

Kronos Workforce Ready Manager Quick Start Guide



NEW Processes!

Beginning on 10/21, all timecard maintenance and time off approvals will need to take place in the Workforce Ready website. The Empower timekeeping system will be no longer available. The goal across Sun Health Senior Living is to move to “paperless” employee timecard edits and time off requests. Some of the new and improved processes within Workforce Ready include:

- Web-based timecard edits and timecard approval
- Ability to view employee PPD and PST balances online
- Ability to create and save customized reports
- Notification feature that will allow you to approve missing punch submissions
- Ability to assign a shift as “Training” or “On Call”
- Ability to approve and deny PPD and PST requests online
- Employees can view their timecard and submit missing punches right from the timeclock
- Salaried employees will need to swipe in using the timeclock or clock in on the website daily

Workforce Ready Login Information

Website Link: <https://secure.saashr.com/ta/6144183.login>

Your Username: Firstname.LastnameLast5ofSocialSecurityNumber (i.e. for John Smith it would be John.Smith10011)

Your Password: The last five digits of your Social Security Number (you will then be prompted to change it)

Workforce Ready Features & Highlights

- View your timecard and submit missing punches
- View your time off balances and submit requests; view your approved time off
- View and print pay stubs
- Change your personal info (email address, phone number, address, etc.)
- View benefit enrollment; request changes for life events

It is *highly* recommended that you read through our **complete “How-To” guide** on how to navigate our new timeclock, enroll employees into the timeclock, and use all features of the Workforce Ready website. These guides can be found in the following locations:

- Sun Health Employee Portal (online)
- Sun Health University (online)
- Campus Break Room (printed copies)
- HR Reference Center (on the Public Drive of SHSL computers)
- In the “Announcements” section when you log in to Kronos! (online)

Questions? Contact your campus HR Representative!

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Common Icons and Screen Functions

Listed below are some of the most common icons and their functions which can be found throughout TLM. Hovering your mouse over an icon will display a tool tip describing the function of that icon.

Icon	Function
	Provides calendar pop-up for you to select a date
	Delete current selection
	View/Edit current selection
	Add a note
	More menu options available
	Print timesheet
	Report and other settings
	Export
	Lookup options for current selection
	Run or Refresh
	View history
	Employees
	View time off counts
	Select, add, or approve
	Provides quick links to other options

FILTER DROP DOWN MENU OPTIONS

In the drop-down menu, you will also see a variety of other symbols that allow you to search more specifically for an item. The following table defines and provides an example for each symbol.

Symbol	Definition	Example
=	Entry is exactly this	The entry equals 11/30/15
!=	Entry is not this	The entry does not equal 11/30/15
starts with	Entry starts with	Entry starts with abc
not starts with	Entry does not start with	Entry does not start with abc
like	Entry is like	Entry contains abc
not like	Entry is not like	Entry does not contain abc
<	Entries are less than	The entry is before 11/30/15
>	Entries are greater than	The entry is after 11/30/15
<=	Entries are not less than	The entry is before or on 11/30/15
>=	Entries are not greater than	The entry is on or after 11/30/15
is null	Entries that are blank	The entry is blank
is not null	Entries that are not blank	The entry has been filled in
In	Entries that include	The entry includes 11/30/15
not in	Entries that do not include	The entry does not include 11/30/15