

# Kronos Workforce Ready Employee Quick Start Guide



## **NEW Timeclock!**

All employees will be **enrolled into the new Kronos timeclock** during the week of 10/16. Your supervisor will inform you of a time when you can be enrolled.

Your **badge number will stay the same!** This new timeclock will also use your fingerprint for verification just like our old device!

### Timeclock Features & Highlights

*Things you can do right from the touchscreen timeclock!*

- Access your timecard and submit missing punches
- View your time off balances and submit requests
- Clock in to your On Call or Training Shift!

## **NEW Self-Service Website – Workforce Ready**

Beginning on **Saturday 10/21 all employees will have access** to the Kronos Workforce Ready Employee Self Service (ESS)! Sage ESS will be available for historical purposes only.

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

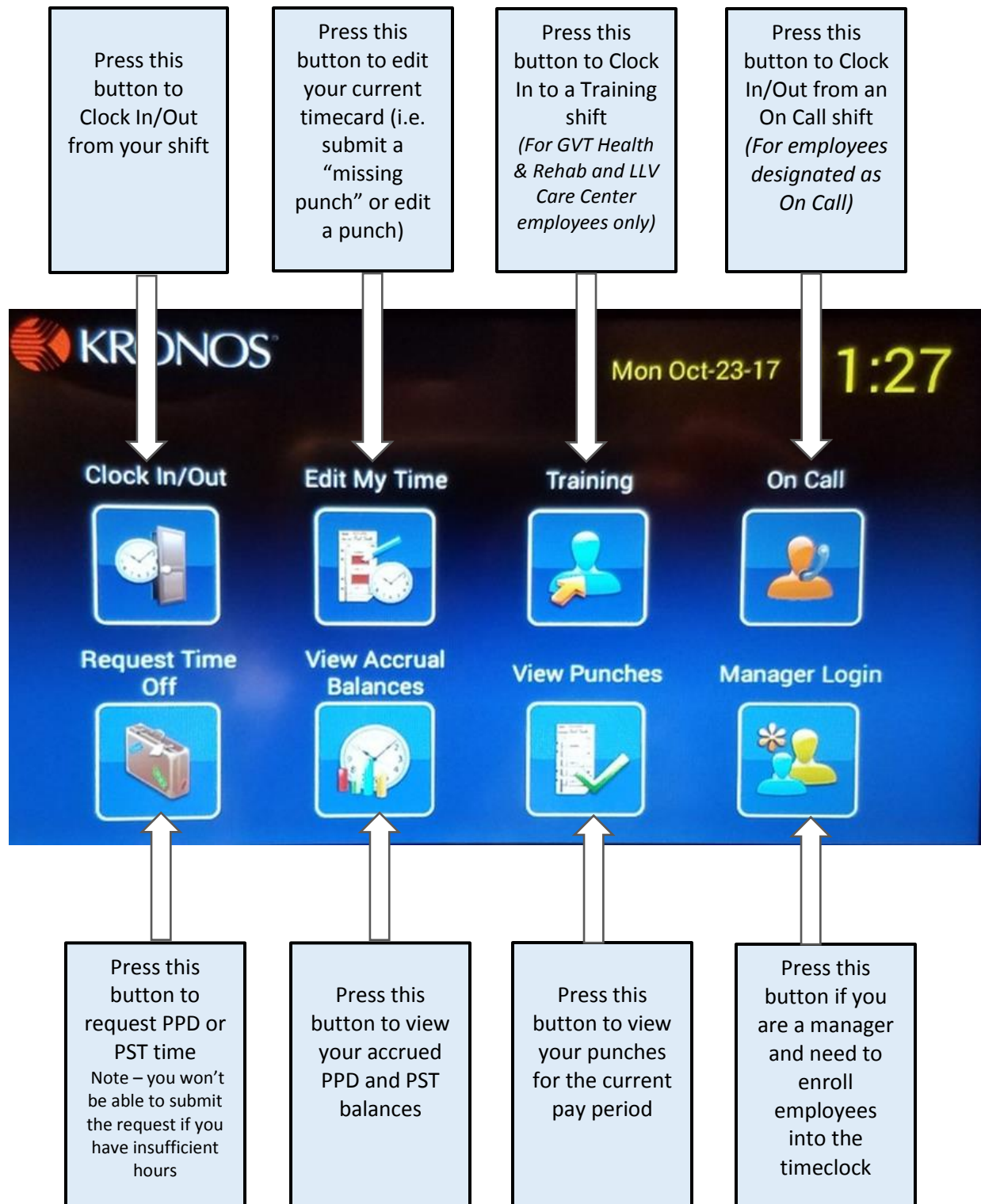
It is *highly* recommended that you read through our **complete “How-To” guides** on how to navigate our new timeclock and the Workforce Ready website. These guides can be found in the following locations:

- 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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# Navigating Your Kronos Timeclock



Please note that when accessing any of the above features, you will be prompted to enter your badge number and scan your fingerprint onto the device.