

Employee Self-Service from Home

Quick Reference Guide

Accessing Self Service from Home

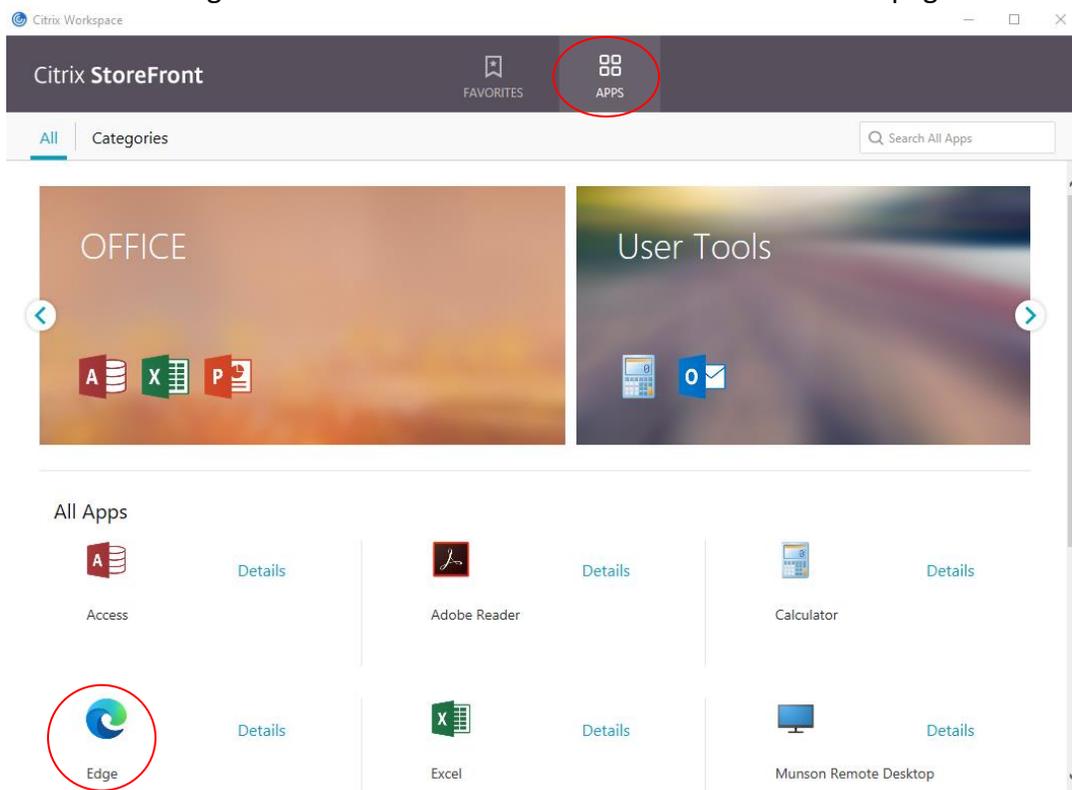
1. Access <http://www.munsonhealthcare.org/Citrix> and select the appropriate installation instructions for your device. Navigate down the page to **Learn More About Citrix StoreFront** section (see below) and choose your appropriate operating system installation link.

Learn More About Citrix StoreFront

- [Instructional WebEx](#)
- [Remote Users - Android Installation Instructions.pdf](#)
- [Remote Users - iPad and iPhone Installation Instructions.pdf](#)
- [Remote Users - Mac Installation Instructions.pdf](#)
- [Remote Users - Windows Instructions.pdf](#)
- [StoreFront Quick Reference Guide.pdf](#)
- [StoreFront User Guide.pdf](#)



2. After installation of the client, click the Citrix Workspace icon that was installed in the previous step.
3. From within the Citrix StoreFront application, Select "Apps" enter "Edge" in the Search box or scroll down to select the Edge browser icon. The default Munson Intranet home page should load.





4. Select my>HR



5. Select the large my>HR logo

NOTE: If you already have your network username/password set up, you will automatically be logged into the application with your established credentials.

6. On the upper left side of the screen, click Bookmarks to expand the Employee Self-Service menu, which can be clicked to expand other authorized sub menus within the application.

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General

Bugs Bunny
Sign Out

Lawson Home

Bookmarks

Employee Self-Service

Menu

Home

Welcome to **my>HR** Self-Service

Look around!
Some of the features include: viewing current benefits, viewing paychecks, updating your address, and viewing Job related information, just to name a few.

Use the bookmarks on the menu bar to navigate in Self-Service.

Take a few minutes and add your emergency contacts.

Quick reference guides are available on the [my>HR](#) site.

Questions?

Department/Office	Location	Phone Number	Email
Benefits	Corporate	231-935-6938	benefits@mhc.net
	Cadillac	231-876-7322	HR-CAD@mhc.net
	Grayling	989-348-0723	HR-GRY@mhc.net
Human Resources	Corporate	231-935-6490	HR-TC@mhc.net
	Cadillac	231-876-7320	HR-CAD@mhc.net
	Charlevoix	231-547-8505	CHX-HR@mhc.net
	Grayling	989-348-0340	HR-GRY@mhc.net
	Home Health	231-935-6795	HR-TC@mhc.net
	Manistee	231-398-1104	MST-HR-list@mhc.net
	Otsego	989-731-2252	OMH-HumanResources@mhc.net
Paul Oliver	231-352-2285	HR-POMH@mhc.net	
Payroll	Corporate	231-935-7325	payroll@mhc.net