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### **What is HRConnect?**

HRConnect is the new online human resources platform. In the Employee Service Center of HRConnect, employees of the integrating universities can look forward to:

- A new, simple-to-use HR service experience
- Easy access to HR information
- Access to an integrated team of HR professionals
- 24/7 access through the HRConnect employee portal or mobile app

### **How do I sign-in to HRConnect?**

You can access HRConnect by clicking the HRConnect sign-in button below:



After clicking on the HRConnect sign-in button, the following screen will be displayed. Enter your full university email address in the User ID box, press the Submit button, and proceed with your university's Single Sign-On (SSO) method, which may include multi-factor authentication (MFA).

The screenshot shows the HRConnect login interface. At the top is the HR CONNECT logo. Below it is a section titled "University Login". Inside this section is a "User ID" input field with a blue border. Below the input field is a blue "Submit" button. At the bottom of the form is a link that says "Use internal login".

### **When will HRConnect become available?**

HRConnect will be live and ready for your use on April 11, 2022!

### **How do I access the mobile app of HRConnect?**

The HRConnect mobile app (Now Mobile) is available to download from iTunes or Google Play store. For installation and sign-in instructions, view the [Now Mobile Quick Reference Guide](#). With the mobile app, you can access the same HRConnect information and services that are available on the HRConnect Employee Service Center.

### **Are HRConnect and ESS the same system?**

No, HRConnect and Employee Self Service (ESS) are two different systems.

HRConnect is a new HR service delivery tool designed to streamline the process of obtaining HR assistance. Within HRConnect, you have access to an entire team of specialized HR professionals who can help with your specific HR need, whether it's payroll, benefits, etc.

ESS remains available to view and update your personal employment information (e.g., view leave balances and submit leave requests, access online pay statements, display benefit enrollment data, etc.).

**Can Bloomsburg and Mansfield University employees keep using the Footprints version of HR Connect?**

Footprints, the legacy technology that previously supported HR requests for Bloomsburg and Mansfield University employees, is being decommissioned and will no longer be accessible to employees. All future requests for HR services should be processed using the new HRConnect platform. If you have a current service request in Footprints, rest assured that it has been transferred to the new HRConnect system and assigned to a member of the HRConnect team.

**Will I still be able to call HR?**

Routine HR questions and requests should be submitted via the HRConnect Employee Service Center. This will provide you with the ability to track and manage your service requests and will ensure your questions are directed to specialized HRConnect team members who can quickly and accurately resolve your inquiry.

The HRConnect team can be reached by phone at 717-720-4040, Monday through Friday from 8:00 – 4:30 for issues of an immediate nature.

**I am a “dual” employee – how does this impact my access to HRConnect?**

If you are working in two different positions for one or more of the integrating universities (Bloomsburg, Lock Haven, Mansfield, California, Clarion or Edinboro University), and you have two different email addresses, you will have the ability to sign in to HRConnect using each email address, see information specific to that position, and submit HR service requests.

**Where can I find more information on HRConnect?**

The [HRConnect Resource Page](#) provides a wealth of information, including instructional videos, quick reference guides, a communications library, and much more!