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*It is our Mission to give and receive care and
compassion for mind, body and spirit based on Catholic
Ethics and Christian Values*

December 9, 2024

To: Everyone

Regarding: Access to the Synerion App (Mobile) & web based (Desktop) version(s)

Hello everyone, by now, you have hopefully accessed your ADP application. ADP is the portal which we will be generating your pay, pay slips, and holding your Human Resources Information, starting next Monday, December 16th 2024.

If you haven't yet accessed ADP, please see the front office for support.

Synerion is our time-keeping application, linked to the time clocks at the staff entrance, we will all be tapping to start and end our shifts; this is attached to your payroll, time banks, etc. It is also the application you will use to view your work schedule, apply for things like vacation, etc.

To access Synerion, our new scheduling and time-keeping application, you will be required to complete the following steps. Please note, you will require access to the ADP application to access the Synerion application.

- 1) Download "Synerion Mobile Pro" on the Google Play Store or Apple App Store.
- 2) Open the app, and if it asks for your company, input "**MontStJoseph**".
- 3) Your username is a six (6) digit number you can find in your ADP app. To find your username, on the Home screen in ADP's app, click on your initials in the top left corner of the screen screen, select "Profile", select the "Compensation & Benefits" header, and select "Pay Information". In your Employee Pay Info, find and take note of your File # as this will be your Synerion username. If you have multiple File #'s, use the first number.
- 4) The temporary password is **MSJ&2024!** and you should be prompted to change your password once you are logged in.

If you have any questions or concerns, please come visit the front office.