**From:** Seney, Lindy   
**Sent:** Tuesday, March 20, 2018 2:38 PM  
**To:** Gavin, Gregg <Gregg.Gavin@dentsplysirona.com>; Seney, Lindy <Lindy.Seney@dentsplysirona.com>  
**Subject:** 2018 Updated HR FAQ's

*(sent via BCC to all DIH Colleagues)*

Colleagues,

Included, is an updated 2018 FAQ guide for your reference.

         **Connections**(HRIS: personal data, job information, org charts, job listings, etc./Corporate Compliance Training)**:**

**Website:**  <https://connected.dentsply.com/adfs/ls/idpinitiatedsignon.aspx>

**Username:** internal\diXXXXX

**Password:** same password used to log into your outlook email

o   Address Changes: Go to "My Employee File" ~> "My Personal Info" ~> "My Home Address" ~> Edit

o   Personal Info (phone number, email address, name, etc): Go to "My Employee File" ~> "My Personal Info" ~> Edit

\*\*\*Please inform HR of any address changes submitted so that we can update the balance of systems (ie Databasics, Marketing Materials, etc).

         To reset your LMS (learning management system) Pin # - email Katie Bianchi.

         **Learning Management System**(Corporate Compliance Training)**:**

\*Recommended browser is Internet Explorer

**Website:**  <https://connected.dentsply.com/adfs/ls/idpinitiatedsignon.aspx>

**Username:** internal\diXXXXX

**Password:** same password used to log into your outlook email

         To reset your LMS Pin # - email Katie Bianchi

**SmartSolve** (can only be accessed in-house or VPN)

**Username:** diXXXXX

**Password:** same password used to log into your outlook email

         **Employee Photo:**

o   Connections Photo – Please email [Lindy](mailto:WalthamMA-HR@dentsplysirona.com) Seney.

o   Roster photo - Please email [WalthamMA-Support@dentsplysirona.com](mailto:WalthamMA-Support@dentsplysirona.com)

         **Benefits (US ONLY):**

o   **Bswift**(benefits: medical, dental, vision, etc) **–**[http://www.dentsplysirona.bswift.com](http://www.dentsplysirona.bswift.com/)

**Username**: first initial and last name

**Password**: last 4 digits of your social security number (First Time Users Only)

o   Qualifying Event – Must complete within 30 days of the qualifying event, below are some examples of what a qualifying event are:

  Marriage

  Newborn Child

  Divorce

\*\*\*Supporting documentation is required

o   Capital Blue Cross – 888-428-2566 or [www.capbluecross.com/dentsplysirona](http://www.capbluecross.com/dentsplysirona)

o   CVS Caremark Scripts (PPO plans) – 888-528-7458 [www.caremark.com](http://www.caremark.com/)

o   Capital BlueCross CVS Caremark (SimplySelect) – 800-585-5794[www.capbluecross.com](http://www.capbluecross.com/)

o   Delta Dental – 800-932-0783 [www.deltadental.com](http://www.deltadental.com/)

o   Vision (EyeMed) – 866-723-0514 [www.eyemedvisioncare.com](http://www.eyemedvisioncare.com/)

o   YouDecide – 800-884-6778 or [www.youdecide.com/dentsplysirona](http://www.youdecide.com/dentsplysirona)

o   Dentsply Sirona Inc. 401(k) Savings and Employee Stock Ownership Plan (T. Rowe Price) – 800-922-9945 or <http://rps.troweprice.com/>

         **IT Help Desk:**

o    [WalthamMA-Support@dentsplysirona.com](mailto:WalthamMA-Support@dentsplysirona.com)   or internal # (66666)

         **Employment Verifications**:

o    [www.cccverify.com](http://www.cccverify.com/)  or call 855-901-3099

  Security Code – Last 4 digits of your SSN#

         **Databasics**(Expense Reports)**:**

**Website:**  <https://site40.data-basics.net/dents00312/saml_sso_easyconnect.ext>

**Username:** internal\diXXXXX

**Password:** same password used to log into your outlook email

o   Point of Contact: Jenny Kissner

         **BCD Travel**(Concur, ie Business Travel Arrangements)**:**

**Website:**  <https://www.concursolutions.com/>

**Username:**Your Email Address

**Password:**first time login is dentsply1

o   For Trainings/Tutorials:

  Go to “onedentsply” home page

  Click on global functions

  Click on travel & meetings

  Click on Global Travel

  On the Global Travel site, scroll to bottom (under the various flags)where it says “links to other Dentsply travel sites”

  Click on the “button” that is for USA

  Select your training from the list on the left

         **Time and Attendance 8 -TA8 (US ONLY)**(ADP Enterprise eTime, ie Vacation, UPT, Jury Duty, etc Requests)**:**

\*Recommended browser is Google Chrome (please note: this system is NOT compatible with Apple products)

**Website:**  <https://online.adp.com/portal/login.html>

**Username:** first initial and last name @dentsply (no .com) i.e. jdoe@dentsply

**Password:** what you created (you can reset on the website)

o   Time off Requests/Canceling Time off and Reporting Functions

  Click gear symbol next to Calendar and select “pop out”

  Click “Request Time Off”

  Time Off Request: Fill out the template with request type (pay code), start date, end date, specify hours (hours should not exceed 8).

  “Submit”

\*\*\*Please note your accrual balances at the bottom are **As Of Today**, please keep in mind if you have future requests already submitted\*\*\*

o   Cancel Time off Request: My Calendar (pop out), go to the week of your request, click on “Global Time Off Request” and select “Retract.” \*\*If your manager has already approved your time off, you will **not**be able to retract it; your manager will have to delete it from your “Schedule Planner”

o   Accrual Balances

  My Reports (click gear, pop out)

  Select Accrual balances and projections

  Time Period: specify the date range

  View Report

o   FYI’s:

  You may only request future SPT and UPT such as a vacation day or planned doctor’s appointment.  Any past SPT or UPT within the same pay period will need to be added by your manager when you return to the office within that same pay period.

  When requesting time off that spans over a weekend or holiday, use two separate time off requests.  Example: TOR for Friday, May 17th and Monday, May 20th must be two separate TORs – one for March 23rd and the second for May 26th.  Otherwise the system will deduct 8 hours for Saturday and for Sunday.

  You can only cancel future time off requests.  If the day has already passed, please contact your manager to make the change within the same pay period.

  Bereavement and Jury Duty will also need to be added by your manager. If you need to take one of these types of days, let your manager know.

         **iPay (US ONLY)**(Pay Statements & W-2’s – Option to go paperless)**:**

**Website:**  <https://my.adp.com/>

**\*\*same portal as TA8;** use the same log-in credentials

**Username:** first initial and last name @dentsply (no .com)

**Password:** what you created (you can reset on the website)

         **Policies and General Info:**

o   HR page on Sharepoint: <https://dentsplysirona.sharepoint.com/sites/Implants/NA/HR/SitePages/Home.aspx>

Thank you!

Human Resources

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