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?”

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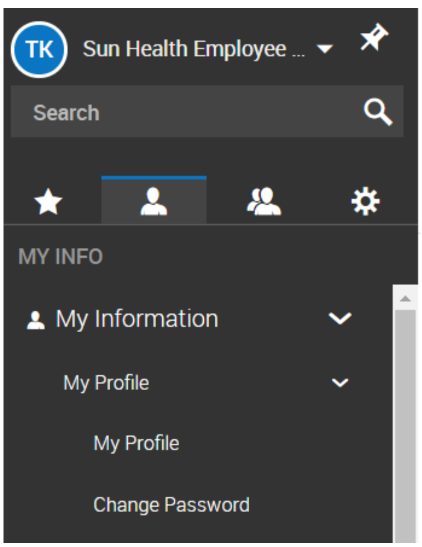
2. Enter your Username as prompted and click “Continue.”

Changing Your Password

To change your password, do the following:

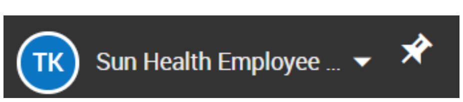
1. Click “My Information”
2. Click “My Profile”
3. Click “Change Password”
4. Use the fields on the **Change Password** page to enter your old and new password, and then click **Save**.



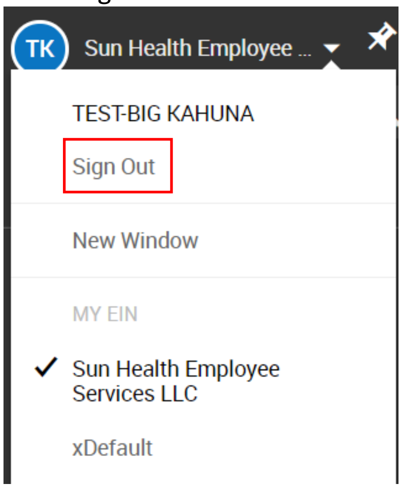
Logging Out

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.



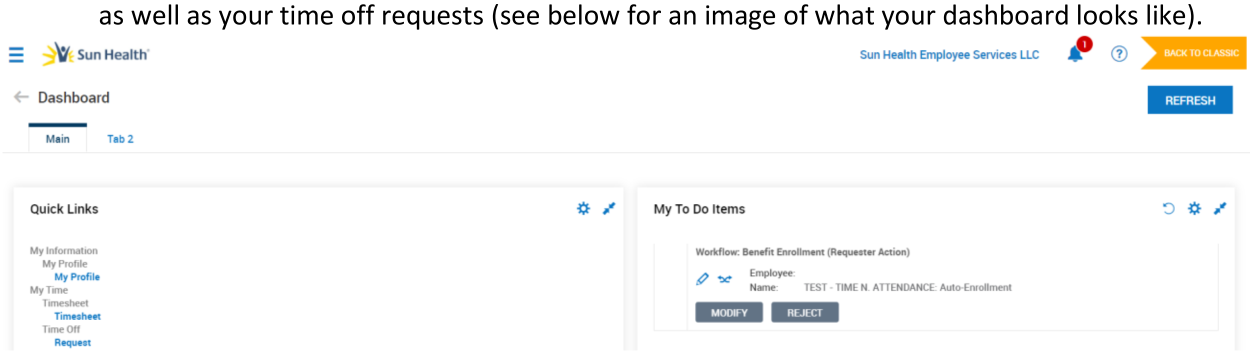
2. Click “Sign Out”



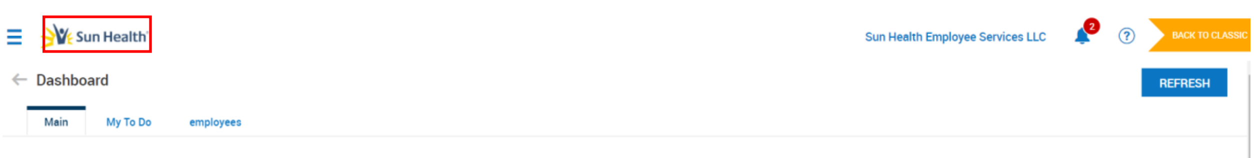
Viewing your Dashboard

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.

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Quick Links

My Information
My Profile
My Profile
My Time
Timesheet
Timesheet
Time Off
Request

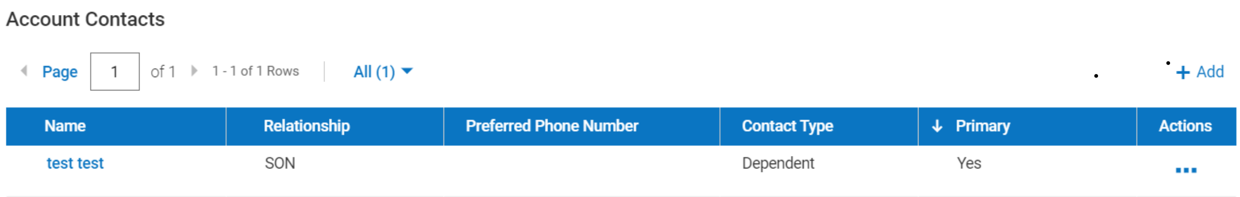
My Profile

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).

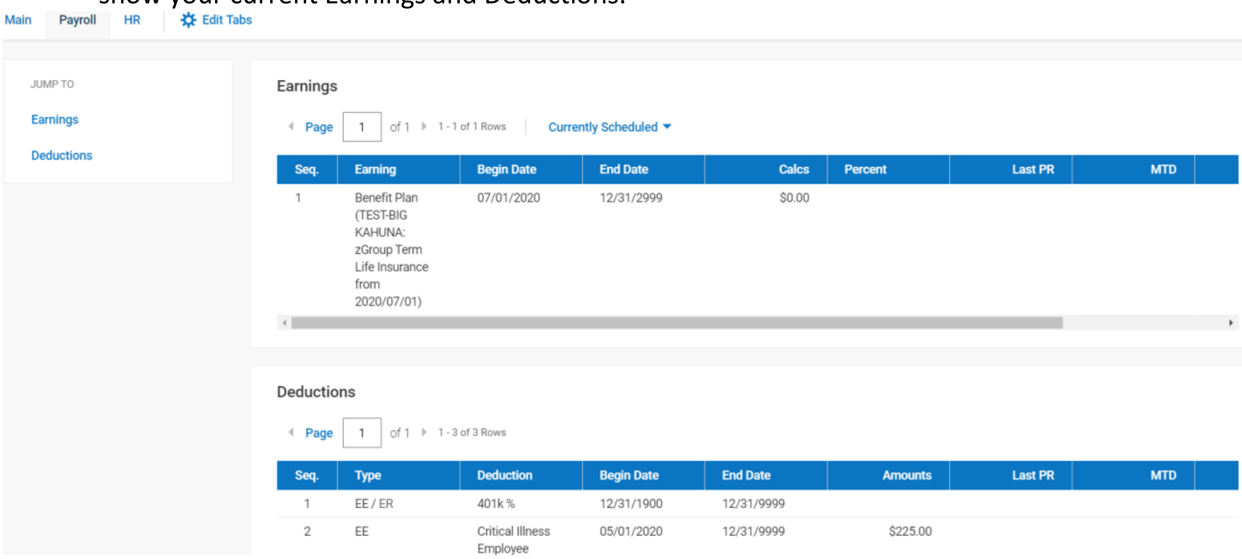
JUMP TO

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."



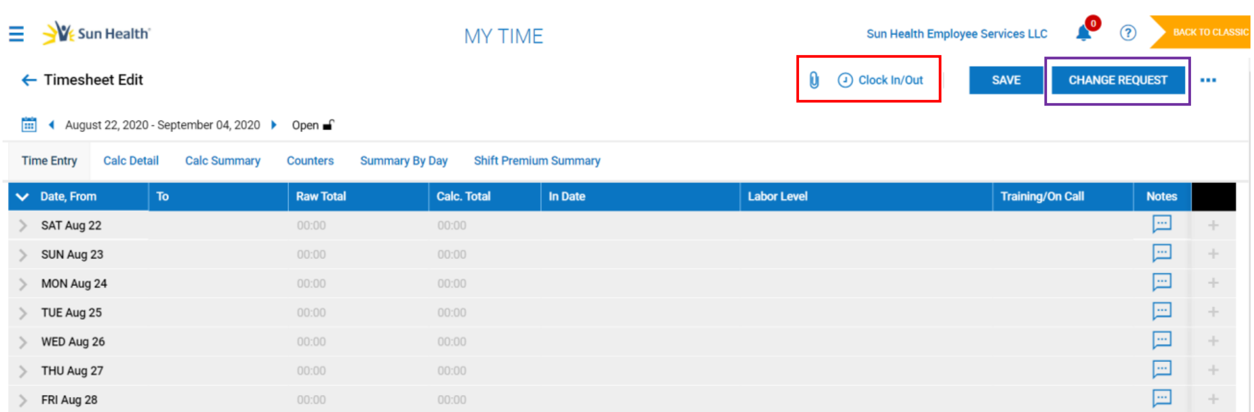
4. In addition to the "Main" tab under "My Profile," you can also view the "Payroll" tab which will show your current Earnings and Deductions.



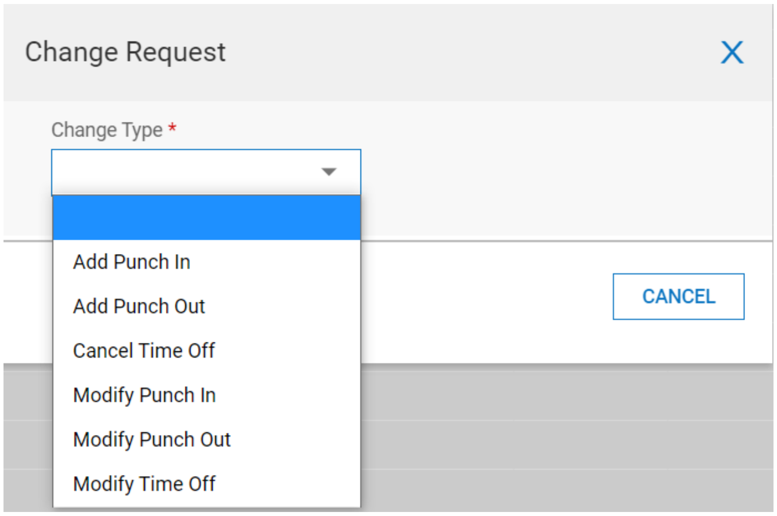
5. In addition to the "Main" and "Payroll" tabs under "My Profile," you can also view the "HR" tab which will show your Goals and Benefit Plans.

My Current Timesheet

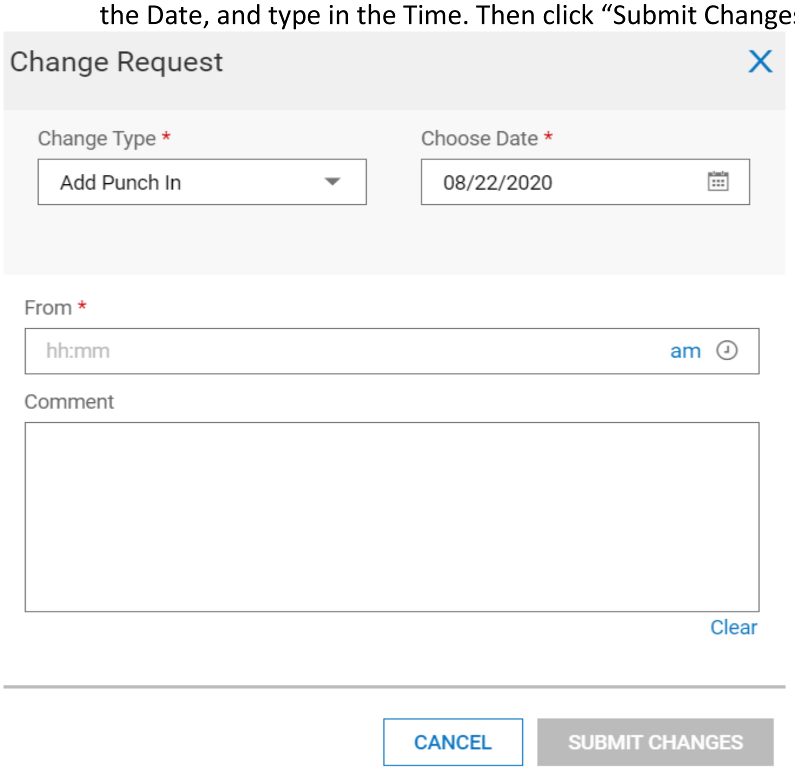
1. Click the blue "Timesheet" link under Quick Links on your Dashboard (outlined in purple on page 4). This screen will allow you to see your timesheet, including punches, missing punches, and total hours.



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.



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."



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

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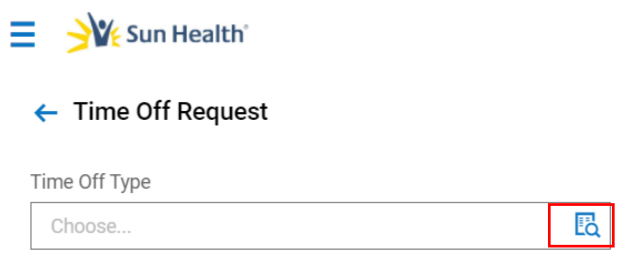
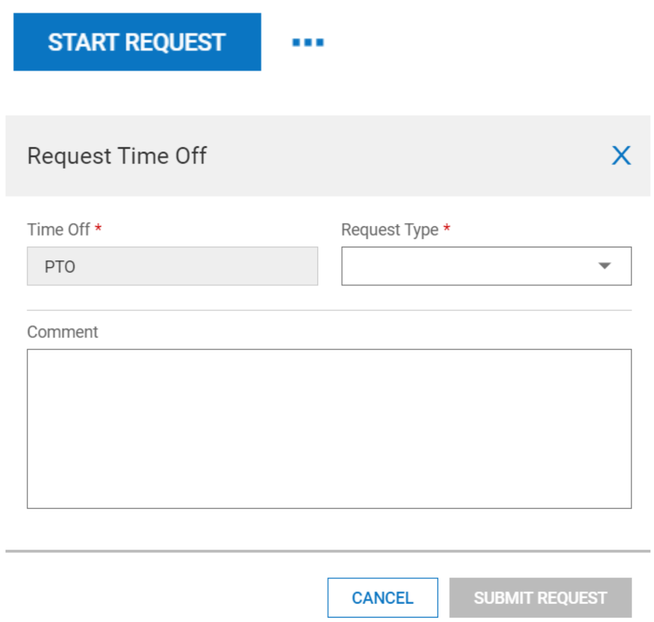
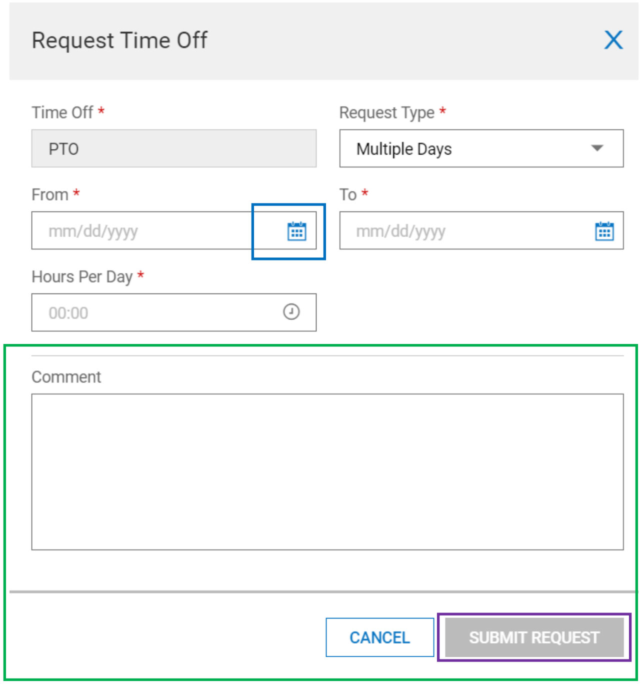
My Time Off Request

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.

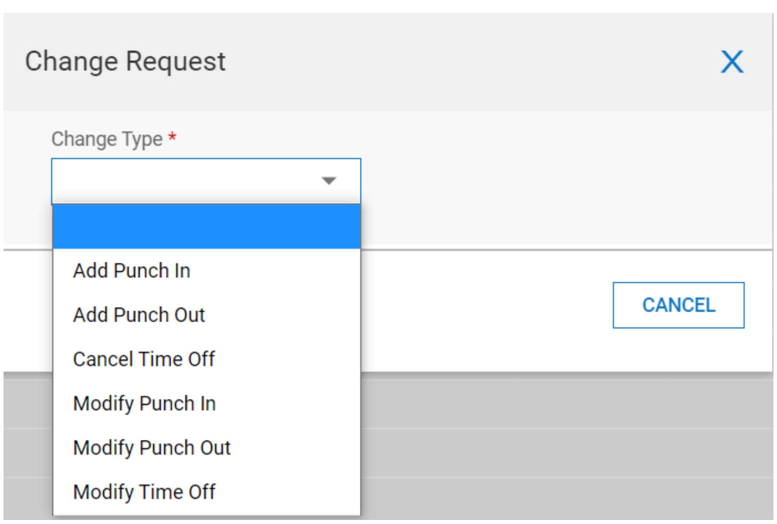


3. Once you select the Time Off type, click the blue "Start Request" button to select a single full day, a partial day, or multiple days. Choose your date(s) for the time off request by clicking on the blue calendar icon. This is outlined in **blue** below.
   *Please note: Salaried, exempt employees may only request time off in full day increments.

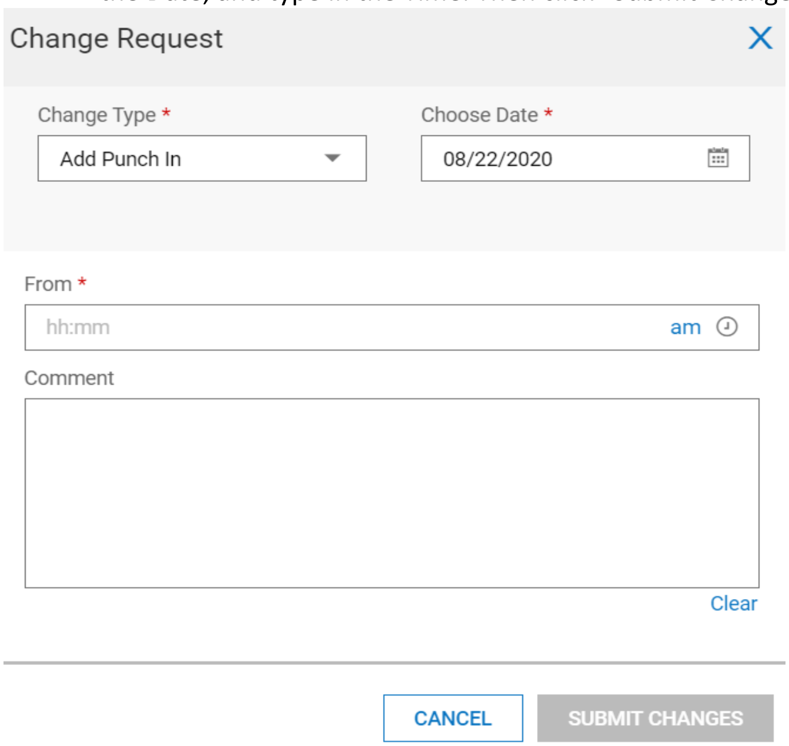




4. You may also type in a comment in the “Comments” section. (outlined in green above)
5. Your final step will be to click “Submit Request” in the bottom right corner (outlined in **purple** above). You will get a notification when your supervisor approves or denies your request. *Please note: if you 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.



9. 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.”



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

My To Do Items

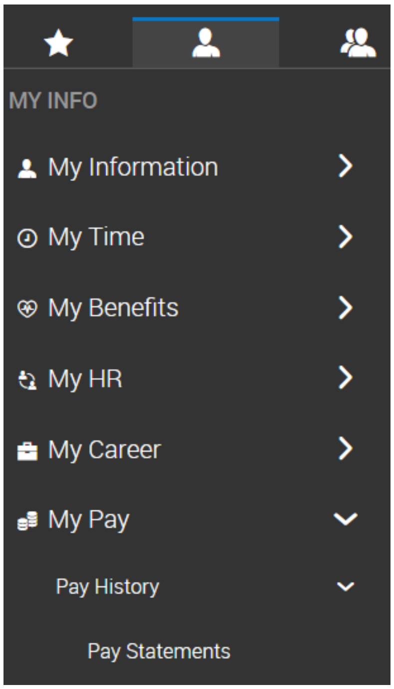
An easy way to see if you have any To Do items is to check the blue bell in the upper right corner of your screen. If you have notifications, a red circle will appear with a number inside, indicating how many To Do items you have pending. Click the bell to access those items. You can also view My To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

Viewing Pay Statements

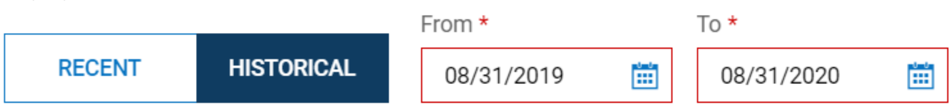
To view your paystubs, do the following:

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

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

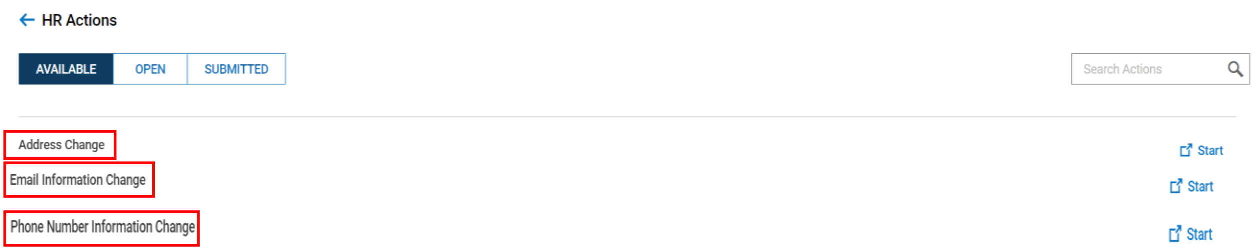
1. After you click on the pay statement icon, a Pay Statement Preview window will come up.
2. Click the blue “Download PDF” button in the bottom, right corner of this window.

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

Changing Email, Address and Phone Number

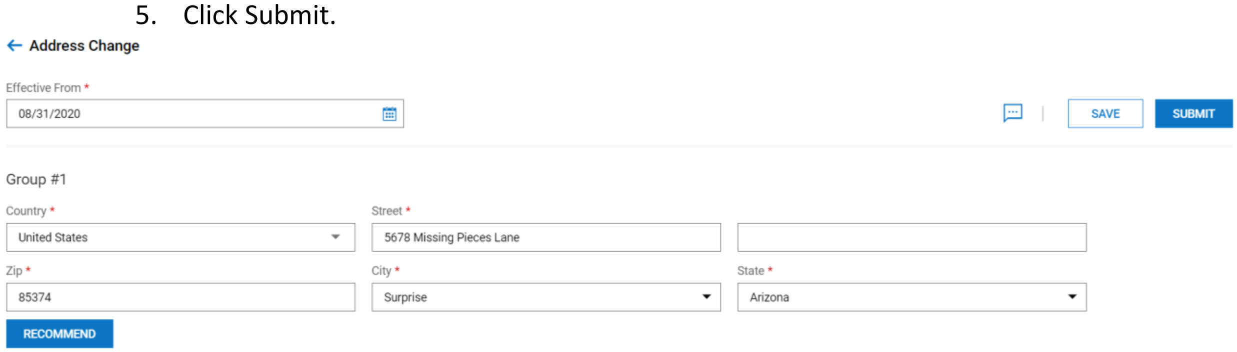
To change your email address, home address or phone number do the following:

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".



3 (a). Address Change

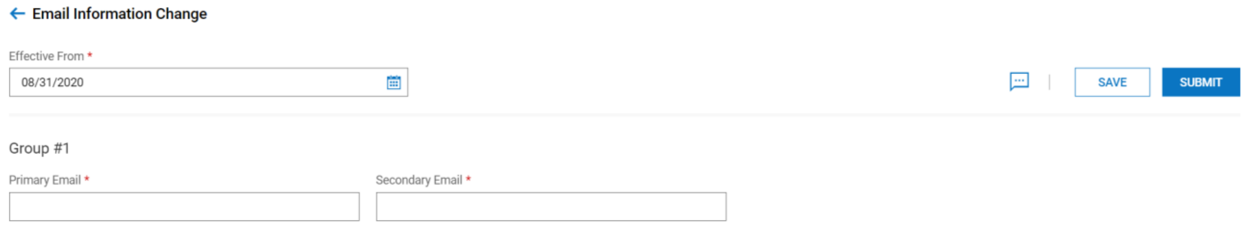
1. Select an "Effective From" date.
2. Fill in your new address.
3. Click "Recommend," and the system will suggest your address, but in a format that more closely matches postal requirements.
4. Click Save.
5. Click Submit.



3 (b). Email Information Change

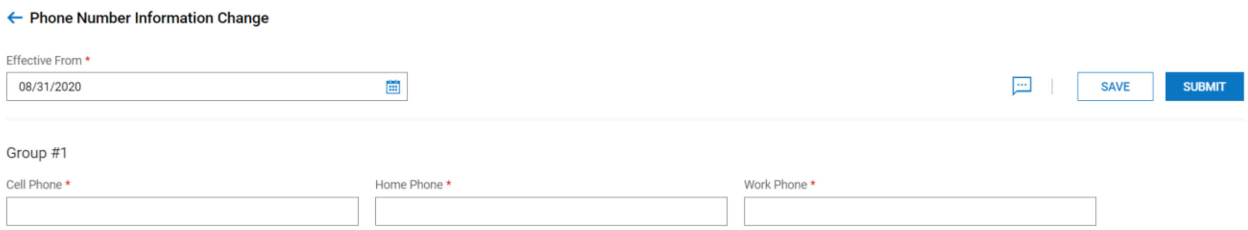
1. Select an "Effective From" date.
2. Type in your email address.

3. Click Save.
4. Click Submit.



3 (c). Phone Number Information Change

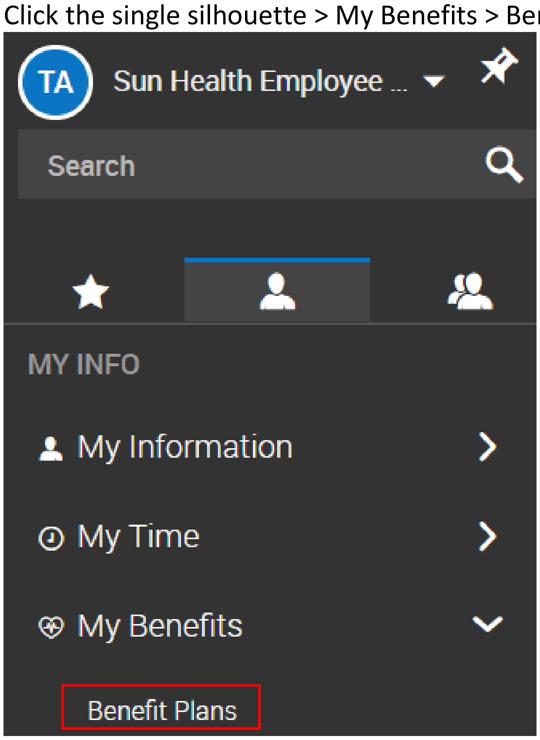
1. Select an "Effective From" date.
2. Type in at least one contact phone number.
3. Click Save.
4. Click Submit.



Viewing Current Benefits

To view your current benefits do the following:

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



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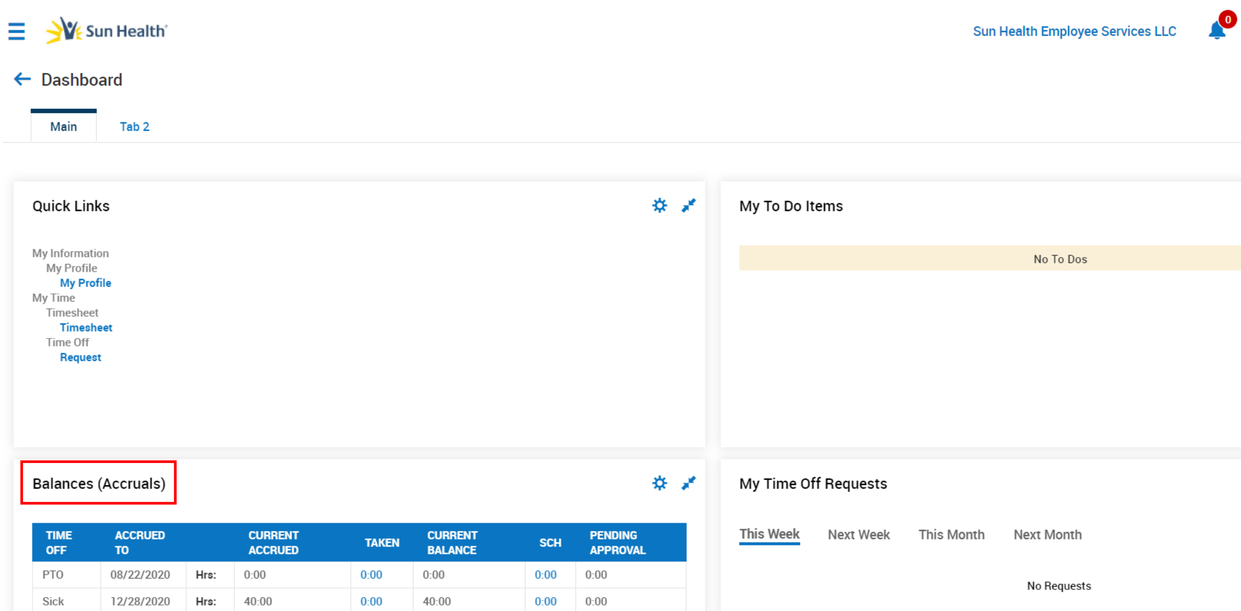
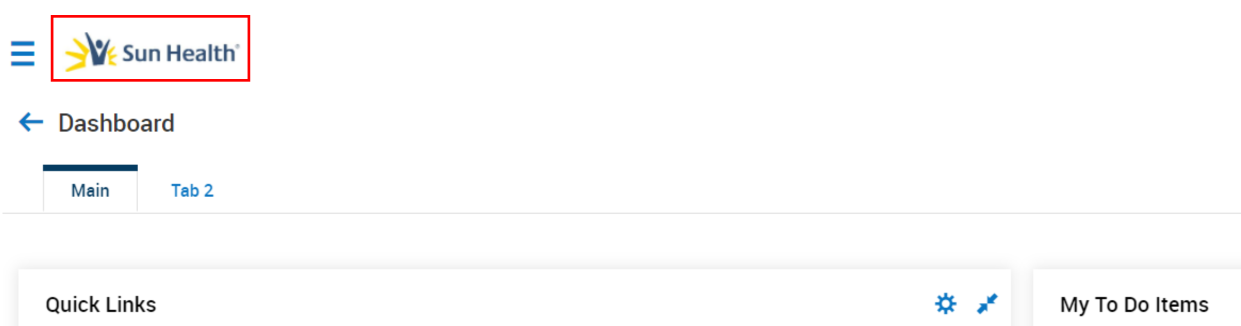
Viewing Time Off Balances

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.



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.

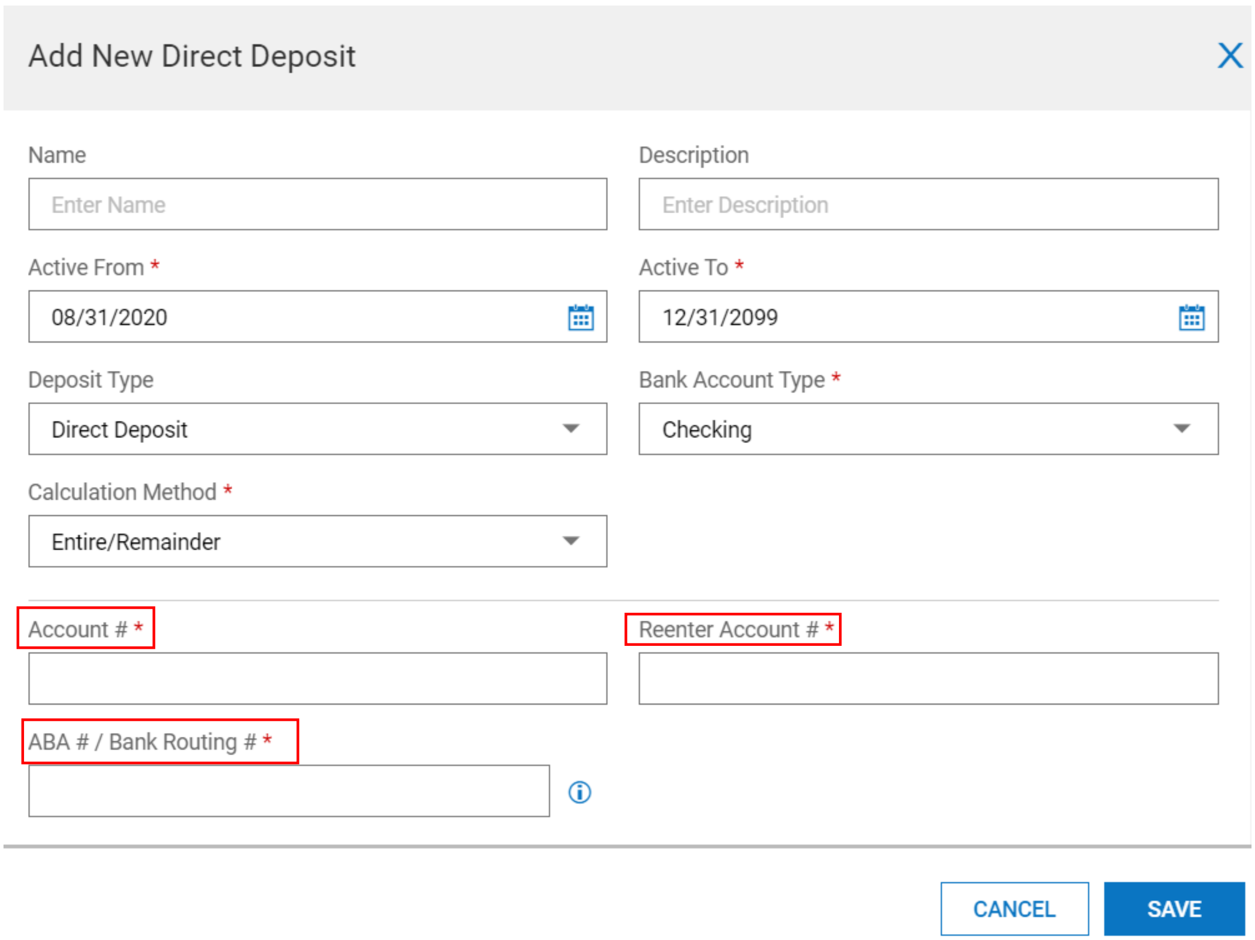


Changing Direct Deposit

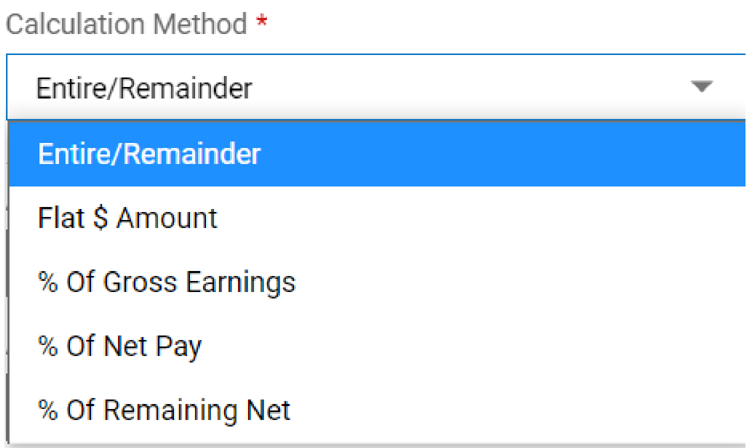
To change your direct deposit information, do the following:

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

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.



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).

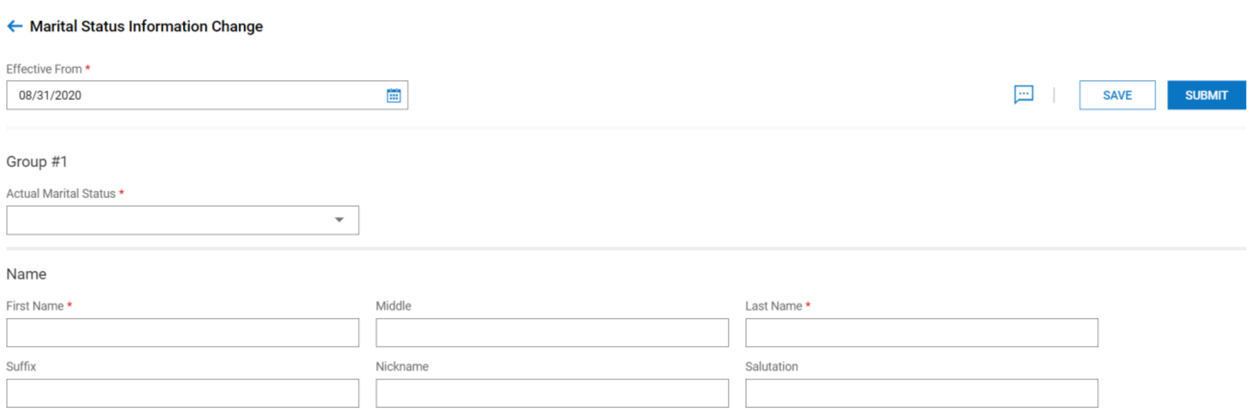


7. Be sure to indicate which "Account Type" you are entering – Checking or Savings.
8. When your Direct Deposit information is set up, click "Save" then "Submit" at the top right corner of the screen.

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 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."



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.