

Multi-factor Authentication

WHO NEEDS TO KNOW: All Employees

BY WHEN: 9/4/2019

Our Goals

- Explain multi-factor authentication and why it is important to you and our Company
- Encourage all employees to sign up for multi-factor authentication if they wish to access schedules or payroll information from a personal device

Talking Point 1

What – Multi-factor authentication (MFA) is an extra layer of security beyond your user ID or employee number and password that allows you to safely access Company apps and secure your data from anywhere.

Talking Point 2

Who – All hourly and salaried employees will need to register a mobile device if they choose to access Direct2HR and Empower outside the Company WIFI.

Talking Point 3

Why – Direct2HR and Empower are Company apps that allow employees to access schedules, see payroll information, schedule vacations and more. These important apps contain personal employee and Company information that needs to be protected against data breaches.

Talking Point 4

When – MFA will be required for all employees who choose to access Direct2HR and Empower to view their work schedule or payroll records using personal computers, tablets and cellphones outside the Company network beginning September 4, 2019. MFA will not be required if you are using a Company computer.

Talking Point 5

How – Beginning September 4, when logging into Direct2HR or Empower, employees will be prompted to enter an authentication code that will be sent to a mobile device of their choice. However, employees are encouraged to register their mobile device now. Instructions are available in this quick reference guide.

Talking Point 6

Opt Out – If you choose to not enroll or are unable to enroll in MFA, you may use a computer at your work location to access Direct2HR and Empower. If you need a copy of your pay stub, contact ESC to request a hard copy.

Talking Point 7

Questions about MFA – Contact Albertsons Companies Information Technology Service Desk at (877) 286-3200.