

# 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 = Temp123! (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?"

# Kronos Workforce Ready - Employee Self-Service (ESS)



WORKFORCE READY

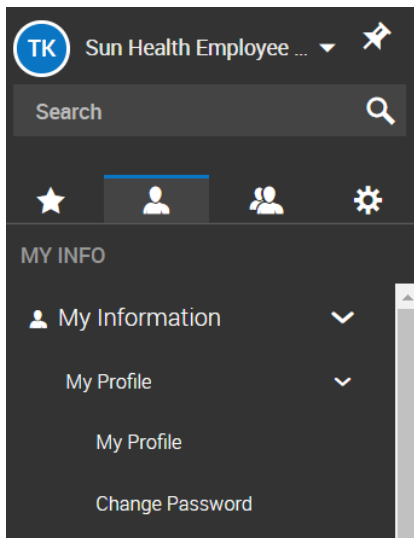
A login form with two input fields: 'Username' and 'Password'. Below the fields is a blue 'LOGIN' button. At the bottom left, there is a red-bordered link that says 'Forgot your password?'.

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

## Changing Your Password

To change your password, do the following:

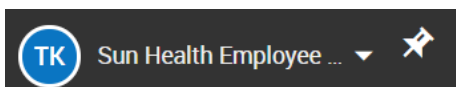
1. Click “My Information”
2. Click “My Profile”
3. Click “Change Password”
4. Use the fields on the **Change Password** page to enter your old and new password, and then click **Save**.



## Logging Out

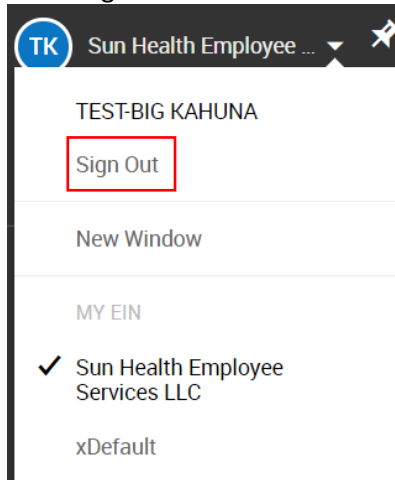
To log out of your Workforce Ready account, do the following:

1. Click the down arrow at the upper left corner of the screen next to the push pin icon.



# Kronos Workforce Ready - Employee Self-Service (ESS)

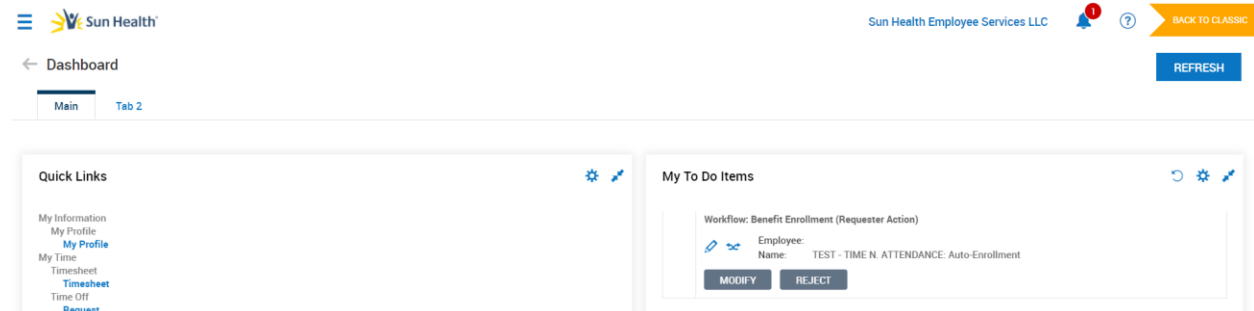
2. Click "Sign Out"



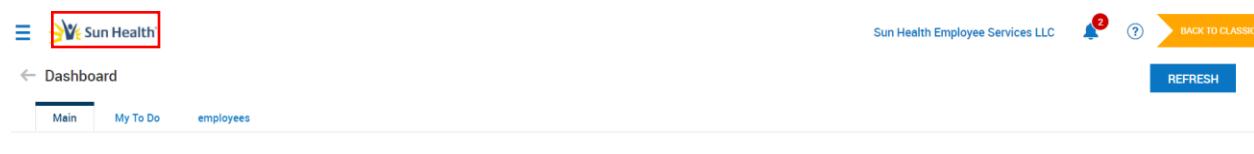
## Viewing your Dashboard

Viewing your dashboard will allow you to see Announcements, Quick Links, To Do Items, PST and PPD balances, and Time Off Requests. You are also able to customize your dashboard to show information you access on a regular basis.

1. Your dashboard is the screen you will see upon login. Quick Links and My To Do items are in the main part of your screen. Scrolling down further will allow you to see your PST and PTO 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 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 Timesheet and My Time Off Request. To access and utilize these features, do the following.

# Kronos Workforce Ready - Employee Self-Service (ESS)

## Quick Links

My Information  
My Profile  
**My Profile**

My Time  
Timesheet  
**Timesheet**

Time Off  
**Request**

## My Profile

1. Click the blue “My Profile” link under Quick Links on your Dashboard (outlined 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, except for “Account Contacts”. Here you can add or update an Emergency Contact, Dependent or Beneficiary. You can jump to this section by clicking on “Account Contacts” (outlined in red below).

JUMP TO

[Base Compensation](#)

[Account Information](#)

[Dates](#)

[Managers](#)

[Cost Centers](#)

[Points](#)

[Personal Information](#)

[Account Demographics](#)

**[Account Contacts](#)**

[Extra Fields](#)

[Accruals](#)

3. Then click “+Add” to add a new contact, or if you are editing an existing contact, click the 3 blue dots (...) under “Actions” and select “View/Edit.”

# Kronos Workforce Ready - Employee Self-Service (ESS)

## Account Contacts

Page 1 of 1 | 1 - 1 of 1 Rows | All (1) | + Add

Name	Relationship	Preferred Phone Number	Contact Type	Primary	Actions
test test	SON		Dependent	Yes	...

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

Main Payroll HR Edit Tabs

JUMP TO

- Earnings
- Deductions

### Earnings

Page 1 of 1 | 1 - 1 of 1 Rows | Currently Scheduled

Seq.	Earning	Begin Date	End Date	Calcs	Percent	Last PR	MTD
1	Benefit Plan (TEST-BIG KAHUNA: zGroup Term Life Insurance from 2020/07/01)	07/01/2020	12/31/2999		\$0.00		

### Deductions

Page 1 of 1 | 1 - 3 of 3 Rows

Seq.	Type	Deduction	Begin Date	End Date	Amounts	Last PR	MTD
1	EE / ER	401k %	12/31/1900	12/31/9999			
2	EE	Critical Illness Employee	05/01/2020	12/31/9999	\$225.00		

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

## My Current Timesheet

- Click the blue “Timesheet” link under Quick Links on your Dashboard (outlined in purple on page 4). This screen will allow you to see your timesheet, including punches, missing punches, and total hours.

Sun Health MY TIME Sun Health Employee Services LLC

← Timesheet Edit

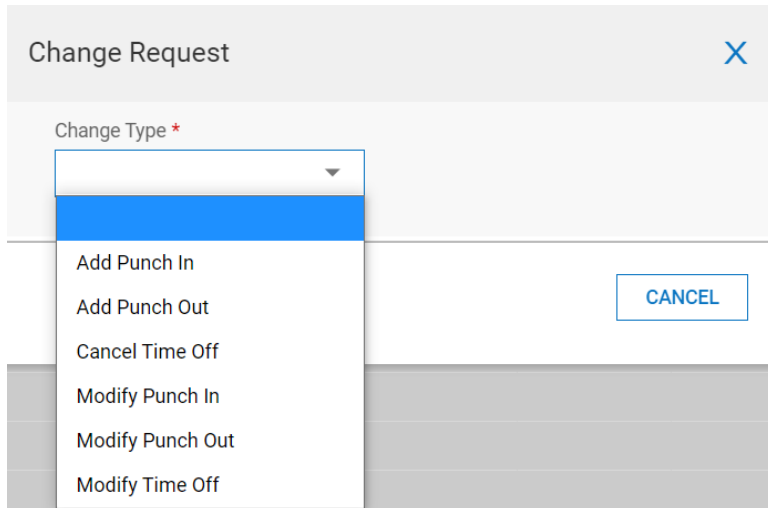
August 22, 2020 - September 04, 2020

Time Entry Calc Detail Calc Summary Counters Summary By Day Shift Premium Summary

Date, From	To	Raw Total	Calc. Total	In Date	Labor Level	Training/On Call	Notes
SAT Aug 22		00:00	00:00				...
SUN Aug 23		00:00	00:00				...
MON Aug 24		00:00	00:00				...
TUE Aug 25		00:00	00:00				...
WED Aug 26		00:00	00:00				...
THU Aug 27		00:00	00:00				...
FRI Aug 28		00:00	00:00				...

# Kronos Workforce Ready - Employee Self-Service (ESS)

2. Clocking In/Out – Authorized employees may clock in and out on the Timesheet Edit screen by clicking “Clock In/Out” (outlined in red above).
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 (outlines in purple above).
4. Select the Change Type.



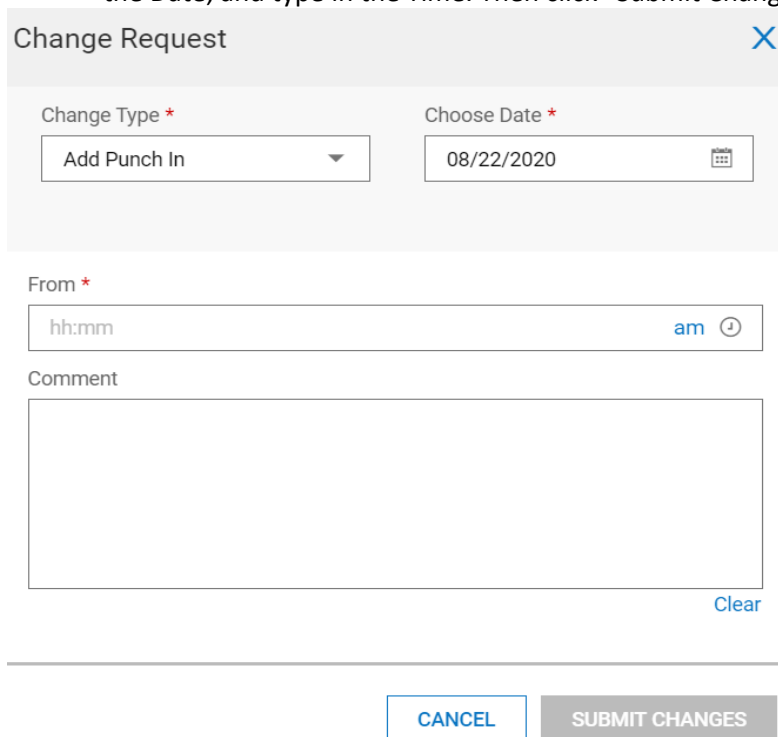
Change Request ✕

Change Type \*

- Add Punch In
- Add Punch Out
- Cancel Time Off
- Modify Punch In
- Modify Punch Out
- Modify Time Off

CANCEL

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.”



Change Request ✕

Change Type \*  
Add Punch In

Choose Date \*  
08/22/2020

From \*  
hh:mm am

Comment

Clear

CANCEL SUBMIT CHANGES

Once changes are submitted, your supervisor will receive a notification of the request in their bell.

# Kronos Workforce Ready - Employee Self-Service (ESS)

## My Time Off Request

1. Click the blue word "Request" link under Quick Links on your Dashboard (outlined in purple on page 4).
2. Select the Time Off type by clicking on the blue paper with the magnifying glass (outlined below in red).

\*Please note that Jury Duty and Bereavement requests will require additional documentation to be presented to your supervisor.



← Time Off Request

Time Off Type

3. Once you select the Time Off type, click the blue "Start Request" button 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 is outlined in blue below.

\*Please note: Salaried, exempt employees may only request time off in full day increments.



Request Time Off ×

Time Off \*  Request Type \*

Comment

# Kronos Workforce Ready - Employee Self-Service (ESS)

Request Time Off

Time Off \* PTO

Request Type \* Multiple Days

From \* mm/dd/yyyy

To \* mm/dd/yyyy

Hours Per Day \* 00:00

Comment

CANCEL SUBMIT REQUEST

4. You may also type in a comment in the “Comments” section. (outlined in green above)
5. Your final step will be to click “Submit Request” in the bottom right corner (outlined in purple above). 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.
6. Clocking In/Out – Authorized employees may clock in and out on the Timesheet Edit screen by clicking “Clock In/Out” (outlined in red above).
7. 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 (outlines in purple above).
8. Select the Change Type.

Change Request

Change Type \*

- Add Punch In
- Add Punch Out
- Cancel Time Off
- Modify Punch In
- Modify Punch Out
- Modify Time Off

CANCEL



# Kronos Workforce Ready - Employee Self-Service (ESS)

9. 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."

Change Request X

Change Type \* Choose Date \*

From \*

am ⌵

Comment

[Clear](#)

---

Once changes are submitted, your supervisor will receive a notification of the request in their bell.

## 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. If you have notifications, a red 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.

Sun Health Employee Services LLC



## Viewing Pay Statements

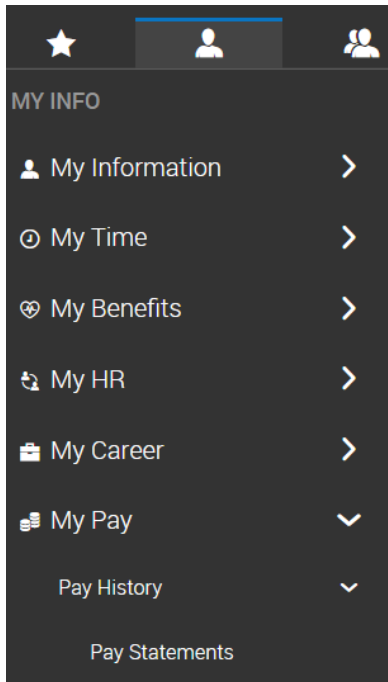
To view your paystubs, do the following:

1. Login in to your Kronos account.
2. Click the single silhouette

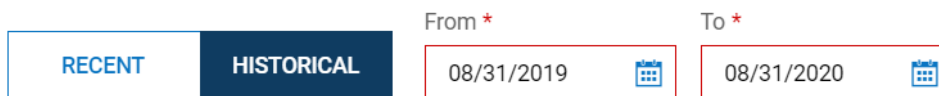


# Kronos Workforce Ready - Employee Self-Service (ESS)

3. Click My Pay > Pay History > 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 by clicking the pay statement icon at the bottom.



## Printing Pay Statements

1. After you click on the pay statement icon, a Pay Statement Preview window will come up.
2. Click the blue "Download PDF" button in the bottom, right corner of this window.



# Kronos Workforce Ready - Employee Self-Service (ESS)

3. You can then click the printer icon to print your pay statement.



## Changing Email, Address and Phone Number

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

1. Click the single silhouette.
2. Click My HR > HR Actions.
3. Click the start icon on the right side of the screen across from “Address Change,” “Email Information Change” or “Phone Number Information Change”.

← HR Actions

AVAILABLE OPEN SUBMITTED

Search Actions

---

Address Change Start

Email Information Change Start

Phone Number Information Change Start

### 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.

← Address Change

Effective From \*  
08/31/2020

Group #1

Country \*  
United States

Street \*  
5678 Missing Pieces Lane

Zip \*  
85374

City \*  
Surprise

State \*  
Arizona

RECOMMEND

SAVE SUBMIT

### 3 (b). Email Information Change

1. Select an “Effective From” date.
2. Type in your email address.

# Kronos Workforce Ready - Employee Self-Service (ESS)

3. Click Save.
4. Click Submit.

← Email Information Change

Effective From \*  
08/31/2020

Group #1

Primary Email \*      Secondary Email \*

SAVE      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.
4. Click Submit.

← Phone Number Information Change

Effective From \*  
08/31/2020

Group #1

Cell Phone \*      Home Phone \*      Work Phone \*

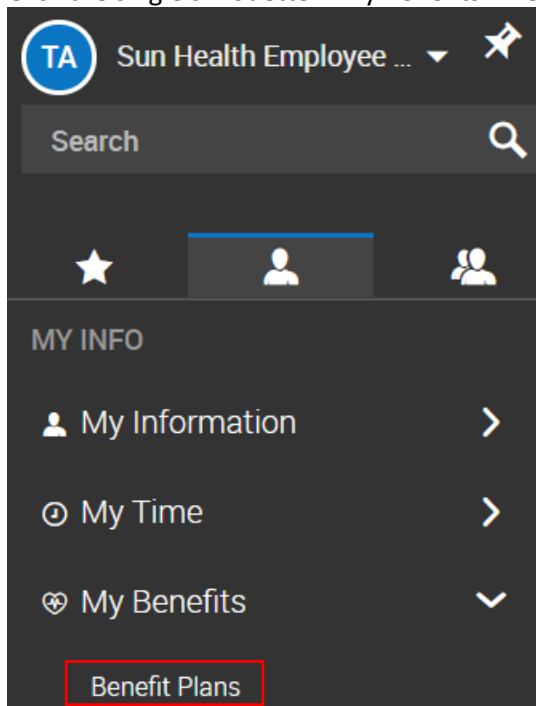
          

SAVE      SUBMIT

## Viewing Current Benefits

To view your current benefits do the following:

1. Click the single silhouette > My Benefits > Benefit Plans



# Kronos Workforce Ready - Employee Self-Service (ESS)

## Viewing Time Off Balances

To view your current time off balances (PPD and PST) do the following:

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

The screenshot shows the Kronos Workforce Ready dashboard. At the top left is the Sun Health logo and a hamburger menu icon. At the top right is the text "Sun Health Employee Services LLC" and a notification bell icon. Below the logo is a "Dashboard" link and two tabs: "Main" (selected) and "Tab 2". The dashboard is divided into four main sections:

- Quick Links:** A list of links including "My Information", "My Profile", "My Time", "Timesheet", "Time Off", and "Request".
- My To Do Items:** A section with a yellow bar indicating "No To Dos".
- Balances (Accruals):** A table with columns for "TIME OFF", "ACCRUED TO", "CURRENT ACCRUED", "TAKEN", "CURRENT BALANCE", "SCH", and "PENDING APPROVAL". The table contains two rows: "PTO" with an accrued date of 08/22/2020 and "Sick" with an accrued date of 12/28/2020. The "Balances (Accruals)" title is highlighted with a red box.
- My Time Off Requests:** A section with tabs for "This Week", "Next Week", "This Month", and "Next Month". It shows "No Requests".

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

This screenshot is similar to the previous one, but the Sun Health logo in the top left corner is highlighted with a red box. The rest of the dashboard layout, including the "Dashboard" link, tabs, and main sections, is identical to the previous screenshot.

## Changing Direct Deposit




To change your direct deposit information, do the following:

1. Click the single silhouette.
2. Click My HR > HR Actions.
3. Click the "Start" icon across from "Direct Deposit Change."

# Kronos Workforce Ready - Employee Self-Service (ESS)

4. Click +Add on the right side of the screen.
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.

### Add New Direct Deposit X

Name	Description
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Description"/>
Active From *	Active To *
<input style="border: 1px solid #ccc;" type="text" value="08/31/2020"/> 	<input style="border: 1px solid #ccc;" type="text" value="12/31/2099"/> 
Deposit Type	Bank Account Type *
<input style="border: 1px solid #ccc;" type="text" value="Direct Deposit"/>	<input style="border: 1px solid #ccc;" type="text" value="Checking"/>
Calculation Method *	
<input style="border: 1px solid #ccc;" type="text" value="Entire/Remainder"/>	
Account # *	Reenter Account # *
<input style="border: 1px solid #ccc;" type="text"/>	<input style="border: 1px solid #ccc;" type="text"/>
ABA # / Bank Routing # *	
<input style="border: 1px solid #ccc;" type="text"/> 	

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).

# Kronos Workforce Ready - Employee Self-Service (ESS)

Calculation Method \*

Entire/Remainder

Entire/Remainder

Flat \$ Amount

% Of Gross Earnings

% Of Net Pay

% Of Remaining Net

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.

← Direct Deposit Change

Effective From \*

08/31/2020



SAVE

SUBMIT

## 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 the single silhouette.
2. Click My HR > HR Actions.
3. Click the "Start" icon on the right side of the screen across from "Marital Status Information Change."

← Marital Status Information Change

Effective From \*

08/31/2020



SAVE

SUBMIT

Group #1

Actual Marital Status \*

Name

First Name \*

Middle

Last Name \*

Suffix

Nickname

Salutation

# Kronos Workforce Ready - Employee Self-Service (ESS)

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.



## Additional Resources & Support

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

1. Click the single silhouette.
2. Click Help > My Learning.
3. Browse through the different resources and click whichever would best assist you.
4. Still have questions? Contact your supervisor or your Human Resources representative.