

# 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)

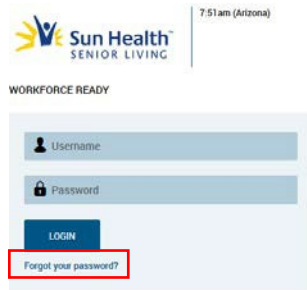
If you have any difficulties logging in, please contact your Supervisor or your Human Resources representative.

## Resetting Your Password

If you forgot your password, do the following:

1. At the Login screen click "Forgot your password?".

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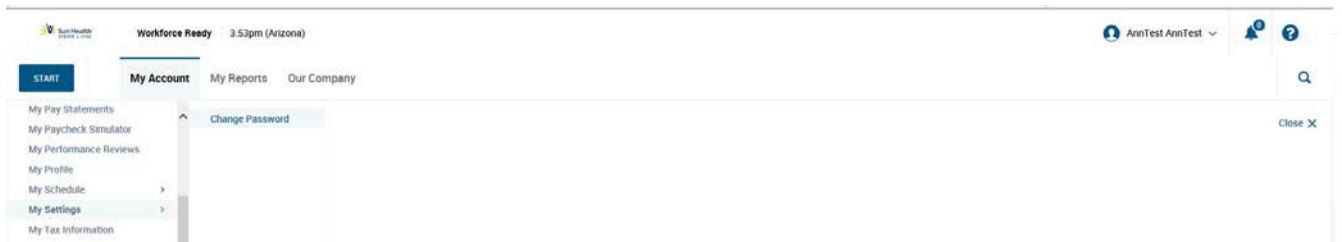


2. Enter your Username as prompted and click “Continue”.

## Changing Your Password

To change your password, do the following:

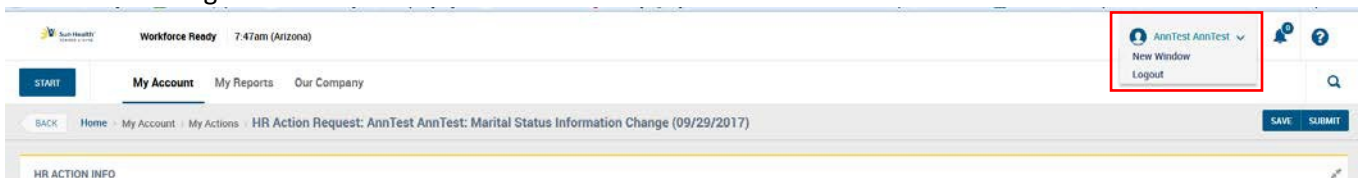
1. Click “My Account”.
2. Click “My Settings”.
3. Click “Change Password”.
4. Use the fields on the **Change Password** page to enter your old and new password, and then click **Save**.



## 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”.

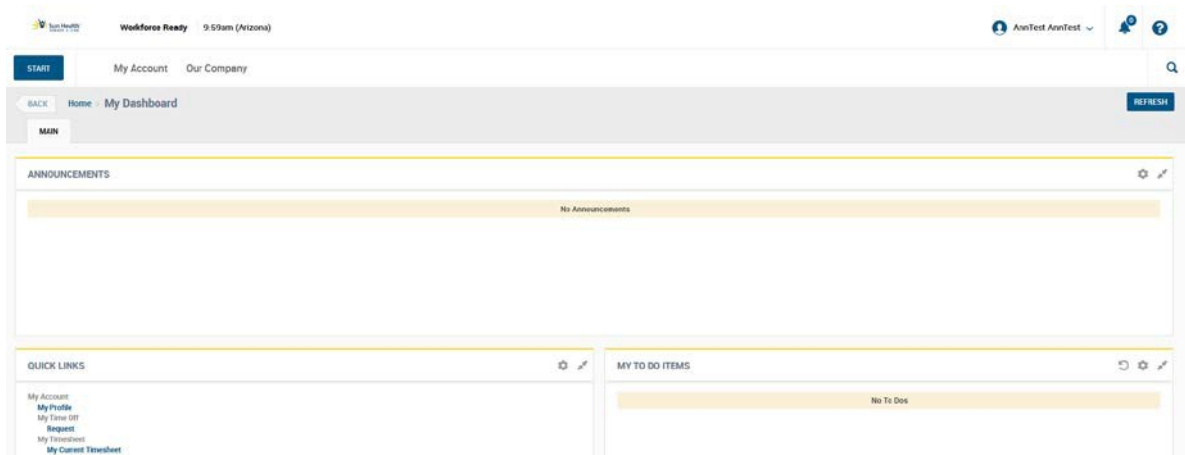


## Viewing your Dashboard

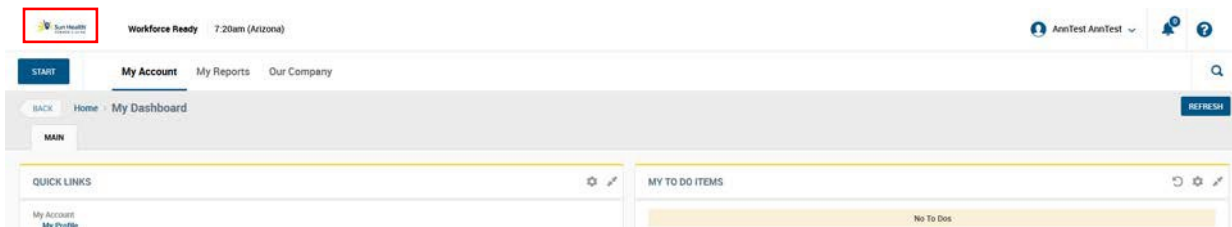
Viewing your dashboard will allow you to see Announcements, Quick Links, To Do Items, PST and PPD balances, and Time Off Requests.

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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).

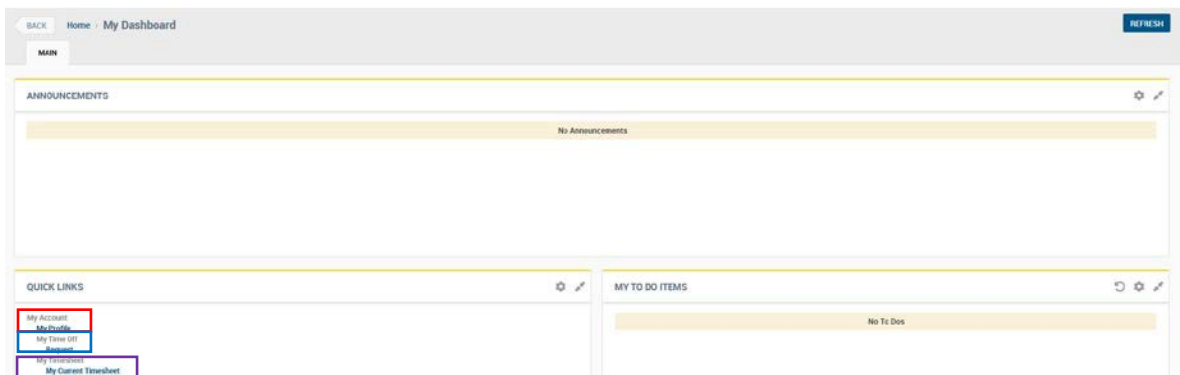


If you are already accessing another tab in Workforce Ready, you can always click the Sun Health Senior Living logo in the upper left corner to take you back to My Dashboard.




## Viewing Quick Links

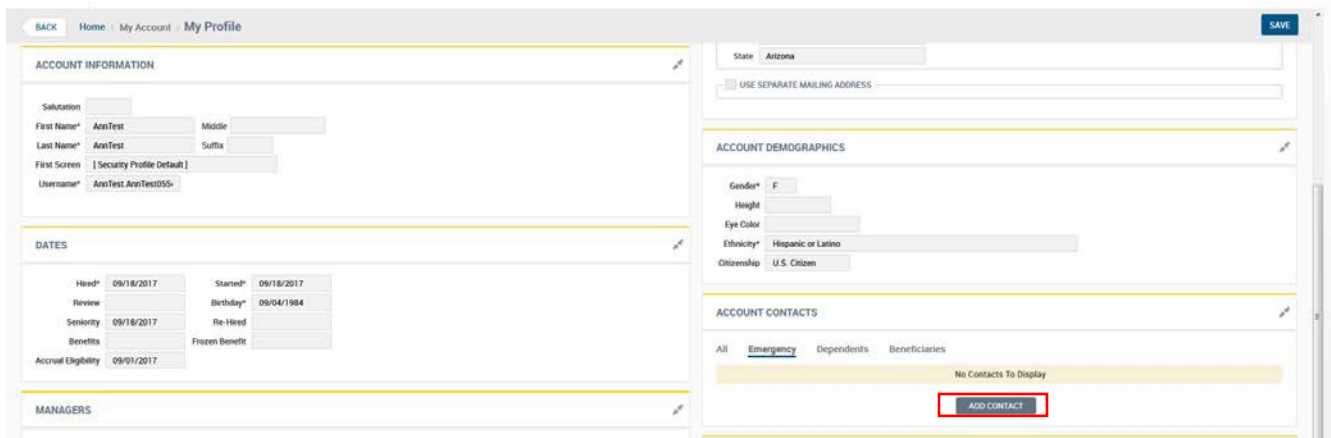
The Quick Links section of your Dashboard includes three important features of Workforce Ready – My Profile, My Time Off Request and My Current Timesheet. To access and utilize these features, do the following.



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## My Profile

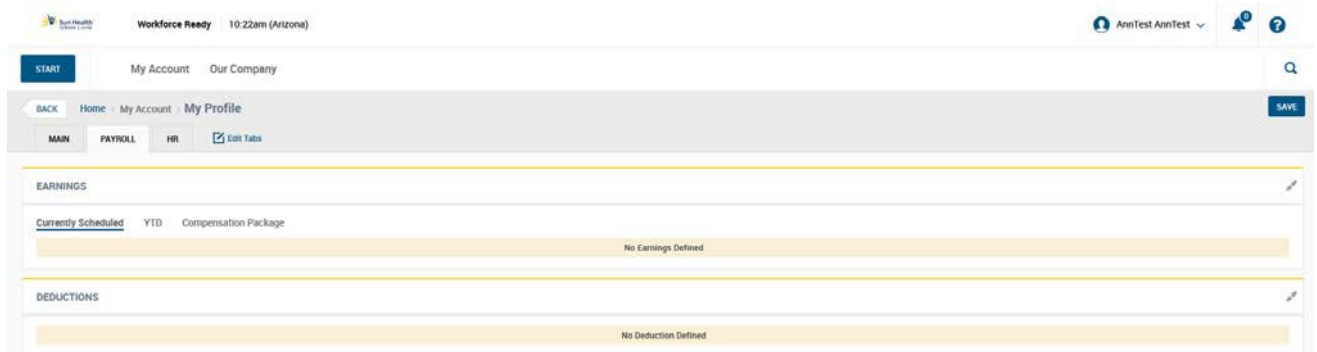
1. Click the “My Profile” link under Quick Links on your Dashboard (circled in red above). You will then be able to view the following information on the “Main” tab: current pay rate, hire date, Manager, HR, Executive Director, department, email, home address, employee ID number, demographics, contacts 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. 



The screenshot displays the 'My Profile' page with the following sections:

- ACCOUNT INFORMATION:** Includes fields for Salutation, First Name (AnTest), Middle, Last Name (AnTest), Suffix, First Screen (Security Profile Default), and Username (AnTest.AnTest055).
- DATES:** A table showing dates for Hire (09/18/2017), Start (09/18/2017), Review, Birth (09/04/1984), Seniority (09/18/2017), Re-Hire, Benefits, and Accrual Eligibility (09/01/2017).
- MANAGERS:** A section for listing managers.
- ACCOUNT DEMOGRAPHICS:** Fields for Gender (F), Height, Eye Color, Ethnicity (Hispanic or Latino), and Citizenship (U.S. Citizen).
- ACCOUNT CONTACTS:** A section with tabs for All, Emergency, Dependents, and Beneficiaries. It shows 'No Contacts To Display' and a red-bordered 'ADD CONTACT' button.

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.



The screenshot displays the 'Payroll' tab with the following sections:

- EARNINGS:** A section with a 'Currently Scheduled' link and a table showing 'No Earnings Defined'.
- DEDUCTIONS:** A section with a table showing 'No Deduction Defined'.

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).

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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.

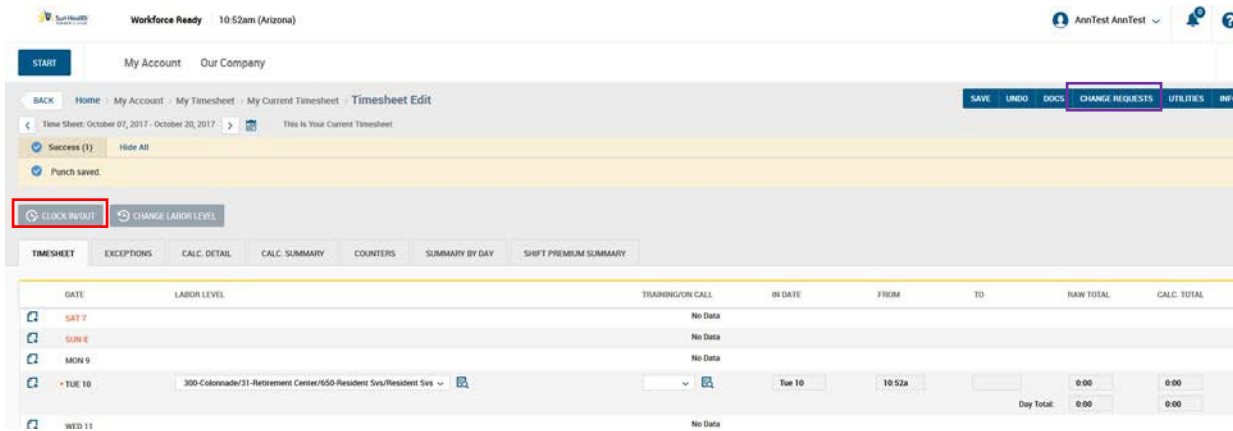
## My Current Timesheet

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.

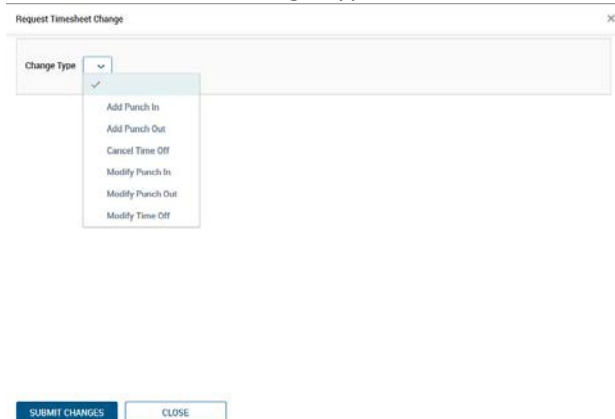
DATE	LABOR LEVEL	TRAINING/ON CALL	IN DATE	FROM	TO	RAW TOTAL	CALC. TOTAL
SAT 7				No Data			
SUN 8				No Data			
MON 9				No Data			
TUE 10				No Data			
WED 11				No Data			

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).

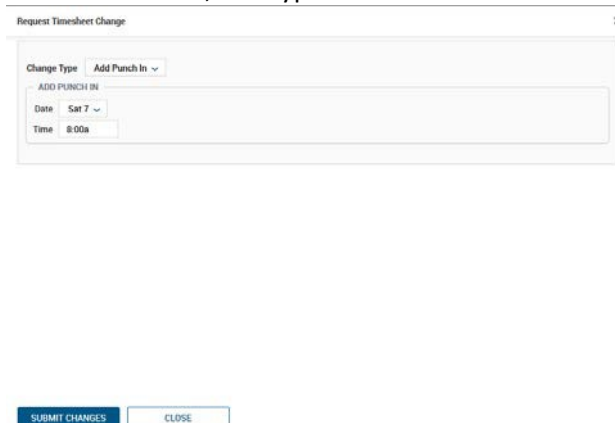
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3. Change Requests – This feature allows you to submit timecard edits and cancel or edit Time Off requests. Click “Change Requests” in the upper right corner (circled in purple above).
4. Select the Change Type.



5. For example, if 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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Request Timesheet Change

Change Type: Add Puncts In

ADD PUNCTS IN

Date: Sat 7  
Time: 8:00a

**Request Change Comment**

Please enter reason for requesting a timesheet change.

Reason: I forgot to punch in.

REQUEST CANCEL

SUBMIT CHANGES CLOSE

## My To Do Items

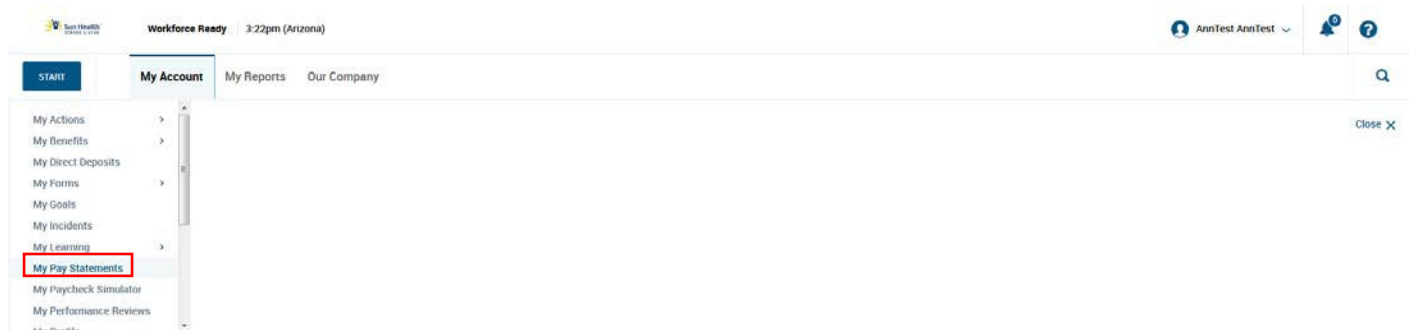
An easy way to see if you have any To Do items is to check the blue bell in the upper right corner of your screen in Workforce Ready (circled in red below). If you have notifications, a circle will appear with a number inside, indicating how many To Do items you have pending. Click the bell to access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



## Viewing Paystubs

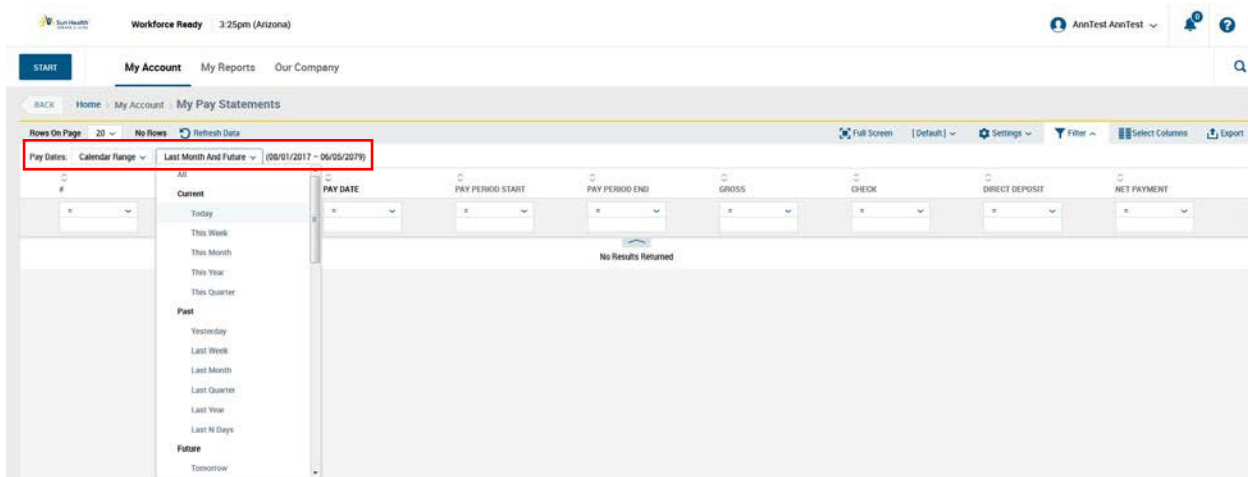
To view your paystubs, do the following:

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



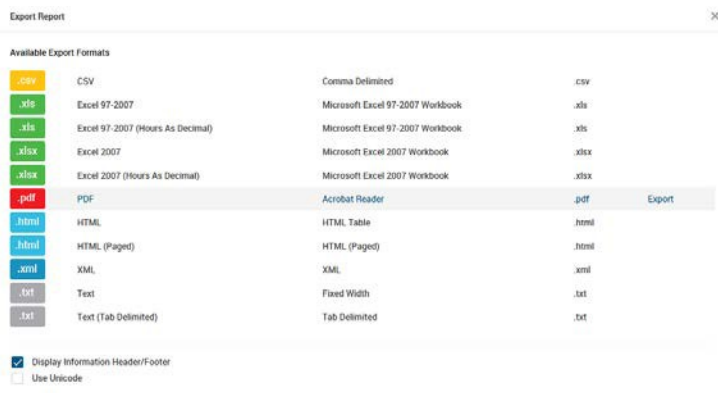
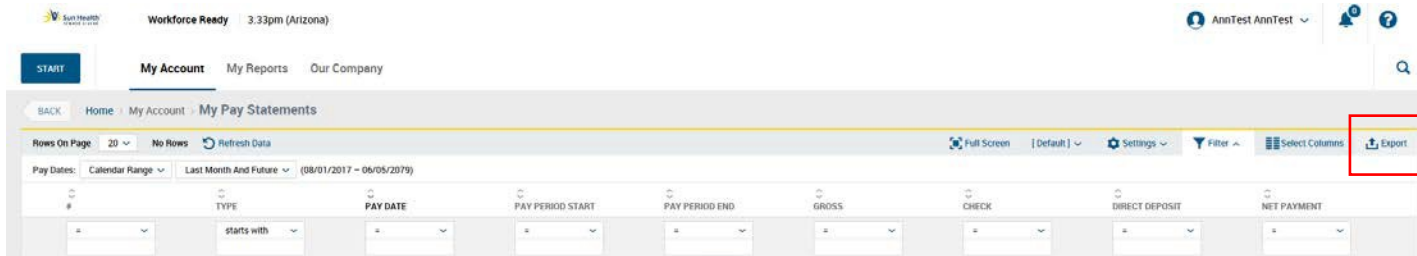
4. Once you reach this screen, you will be able to select the time frame that you would like to view paystubs for.

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## Printing Paystubs

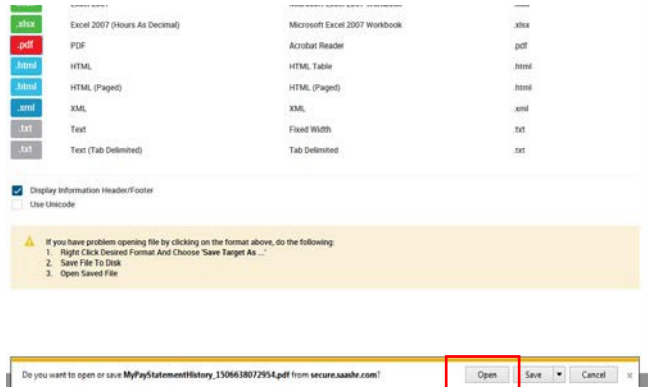
1. Complete the steps associated with the “Viewing Paystubs” section.
2. Once you have selected your paystub, click “Export”.



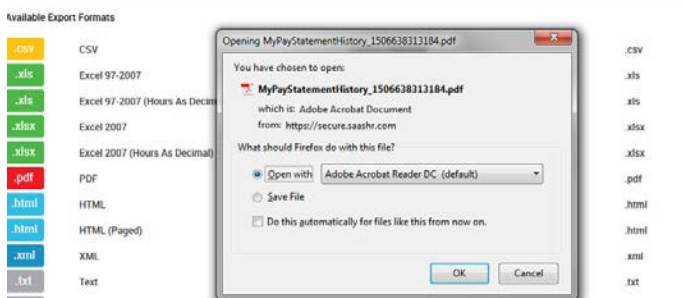
4. Open the PDF as you are instructed to in your Internet browser. If you are using Internet Explorer, you will see a box similar to the one below pop up. Click “Open”.



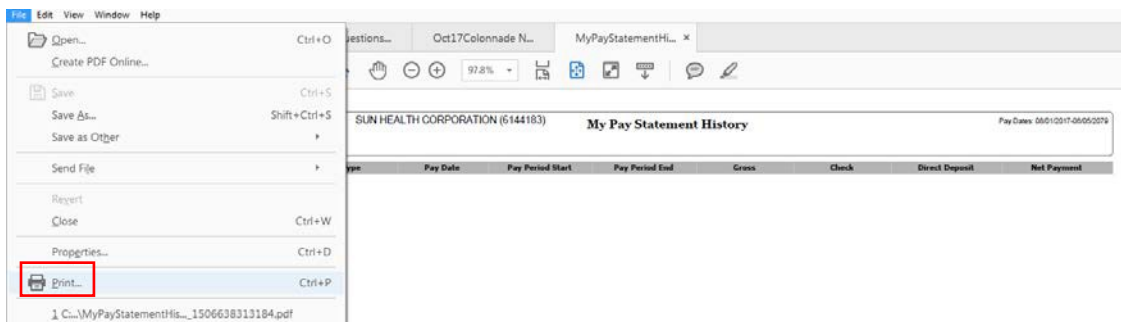
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In Mozilla Firefox, you will click “Open with Adobe Acrobat Reader DC”.



5. Next, click “File” and “Print”.

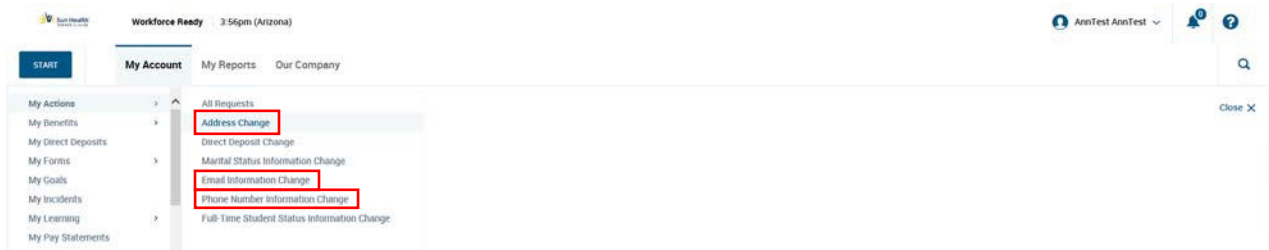


## Changing Email, Address and Phone Number

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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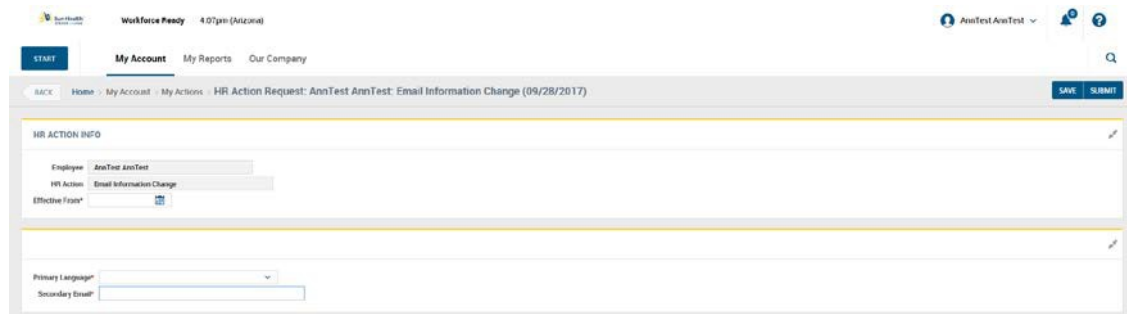
## 3 (a). Address Change

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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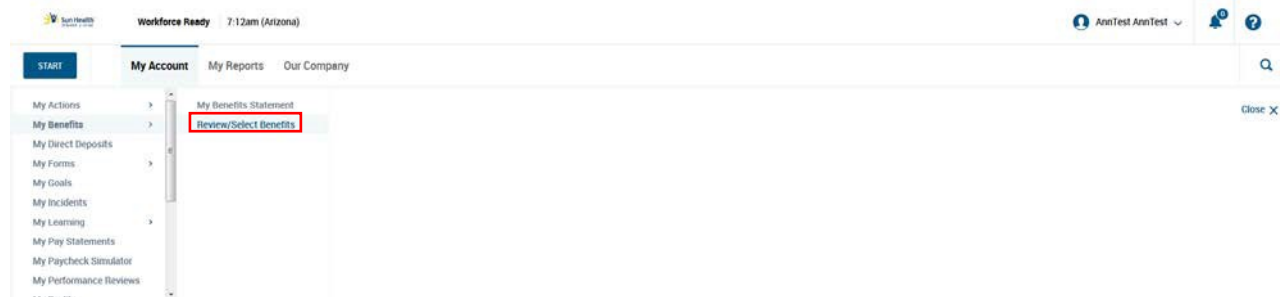
4. Click Submit.



## Viewing Current Benefits

To view your current benefits do the following:

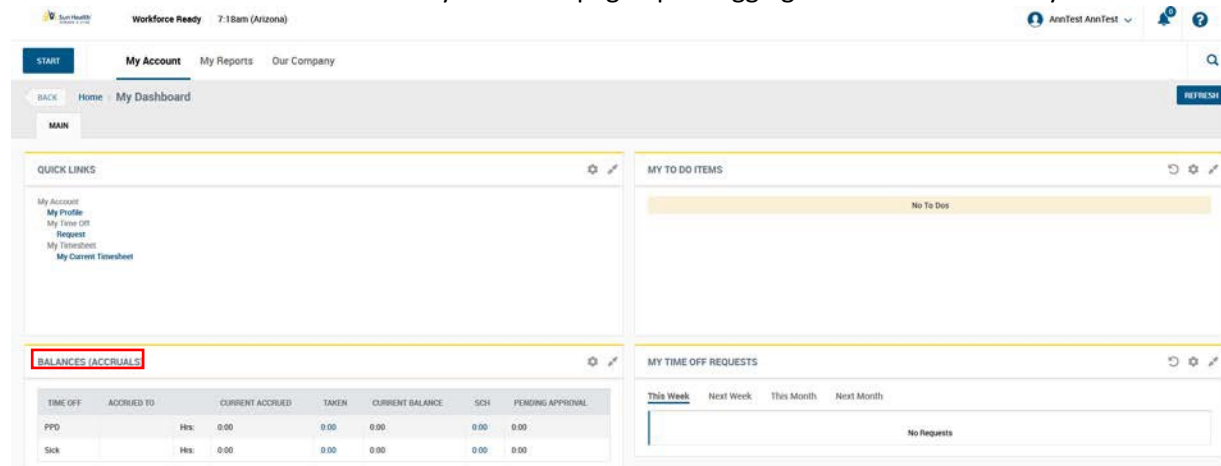
1. Click "My Account".
2. Click "My Benefits".
3. Click "Review/Select Benefits".



## Viewing Time Off Balances

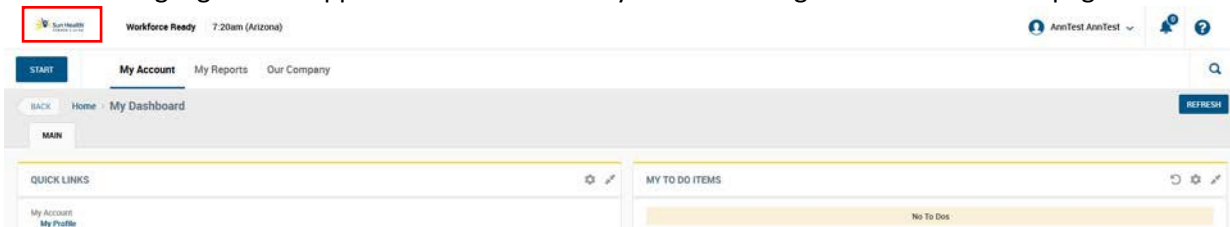
To view your current time off balances (PPD and Paid Sick Time) do the following:

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



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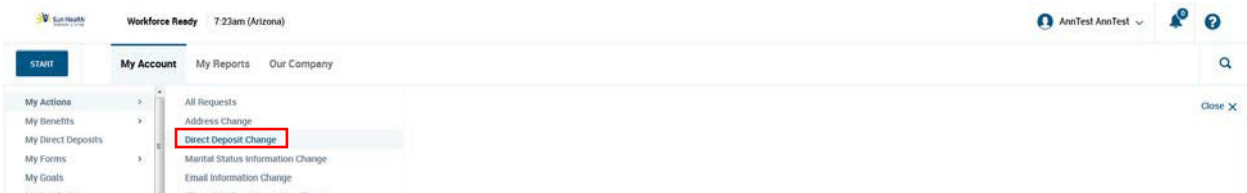
2. If you are already in Workforce Ready on another page, you can click the Sun Health Senior Living logo in the upper left hand corner of your screen to get back to the home page.



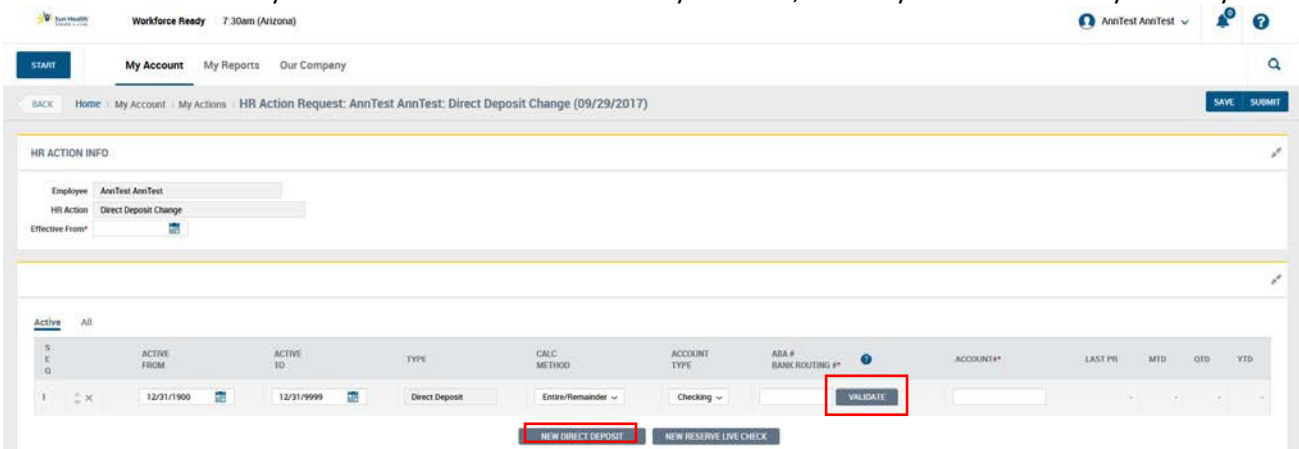
## Changing Direct Deposit

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 your 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 ).

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SEQ	ACTIVE FROM	ACTIVE TO	TYPE	CALC METHOD	ACCOUNT TYPE	ABA # BANK ROUTING #*	ACCOUNT#*	LAST PR	MTD	QTD	YTD
1	12/31/1900	12/31/9999	Direct Deposit	85.00 % Of Net Pay	Checking						
2	12/31/1900	12/31/9999	Direct Deposit	Entire/Remainder	Savings						

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.

Workforce Ready 7:36am (Arizona)

AnnTest AnnTest

START My Account My Reports Our Company

BACK Home My Account My Actions HR Action Request: AnnTest AnnTest: Direct Deposit Change (09/29/2017)

SAVE SUBMIT

HR ACTION INFO

Employee: AnnTest AnnTest

HR Action: Direct Deposit Change

Effective From: 09/29/2017

## 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”.

Workforce Ready 7:40am (Arizona)

AnnTest AnnTest

START My Account My Reports Our Company

My Actions > All Requests

My Benefits > Address Change

My Direct Deposits > Direct Deposit Change

My Forms > Marital Status Information Change

My Goals > Email Information Change

My Incidents > Phone Number Information Change

My Learning > Full-Time Student 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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The screenshot displays the Kronos Workforce Ready Employee Self-Service (ESS) interface. At the top, the user is logged in as 'AnnTest AnnTest' at 7:44am in Arizona. The navigation menu includes 'START', 'My Account', 'My Reports', and 'Our Company'. The current page is titled 'HR Action Request: AnnTest AnnTest: Marital Status Information Change (09/29/2017)'. A red box highlights the 'SAVE' and 'SUBMIT' buttons in the top right corner. The form contains the following fields:

- HR ACTION INFO**
- Employee: AnnTest AnnTest
- HR Action: Marital Status Information Change
- Effective From: [Date Picker]
- Actual Marital Status: Single (dropdown)
- Salutation: [Text Field]
- Nickname: [Text Field]
- First Name: AnnTest (with Middle: [Text Field])
- Last Name: AnnTest (with Suffix: [Text Field])

## 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.