

ACTIVATE THE ACCOUNT FOR A NEW EMPLOYEE

HrOnlineLux 19_01_Hronline account activation

Type	Long ID	ID/number
Legacy ID Number		80000133

Add 1

! Do not activate the account of an employee prior to his/her effective date of entry into the company.

1 In Employee Data > Personal > navigate to Communication. Click Add.

Employee Data

Personal Corporate Development Pers. Action Reporting

Durant Géraldine [80000133]

Communication

Type: E-mail *
Long ID: chloe@securex.lu *
Start Date: 01.01.2014 *
End Date: 31.12.9999 *

2 Save Cancel

2 Select the type email, enter the email address and the dates of validity of this address. Click Save.

User Management

No results found

Add 1

1 In Employee Data > Personal > navigate to User Management Click Add.

Personal Corporate Development Pers. Action Reporting

[80000209]

User Management

User Active: *
Preferred Username: xx@yy.lu

2 Save Cancel

Once these two activities are completed, an email is automatically sent to the person indicating the address to connect to HRonline and his/her user name.

- It is the responsibility of the HR to send to the new user the first connexion guide.
- If the new person receive his/her payslips by Epayslip, it is also the HR's responsibility to send the connection guide to Epayslip as well as his/her personal user name.

2 Enter the user name if different from the email address. Click Save.