

GMR People Services (GPS) Portal User Guide

On Dec. 28, GMR will launch a new company-wide Workday system that will unify our payroll and HR processes. Employees will access Workday through the GMR People Services (GPS) portal, a new centralized resource center that will provide self-service and HR-assisted support for employees and managers.

GPS will be available on your GMR Okta home page and replace the current Air Workday system and the MyHRconnection portal and the MyPortal site used by Ground employees. **Note:** The link to the GPS portal will not be displayed on your GMR Okta home page until Dec. 28.

Training Video

You can learn more about the self-service functions available in the GPS portal by watching this [5-minute video](#). The password to view the video is **GPSPortal2020** (case sensitive).

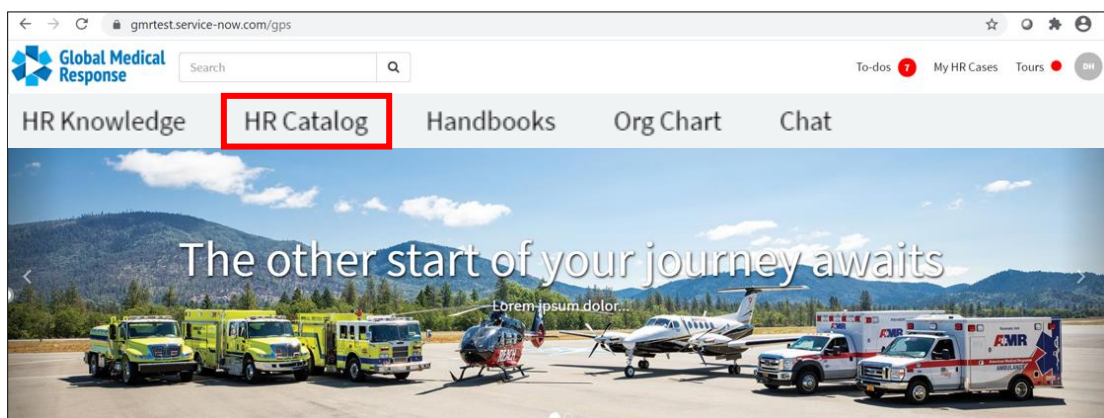
Access the GPS Portal Starting Dec. 28

- A link to the GPS portal will be available on GMR Okta starting on Dec. 28. Also, on Dec. 28, all the Okta-based applications used by air employees will move from AMGH Okta to GMR Okta. Air employees who have not registered for GMR Okta previously must do so prior to Dec. 28.
- To access GMR Okta go to <https://gmr.okta.com>
- Air employees who have not already done so must register with their GMR credentials:
 - a. Enter your GMR username: **firstname.lastname@emsc.root01.org** (for example: **jane.smith@emsc.root01.org**).
 - b. Enter your air password (Your air and GMR passwords are the same)
 - c. Complete the registration process.
- Ground employees can log into GMR Okta with their existing Okta credentials.
- Employees who cannot register for, or access, GMR Okta should contact IT Support Services: Ground: 866-267-9111; Air: 877-662-4615
- Once on GMR Okta, click the GPS link



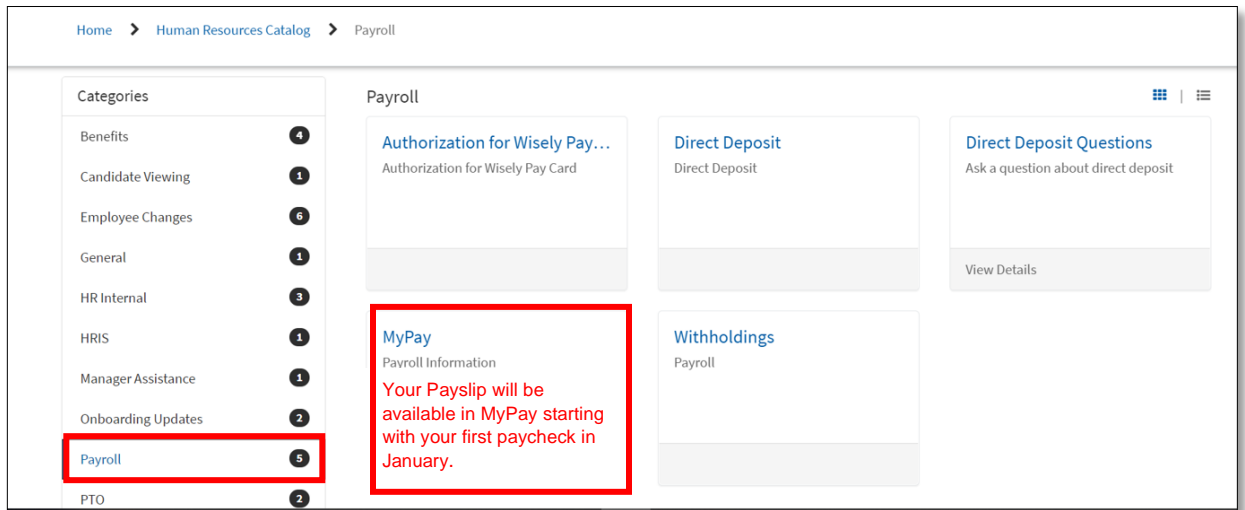
GPS Portal Self-Service Functions

- Once on the GPS home page, click the **HR Catalog** link to access your payslip or update your contact, personal or banking information.



Access Your Pay Slip and Other Payroll information

- Once you click the HR Categories link on the GPS home page, you will see **Categories** displayed on the left side of the page.
- To access your pay slip, click the **Payroll** category, then **MyPay**. Your payslip will be available on the GPS portal starting with your first 2021 paycheck.
- Click **Withholdings** to update your federal W-4 and state tax forms; **Direct Deposit** to update your direct deposit information and **Authorization for Wisely Pay Card** to request a pay card.



Home > Human Resources Catalog > Payroll

Categories

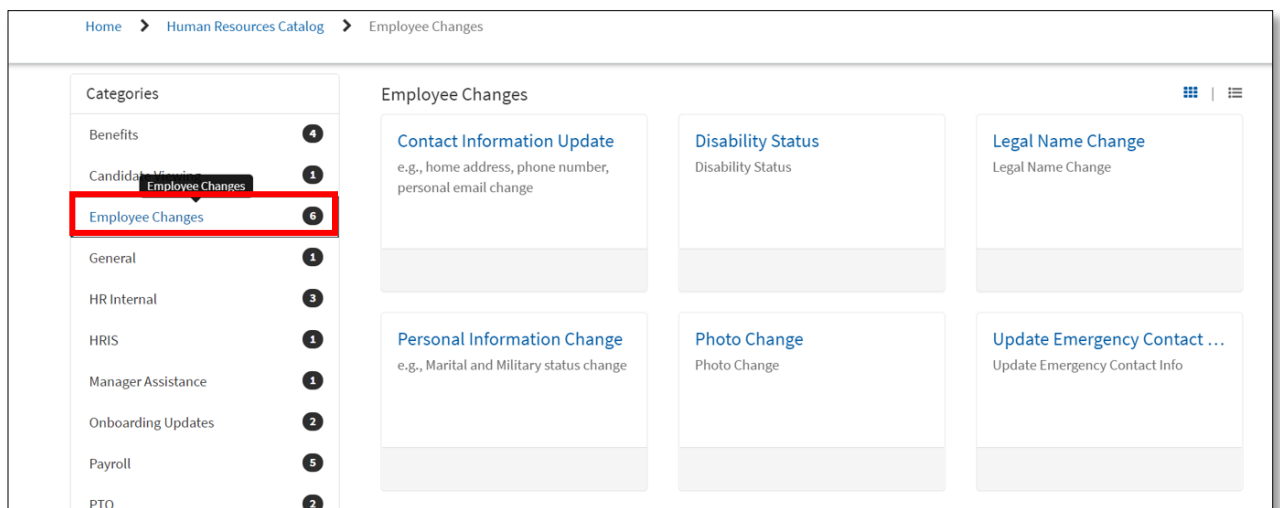
- Benefits 4
- Candidate Viewing 1
- Employee Changes 6
- General 1
- HR Internal 3
- HRIS 1
- Manager Assistance 1
- Onboarding Updates 2
- Payroll 5**
- PTO 2

Payroll

- Authorization for Wisely Pay...**
Authorization for Wisely Pay Card
- Direct Deposit**
Direct Deposit
- Direct Deposit Questions**
Ask a question about direct deposit
View Details
- MyPay**
Payroll Information
Your Payslip will be available in MyPay starting with your first paycheck in January.
- Withholdings**
Payroll

Update Your Contact and Personal Information

- Click the **Employee Changes** category, then **Contact, Personal or Emergency Contact Information** to update those options.
- Click **Photo Change** to update or add your Workday profile photo.
- Click **Legal Name Change** or **Disability Status** to update those options.



Home > Human Resources Catalog > Employee Changes

Categories

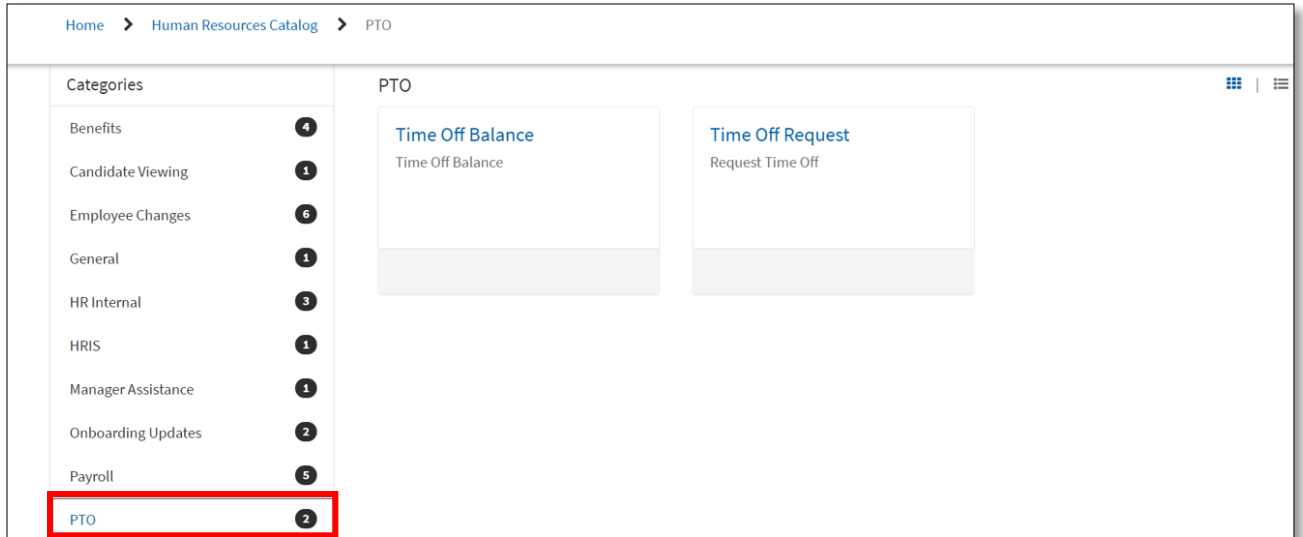
- Benefits 4
- Candidate Viewing 1
- Employee Changes 6**
- General 1
- HR Internal 3
- HRIS 1
- Manager Assistance 1
- Onboarding Updates 2
- Payroll 5
- PTO 2

Employee Changes

- Contact Information Update**
e.g., home address, phone number, personal email change
- Disability Status**
Disability Status
- Legal Name Change**
Legal Name Change
- Personal Information Change**
e.g., Marital and Military status change
- Photo Change**
Photo Change
- Update Emergency Contact ...**
Update Emergency Contact Info

Check PTO Balance and Request PTO: Exempt Employees

- Exempt employees can check their **Time Off Balance** in the GPS portal starting Dec. 28. Non-exempt employees will continue to check their PTO balance and request PTO the same way they do today, either in Kronos or Telestaff.
- Exempt employees can request PTO by clicking **Time Off Request**. Non-exempt employees will continue to request PTO the same way they do today.



The screenshot shows the GPS portal interface for PTO. The breadcrumb trail at the top reads: Home > Human Resources Catalog > PTO. On the left, a 'Categories' sidebar lists various HR functions with associated counts: Benefits (4), Candidate Viewing (1), Employee Changes (6), General (1), HR Internal (3), HRIS (1), Manager Assistance (1), Onboarding Updates (2), Payroll (5), and PTO (2). The PTO category is highlighted with a red box. The main content area, titled 'PTO', contains two cards: 'Time Off Balance' (with a sub-link 'Time Off Balance') and 'Time Off Request' (with a sub-link 'Request Time Off').