Kronos Workforce Ready - Employee Self-Service (ESS)

This section provides comprehensive information on the ESS functions within Workforce Ready.

- Logging In
- Resetting your password
- Changing your password
- Logging Out
- Viewing your Dashboard
- My To Do Items
- Viewing Quick Links *(includes My Profile, My Time Off Request, My Current Timesheet)*
- Viewing paystubs
- Printing paystubs
- Changing address, email and phone number
- Viewing current benefits
- Viewing time off balances
- Changing direct deposit
- Changing marital status
- Additional resources & support

Logging In:

To log in to your Workforce ready account, do the following:

Point your web browser to the URL provided by your administrator.
Website Link: https://secure.saashr.com/ta/6144183.login

1. Enter your username and password and click Login.
   - Username = FIRSTNAME.LASTNAMELast5ofSSN (example: John Smith would be JOHN.SMITH10000)
   - Password = Your hire month + hire date + hire year + !. Example: January12019! (you will be prompted to change your password after you log in the first time)

If you have any difficulties logging in, please contact your Supervisor or your Human Resources representative.

Resetting Your Password

If you forgot your password, do the following:

1. At the Login screen click “Forgot your password?”.

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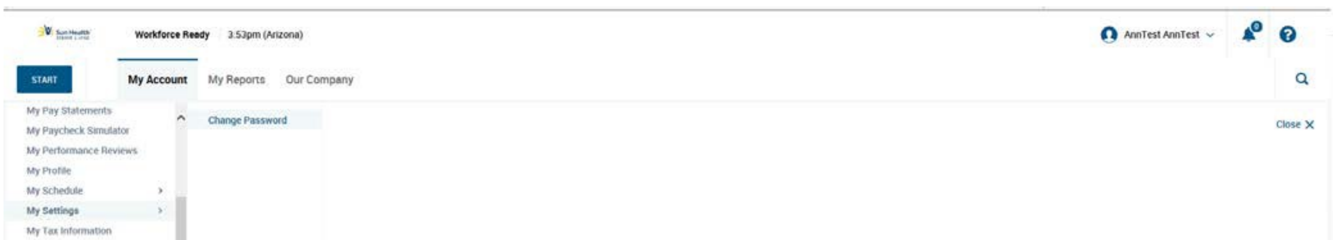
2. Enter your Username as prompted and click “Continue”.

Changing Your Password

To change your password, do the following:

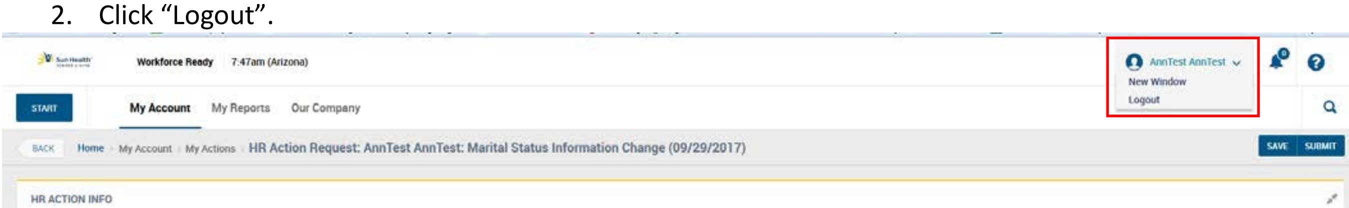
1. Click “My Account”.
2. Click “My Settings”.
3. Click “Change Password”.
4. Use the fields on the **Change Password** page to enter your old and new password, and then click **Save**.



Logging Out

To log out of your Workforce Ready account, do the following:

1. Click the down arrow at the upper right corner of the screen next to your name.
2. Click “Logout”.



Viewing your Dashboard

Viewing your dashboard will allow you to see Announcements, Quick Links, To Do Items, PST and PPD balances, and Time Off Requests.

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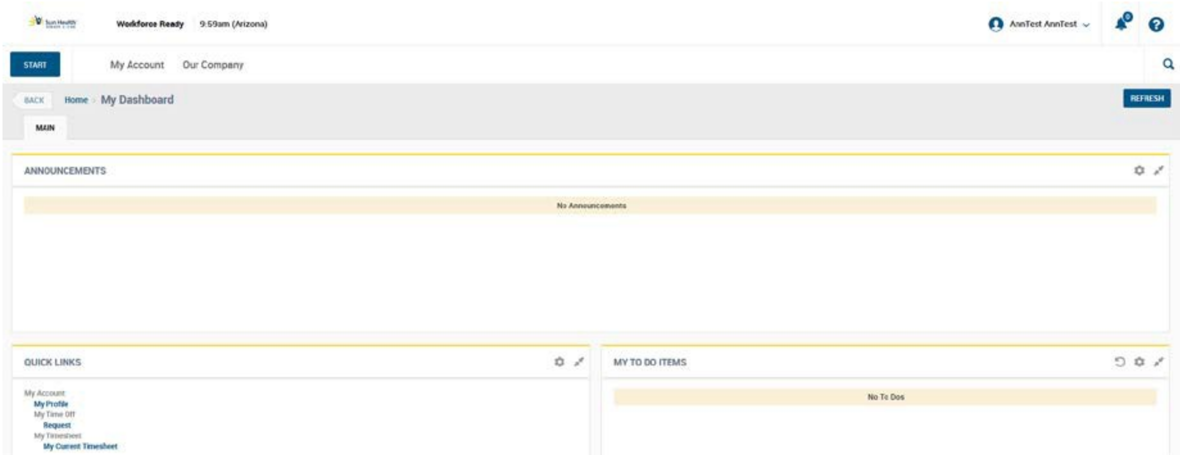
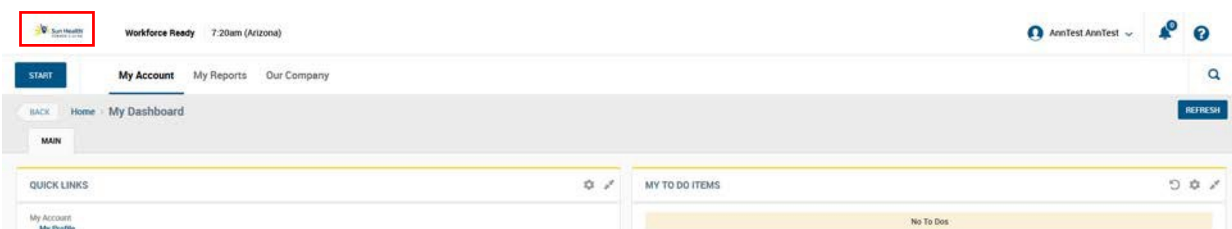
1. Your dashboard is the screen you will see upon login. Announcements will appear at the top followed by Quick Links and My To Do items. Scrolling down further will allow you to see your PST and PPD balances as well as your time off requests (see below for an image of what your dashboard looks like).

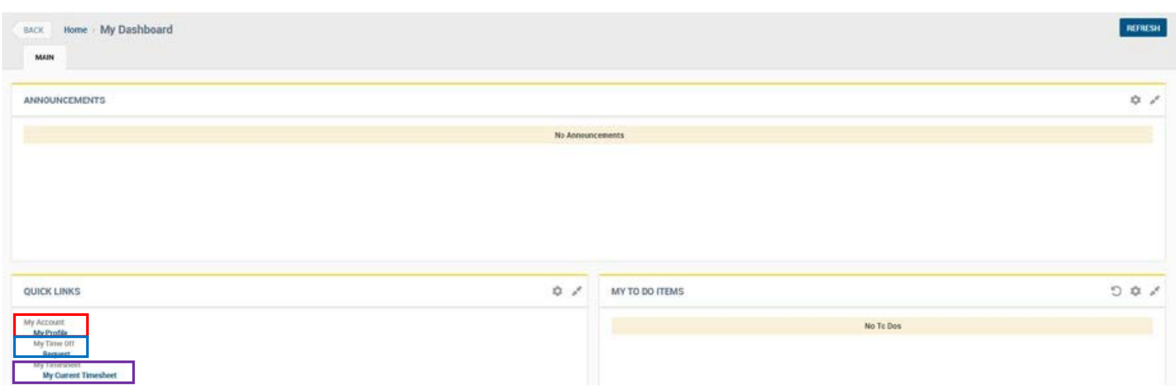


If you are already accessing another tab in Workforce Ready, you can always click the Sun Health Senior Living logo in the upper left corner to take you back to My Dashboard.



Viewing Quick Links

The Quick Links section of your Dashboard includes three important features of Workforce Ready – My Profile, My Time Off Request and My Current Timesheet. To access and utilize these features, do the following.



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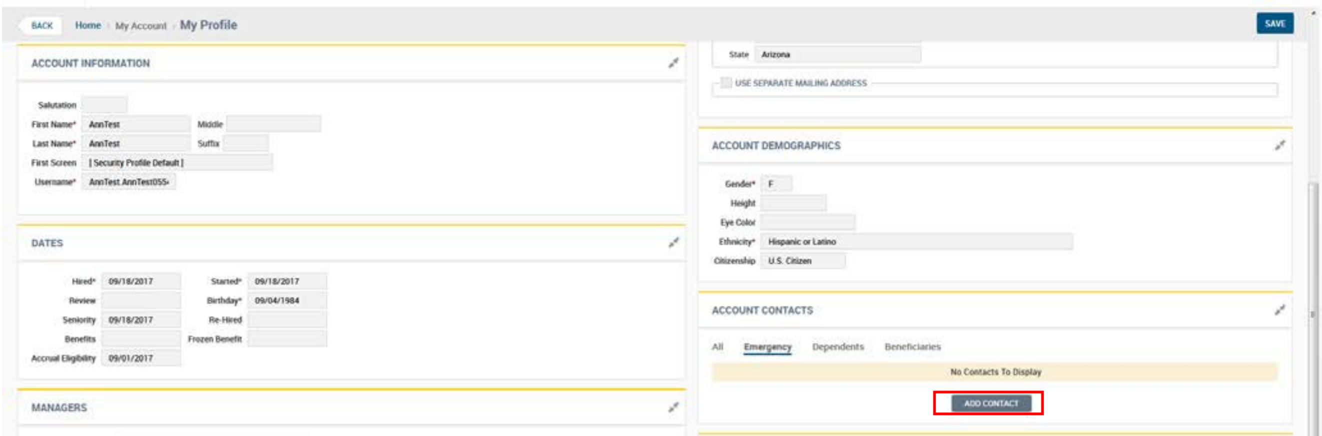
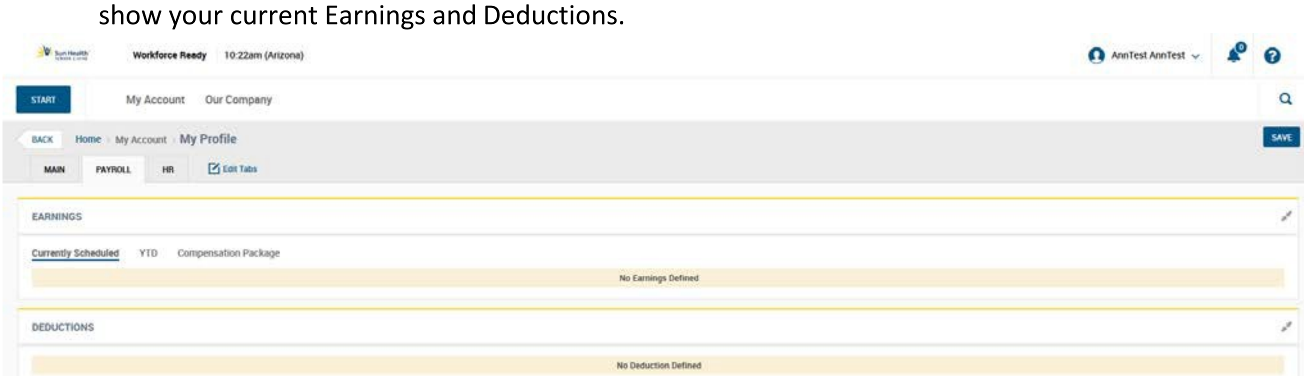
My Profile

1. Click the “My Profile” link under Quick Links on your Dashboard (circled in red above). You will then be able to view the following information on the “Main” tab: current pay rate, hire date, Manager, HR, Executive Director, department, email, home address, employee ID number, demographics, contacts and PPD and PST balances (Accruals).
2. Fields within “My Profile” under “Main” are mostly View Only, with the exception of “Account Contacts”. Here you can add or update an Emergency Contact, Dependent or Beneficiary. You may need to scroll down to see this section. Click “Add Contact” (circled in red below) to add a new contact, or if you are editing an existing contact, click the blue square with the blue pencil icon to edit.



3. In addition to the “Main” tab under “My Profile”, you can also view the “Payroll” tab which will show your current Earnings and Deductions.

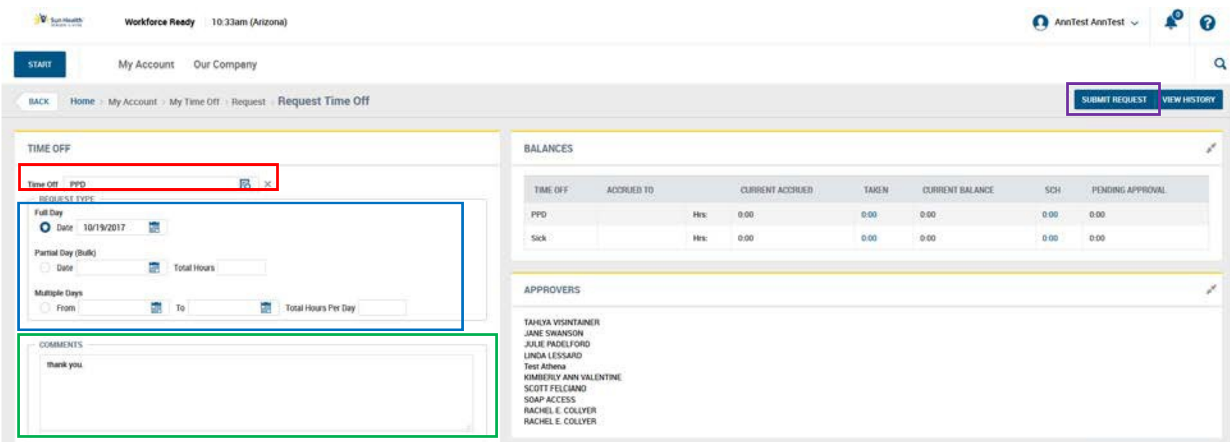


4. In addition to the “Main” and “Payroll” tabs under “My Profile”, you can also view the “HR” tab which will show your To Do items, Goals and Benefit Plans.

My Time Off Request

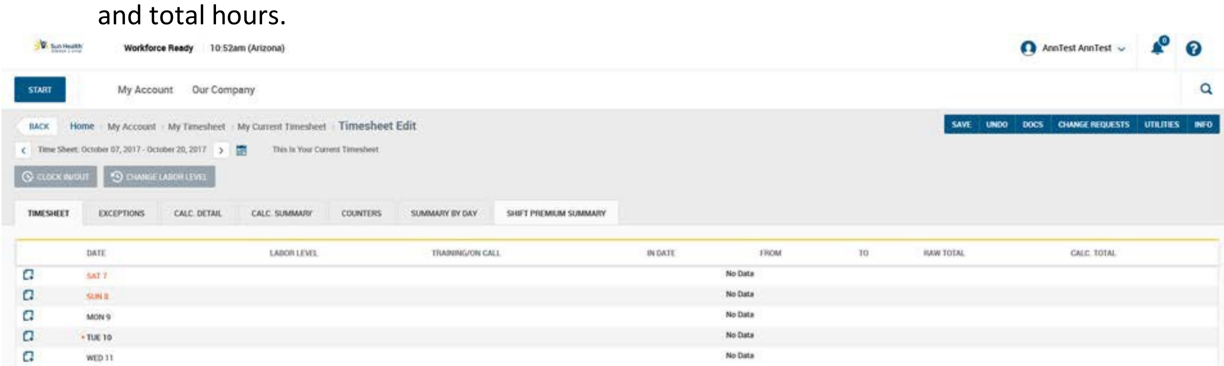
1. Click the “My Time Off Request” link under Quick Links on your Dashboard (circled in **blue** on page 3).

2. Select the Time Off type by clicking on the blue paper with the magnifying glass (circled below in **red**).
   *Please note that Jury Duty and Bereavement requests will require additional documentation to be presented to your supervisor.
3. Below the Time Off type section, you will need to select a single full day, a partial day, or multiple days. Choose your date(s) for the time off request by clicking on the blue calendar icon. This section is circled in **blue** below.
   *Please note: Salaried, exempt employees may only request time off in full day increments.
4. You may also type in a comment in the "Comments" section. (circled in green below)
5. Your final step will be to click "Submit Request" in the upper right corner (circled in **purple** below). You will get a notification when your supervisor approves or denies your request.
   *Please note: if you do not have sufficient balance at the time of the request your request will not be submitted.

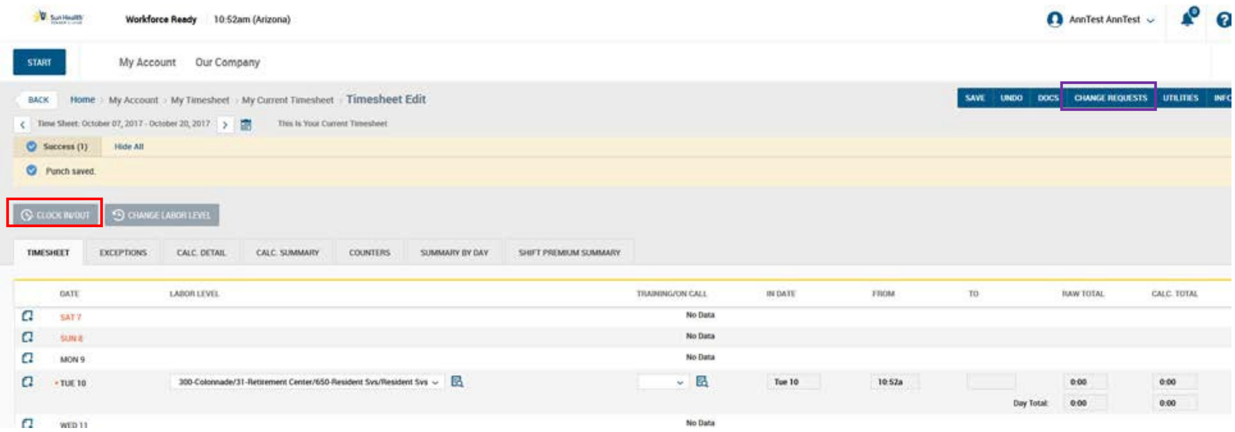


My Current Timesheet

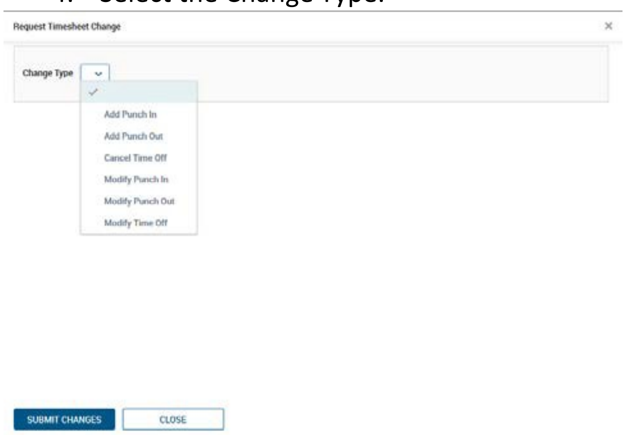
1. Click the "My Current Timesheet" link under Quick Links on your Dashboard (circled in **purple** on page 3). This screen will allow you to see your timesheet, including punches, missing punches, and total hours.



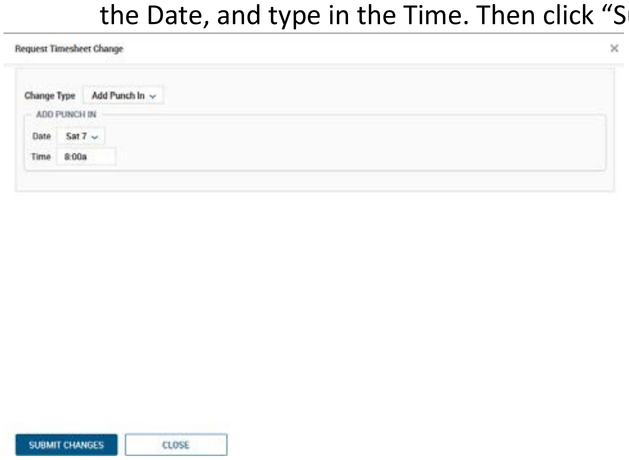
2. Clocking In/Out – Authorized employees may clock in and out on the Timesheet Edit screen by clicking "Clock In/Out" (circled in red below).



3. Change Requests – This feature allows you to submit timecard edits and cancel or edit Time Off requests. Click "Change Requests" in the upper right corner (circled in **purple** above).
4. Select the Change Type.



5. For example, of you had a missing "In" punch, you would select "Add Punch In" and then select the Date, and type in the Time. Then click "Submit Changes".



6. Workforce Ready will then ask you to fill in a reason for requesting this change. Type in the reason then click "Request". Your supervisor will then approve or deny the request.

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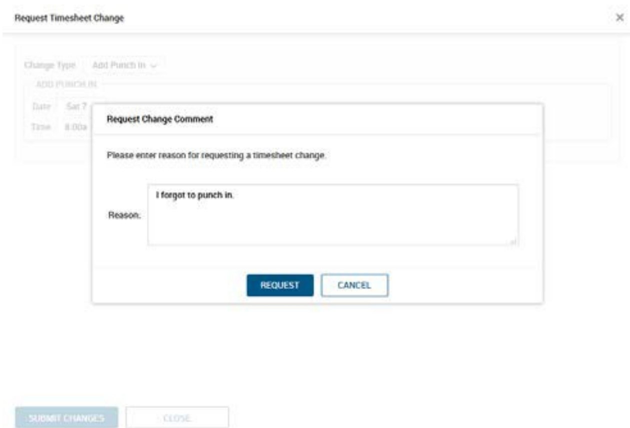
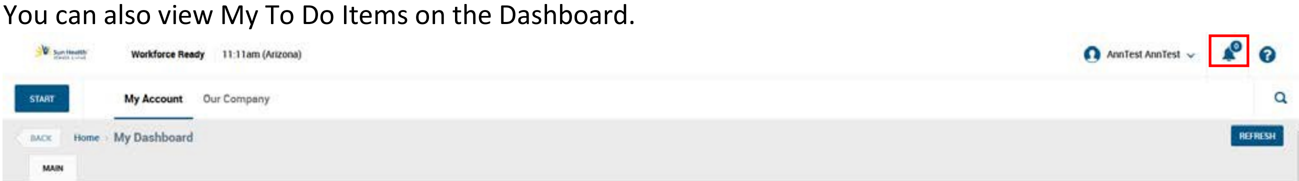


My To Do Items

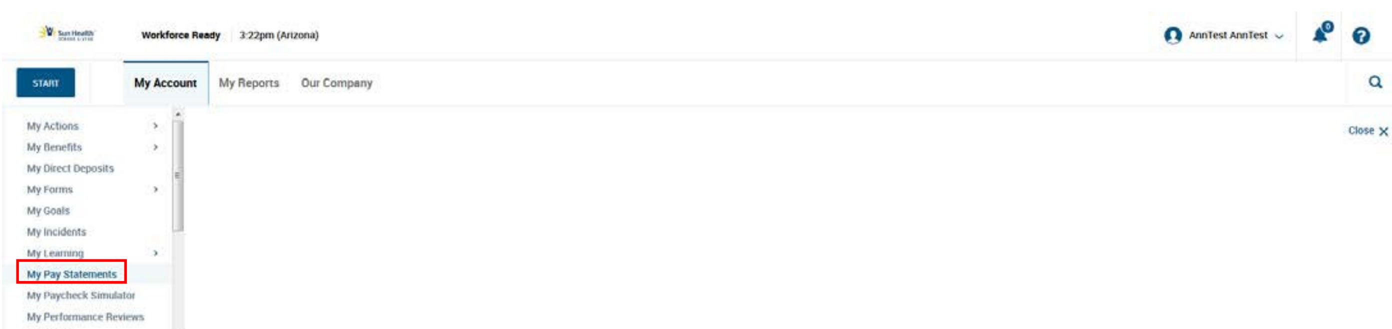
An easy way to see if you have any To Do items is to check the blue bell in the upper right corner of your screen in Workforce Ready (circled in red below). If you have notifications, a circle will appear with a number inside, indicating how many To Do items you have pending. Click the bell to access those items. You can also view My To Do Items on the Dashboard.



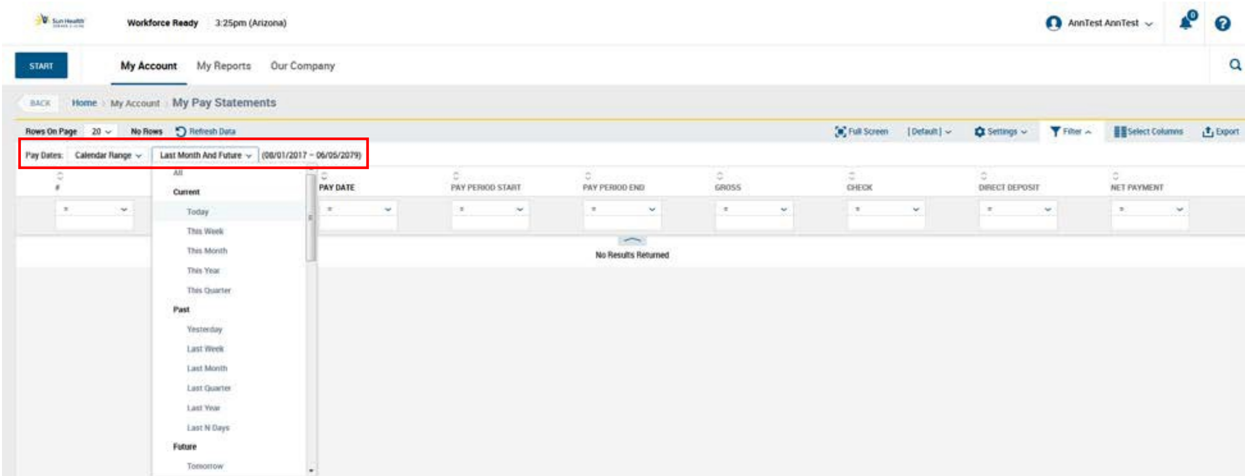
Viewing Paystubs

To view your paystubs, do the following:

1. Login in to your Workforce Ready account.
2. Click “My Account”.
3. Click “My Pay Statements”.



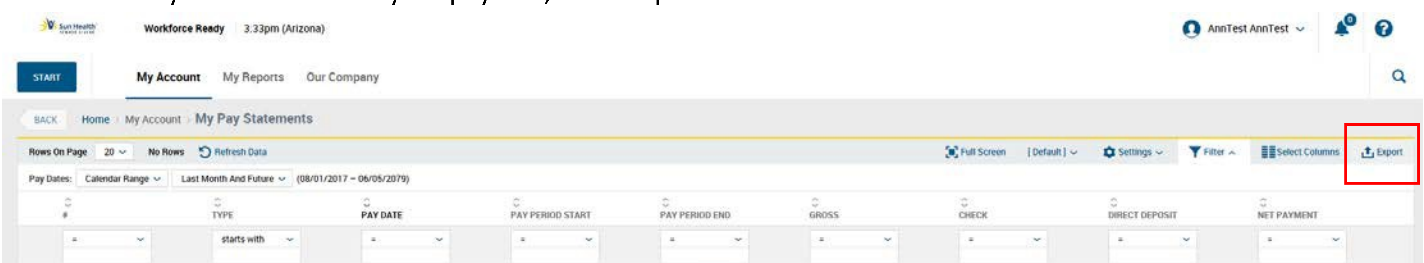
4. Once you reach this screen, you will be able to select the time frame that you would like to view paystubs for.



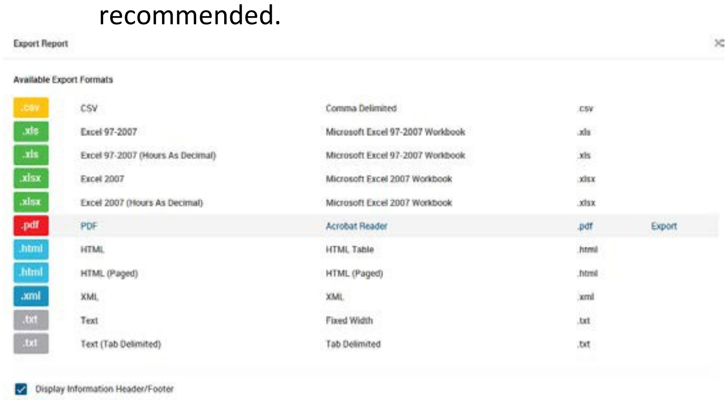
5. Select the paystub that you would like to view.

Printing Paystubs

1. Complete the steps associated with the “Viewing Paystubs” section.
2. Once you have selected your paystub, click “Export”.

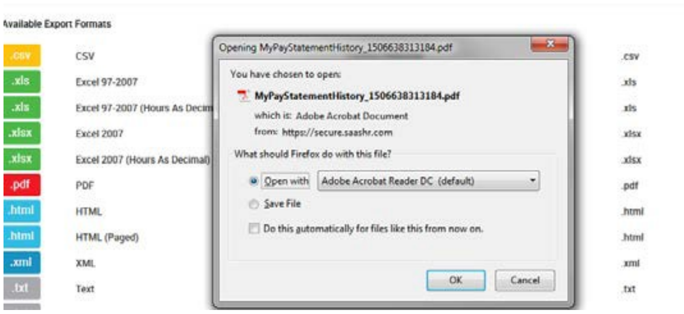


3. Click which file format you would like to print your paystub from. PDF (in red below) is recommended.

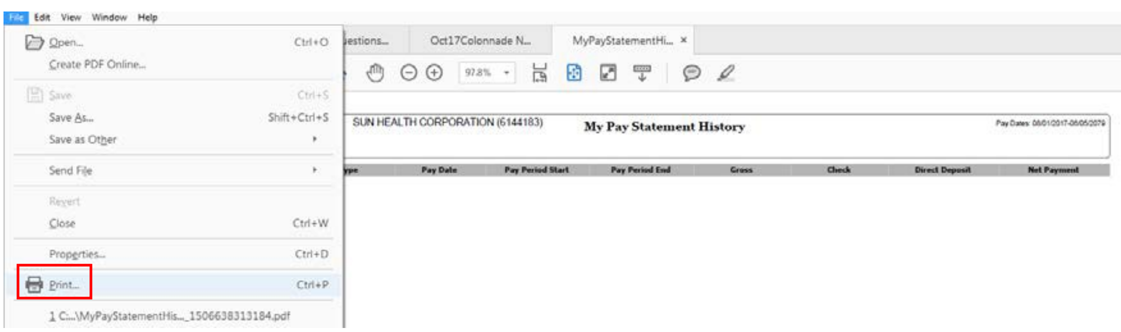


4. Open the PDF as you are instructed to in your Internet browser. If you are using Internet Explorer, you will see a box similar to the one below pop up. Click “Open”.

In Mozilla Firefox, you will click "Open with Adobe Acrobat Reader DC".



5. Next, click "File" and "Print".



Changing Email, Address and Phone Number

To change your email address, home address or phone number do the following:

1. Click "My Account".
2. Click "My Actions".
3. Click "Address Change", "Email Information Change" or "Phone Number Information Change".

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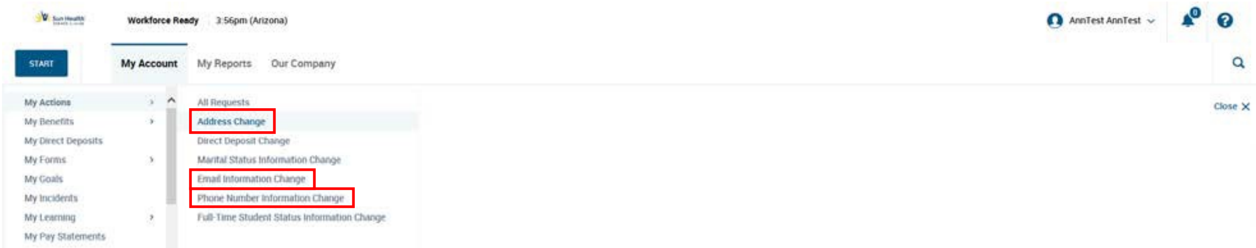
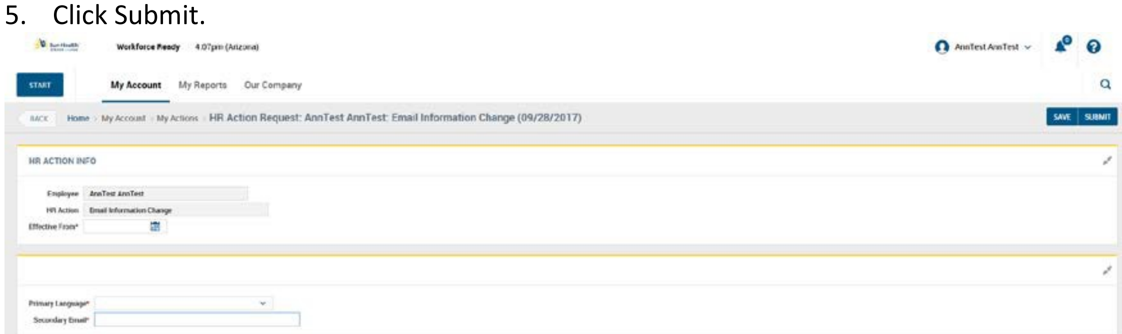


3 (a). Address Change

1. Select an "Effective From" date.
2. Fill in your new address.
3. Click "Recommend", and the system will suggest your address, but in a format that more closely matches postal requirements.
4. Click Save.
5. Click Submit.

3 (b). Email Information Change

1. Select an "Effective From" date.
2. Select your "Primary Language" from the drop down menu.
3. Type in your email address.
4. Click Save.
5. Click Submit.



3 (c). Phone Number Information Change

1. Select an "Effective From" date.
2. Type in at least one contact phone number.
3. Click Save.

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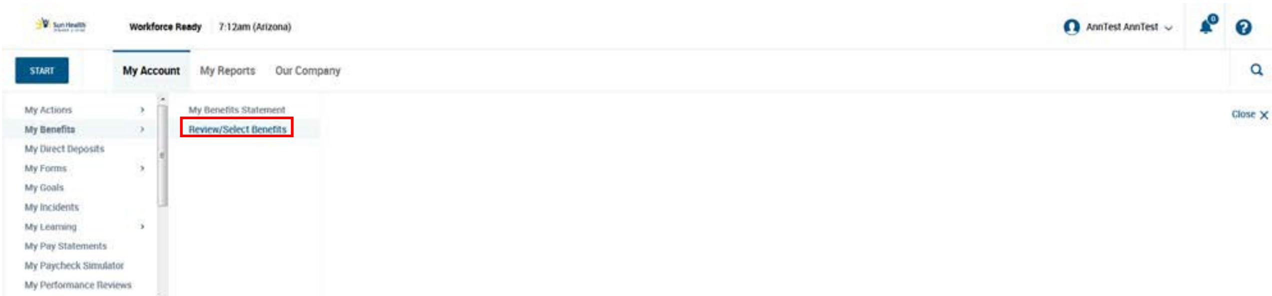
4. Click Submit.

Viewing Current Benefits

To view your current benefits do the following:

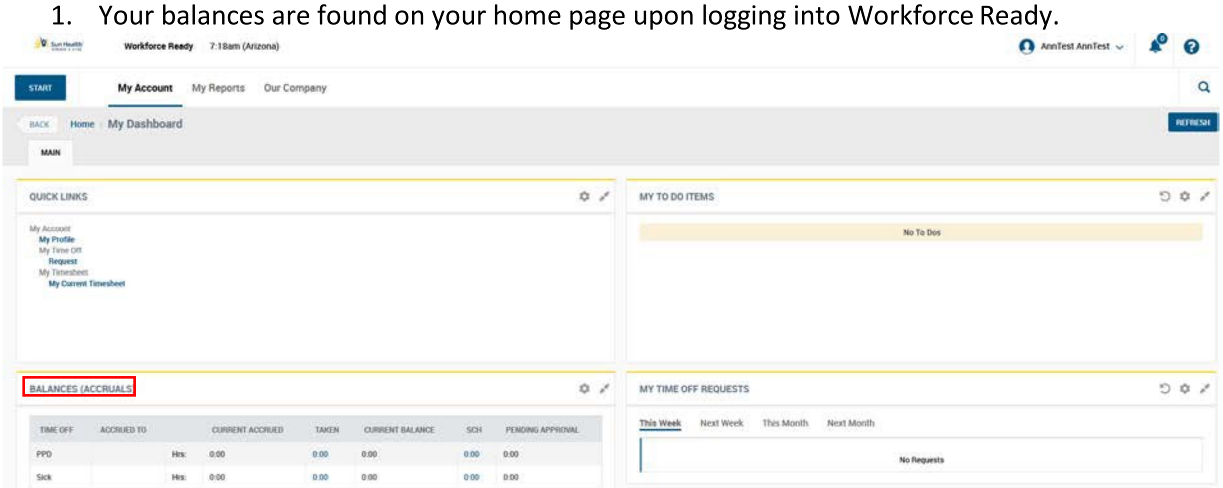
1. Click “My Account”.
2. Click “My Benefits”.
3. Click “Review/Select Benefits”.



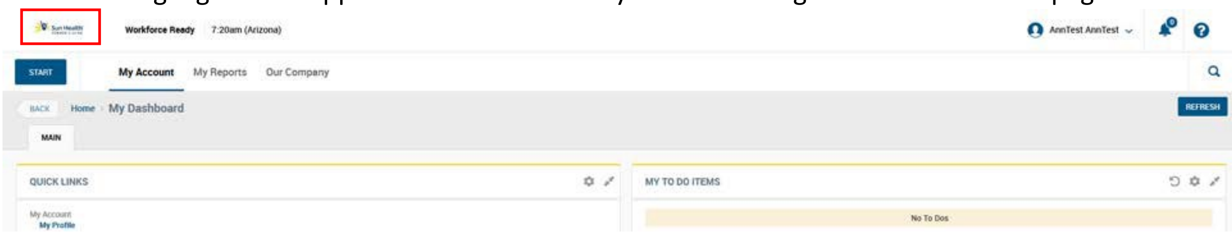
Viewing Time Off Balances

To view your current time off balances (PPD and Paid Sick Time) do the following:

1. Your balances are found on your home page upon logging into Workforce Ready.



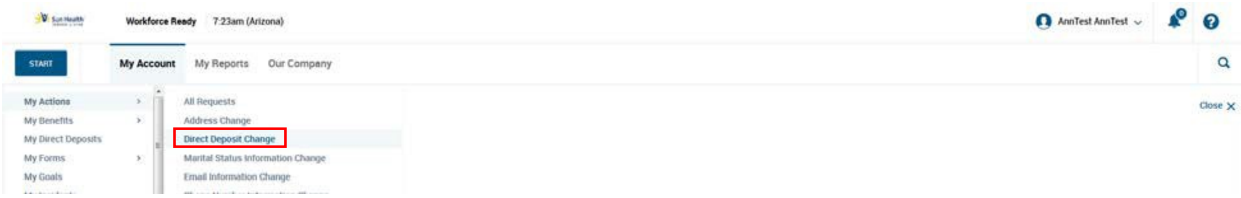
2. If you are already in Workforce Ready on another page, you can click the Sun Health Senior Living logo in the upper left hand corner of your screen to get back to the home page.



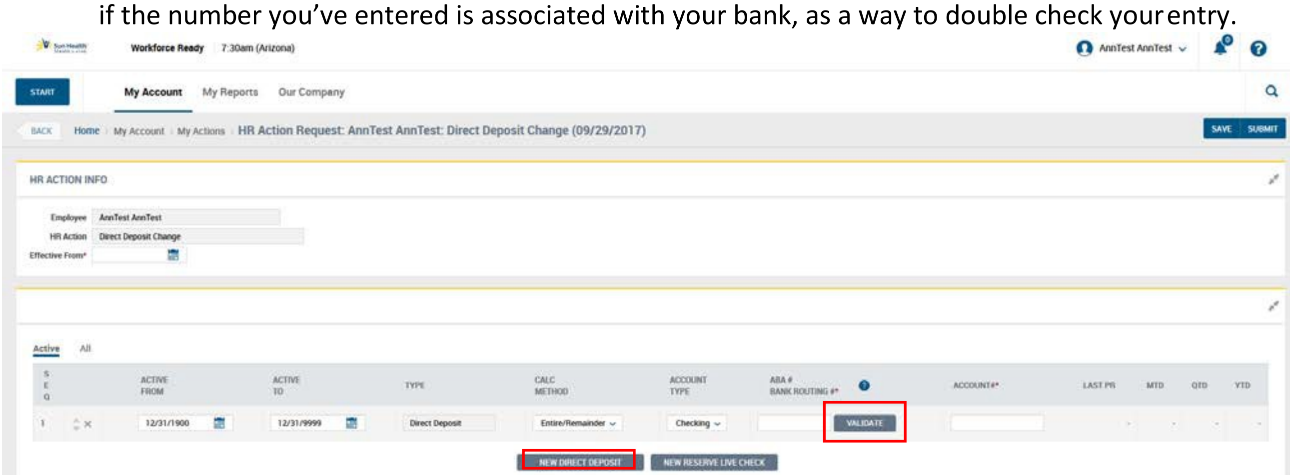
Changing Direct Deposit

To change your direct deposit information do the following:

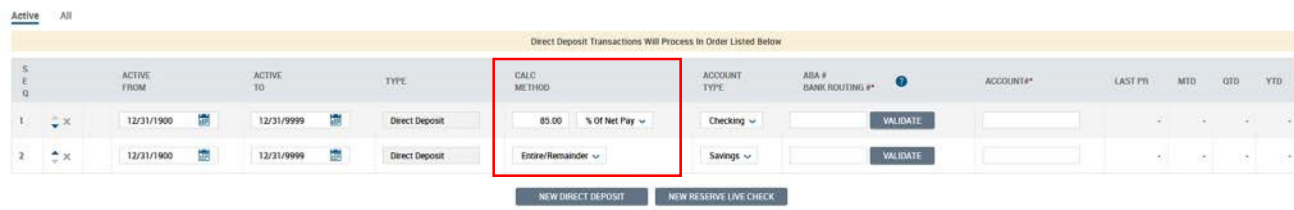
1. Click “My Account”.
2. Click “My Actions”.
3. Click “Direct Deposit Change”.



4. Click “New Direct Deposit”.
5. Begin filling in you direct deposit information under the “active” tab. It is VERY important to enter your “ABA # Bank Routing #” and “Account #” accurately. For the “ABA# Bank Routing #”, it is highly recommended that you click the “Validate” button, so that the system can determine if the number you’ve entered is associated with your bank, as a way to double check your entry.



6. Under the “Calc Method” section you have a drop down menu in which you can choose to deposit your entire check into one account OR you can have a percentage go into the account you’ve indicated, and the remainder go into a different account (i.e. if you wanted to set up 85% in a Checking Account and 15% in a Savings Account – see below).

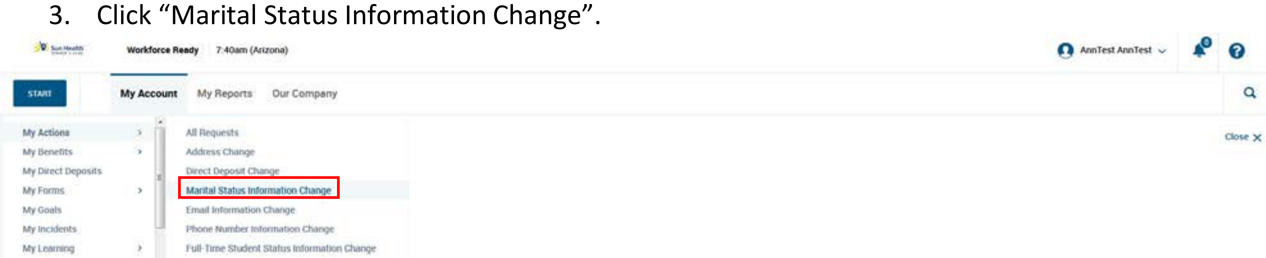


7. Be sure to indicate which “Account Type” you are entering – Checking or Savings.
8. When your Direct Deposit information is set up, click “Save” then “Submit” at the top right corner of the screen.

Changing Your Marital Status

To change your marital status follow the instructions below. Please note, only **legal** marital status changes should be entered. Following your submission of a marital status change, you will be contacted by a Human Resources representative to provide documentation verifying your marital status change.

1. Click “My Account”.
2. Click “My Actions”.
3. Click “Marital Status Information Change”.



4. Complete the fields with a red asterisk (*) – “Effective From” date, your new “Actual Marital Status”, and your “Last Name” if there is a change.
5. Click “Save” and then “Submit” at the upper right hand corner of the screen.

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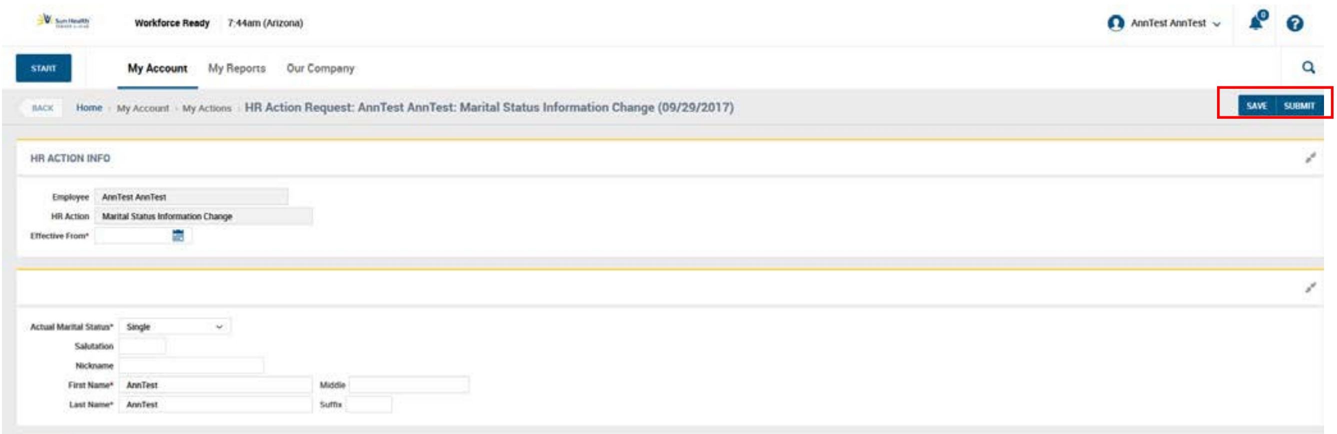

Additional Resources & Support

If you still have questions about using Workforce Ready, do the following.

1. Click “My Account”.
2. Click “My Learning”.
3. Click “Employee”.
4. Browse through the different resources and click whichever would best assist you.
5. Still have questions? Contact your supervisor or your Human Resources representative.