



Unicorn HRO

Personal Identification Numbers (PINs)

PINs are necessary for an employee to access Employee Self Service. If an employee does not have a PIN, and tries to enter his/her User ID, a message will appear to the effect that no authorization exists; contact the System Administrator. If a PIN does exist and the employee enters the wrong value, a message will appear to indicate this.

You may set up the system to automatically assign PINS to new hires. To do this, access HR System Defaults and select the Auto PIN Assignment checkbox. If your system is hosted by Unicorn HRO, the Auto PIN Assignment function is run during the nightly end-of-day routine. You may also submit this process manually from the Tools menu. If you select this option, choose the default Login ID and Default PIN parameters.

If you selected the Auto PIN Assignment checkbox, select whether the process should create Default PINs for Employee Self Service as the Employee Number, Employee Social Security Number, Last 4 digits of the Employee Social Security Number and the employee's Birth Year (i.e., 44441980), or specify a Standard Value that will be created for all active employees.

If you selected the Auto PIN Assignment checkbox, and you wish to have terminated employees' PINs remain on the system for a period of time after their termination dates, enter Number of Days After Termination to Remove Employee's PIN. You may wish to do this so that terminated employees can access their paycheck information.

If you do not wish to use the Auto PIN Assignment feature, the system administrator may access PIN Assignment Information and the each employee number with a corresponding password. For initial set-up, this can be "0", the employee's S.S. number, employee number, or any other value. PINs can be up to 20 characters. When the employee then signs on to Employee Self Service, he/she can access the Change Password function from the Window pull down menu on the initial screen.

The Security Administrator may reset an employee's PIN, using the default PIN settings in HR System Defaults, by accessing the Reset Password function.