT DESK
at 256-265-7777**

ACCESSING YOUR PAY ADVICE

1. GO TO MMC PORTAL PAGE AND CLICK CUSTOM APPS LAWSON AND KRONOS

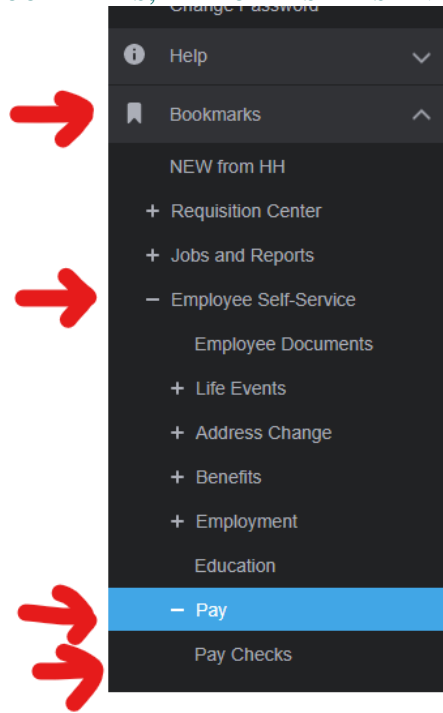


2. CLICK LAWSON SELF SERVICE EXTERNAL

✓	📄	Edit	URL	Notes
	📄	✏️	Custom Apps	...
	📄	✏️	Lawson Self Service External	...
	📄	✏️	Kronos	...
	📄	✏️	Lawson Self Service Internal (RQC)	...
	📄	✏️	HH Pulse Page	...

3. LOGIN TO LAWSON WITH YOUR HUNTSVILLE BADGE NUMBER AND PASSWORD

4. ON THE LEFT, CLICK BOOKMARKS, EMPLOYEE SELF-SERVICE, PAY, PAYCHECKS. IF YOU CANNOT SEE BOOKMARKS, CLICK THE THREE BARS BY



MENU →

Pay Checks	
Payments	
Date	
11/17/2023	
11/03/2023	
10/20/2023	
10/06/2023	
09/22/2023	
09/08/2023	
08/25/2023	

5. CLICK ANY BLUE DATE TO VIEW THAT PAYCHECK →

GUIDE TO UNDERSTANDING YOUR NEW HEALTH SYSTEM PAYCHECK

Beginning in January 2016, your pay check will have a new look, and reflect your compensation with new categories. This is a brief guide to explain some of the new features you may see in your new paycheck.

HOURS AND EARNINGS

Under the “**HOURS AND EARNINGS**” section of your pay check, the “**Description**” area reflects the different codes that identify the different types of compensation, rates of pay associated with each type of compensation, and earnings for that pay period reflected from that type of pay. There is also a total for the calendar year to date (YTD) for hours and earnings for each pay category.

A full list of the pay code descriptions and what they represent is on the back of this document.

NOTE: In the example paycheck, some of the common compensation codes are included. On your paycheck you will only see compensation codes related to your personal compensation.

PAY CODE	DESCRIPTION
OT1	Overtime for 1 st Shift
OT2	Overtime for 2 nd Shift
OT3	Overtime for 3 rd Shift

OVERTIME: Overtime pay is the 1/2 average hourly rate of pay, the 1 time pay is included in the regular hours. OT is paid in two pay codes (1 times regular pay, 1/2 time as overtime).

**For Assistance with log-in contact the IT Help Desk 256-265-7777.*

Guide to Understanding the Codes on your Paycheck

PAY CODE	DESCRIPTION
ADMLEAVE	Administrative Leave
ADM OTHR	Administrative Leave Offsite
ALTPAY	Alternate Pay
BUDGETH	Budget Hours
CALLBKS1	Call Back Hours Shift 1
CALLBKS2	Call Back Hours Shift 2
CALLBKS3	Call Back Hours Shift 3
CALLBACK	Call Back
CALLBKEX	Call Back Extended
CLBKPREM	Call Back Premium
CBESHF2	Call Back Extended Shift 2
CBESHF3	Call Back Extended Shift 3
EDUCATIO	Education
EMPINCPL	Employee Incentive Plan
EDOFFSIT	Education Off Site
ETOSCK	ETO Scheduled Sick
ETOUSK	ETO Unscheduled Sick
ETO	Earned Time Off
ETCASHIN	Earned Time Off Cash-in
ETOPDMAX	ETO Payout at Max
ETO	Earned Time Off
ETTERM	Earned Time Off Term
GIFTCERT	Gift Certificate
GRPTLIFE	Group Term Life Ins >50k
HOLIDAY	Holiday Pay
INCENTIV	Incentive Pay
JURYDUTY	Jury Duty
MISCPAY	Miscellaneous Pay
SP MERIT	Special Merit Pay
MIL LEAV	Military Leave
ONCALL	Number of Hours on Call
ORIENT1S	Orienting 1st shift
ORIENT2N	Orienting 2nd shift
ORIENT3R	Orienting 3rd shift
PAY CODE	DESCRIPTION
OT1	Overtime for 1 st Shift

OT2	Overtime for 2 nd Shift
OT3	Overtime for 3 rd Shift
POSTCALL	Post Call Pay
PRYRWAGE	Prior Years Wages
REG HRS1	Regular Hours Shift 1
REG HRS2	Regular Hours Shift 2
REG HRS3	Regular Hours Shift 3
SALREGHR	Salaried Regular Hours
RENETPAY	Replace Net Pay
RETROPAY	Retroactive Pay
SICKTIME	Sick Time
SHIFTRET	Shift Diff Retro Pay
SEVERANC	Severance Pay
VOL SICK	Voluntary Sick
MCRS	Marsh Crit IL Reli Hou Sup
MLC	Marsh Low Census NO PAY
MPP	Marsh Psych Primary Scree
MPS	Marsh Psych Secondary Scr
MRES	Marsh Resched NO PAY NO ETO
MSA	Marshall Service Award
MTRV	Marshall Travel Incentive
DEDUCTION CODE	DESCRIPTION
401KCU	401k Age 50 Catch Up
401K	Employee 401k Contributions
401KLOAN	401k Loan HHH System 22303
401CROTH	Roth 401k Catch-up After Tax
401KROTH	Roth 401k After Tax
457b	457B Deferred Compensation
457BCU	457b Age 50 Catch Up
BADGE	Replace Badge
BNKRPCY	Bankruptcy
CHSUPARR	Child Support Arrears
GARNSH	Garnishment Flat Amount
GARNSH	Garnishment
CSCTCOST	Child Support Court Cost
CHLDSUPP	Child Support
CHSUPFEE	Child Support Fee

CHLDLIFE	Children Life Insurance
TAX LEVY	Tax Levy Percent
TAX LEVY	Tax Levy Dollar
OVER PAY	Overpayment
RETCHCK	Returned Check Fees
RECFICMD	Reconcile FICA/Medicare
REMOVNET	Remove Net
DEDUCTION CODE	DESCRIPTION
STOP PAY	Stop Payment Check Fee
STATE TX	Alabama Withholding
FED TAX	Federal Withholding
MEDICARE	Medicare Employer
MEDICARE	Medicare Employee
FICA ER	Social Security Company
FICA	Social Security Employee
WASH	Payroll Corrections
03LF	OPT LIFE OVER 300T 2021/OPT LIFE
DENT	Dental Insurance HHS/DENTAL
FDHH	FLEX DEP CARE HH HEALTH SYDSTE/FLXDEP18
FMHH	FLEX MED HH HEALTH SYSTEM/FLXMED18
HDHY	Health Insurance/HEALTH
HDNN	Health Insurance/HEALTH
DEDUCTION CODE	DESCRIPTION
HOLF	HHS OPTIONAL LIFE 2021/OPT LIFE
HSAE	HSA EMPLOYER PD SINGLE/HSAE SIN
HSAF	HEATH SAVINGS ACCOUNT FAMILY/HSAFAMIL
HSAS	HEALTH SAVINGS ACCOUNT SINGLE/HSASINGL
HSEF	HSA EMPLOYER PD FAMILY/HSAE FAM
MACI	Marshall Accident Ins./MACCIDEN
MCIL	Marshall Critical Illness/MCRIT IL
MFDV	Marshall Food and Vending/MFOODVEN

MFOU	Marshall Foundation/MFOUND
MJWL	Marshall Jewelry Sale/MJWLRY
MMIS	Marshall Misc. Adjustments/MMISCADJ
MMPH	Marshall Pharmacy CoPay/MPHARM
MWLF	Marshall Whole Life/MWLIFE
O3LF	OPT LIFE GREATER 300t 2021/OPT LIFE
OGL2	OPTIONAL LIFE GUARNTTEE 2021/OPT LIFE
OPD3	Optional Life Ov GI GF/OPT LIFE
OPDG	Optional Life Director GF/OPT LIFE
OPDL	Optional Life Directors GF/OPT LIFE
PPON	Health Insurance/HEALTH
PPOY	Health Insurance/HEALTH
SDIS	Optional Short Term Disability/OPTSTD
SP10	Spouse Life 10K/SP10K
SP25	Spouse Life 25K/SP25K
SP50	Spouse Life 50K/SP50K
VISO	Vision Insurance/Vision