APPLICATION HANDBOOK

APPLICATION:

KRONOS WORKFORCE READY

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Application Overview

Kronos Workforce Ready is a cloud-based Human Capital Management application.

Usage

Kronos Workforce Ready is used by Sun Health as a database for all HR information relating to employees, including payroll and timekeeping. It can be used by users to view timesheets, accrual balances (PTO and PST), paystubs, benefits, and personal information.

Application Details and Ownership

Application Manager: Laura Davis

Vendor: UKG (Ultimate Kronos Group)

Vendor POC Name: Kronos Support

Vendor POC Contact Information: Contact Information: 800/394-4357

License Type: SAAS

Subject matter expert(S): Mary Majko

Current Release of Software: R75

Application Location: Cloud Based

Access

Permissions and Login

Usernames are established when employee is set up in Kronos Workforce Ready. The format for username is **FIRSTNAME.LASTNAMEXXXXX** (last 5 numbers of SSN)

Modifications

No modifications needed. Updates are pushed out from Kronos and will automatically update the next time a user logs in.

User Guide Introduction

Application Overview

Kronos Workforce Ready is a Human Resource information and timekeeping application.

Purpose

Kronos Workforce Ready is used by Sun Health as a database for all HR information relating to employees, including payroll and timekeeping. It can be used by users to view timesheets, accrual balances (PTO and PST), paystubs, benefits, and personal information. Users can request edits to be made to their timesheets, request time off (PTO and PST), and changes to benefits. Users may also make changes to their phone numbers, addresses, email addresses, emergency contacts, beneficiaries or dependents and direct deposit.

Integrations

None at this time

Inputs:

Timeclocks , forms, and documents can be uploaded to Kronos, PTO and Sick time requests, Direct Deposit, Tax Information and Benefits.

Outputs:

Pay Statements, Pay History, Direct Deposits, Tax Information, Benefits Forms, Time Request, Time Balances, Schedules and Training Certifications, Performance

Reports:

Reports can be exported from Kronos Workforce Ready to Excel

Dashboards:

There are various dashboards throughout the application and some dashboards are editable by the user for view preferences.

Application Known Issues / Limitations

No known issues or limitations.

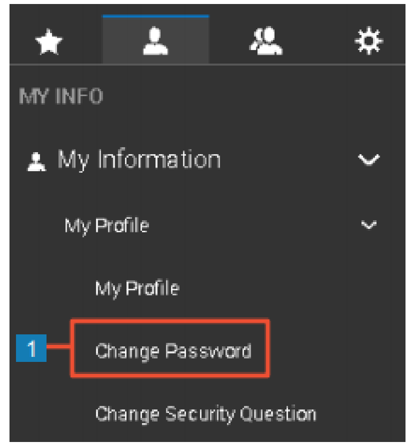
Changing My Password

Regularly changing your password is a good security practice. My Information provides access to change your password any time. This job aid describes the steps required to change your password.

Note: To view the "**Changing My Password**", Job Aid log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

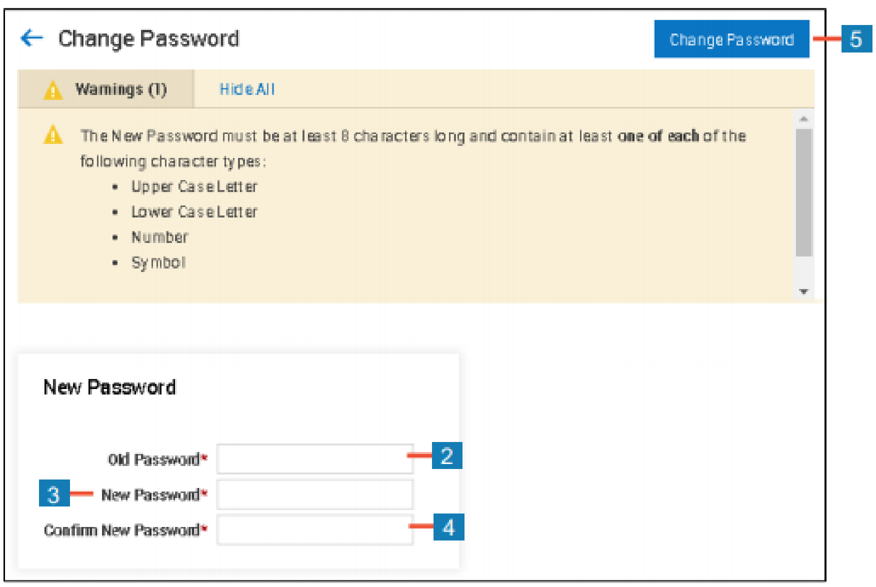
Changing Your Password

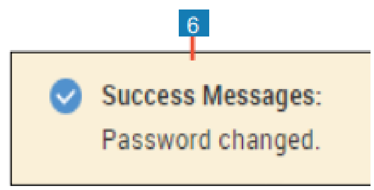
1. Click **Show Menu**, click the **My Info** tab, and navigate to **My Information > My Profile > Change Password**.
2. In the **Old Password** field, enter your current password.
3. In the **New Password** field, enter your new password.
4. In **Confirm New Password** field, enter your new password again.
5. Click **Change Password**.
6. Confirm that the **Password Changed** notification appears.



Don't Forget!
Your password must contain at least eight characters and one of each of the following character types:

- Upper Case Letter
- Lower Case Letter
- Number
- Symbol





Logon Locations for Kronos Workforce Ready

Sun Health users can log on to Sun Health Kronos Workforce two ways, directly through the Sun Health Workforce Ready portal or through the Sun Health Employee portal. Below are the links in which you may use to take you to the sign in page for Sun Health Kronos Workforce Ready portal.

Direct Application Logon

Click the link below to be taken directly to Kronos Workforce Ready

Kronos Workforce Ready (Direct to Application)

Sun Health Employee Portal Logon

Click the link below to be taken to Sun Health Employee Portal to log on to Kronos Workforce Ready

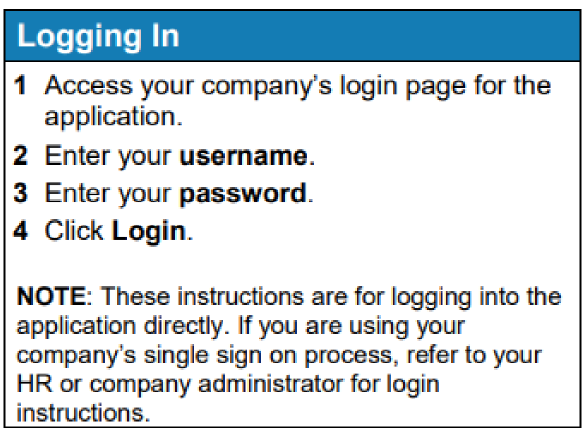
Sun Health Employee Portal

Ways to Log in to or out of Kronos Workforce Ready

This section describes how a user logs into and out of the application. This includes setting up and using the virtual code authentication functions.

Note: To view "**Logging in and out**", Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

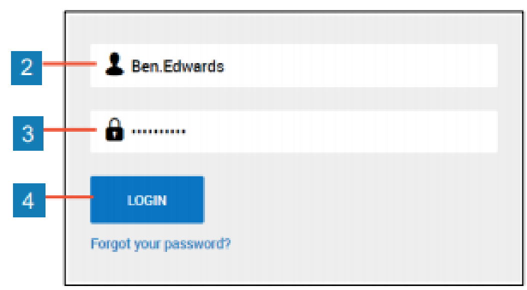
Logging In via desktop or laptop



Logging In

1. Access your company's login page for the application.
2. Enter your **username**.
3. Enter your **password**.
4. Click **Login**.

NOTE: These instructions are for logging into the application directly. If you are using your company's single sign on process, refer to your HR or company administrator for login instructions.



Accessing the Mobile Application

The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.

Note: To view the "**Accessing the Mobile Application**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Setting up the mobile application for the first time

Google Android

1 Access **Google Play**.
2 Search for **Kronos Workforce Ready Mobile**.
3 **Download** and **install** the application to your device.

Apple iOS

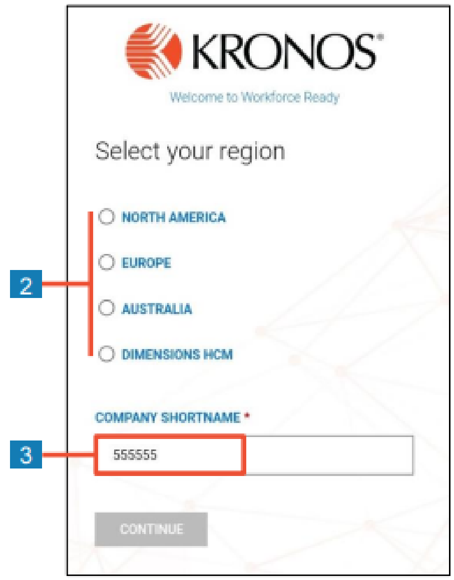
1 Access the **Apple App Store**.
2 Search for **Kronos Workforce Ready Mobile**.
3 **Download** and **install** the application to your device.

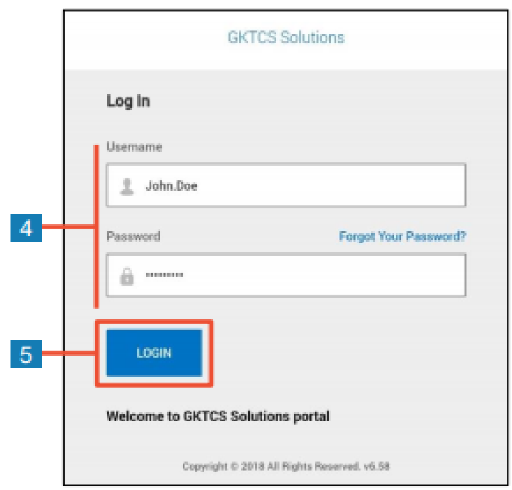
Setting up the mobile application for the first time

1 Open the **mobile application** on your device.
2 Select your **region** from the list.
3 Input your **company's short name**.
4

Note: Please see your company administrator for your company's short name.

5 Press **Continue**.
6 Input your **username** and **password**.
7 Press **Login**.





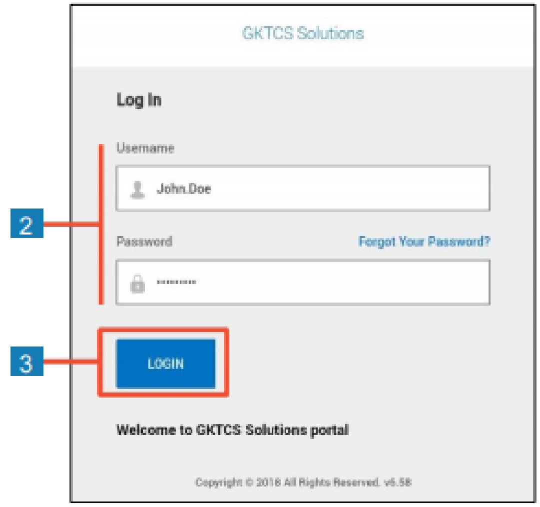
Logging back into the mobile application

Logging back into the mobile application

1 Open the **mobile application** on your device.
2 Input your **username** and **password**.

Note: If you forget your password, press the Forgot Your Password link and follow the screen prompts.

3 Press **Login**.

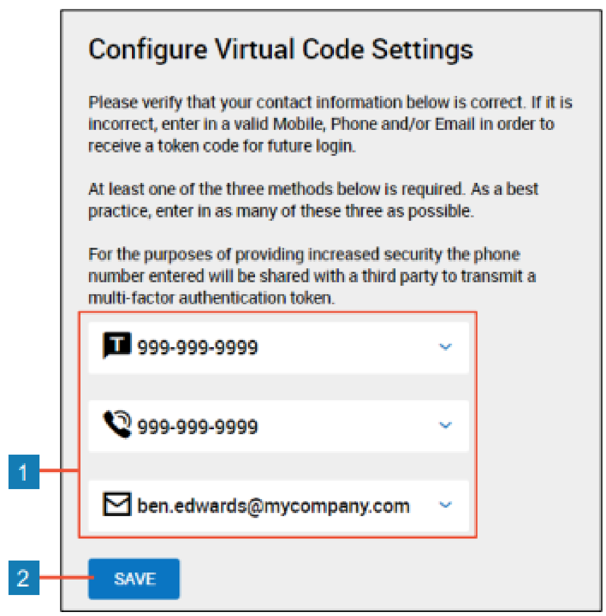


Entering Virtual Code Settings

Entering Virtual Code Settings

When logging in for the first time, you may be prompted to configure virtual code settings. These settings are used to provide additional security when logging in.

1 In the **text message, voice message** or **email** fields, select an existing value using the drop-down menu or type a new value.
2 Click **Save**.



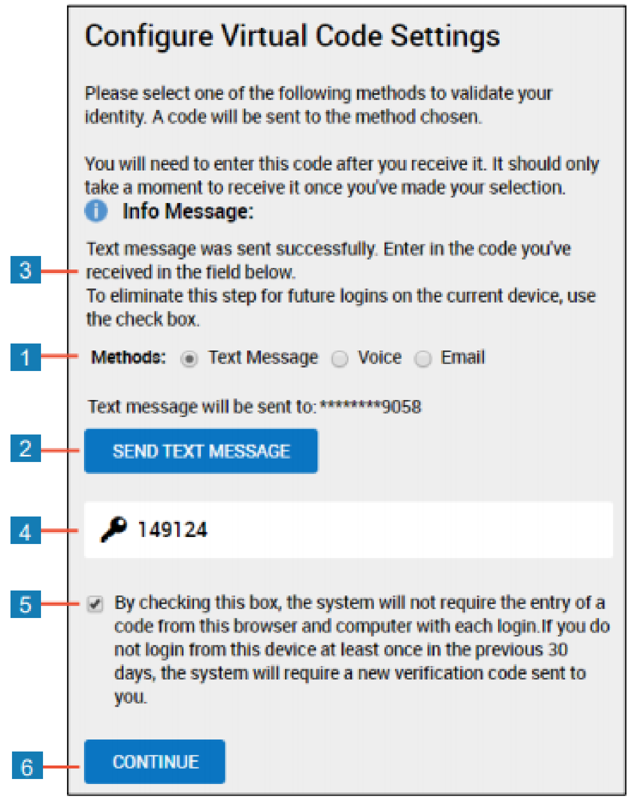
Logging in with a Virtual Code

Logging in with a Virtual Code

While logging in, you may be prompted to enter a six-digit code after entering your username and password.

Follow these steps to generate and enter the code:

1 Select the option that matches the Method you want the code to be sent by.
2 Click Send (method).
3 Verify that the code was sent successfully.
4 Retrieve the code via your chosen method, then enter it in the **Code** field.
5 Check the **Remember Verification Code** check box if you want the application to remember the code for the computer and browser you use to login. The code will be stored for 30 days.
6 Click **Continue**.



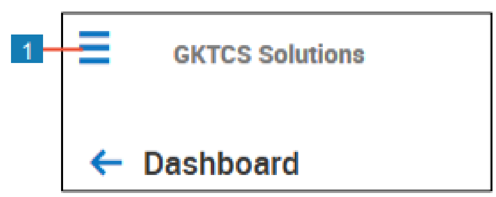
Important Information

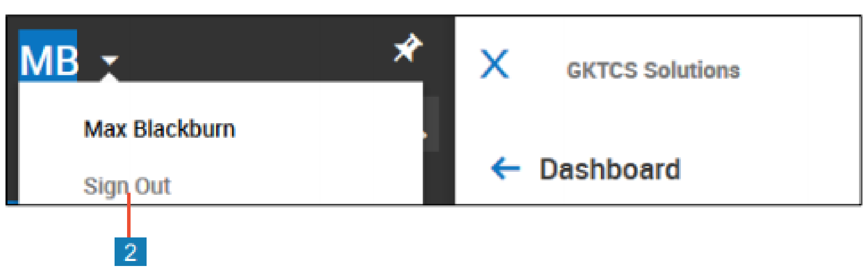
The code is only active for 15 minutes from the time it is generated. If you click **Send (method)** multiple times, only the most recently generated code is active.

Logging Out

Logging Out

1 Click the **Show Menu** icon to open the Global Navigation menu.
2 Click the down arrow icon and select **Sign Out**.



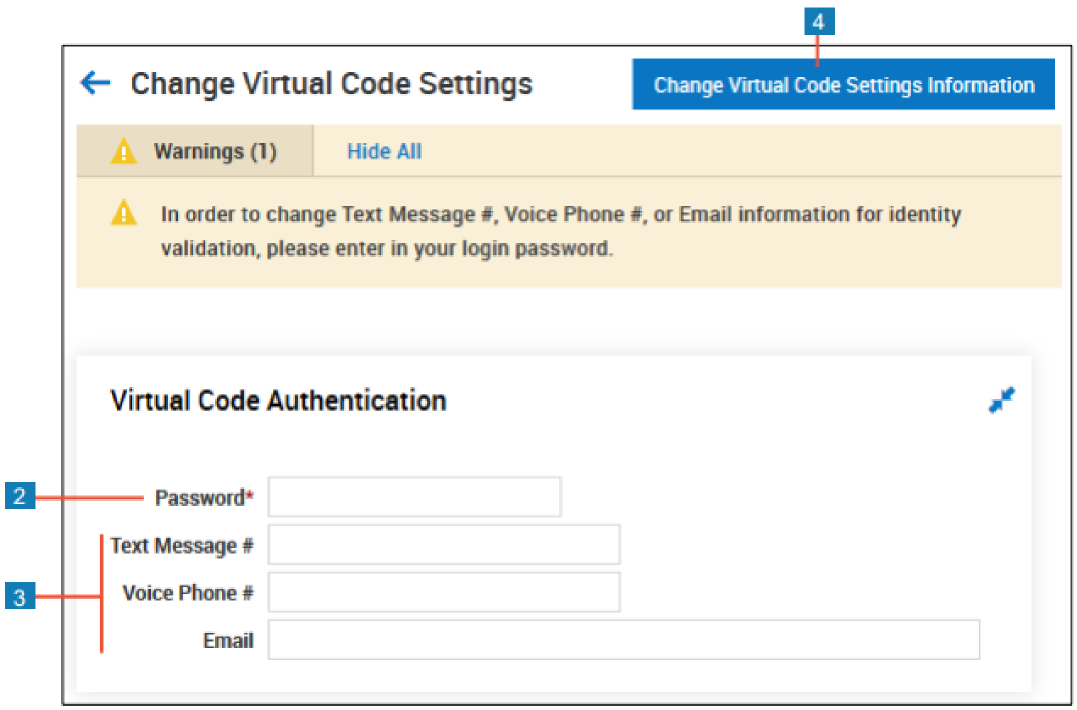


Changing Your Virtual Code Method Settings

While logging in, you may be prompted to enter a six-digit code after entering your username and password. To receive the code, you must choose a phone number or email method. This job aid explains how to change your phone and email address settings.

Note: To view "**Changing Your Virtual Code Method Settings**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee**.

Changing Your Virtual Code Settings
1 From the **My Info** tab, navigate to **My Information > My Profile > Change Virtual Code Settings**.
2 Enter your **Password**.
3 Change or add your phone numbers and email address in the **method** fields.
4 Click **Change Virtual Code Settings Information**.



Important Information
An administrator or manager may need to approve your changes before you can use them.

What is the Show Menu?

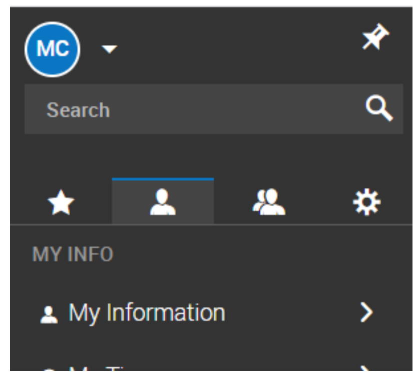
The Show Menu is referenced many times throughout this handbook. This section will help you understand more about its contents.

Show Menu Icon

There is a "Show Menu" hamburger icon at the top left corner of the screen, which is visible from any page. When you click this icon a dropdown menu will appear, allowing you to navigate to a specific section.

Show Menu Navigation Panel

When the Show Menu icon is clicked, a navigation pane will open on the left side of the screen. The Navigation pane has a Search window, and four tabs: Favorites, My INFO, Team and ADMIN.

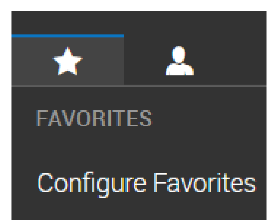


Search Window

Search window allows a user to type in the search box what they are looking for and the search engine within Kronos Workforce Ready will search the inquiry.

Favorites

Favorites allows the user to configure the look and feel of their Dashboard.



My INFO

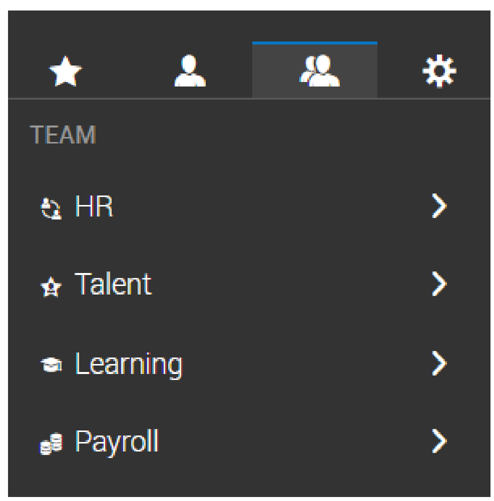
My INFO is where most or all of the user personal needs are located.

1. **My Information**
   - Profile
2. **My Time**
   - Timesheet
   - Time off
3. **My Schedule**
   - Schedule
   - Team Schedule
4. **My Benefits**
   - Enrollment
   - Benefit Plans
5. **My HR**

- HR Actions
- Checklists
- Forms

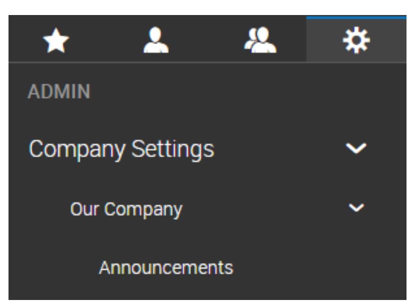
6. **My Career**
    - Training/Certifications
    - Performance
7. **My Pay**
    - Pay History
    - Forms
    - Direct Deposit
    - Tax Information
    - Benefits Statement
8. **My Company**
    - Documents
    - Announcements
9. **My Reports**
    - Schedule Reports
    - Talent Reports
10. **Help**
    - Learning
    - My Learning (Classic)
    - Online Documentation

Team is where the user can view or edit work related information.



1. **HR**
    - HR Maintenance
2. **Talent**
    - Performance
    - Reports
3. Learning
    - Credentials
4. **Payroll**
    - Employee Payroll Maintenance

ADMIN is where Sun Health Announcements are found.



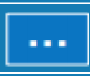
1. **Company Settings**
    - Our Company
        - Announcements

Common System Icons

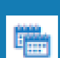
This guide contains a list of the most common icons that appear in the application. It also includes a description of the function or task that the icon is most often used for.

Note: To view the "**Common System Icons, Guide**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Icon Description and Uses

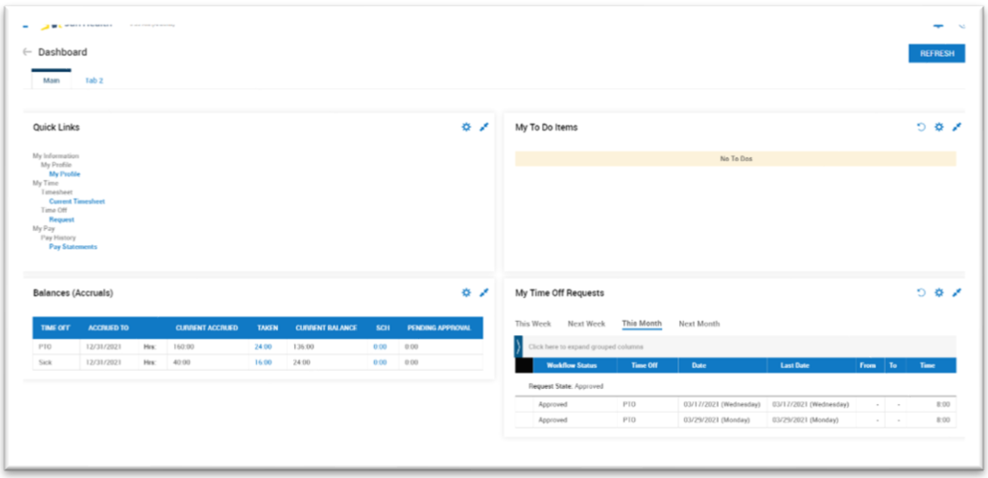
Icon	Description
	Use the **Show Menu** icon to open the global navigation menu panel. From the panel, you can expand the menu tree using the **>** icons or menu names. Clicking a menu name associated with an application page navigates you to that page.
	Use the **Pin** icon to pin the global navigation menu panel in place. While pinned, the system menu panel does not close when navigating between application pages.
	Use the **Expand/Collapse Widget** icons to show or hide a widget's content. When collapsed, a widget only shows the widget title bar.
	Use the **Ellipsis** to show additional options and menus for the application page.
	Click the **Help** icon to access your system user guides.
	Use the **Employee Information** icon to access an employee's record.
	Use the **Quick Links** icon to open a window with commonly used links for the records appearing on the screen.
	Use the **Edit** icon to edit an existing system record.
	Use the **Delete** icon to delete an existing system record. **Note**: Records deleted using this icon cannot be recovered.
	Use the **Clone** icon to create a copy of an existing company setting such as a system profile or payroll code. All field settings from the existing company setting are copied to the new company setting.
	Use the **View Details** icon to view additional field settings associated with a system record. This icon also allows you to use the search feature when selecting columns in the Select Columns window of a report screen.
	Use the **Calendar** icon to select a calendar date for a field. When clicked, the icon opens a calendar window where you can navigate between months and years. Clicking a date populates the field with the selected date.
	Use the **Add Note** icon to add a note to a system record. Clicking the icon opens a window where you can type and save the note.

Icon	Description
	Use the **View Note** icon to view and add notes for a system record. Clicking the icon opens a window where you can view any existing notes and type and save a new note.
	Use the **Lookup** icon to open a selection window for a field. From the selection window, you can choose from a list of valid values for the field.
	Use the **Select** icon to select a single item from the look up list window.
or	Use the **Add Row** icons to add a new row to a screen. When clicked, some or all values from the existing row are copied to the new row.
	Use the **Expand/Collapse** icons in tree views to expand or collapse a section of the tree. (i.e., company cost centers or company time offs)
	Use the **Next Page** icon to navigate to the next page of a report or the next record screen. (i.e., next timesheet or employee record)
	Use the **Previous Page** icon to navigate to the previous page of a report or the previous record screen. (i.e., previous timesheet or employee record)
	Use the **Filters** icon to edit the global and column filters on a report.
or	Use the **Export** icon to generate an external file using a report screen or data export.
	Use the **Import** icon to import a file into the application. **Note**: The import file must match the template format applicable to the data being imported. Navigate to Company Settings > Imports > Overview for a complete list of downloadable templates.
	Use the **Full Screen** icon to expand the work area of the screen within your browser. In full screen mode the system header information and options are hidden from view.
	Use the **Close Full Screen** icon to close the full screen mode. In normal mode, the system header information and options are displayed.
0	Use the **My Mailbox** icon to display notifications sent to your user account. The number shown in the icon indicates the number of unread notifications.
0	Use the **My To Do** icon to access your To Do items. The number shown in the icon indicates the amount of pending To Do items awaiting your action.
	Use the **View Workflow** icon to display the workflow associated with the request. Within the display window you can see the status of the workflow steps, the user assigned to current and completed steps and the time and date that steps were completed.

Icon	Description
	Use the **Employees** icon to open the Employee Lookup window or display a report of employees associated with a system profile. When the **Employees** icon appears in the Groups > Edit screen, use it to display the group's manager permission settings.
	Use the **Edit Timesheet** icon to open a specific timesheet. Once open, the timesheet can be viewed and edited based on your permissions.
	Use the **Audit Trails** icon to display an audit trail report for the employee record or timesheet.
	Use the **Preview Timesheet** icon to display timesheet related information. The timesheet information displayed may vary depending on where the icon appears in the application.
	Use the **Employee Preferences** icon to view/edit an employee's work time availability and preference settings.
	Use the **View Time Off Counts** icon to display an employee's current time off accrual balance information.
	Use the **Print** icon to print a timesheet(s) to a connected local or network printer. Before printing, you may select settings to control what information is printed.
	Use the **Timesheet Approval** icon to display the approval history for a timesheet.
	Use the **Process Checklist** icon to open a Time Prep or Payroll Prep checklist.
	Use the **View/Edit Employee Statements** icon to view a list report of employee pay statements. From the report, individual pay statements can be opened to view and edit based on your permissions. This icon may also appear in some areas of the system to view the system calculations for a record.
	Use the **View/Edit Batches** icon to view a list report of batches for a specific payroll. From the list report, various options allow the user to open, close, view records, and import files for each batch.
	Use the **View By Employee** icon to open the Schedule By Employee screen. From this screen, shifts can be added, edited, assigned, and unassigned to employees.
	Use the **View By Cost Center** icon to open Schedule By Cost Center screen. From this screen, shifts can be added, edited, assigned, and unassigned to employees.
	Use the **View By Day** icon to open the Schedule By Day screen. From this screen, shift times can be changed, and the schedule can be downloaded for printing.

Dashboard (Default)

When a Sun Health employee logs onto Sun Health Kronos Workforce Ready, they are by default brought to the Dashboard page. The Dashboard is the default, or commonly known as, the landing page. This page allows the user to set up and view their personal and work-related information in a variety of ways.



Modifying the Dashboard (Video)

Please view this video to learn about the vast number of ways you can modify your dashboard to fit your needs.

Note: To learn more about modifying your dashboard click the following link "Modifying the Dashboard".

Navigating Workforce Ready

This guide covers how to use the various options that appear within various screens of the system.

Note: To view the "**Navigating Workforce Ready Guide**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

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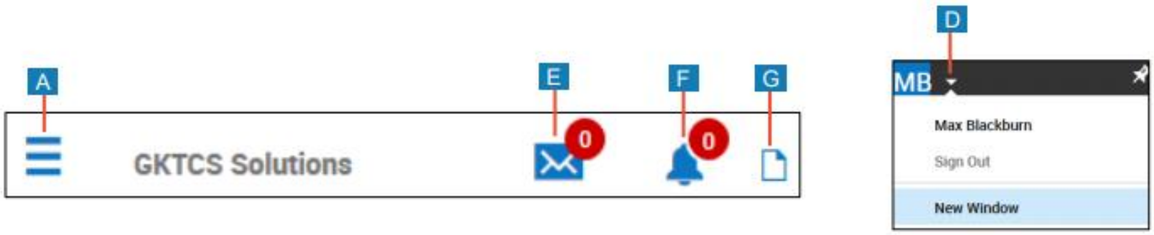
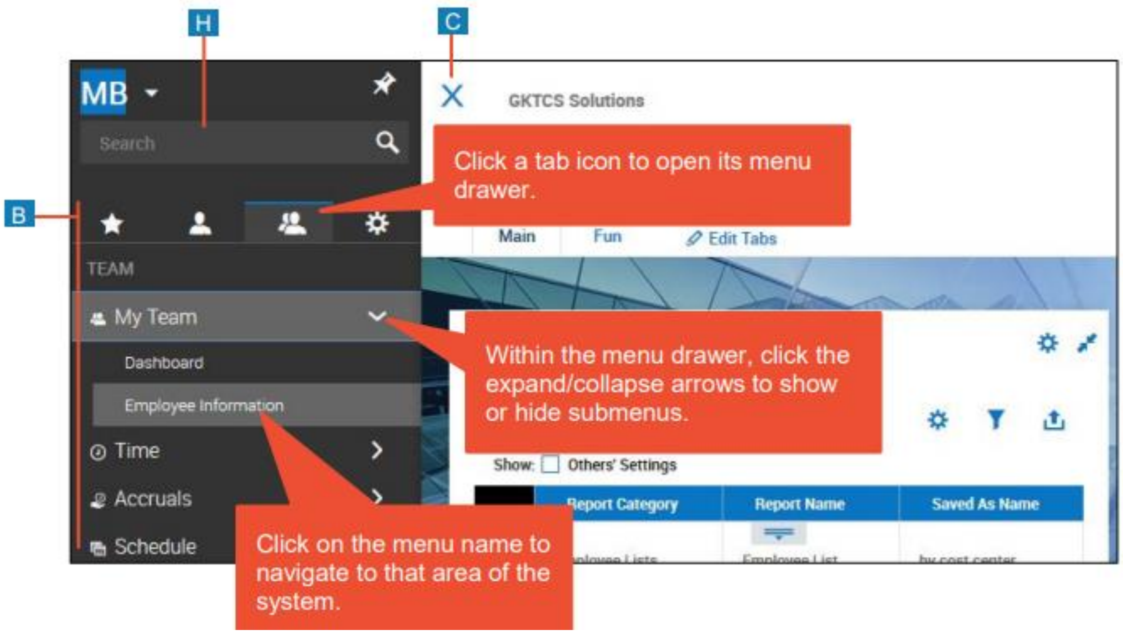
Menu Drawer Options

The following options are found in the top bar and menu drawer.

A	Global Navigation Menu	Click this icon to open the menu drawer.
B	Menu Drawer	Use the menu drawer to navigate to a new area of the system.
C	Close Menu Drawer	Click this icon to hide the menu drawer.
D	User Options	Click these options to open a second browser window or log out.
E	Notifications	Click this icon to see messages that have been sent to you.
F	To Do Items	Click this icon to access your current tasks.
G	Help	Click this icon to access the searchable user guides.
H	Quick Search	Click this icon and enter text to search for what you are looking to do.

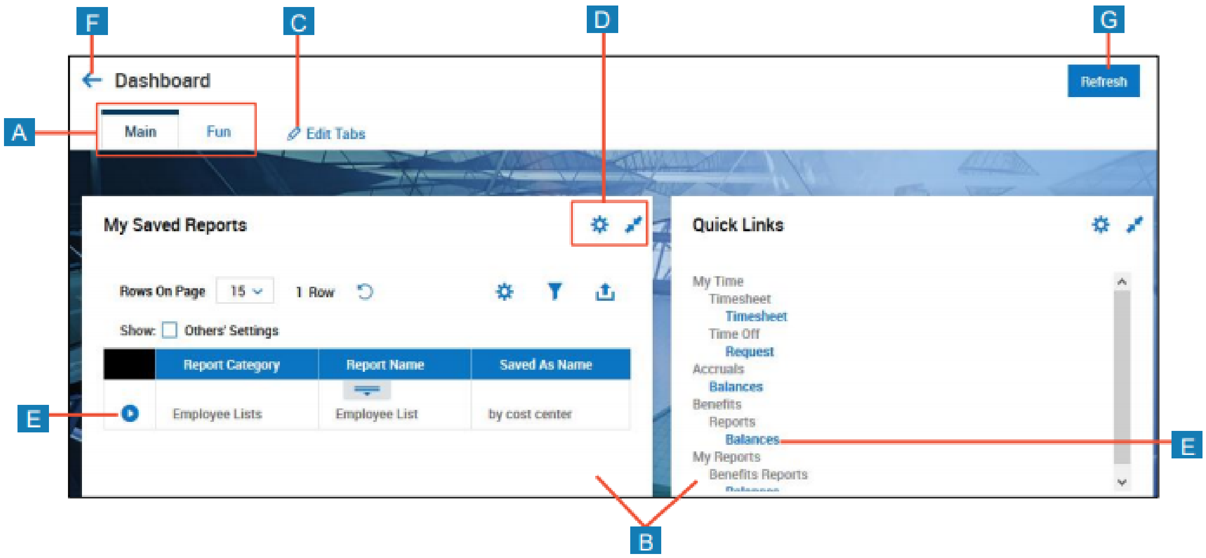


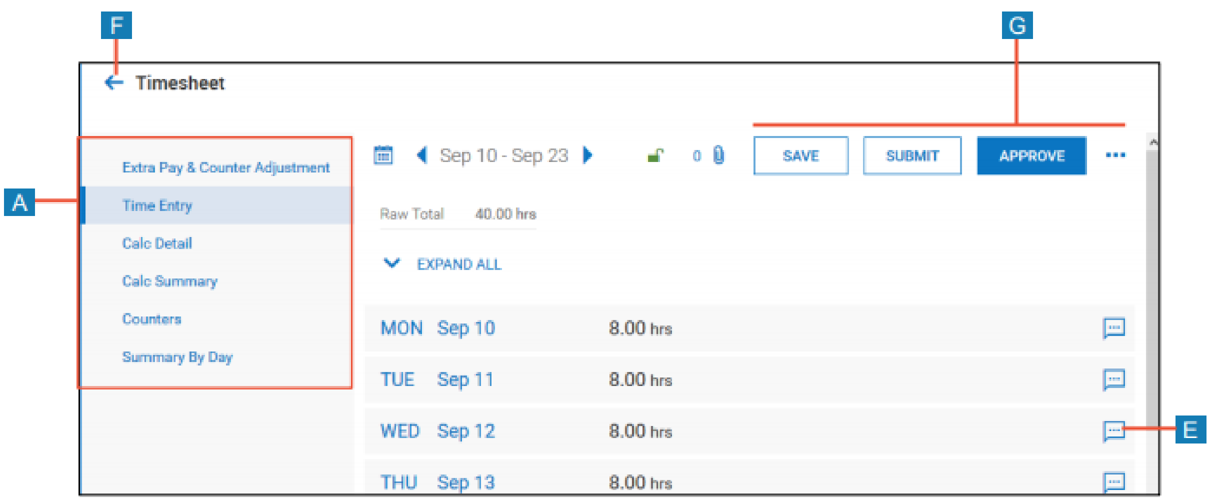


Tasks based screens and window options.

The following options are used in many task-based screens and windows.

A	Tabs	Click a tab to change the information being displayed.
B	Widgets	Use widgets in dashboards to report information and/or perform tasks.
C	Edit Tabs	Click this link to customize the tabs and widgets.
D	Widget Settings	Use these icons to change a widget's display settings or show/hide the widget details.
E	Icons & Links	Use these icons and links to perform tasks or navigate to other areas of the system.
F	Back	Click the Back icon to navigate to a prior screen.
G	Page Options	Use these buttons to perform tasks for the entire screen.





Viewing My Profile

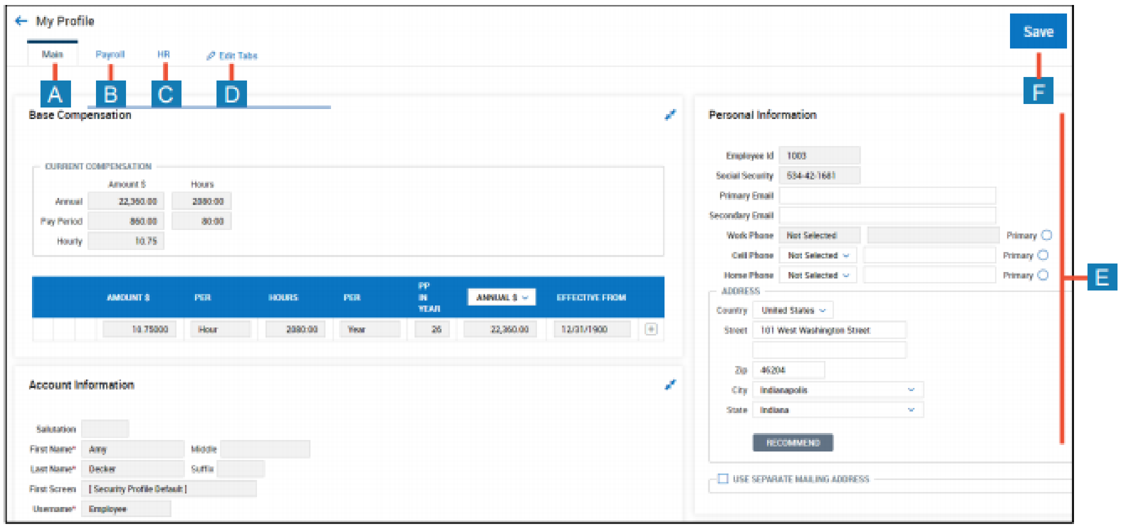
Viewing the My Profile section explains how to view and modify information in your employee profile in Employee Self Service.

Accessing My Profile

To access your employee profile information, click **Show Menu** and select the **My Info tab**. Then navigate to **My Information** > **My Profile** > **My Profile**.

Navigating My Profile

Within My Profile, there are multiple tabs available to view or modify data. The tabs and windows are customizable. The following image outlines the key areas of My Profile.

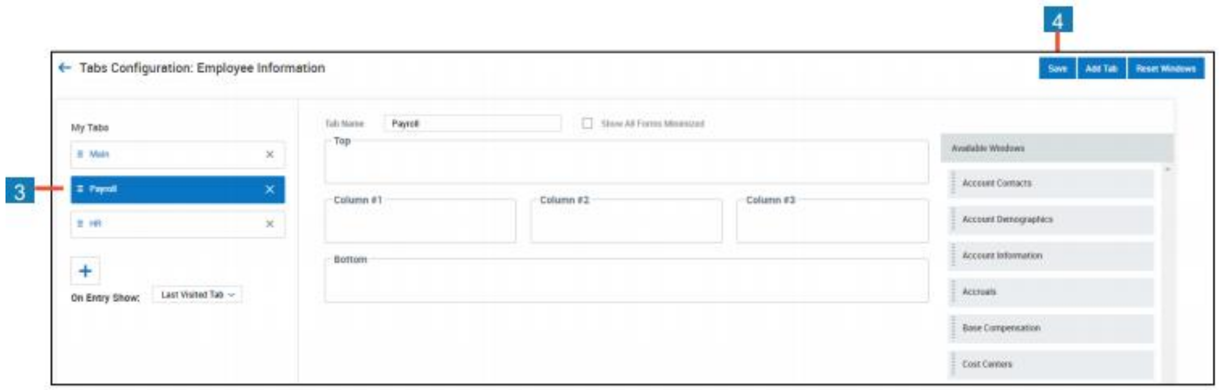


A	**Main Tab:** Contains information such as name, address, contact information, and other information pertaining to your employment, such as your manager.	D	**Edit Tabs:** Click this option to configure your view of the workspace, such as adding or removing windows shown on the different tabs.
B	**Payroll Tab:** Contains payroll information such as scheduled earnings, deductions, and direct deposit information.	E	**Workspace Area:** Contains data for the tab you are currently viewing. The data is organized by windows that are both collapsible and expandable. Gray shaded fields indicate read-only information.
C	**HR Tab:** Contains other employment information, such as benefits and current To Do items.	F	**Save:** Click to save any changes or updates.

Editing the My Profile workspace

In My Profile, you can configure available windows according to your preferences. To configure your workspace:

1. Click the tab that you want to configure.
2. Click the **Edit Tabs** icon.
3. Make the applicable updates to the workspace. The table below describes the actions that you can perform to customize your workspace.
4. Click **Save**.



Option	Description
Add a tab	Either click the plus button or the **Add Tab** button in the upper right corner.
Remove a tab	Under **My Tabs,** click the **X** of the tab that you want to remove.
Rename a tab	In the **Tab Name** field, enter the applicable tab name.
Configuring a window	If a gear appears to the right of the window name, you can specify additional functionality.
Add a window to a tab	From the **Available Windows** area, click the window that you want to add, and drag it to the applicable Column.
Rearrange windows	Click the name of the window you want to move, then drag it to the applicable Column.
Choose the default starting tab	From the **On Entry Show** drop-down list, select the tab that you want to display when you access My Profile.
Remove a window	Click the name of the window you want to remove, then drag it to **Available Windows**.

Viewing My Tax Information

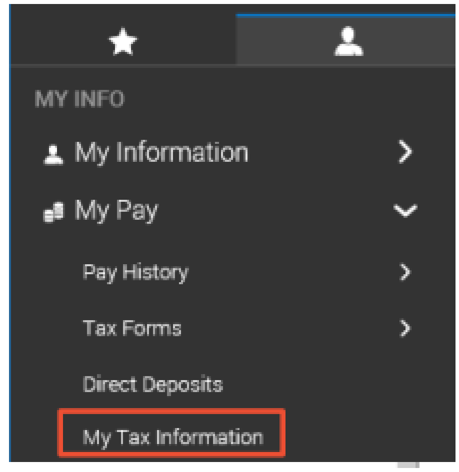
Use the **My Tax Information** screen to access your federal, state, and local tax information. This section describes how to the access and view tax information.

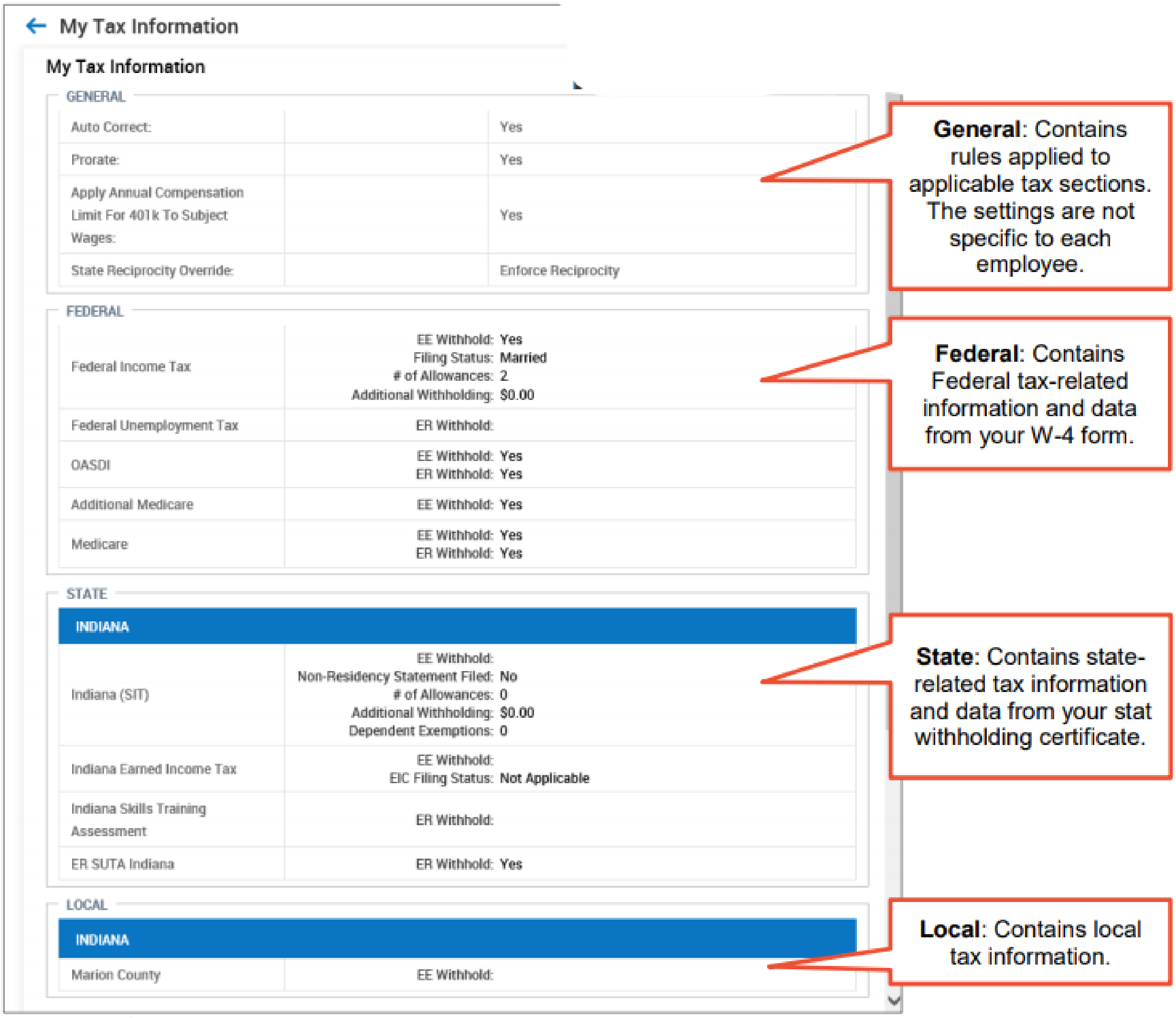
Note: To view "**Viewing and Modifying My Tax Information**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Accessing My Tax Information

1. Click the **Show Menu** icon and click the **My Info** tab.
2. Navigate to **My Pay** > **My Tax Information**.

Note: Your security profile must be set to allow access.





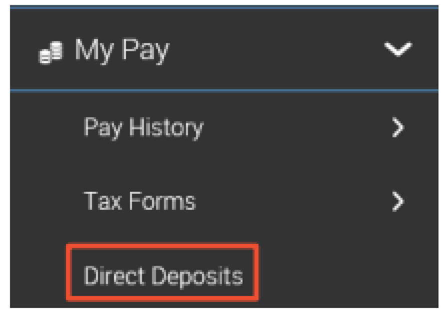
Viewing and Updating My Direct Deposits

This section describes how to access the My Direct Deposits screen to view or modify your account information. **Note:** Your security profile must be set to allow access.

Note: To view "**Viewing and Updating My Direct Deposits**", Job Aid log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

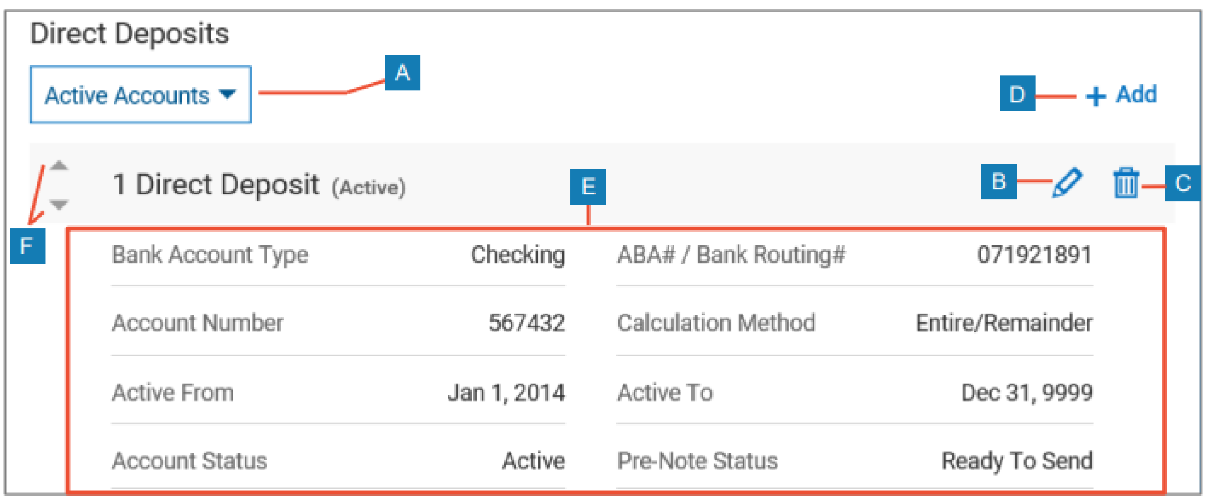
Accessing my Direct Deposits

1. Click **Show Menu**, and select the **Team** tab.
2. Navigate to **Payroll >Employee Payroll Maintenance> Direct Deposits**. The **Direct Deposits** screen displays your direct deposit active accounts as well as inactive accounts.



Viewing direct deposit information

The Direct Deposits screen displays your account information. You can edit , delete, and add new accounts. The following image shows the key areas and options.



A	**Direct Deposits Type menu**: Use this drop-down menu to select the type of accounts to display. Choose from All Accounts, Active Accounts, and Inactive Accounts. Select **All** to view all direct deposit records throughout the history of your employment.
B	**Edit**: Click to open the Edit Direct Deposit window where you can modify information.
C	**Delete Account**: Use to delete the account completely.
D	**+ Add**: Use to add new direct deposit accounts.
E	**Account Information**: Displays account details and active dates.
F	**Arrows**: If you have multiple accounts, use the arrows to change the order they are processed.

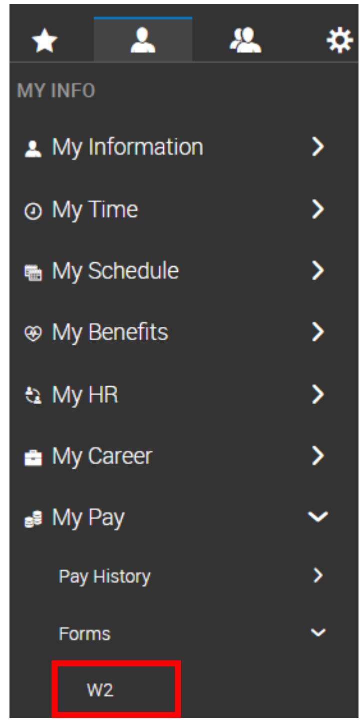
Viewing My W2s

This section describes how you can access your year-end W2 forms and manage your electronic consent. ***Note:*** To view "**Viewing My W2s**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Accessing the W2s screen

From the W2s screen, you can download your W2 and manage your electronic consent.

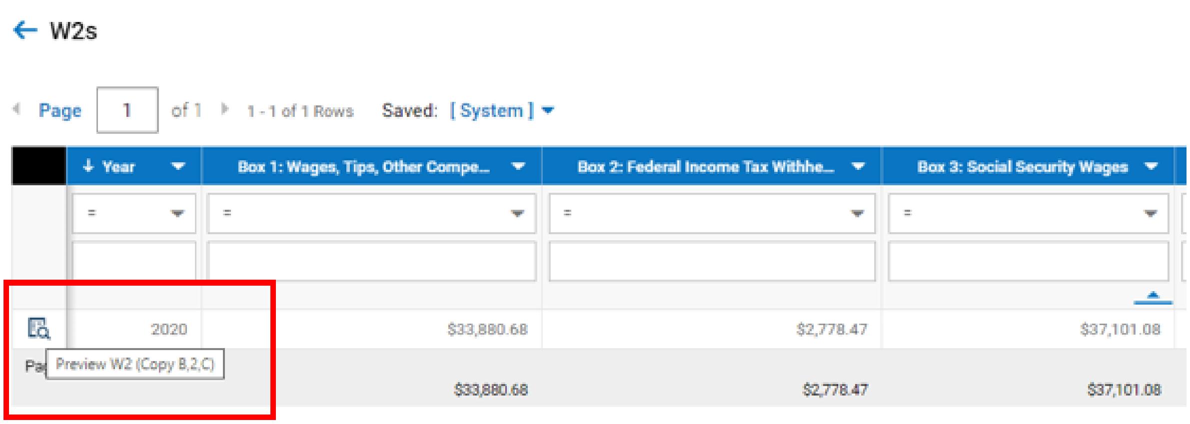
1. Click **Show Menu** then select the **My Info** tab.
2. Navigate to **My Pay** > **Forms** > **W2**.
3. Click **My Account** > **Forms** > **W2**.

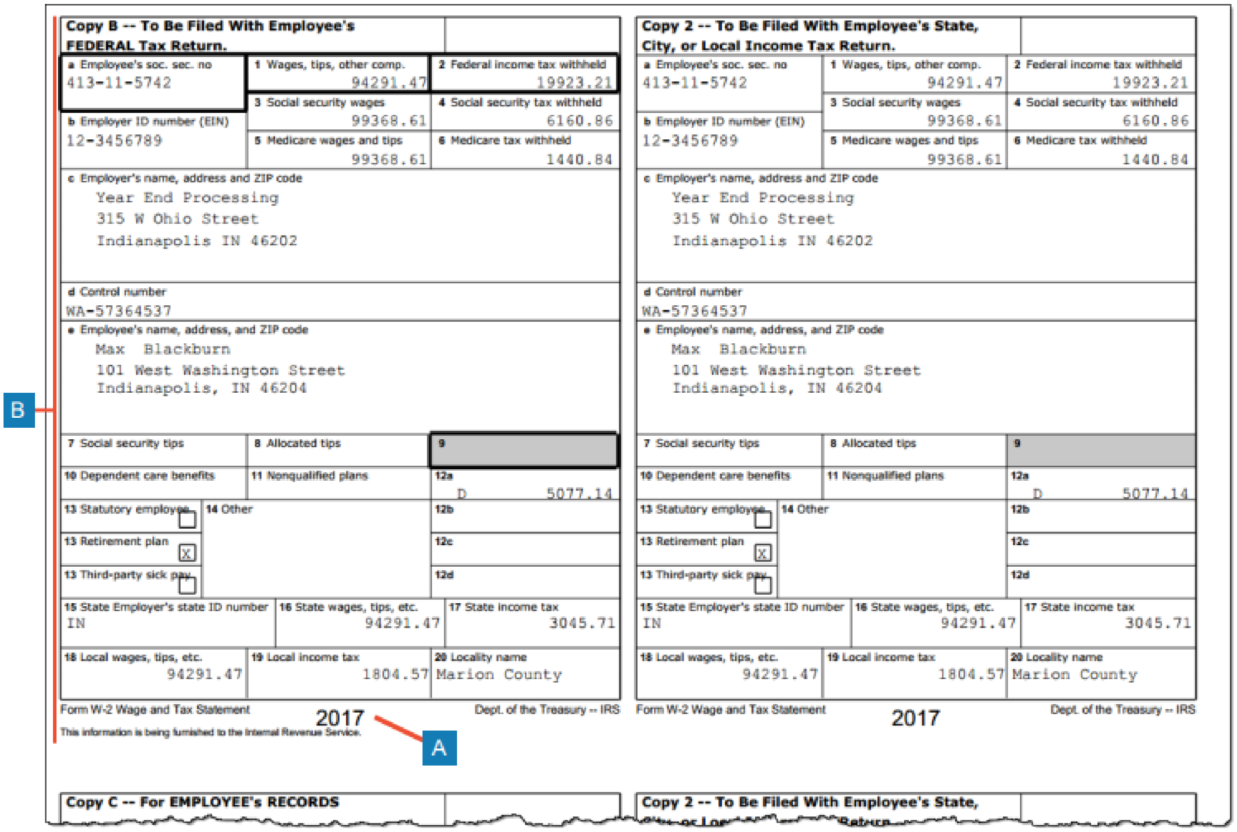


Downloading and printing your W2s

1. On your **W2** screen, click the **Download** icon.
2. Save the file to the location of your choice using the appropriate method for your browser.
3. Navigate to the file location and open it.

An example form is shown below.




Copy B -- To Be Filed With Employee's FEDERAL Tax Return.

a Employee's soc. sec. no 413-11-5742
1 Wages, tips, other comp. 94291.47
2 Federal income tax withheld 19923.21
3 Social security wages 99368.61
4 Social security tax withheld 6160.86
b Employer ID number (EIN) 12-3456789
5 Medicare wages and tips 99368.61
6 Medicare tax withheld 1440.84
c Employer's name, address and ZIP code
Year End Processing
315 W Ohio Street
Indianapolis IN 46202
d Control number WA-57364537
e Employee's name, address, and ZIP code
Max Blackburn
101 West Washington Street
Indianapolis, IN 46204
7 Social security tips
8 Allocated tips
9
10 Dependent care benefits
11 Nonqualified plans
12a D 5077.14
13 Statutory employee
14 Other
12b
13 Retirement plan X
12c
13 Third-party sick pay
12d
15 State Employer's state ID number IN
16 State wages, tips, etc. 94291.47
17 State income tax 3045.71
18 Local wages, tips, etc. 94291.47
19 Local income tax 1804.57
20 Locality name Marion County
Form W-2 Wage and Tax Statement 2017 Dept. of the Treasury -- IRS
This information is being furnished to the Internal Revenue Service.

Copy 2 -- To Be Filed With Employee's State, City, or Local Income Tax Return.

a Employee's soc. sec. no 413-11-5742
1 Wages, tips, other comp. 94291.47
2 Federal income tax withheld 19923.21
3 Social security wages 99368.61
4 Social security tax withheld 6160.86
b Employer ID number (EIN) 12-3456789
5 Medicare wages and tips 99368.61
6 Medicare tax withheld 1440.84
c Employer's name, address and ZIP code
Year End Processing
315 W Ohio Street
Indianapolis IN 46202
d Control number WA-57364537
e Employee's name, address, and ZIP code
Max Blackburn
101 West Washington Street
Indianapolis, IN 46204
7 Social security tips
8 Allocated tips
9
10 Dependent care benefits
11 Nonqualified plans
12a D 5077.14
13 Statutory employee
14 Other
12b
13 Retirement plan X
12c
13 Third-party sick pay
12d
15 State Employer's state ID number IN
16 State wages, tips, etc. 94291.47
17 State income tax 3045.71
18 Local wages, tips, etc. 94291.47
19 Local income tax 1804.57
20 Locality name Marion County
Form W-2 Wage and Tax Statement 2017 Dept. of the Treasury -- IRS

Copy C -- For EMPLOYEE's RECORDS

Copy 2 -- To Be Filed With Employee's State,

A	The form year indicates the year for which the form was issued.
B	The form image provides an electronic view of the form.
C	Click **Download PDF** to download a printable PDF copy of the form.

Viewing Form 1099

You can use the My HR menu to access several important employment forms, including your Form 1099. ***Note:*** To view "**Viewing Form 1099**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

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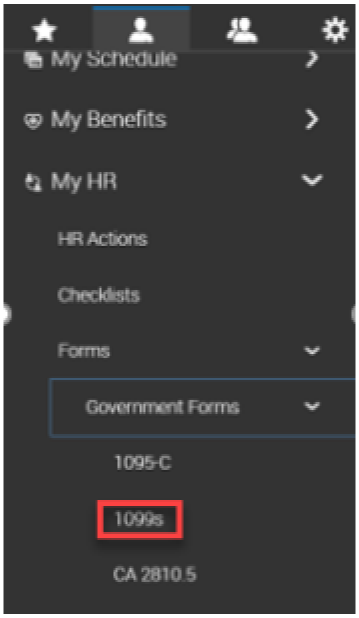
Accessing the 1099 screen

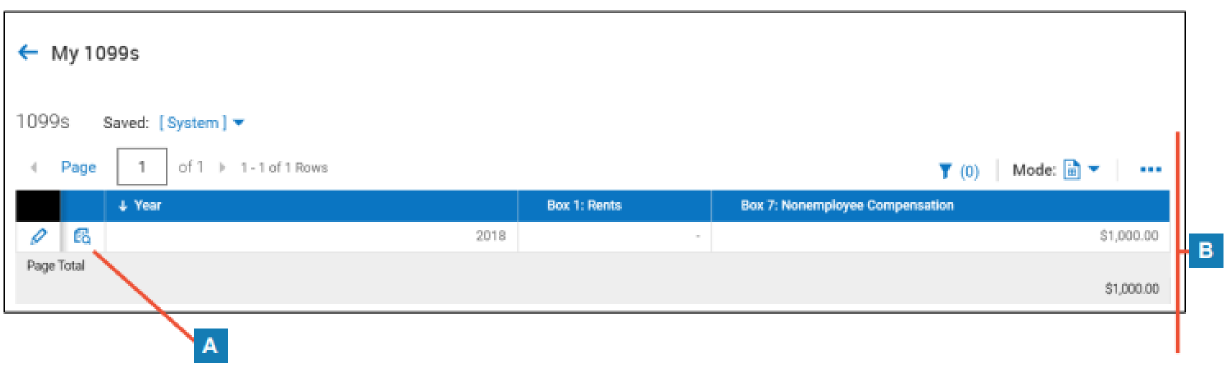
1. Click **1099s** icon.
2. Navigate to **My Info** > **My HR** > **Forms** > **Government Forms** > **1099s**. The **My 1099s** screen opens, listing your 1099 forms.



Viewing your 1099s

From the **My 1099s** screen, you can view individual forms 1099 and run reports containing data from all your 1099 forms. The following image highlights key areas of the workspace.

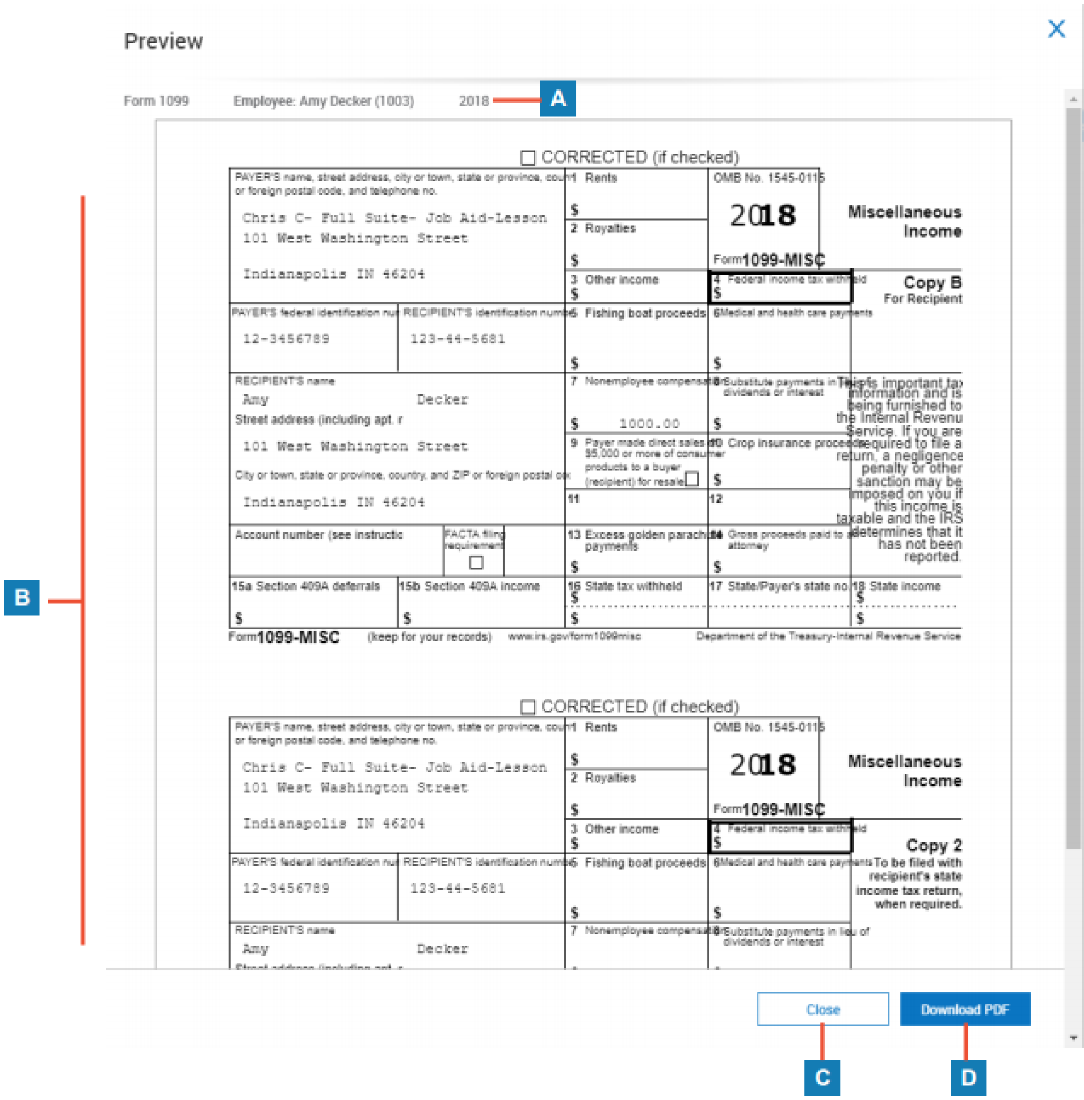
A	**Reporting Workspace:** Use reporting functions to change the data displayed for your 1099s.
B	**Preview 1099:** Click this icon to view a copy of an individual Form 1099.



Previewing and printing an individual 1099

Click the **Preview 1099** icon on the My 1099s screen to preview and print an individual form 1099. The following image highlights key areas in the preview screen.

A	**Form Year**: Indicates the year the form was issued for.
B	**Form Image**: Shows the image of the form. Use the scroll bar if necessary.
C	**Close**: Click to close the preview window.
D	**Download PDF**: Click to download a printable PDF copy of the form, then print as usual. Note: if you do not have the Download PDF button, contact your system administrator.



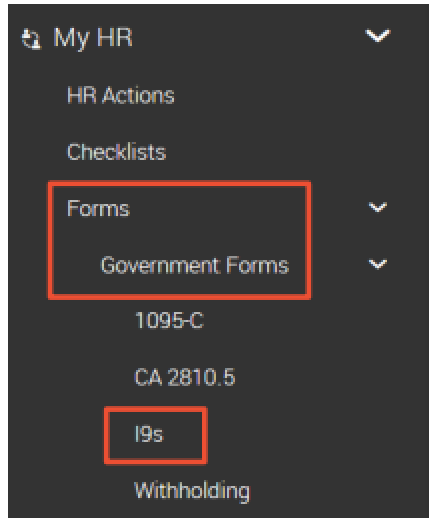
Creating an I-9

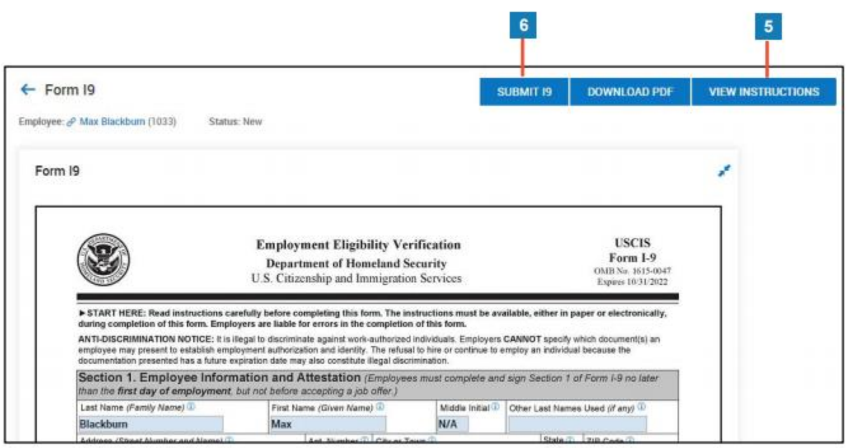
This section describes how to create and complete the I-9 form. I-9s are created as a form and then submitted by the employee for verification.

Note: To view the "**Creating an I-9**"Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Create an I-9

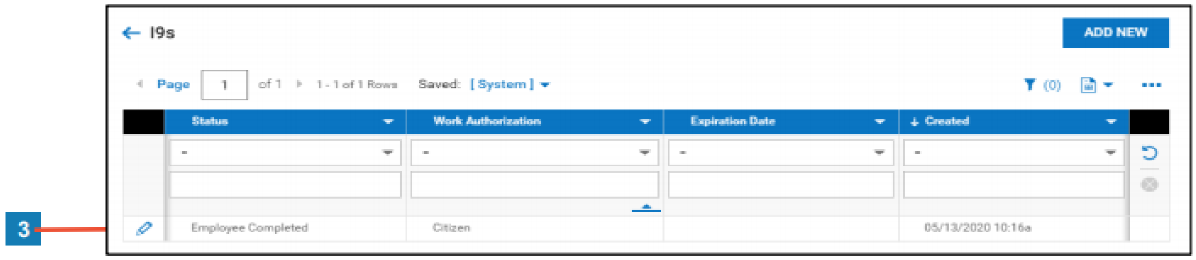
1. From the menu, click the **My Info** tab.
2. Navigate to **My HR** > **Forms** > **Government Forms** > **I9s**.
3. Click **Add New**.
4. Click **Create I9**.
5. Complete fields as necessary on the form. For assistance completing the form, click **View** Instructions. **Click Submit I9**.
6. Enter your **password** and click **I Agree**.

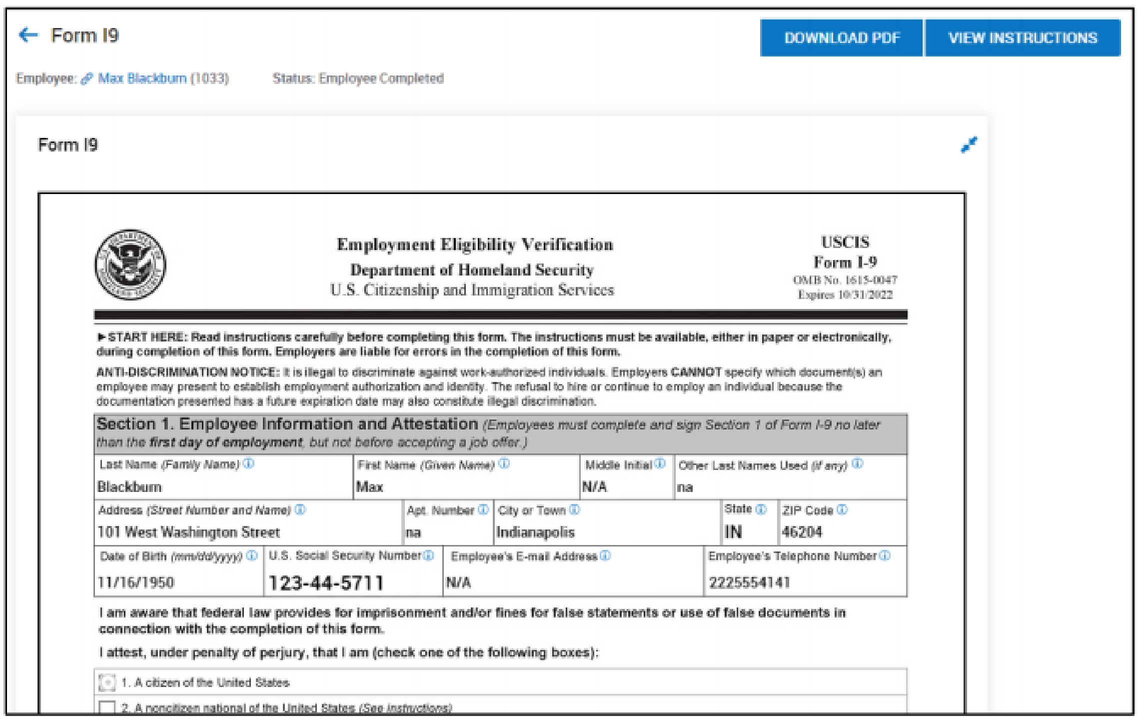




Viewing an I-9

1. From the menu, click the **My Info** tab.
2. Navigate to **My HR** > **Forms** > **Government Forms** > **I9s**.
3. Click the **View Form I9** icon.





Clocking In and Out

Your timesheet and the home screen allow you to record the start and stop times of your workday. Your position may require "clock in" and "clock out" at the beginning and end of each day as well as for meals and other breaks to ensure that you are paid accurately for time worked.

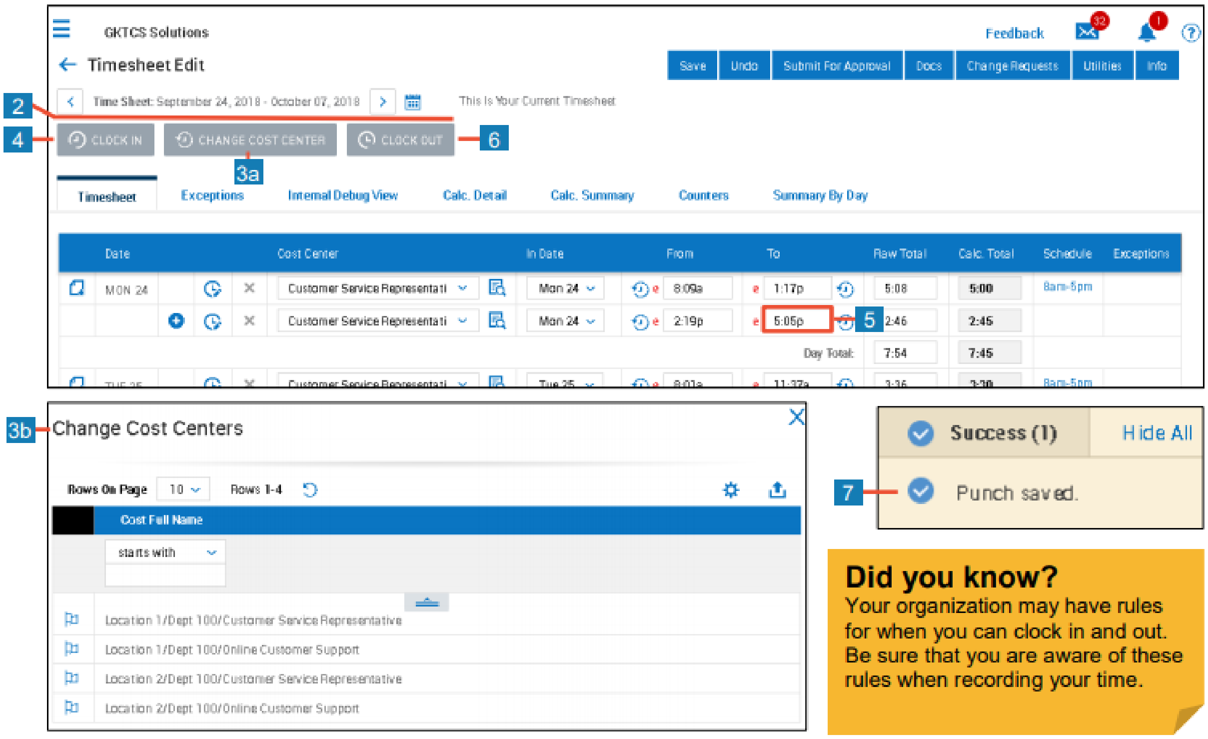
Note: To view the "**Clocking In and Out**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Clocking in and out from your timesheet

1. Click **Show Menu icon**, click the **My Info tab**, and navigate to **My Time** > **Timesheet** > **Current Timesheet**.
2. If you allocate your time to different departments or jobs, you may need to clock into a cost center other than your default cost center. Click **Change Cost Center**.

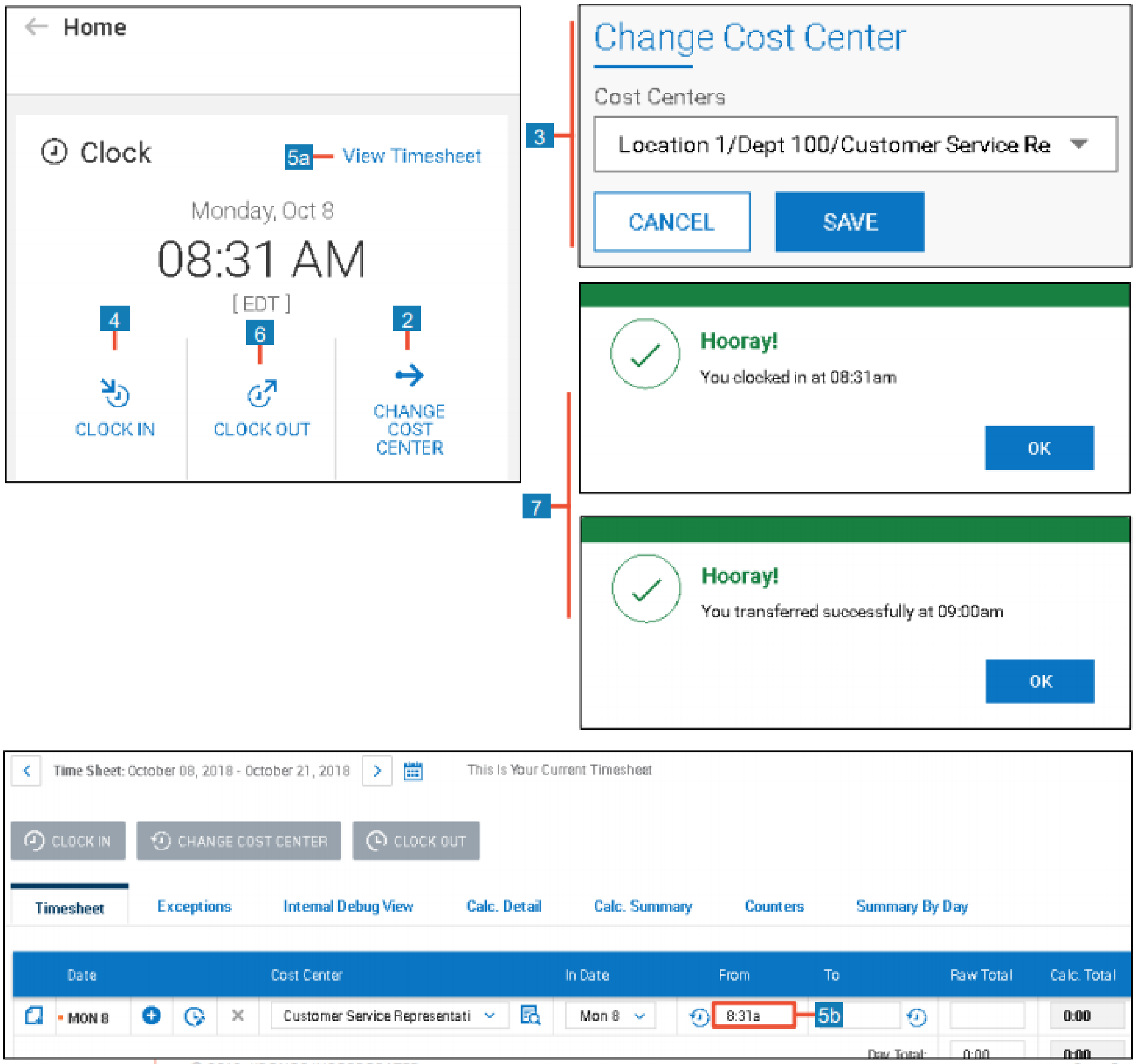
NOTE: This button may be worded differently

3. Choose the applicable cost center/department.
4. If you are using your default department to clock in, click **Clock In**. Your punch is saved automatically.
5. In the **From** field in your timesheet, confirm the in-punch is recorded.
6. To clock out, click **Clock Out**. Your punch is saved automatically.
7. A confirmation message appears when you clock in/out or change cost centers.



Clocking in and out from your home screen

1. Click **Show Menu icon**, then click the **Home** option (found at the bottom of the menu).
2. If you allocate your time to different departments or jobs, you may need to clock into a cost center other than your default cost center. Click **Change Cost Center**.
   NOTE: This button may be worded differently.
3. Choose the applicable cost center/department from the **Cost Centers** drop-down menu, then click **Save**.
4. If you are using your default department to clock in, click **Clock In**. Your punch is saved automatically.
5. Click **View Timesheet** and confirm in the **From** field the in-punch is recorded.
6. To clock out, click **Clock Out**. Your punch is saved automatically.
7. Different confirmation messages appear when you clock in/out or change cost centers.



Responding To Attestation Prompts

You can respond to different prompts to confirm your work times, meals, and breaks, and possibly review any injuries that may have occurred on during a shift. This section provides guidance on working with these prompts.

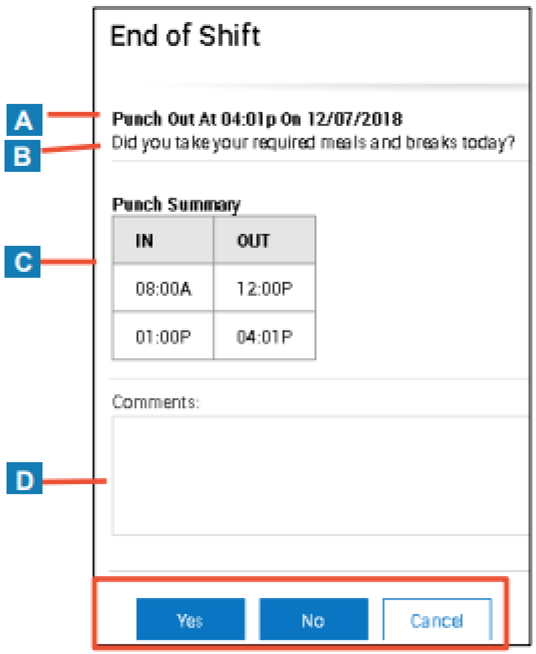
Note: To view the "**Responding To Attestation Prompts**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Addressing an end of shift prompt

1. Confirm the prompt has appeared and review the data and options.
   A. **Punch Out Time & Date:** Indicates the time and date for when you clocked out.

B. **Question:** Displays the question that requires a response. This question may be for lunches and breaks, worked time, or for inquiring on injuries.
C. **Punch Summary Table:** Displays the in and out punch times. You may or may not see this data shown in the prompt.
D. **Comments:** Allows a comment to be written related to the question. You may or may not see this option.

2. Click **Yes** or **No** in any prompt that appears.
   NOTE: Canceled prompts are still accessible under your **To Do** items.
3. The prompt(s) will disappear from the screen.



Addressing an end of pay period prompt

1. Navigate to **My Time** > **Timesheet** > Current **Timesheet**.
2. Click Submit Timesheet.
   NOTE: If you do not have the option to submit your timesheet, this button will not appear.
3. Click **Yes** or **No** in any prompt that appears. Optionally, click **Cancel**.
   NOTE: Cancelled prompts are still accessible under your **To Do** items.
4. The prompt(s) disappear from the screen.

Prompt as a To Do Item

Prompts also generate a **To Do Item**. These can be used even if the original prompt was cancelled.

1. Click the **To Do** icon.
2. To add a comment, click **Add Note**.
3. Click **Yes** or **No** in the item.
4. The **To Do** icon clears.

Responding To Attestation Prompts- InTouch

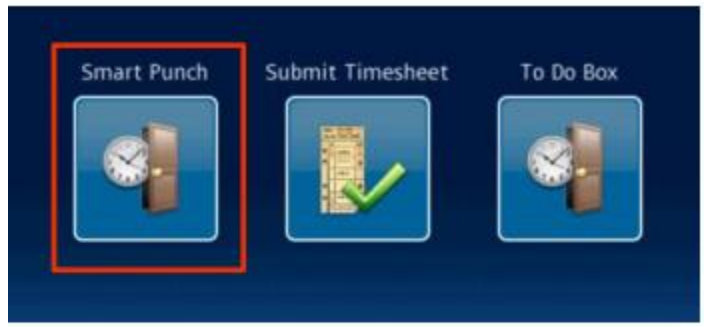
Instructions: The InTouch allows you to respond to different question prompts that confirm your work times, meals, and breaks, and possibly review any injuries that may have occurred on during a shift. This job aid provides guidance on working with these prompts.

Note: To view the "**Responding To Attestation Prompts – InTouch**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Clocking/Punching Out

Please follow the steps below to begin.

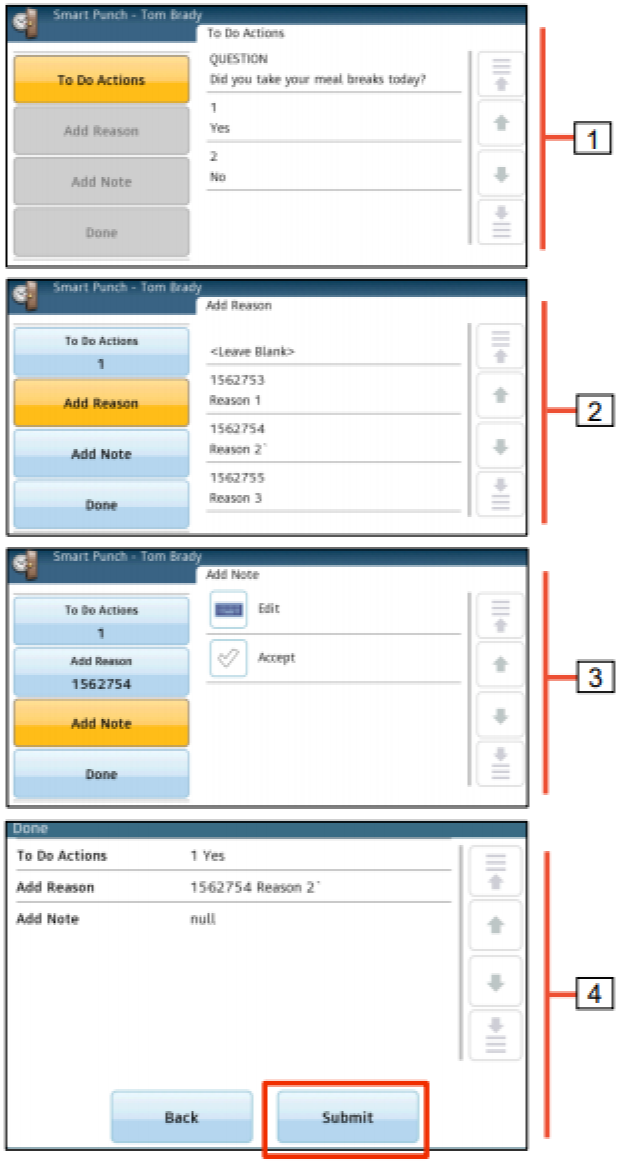
1. Access your **InTouch** terminal.
2. Press the **Smart Punch** option and clock out of your shift.
3. Wait for the question prompt to appear.



Addressing an End of Shift Prompt

Make sure the prompt has appeared on the InTouch and review the data and options.

1. Press **Yes** or **No** in the **To Do Actions** section.
   Note: Unanswered prompts are still accessible under your **To Do** items.
2. Press **<Leave Blank>** or Press a **Reason Code**.
3. To leave a note, press **Edit**, otherwise press **Accept**.
4. Press **Submit** to answer the question or click **Back** to make changes.
5. The prompt(s) will clear from the **InTouch** screen.



Did you know?

Prompts may expire after a certain number of hours. It is recommended to respond to these prompts right after your shift ends or after you submit your timesheet for approval.

You may receive one or more email messages reminding you to respond to prompts.

Comments may be required depending on your responses to a prompt.

Submitting Timesheet

Please follow the steps below to begin.

1. Access your **InTouch** terminal.
2. Press the **Submit Timesheet** option and submit your timesheet.

3. Wait for the question prompt to appear.

Addressing an End of Pay Period Prompt

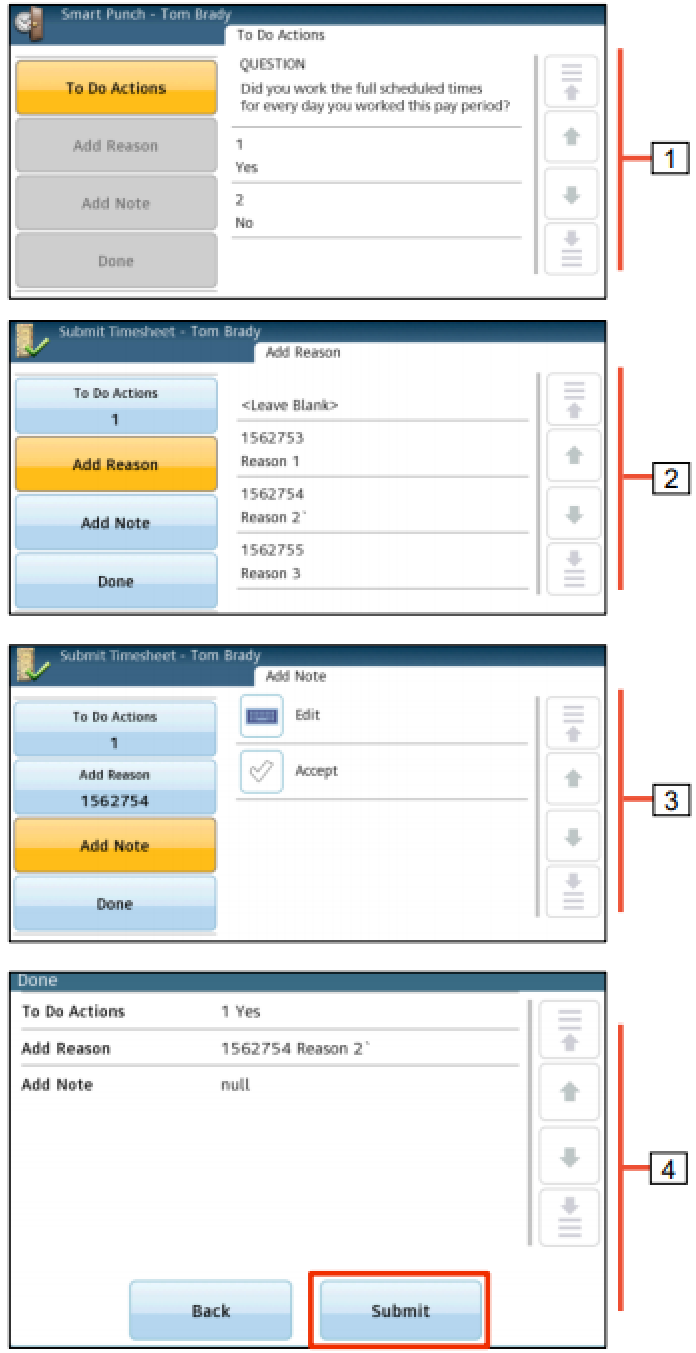
Make sure the prompt has appeared on the **InTouch** and review the data and options.

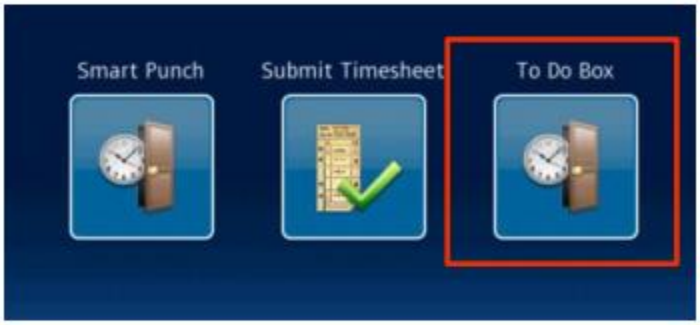
1. Press **Yes** or **No** in the **To Do Actions** section.
   Note: Unanswered prompts are still accessible under the **To Do Box**.
2. Press **<Leave Blank>** or Press a **Reason Code**.
3. To leave a note, press **Edit**, otherwise press **Accept**.
4. Press **Submit** to answer the question or click **Back** to make changes.
5. The prompt(s) will clear from the **InTouch** screen.

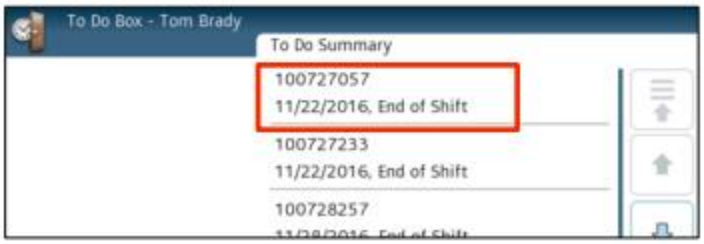
Viewing To Do Items

When prompts do not receive an answer, they are still accessible under the To Do Box.

1. Access your **InTouch** terminal.
2. Press the **To Do Box** option and click on the **To Do** item listed.
3. Wait for the question prompt to appear.







Prompt as a To Do Item

Make sure the prompt has appeared on the InTouch and review the data and options.

1. Press **Yes** or **No** in the **To Do Actions** section.
   Note: Unanswered prompts are still accessible under your **To Do** items.
2. Press **<Leave Blank>** or Press a **Reason Code**.
3. To leave a note, press **Edit**, otherwise press **Accept**.
4. Press **Submit** to answer the question or click **Back** to make changes.
5. The prompt(s) will clear from the **InTouch** screen.

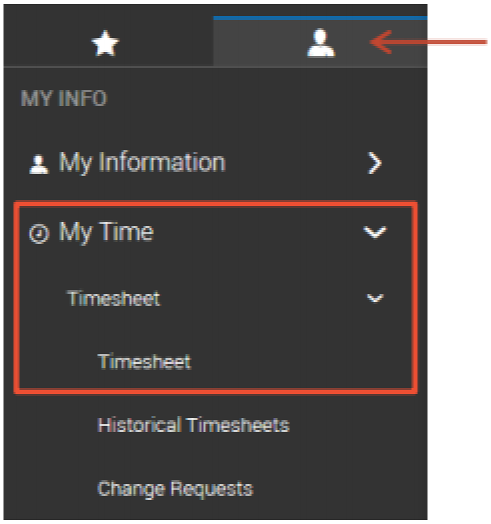
Viewing My Timesheet

Viewing My Timesheet section covers how to view your timesheet and some of the features and functions available when viewing your timesheet.

Note: To view the "**Viewing My Timesheet**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Accessing Your Timesheet

Your current timesheet may be set as your home page when you log in to the application. If it is not your default home page, you can access it by clicking the **Show Menu** icon , selecting the **My Info** tab, and navigating to **My Time** > **Timesheet** > Current **Timesheet**.

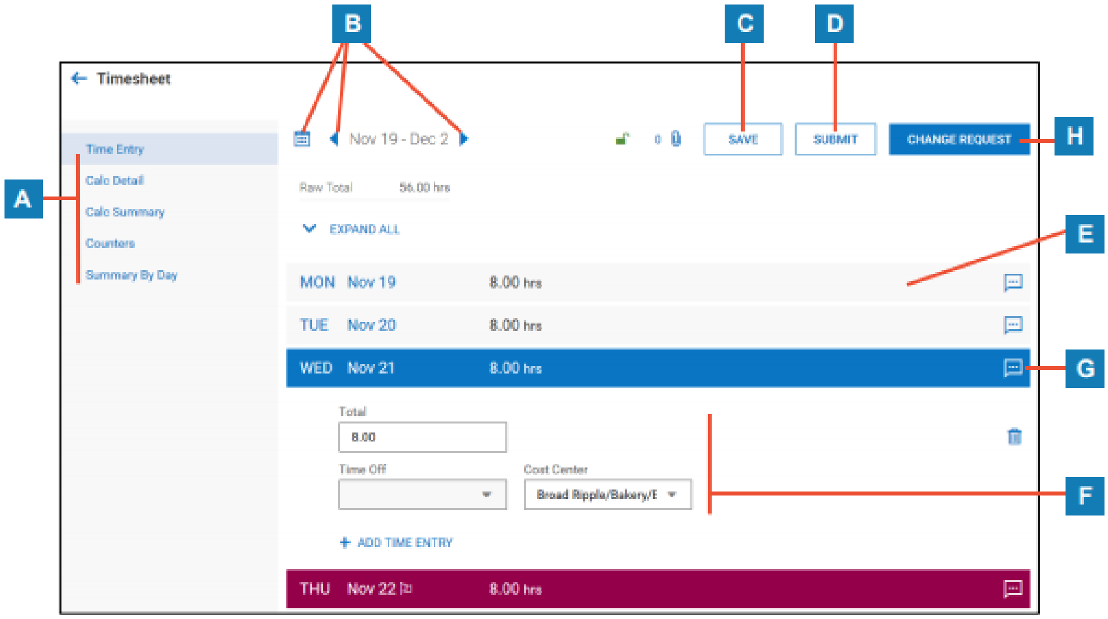


Interacting with Your Timesheet

You can interact with your timesheet using various features and functions shown within your timesheet view. These may include options to punch in and out, edit time entry information, save your changes, and submit your timesheet. Features and functions vary based on the type of timesheet view you have been assigned and the level of permission you are granted by your organization to make changes to your time. If you have specific questions about your permissions, please contact your manager or your timekeeping administrator.

Mobile View

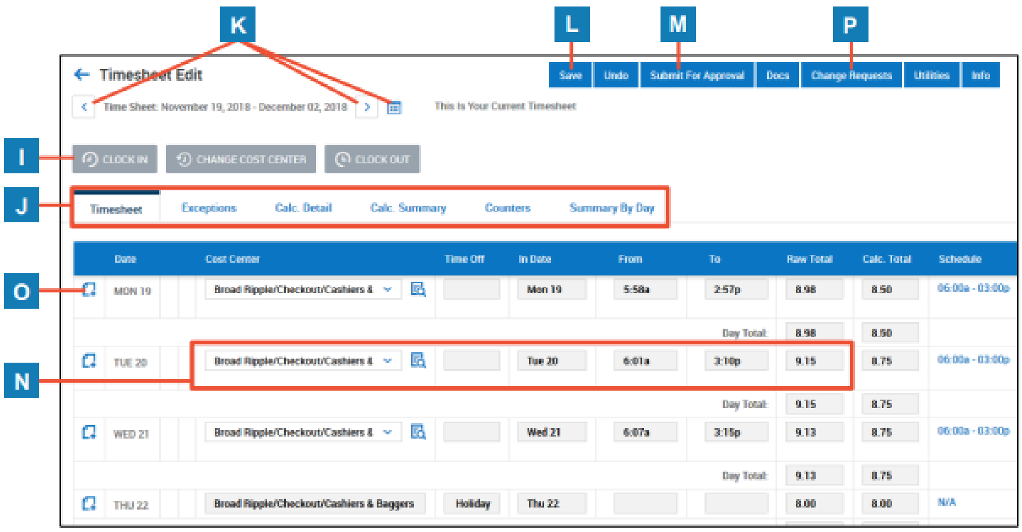
A	**Links Panel:** Click a hyperlink to change the content within the screen to show the timesheet or various reports of the timesheet information.	E	**Date Bar:** Click anywhere on the date bar to expand or collapse the detailed information for the date on the timesheet.
B	**Date Navigation:** Click these icons to view a different timesheet by changing the dates shown.	F	**Time Entry Fields:** Enter or change information in available fields for a specific time entry. Greyed out fields can only be changed using a Change Request.
C	**Save:** Click to save any changes you made.	G	**Note:** Click to view and add notes to your timesheet.
D	**Submit:** Click to submit your timesheet for approval.	H	**Change Request:** Click to submit a time entry change request.



B
C
D
Timesheet
Time Entry
Calc Detail
Calc Summary
Counters
Summary By Day
A
Nov 19 - Dec 2
0
SAVE
SUBMIT
CHANGE REQUEST
H
Raw Total
56.00 hrs
EXPAND ALL
E
MON Nov 19 8.00 hrs
TUE Nov 20 8.00 hrs
WED Nov 21 8.00 hrs
G
Total
8.00
Time Off
Cost Center
Broad Ripple/Bakery/E
F
ADD TIME ENTRY
THU Nov 22 8.00 hrs

Desktop View

I	**Clock Buttons:** Click these buttons to clock in, clock out, or transfer.
J	**Tabs:** Click a tab to change the content within the screen to show the timesheet or various reports of the timesheet information.
K	**Date Navigation:** Click these icons to view a different timesheet by changing the dates shown.
L	**Save:** Click to save any changes you made.
M	**Submit for Approval:** Click to submit your timesheet for approval.
N	**Time Entry Fields:** Enter or change information in available fields for a specific time entry. Greyed out fields can only be changed using a Change Request.
O	**Note:** Click to view and add notes to your timesheet.
P	**Change Requests:** Click to submit a time entry change request.



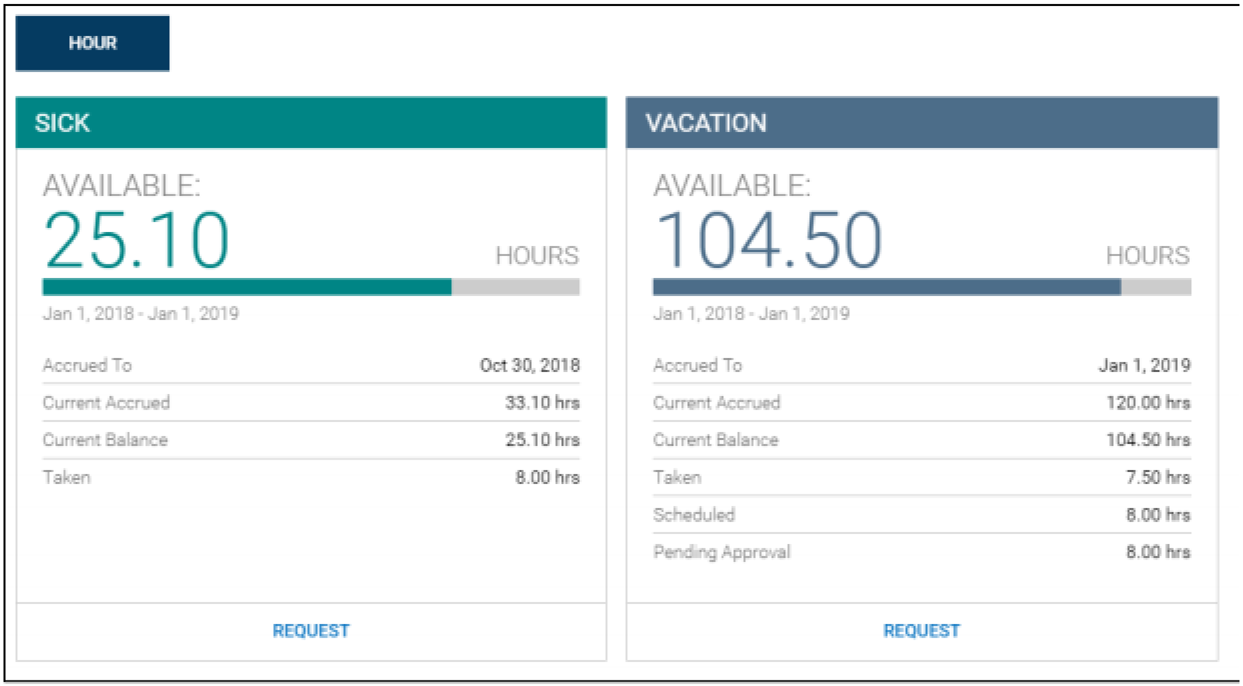
Viewing My Accrual Balances

This section covers how to view your current time off accrual balances.

Note: To view the "**Viewing My Accrual Balances**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Viewing my Time Off Balances page

1. Click **Show Menu**.
2. Click the **My Information** tab and select **My Time** > **Time Off** > **Balances**.



Accrual Balance Information Definitions

A	**Accrued To**: The last date that you accrued time.
B	**Current Accrued**: The total amount of time that you have accrued during the current accrual year.
C	**Current Balance**: The amount of time you currently have available to use.
D	**Taken**: The total amount of time you have used in the current accrual year.

E	**Scheduled**: The total amount of time in future requests that have been approved.
F	**Pending Approval**: The total amount of time in requests that have not yet been approved.
G	**Request**: Click this link to submit a new time off request.

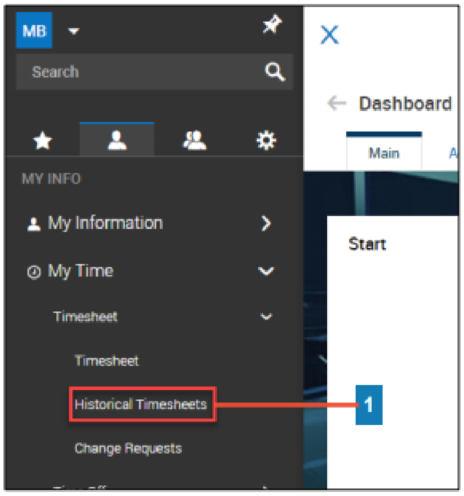
Viewing My Historical Timesheets

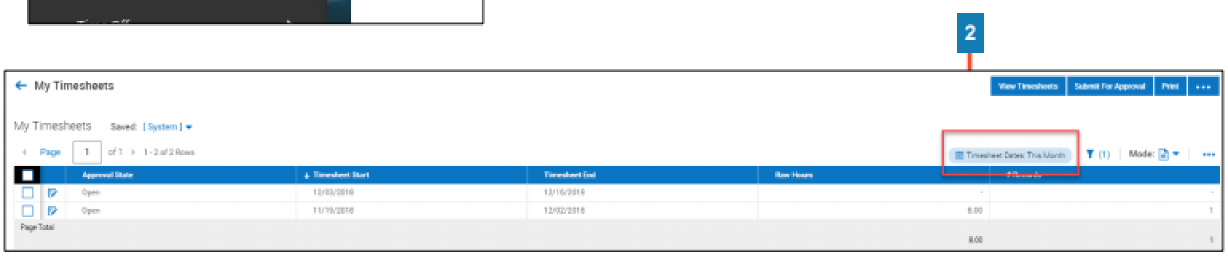
This section steps you through accessing a previously submitted timesheet.

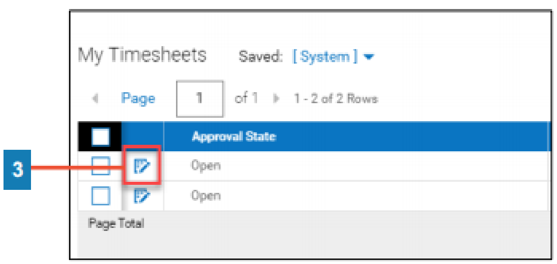
Note: To view the "**Viewing My Historical Timesheets**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Access My Historical Timesheets

1. Navigate to **My Info** > **My Timesheet** > **My Historical Timesheets**.
2. Select the appropriate date range.
3. Click **View/Edit** icon.







Requesting Time Off

Requesting Time Off shows how to request and monitor time off using the Time Off Request calendar in Workforce Ready.

Note: To view the "**Requesting Time Off**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

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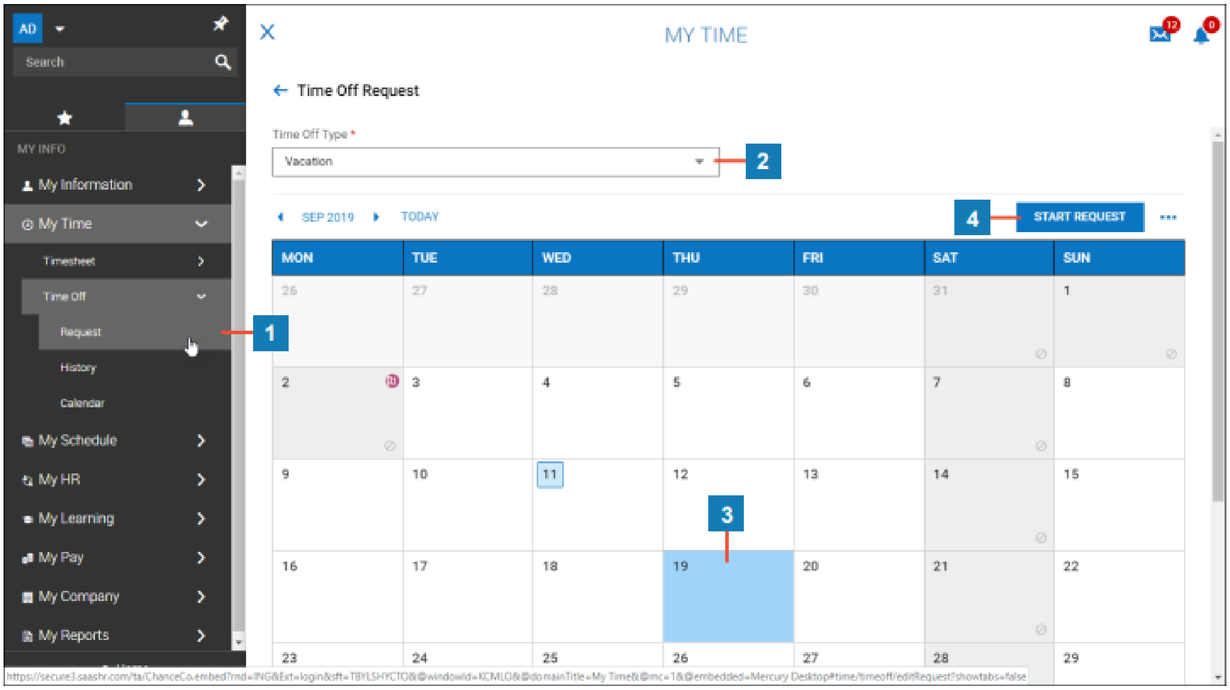
Navigation and Start Request

1. Navigate to **My Info** > **My Time** > **Time Off** > **Request**.
2. Click the **Time Off Type** drop-down and select desired **Time Off Type** (vacation, sick, etc.).
3. Select the date being requested by clicking that date on the calendar. If multiple days, click the first day of the date range and then the last day of the date range to select all days within the range.

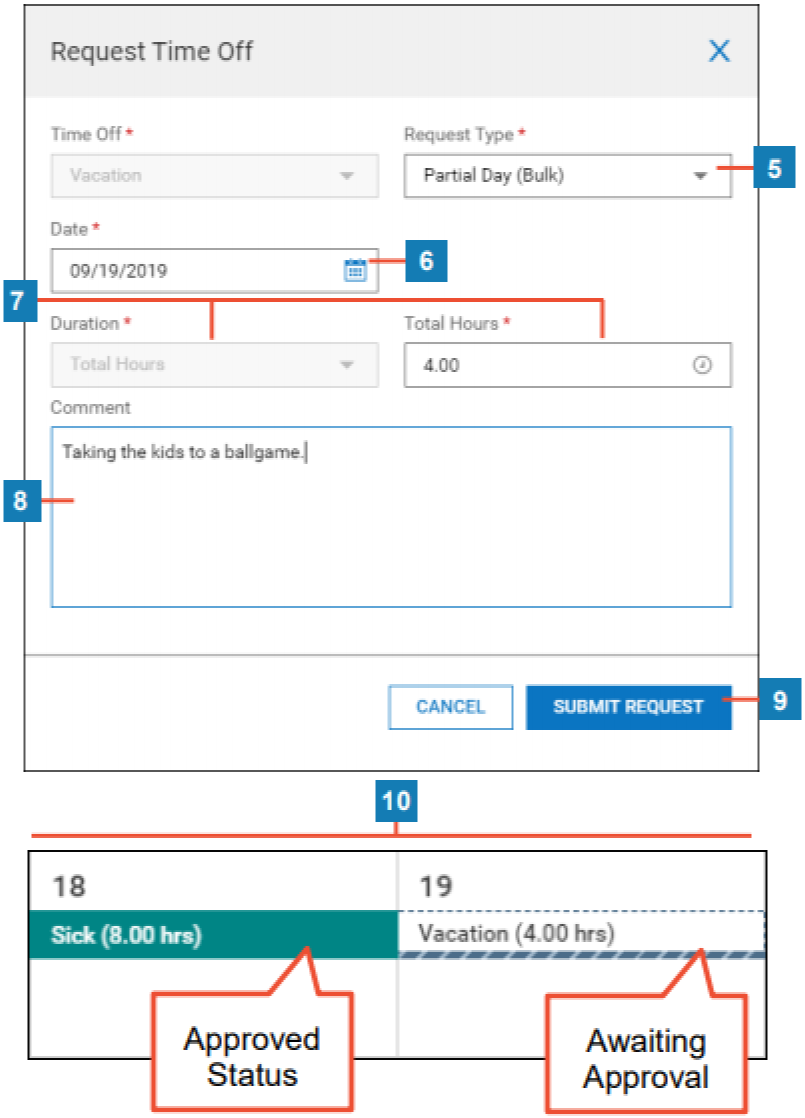
4. Click **Start Request**.



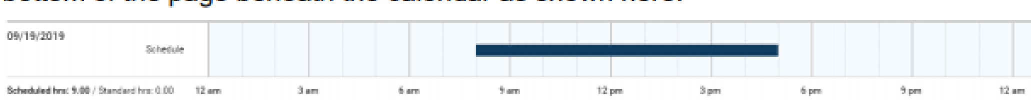
Request Details and Submit

The **Time Off** type is auto populated from your selection in step 2.

5. Click the **Request Type** drop-down and select from the following:
   • **Full Day:** requesting all scheduled time for that day.
   • **Multiple Days:** prompts you to enter number of hours requested for each day.
   • **Partial Day (Bulk):** prompts you to enter a total number of hours requested for the day.
   • **Partial Day (Start/Stop):** prompts you to enter start and end time of requested time off.
6. Confirm date being requested. This auto populates from selection on calendar.
7. Enter duration, time frame, or total hours (visible fields dependent on selected **Request Type**).
8. Enter a comment or reason for request (optional).
9. Click **Submit Request**.
10. The request now displays on the calendar in either pending status (striped line) or approved status (solid fill).



Cool Tip: The calendar displays additional information to guide your time off request.

Name	Description
Ellipsis	Click the ellipsis ··· to navigate for quick access to items such as your time off history and balance.
Holiday	Holidays are marked with a holiday icon which can be hovered over to reveal more information.
Schedule	Click within any calendar day or range to display your schedule for those dates at the bottom of the page beneath the calendar as shown here: 

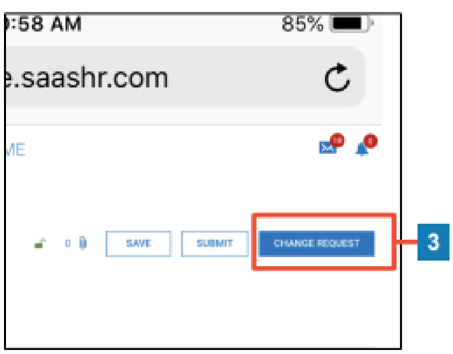
Using Mobile to Submit Timesheet Change Requests

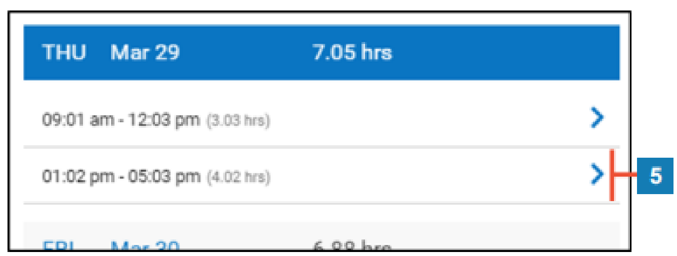
The mobile application allows you to submit timesheet change requests for situations where a punch may be missing or it was incorrectly recorded, modifying the cost center tied to a time entry, and other additional request types.

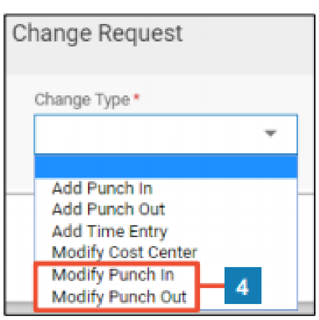
Note: To view "**Using Mobile to Submit Timesheet Change Requests**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

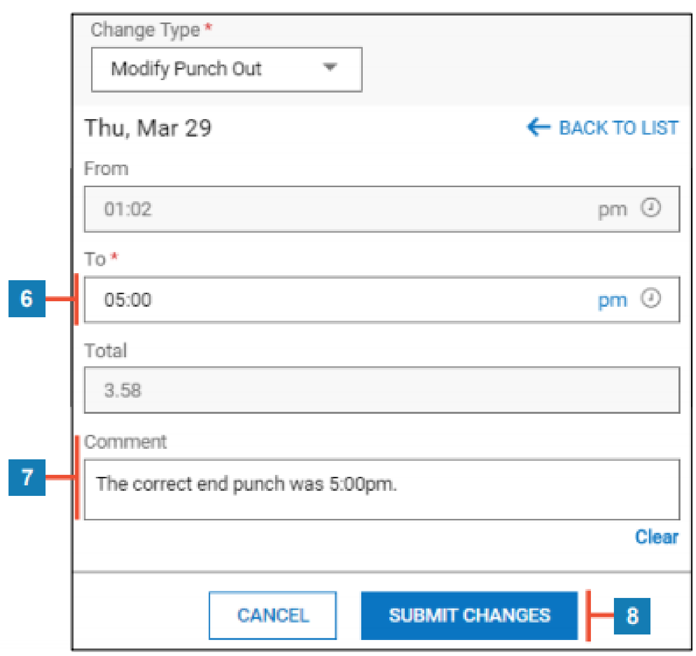
Requesting a modified IN or OUT punch

1. Select the **Show Menu** icon.
2. Navigate to **My Time** > **Timesheet** > **Timesheet**.
3. Press **Change Request**.
4. Press the **Change Type** drop-down list and choose **Modify Punch** In or **Modify Punch Out**.
5. Press the arrow next to the punch times for the day.
6. Type in the new punch time.
7. Type a Comment (optional).
8. Press **Submit Changes**.









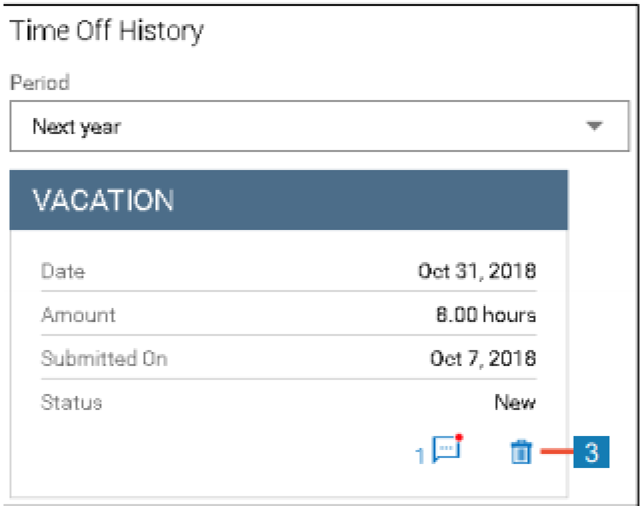
Canceling Time Off Requests

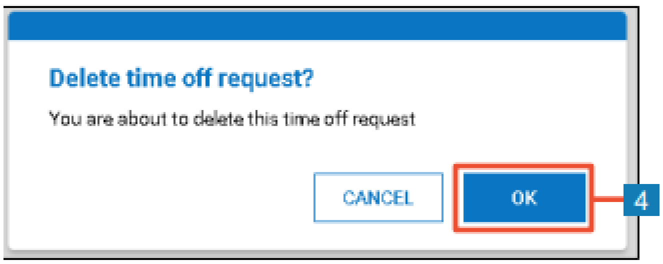
You can cancel time-off requests that have already been approved by your manager or are still unapproved.

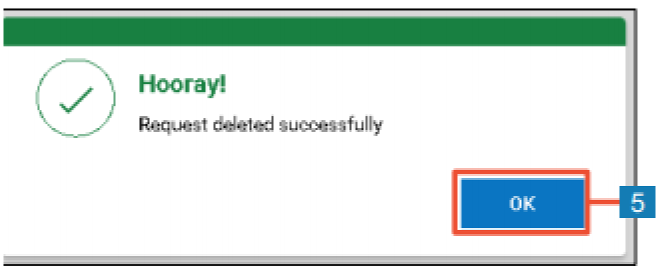
Note: To view the "**Canceling Time Off Requests**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Canceling an unapproved request

1. Click **Show Menu**, click the **My Info tab**, then navigate to **My Time** > **Time Off** > **History**.
2. Locate the unapproved time off request you want to cancel. Use the **Period** drop-down menu if needed.
3. Click the **Cancel** icon.
4. Click **OK** to confirm the deletion.
5. Click **OK**.

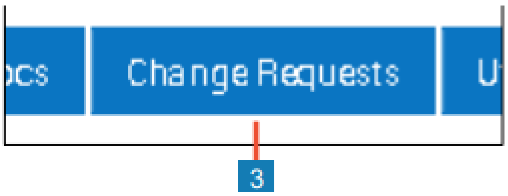


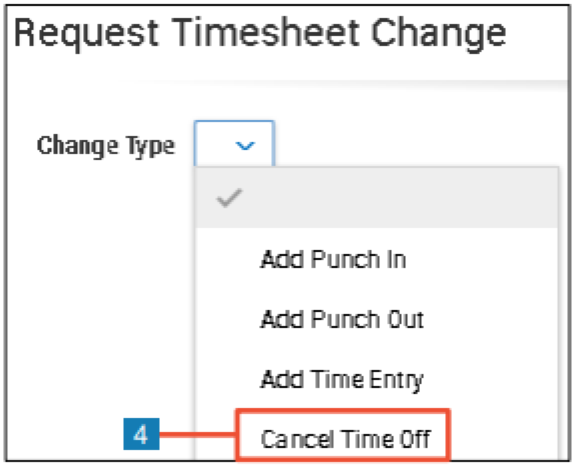


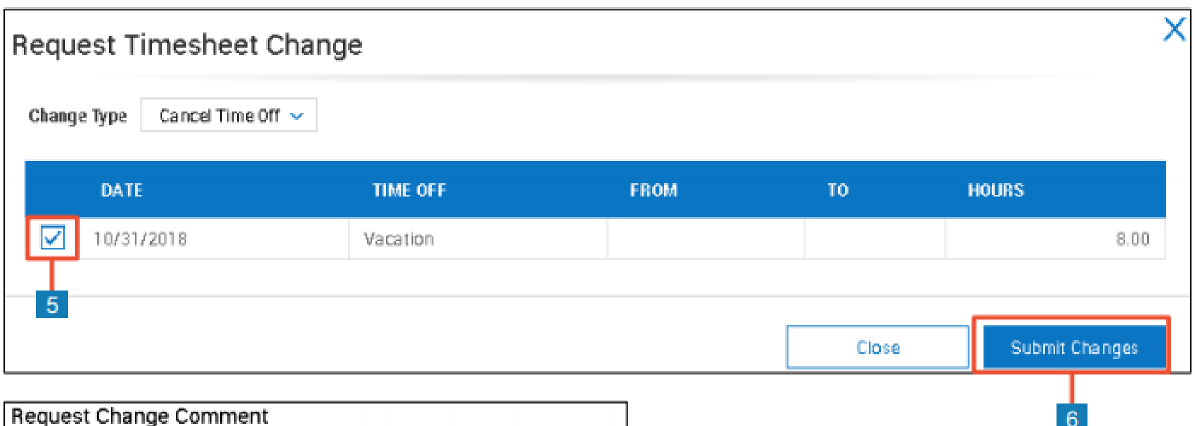


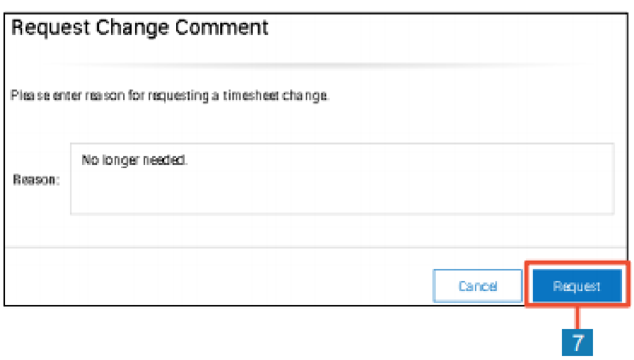
Canceling an approved time off request

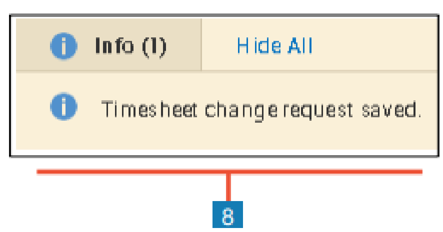
1. Click **Show Menu**, then click the **My Info tab** and navigate to **My Time** > **Timesheet** > **Timesheet**.
2. Locate the pay period containing the time off you want to cancel.
3. Click **Change Requests**.
4. From the **Change Type** drop-down menu, choose Cancel Time Off.
5. Click the check box beside the approved time off.
6. Click **Submit Changes**.
7. Provide a reason comment, if needed, and click **Request**.
8. A confirmation message appears on the timesheet screen. Once the timesheet change request is approved, the time off will disappear from the time entry on the timesheet.


ocs
Change Requests
U
3


Request Timesheet Change
Change Type
Add Punch In
Add Punch Out
Add Time Entry
Cancel Time Off
4


Request Timesheet Change
Change Type
Cancel Time Off
DATE
TIME OFF
FROM
TO
HOURS
10/31/2018
Vacation
8.00
5
Close
Submit Changes
6


Request Change Comment
Please enter reason for requesting a timesheet change.
Reason:
No longer needed.
Cancel
Request
7

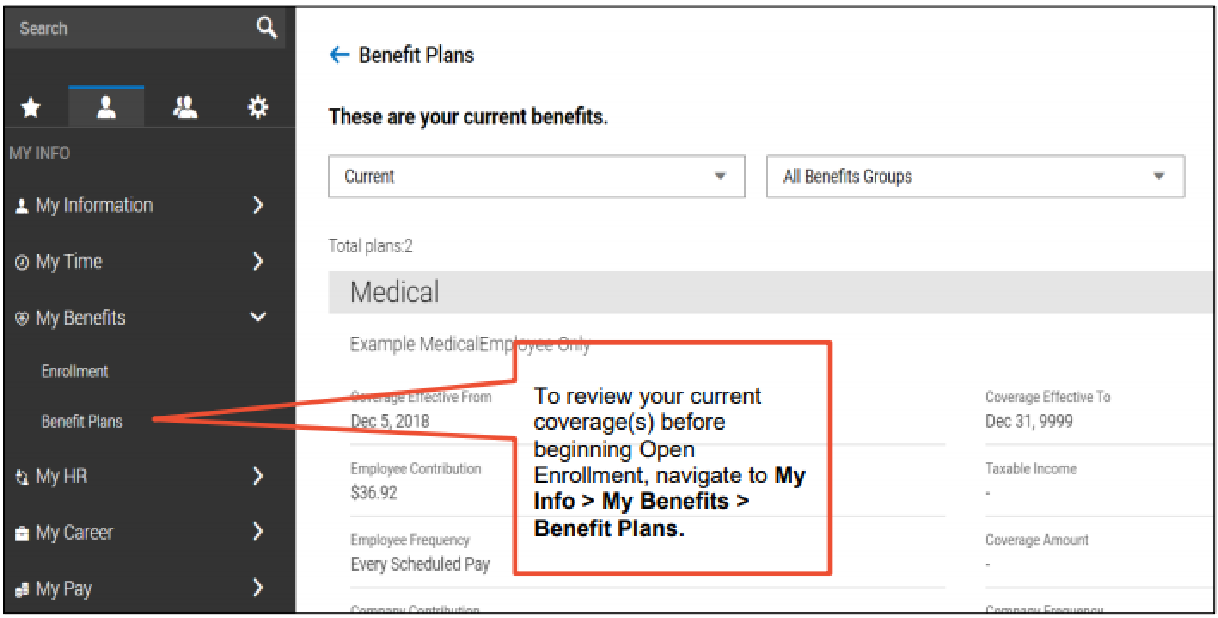

Info (1)
Hide All
Timesheet change request saved.
8

Employee Open Enrollment Steps

Employee Open Enrollment Steps covers how to navigate through Open Enrollment. These options are only available during Sun Health Open Enrollment timeframe.

Note: To view the "**Employee Open Enrollment Steps**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

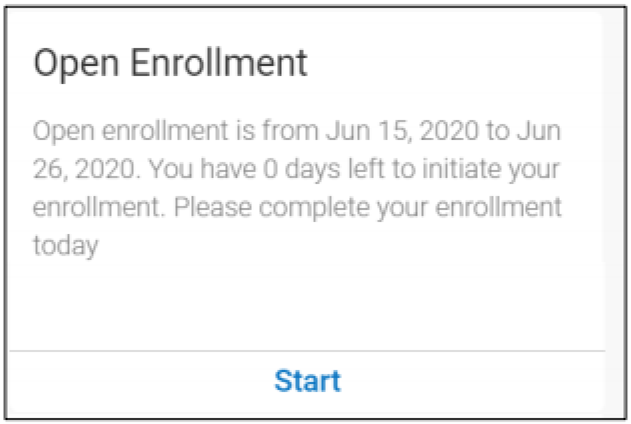
Benefit Plans



Accessing Open Enrollment

During Sun Health's designated Open Enrollment timeframe, complete the following steps to access the enrollment screens:

1. Navigate to **My Info** > **My Benefits** > **Enrollment**.
2. Click **Start** within the **Open Enrollment Widget**.



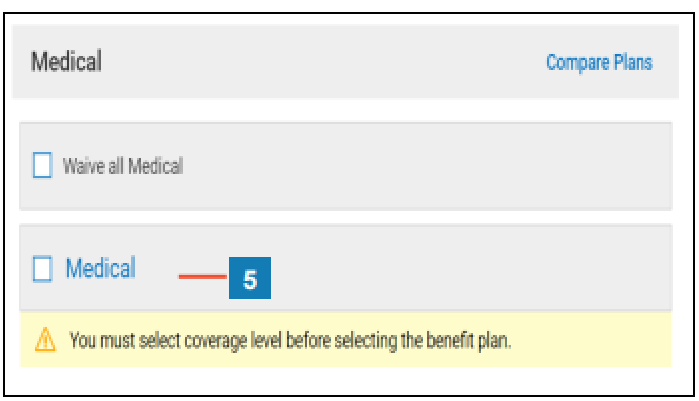
Important Information:

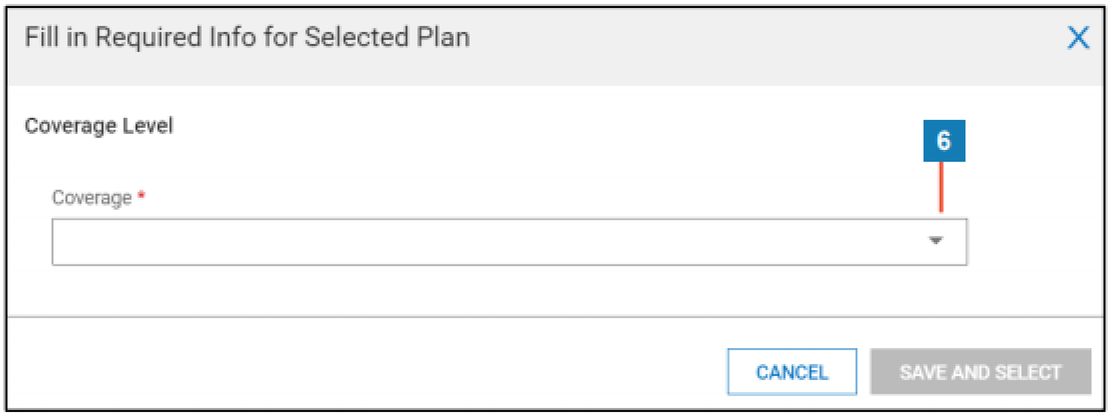
Once in **Open Enrollment**, there is a tab for **All Currently Enrolled Benefits**. If you were enrolled in any coverages for the current **Plan Year**, you have the option to **Select All Current Plans** for the new **Enrollment Period**.

Enrolling in Coverage

To elect your benefit plans on each tab:

1. Review the **Instructions** tab.
2. Click **Continue**.
3. Review the **All-Current Benefits Enrollments** tab.
4. Click **Save & Continue**.
5. Click the plan to enroll in. ***(Waive if not needed).***
6. Click the coverage level of the plan you want to enroll in.
7. Complete the contact information (if applicable; see **Selecting Contacts** below).
8. Click **Save and Select**.
9. Click **Continue** to move to the next tab.
10. Repeat steps **5-9** for each tab.

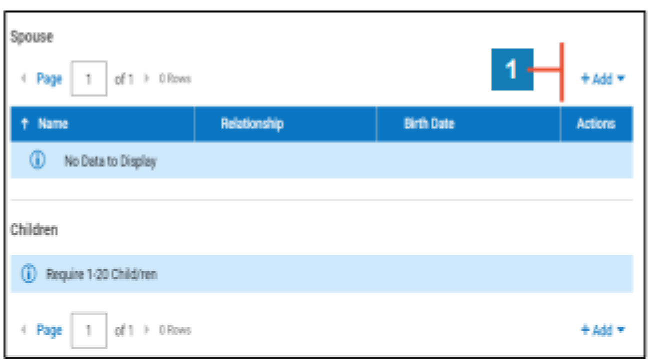




Selecting Contacts

Follow these steps to select contacts for plans. This includes contacts such as spouse, children, or beneficiaries.

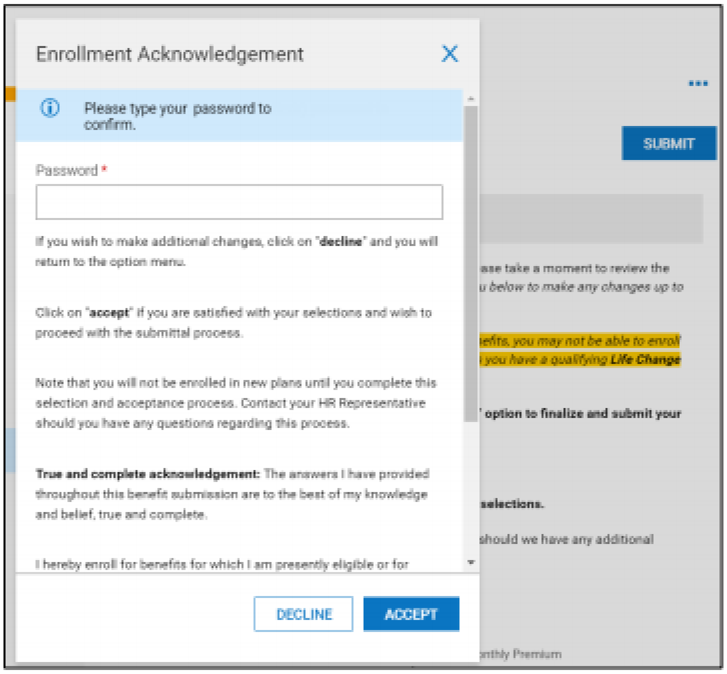
1. Click the **+Add** drop down for the appropriate contact.
2. If a contact needs to be added, click **Add New**. Add appropriate information and **Continue**.
3. If a contact exists but needs added to the plan, click **Add from Existing Contacts,** and select the individual.
4. Click **Save and Select**.

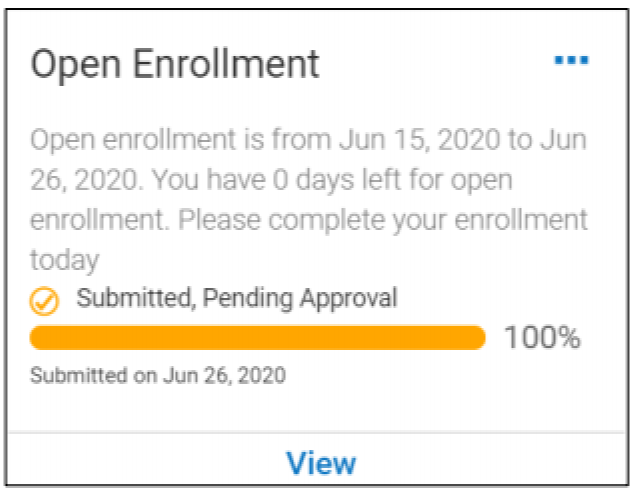


Submitting Open Enrollment

On the final tab of enrollment is Confirm and Submit. After verifying your selections:

1. Click **Submit**.
2. In the Enrollment Acknowledgement popup, enter your login password.
3. Click **Accept**.
4. Click **OK**.





Reviewing and Selecting My Benefits

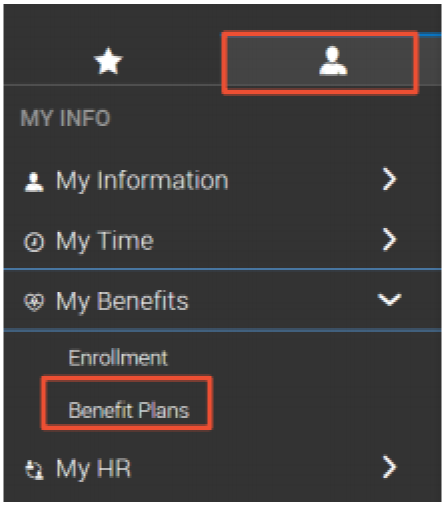
The Enrollment and Benefit Plans pages of Employee Self Service provide you with an automated way to manage your benefits.

Note: To view "**Reviewing and Selecting My Benefits**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Accessing Benefit Selections

1. In the **Global Navigation Menu**, click the **My Info** tab.

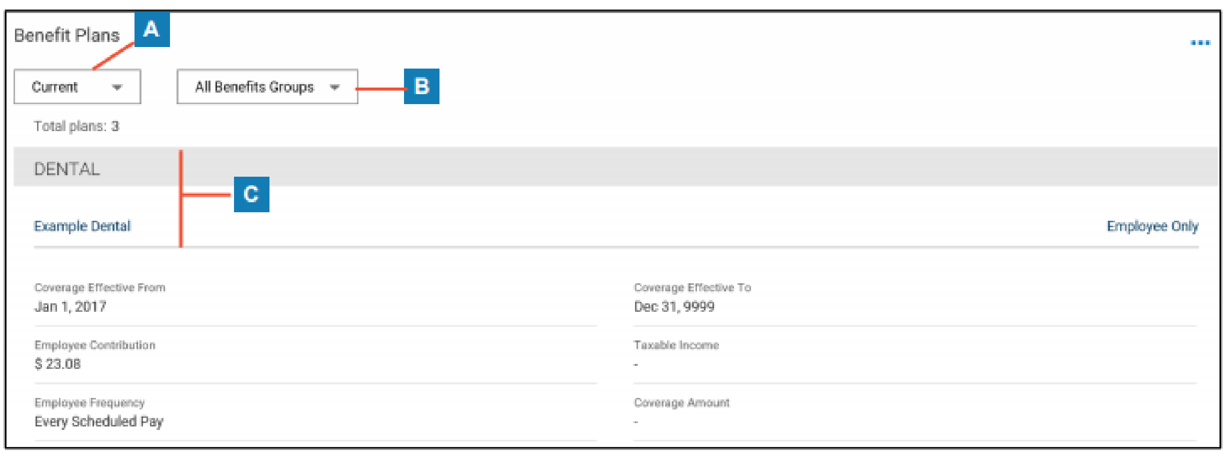
2. Click **My Benefits** > **Benefit Plans**.



NOTE: My Benefits is available in Employee Self Service.

Reviewing Benefit Selections

You view your benefits within the **Benefit Plans** screen. The following image shows key sections of this area.



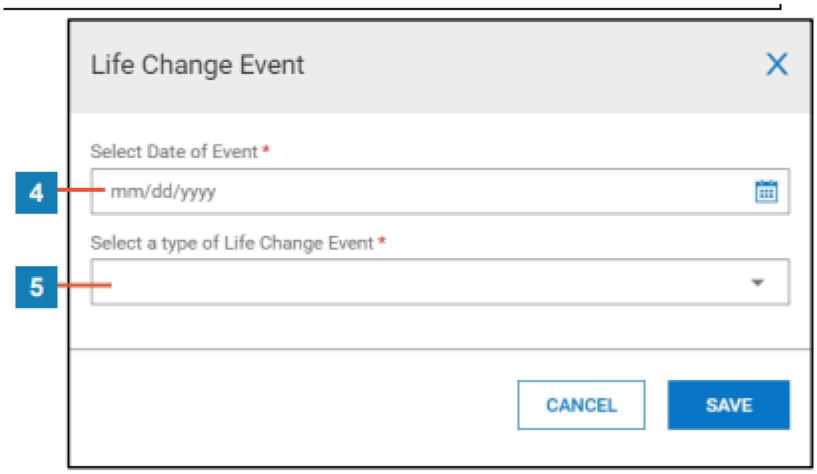
A	**Benefit Plan Timeframe:** View plans for Current, Past, Future, All, or Waived options.
B	**Benefit Groups:** View all or specific plans.
C	**Benefit Plan Details:** Displays details of benefit plan selected.

Updating Benefits due to a Life Change Event

Benefits are selected during open enrollment. Updates to benefits may be needed due to a qualifying life change event, such as marriage, birth of a child, etc. A life change event is submitted to request an update to benefits.

Selecting a Life Change Event

1. In the **Global Navigation** menu, click the **My Info** tab.
2. Click **My Benefits** > **Enrollment**.
3. Click **Start** under **Life Change Event**.
4. Click the **View Calendar** icon and select the day of the event.
5. From the **Life Change Event Type** dropdown menu, select the appropriate event.
6. Click **Save**.



Selecting Benefits

1. Read the instructions, then click **Continue**.
2. In supporting information, complete applicable fields, then click **Save & Continue**.
3. On each benefit screen, select your choices.
4. On the **Confirm and Submit screen**, review your elections.
5. Click **Submit**.
6. When prompted, enter your **password**, and click **Accept**.

NOTE: For some life change event selections, you may need to select a spouse or dependent. Select the **+Add** drop down and click **Add New** or **Add From Existing Contacts**.

Benefit Resource Guides

- Employee Benefits Guide 2021-2022
- Kronos Benefit Enrollment Guide (New Hire & Life Event)
- Kronos Benefit Open Enrollment Guide

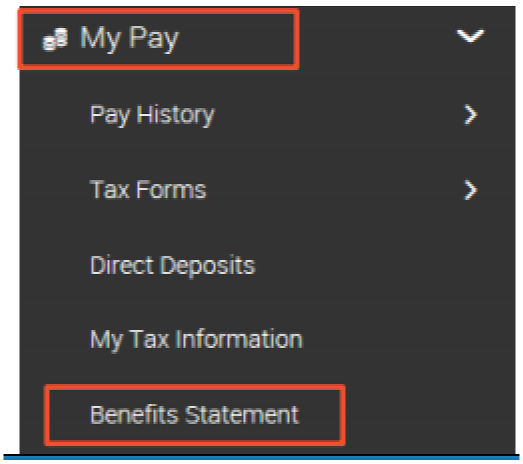
Viewing Benefits Statements

The benefits statement outlines employment information related to compensation, statutory benefits, and employer benefits both withheld and paid by the employer.

Note: To view the "**Viewing the Benefits Statement**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Accessing the Benefits Statement

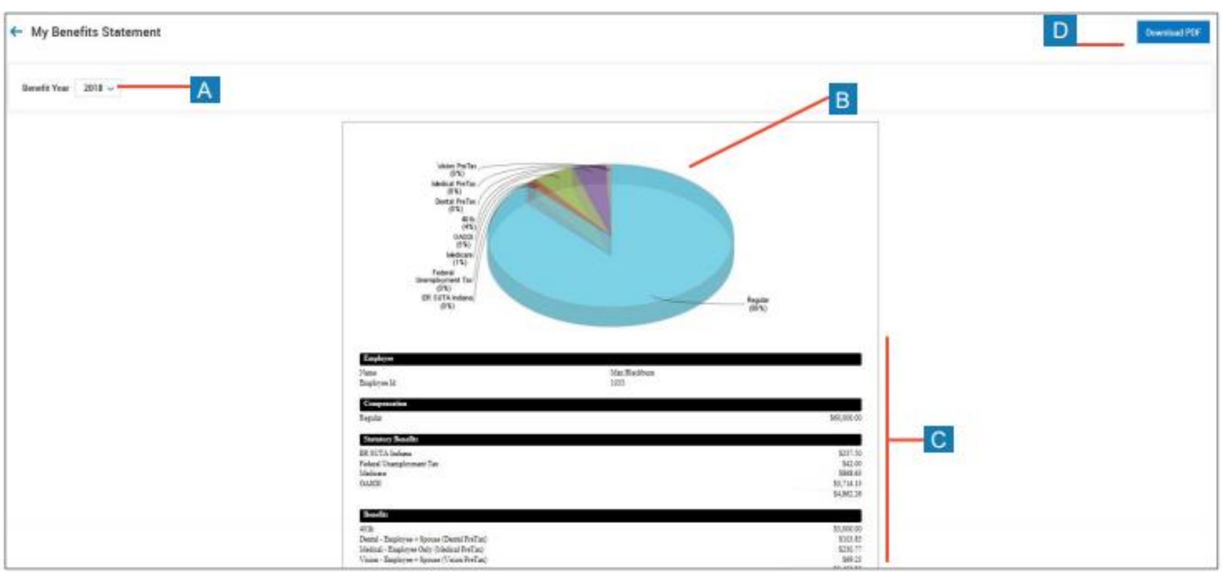
1. In the Menu, click the **My Info** tab.
2. Navigate to **My Pay** > Benefits Statement.



Note: Benefits is available in **Employee Self Service**.

Viewing the Benefits Statement

Your benefits statement includes a summary of your compensation and benefit elections. You can look at both current and past benefit elections in summary form by choosing the year. The following illustration shows key sections of the benefits statement.



A	**Benefit Year:** Select a year from the drop-down list to view elections.
B	**Pie Chart:** Chart representation of how your pay is allocated.
C	**Summary:** Breakdown of how your pay is allocated per deduction.
D	**Download Benefits Statement:** Click **Download PDF** to save or print the document.

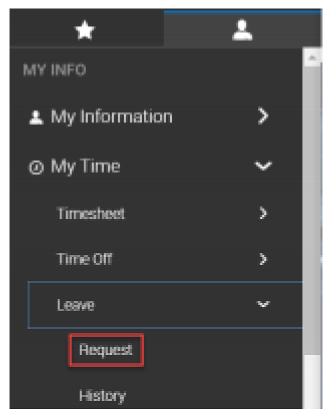
Requesting Leave of Absence

The Leave of Absence Request section of My Account provides an automated way to request a leave of absence. This job aid guides you through the steps of navigating the page and submitting a leave of absence request.

Note: To view the "**Requesting Leave of Absence**" Job Aid log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Navigating the Leave of Absence Request screen

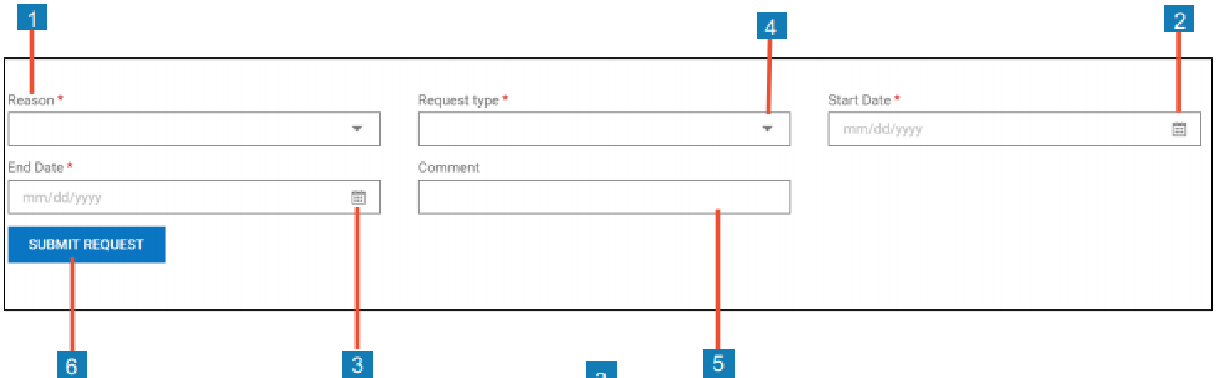
1. Navigate to **My Info** > **My Time** > **Leave** > **Request**.
2. The **Leave of Absence Request** screen appears.

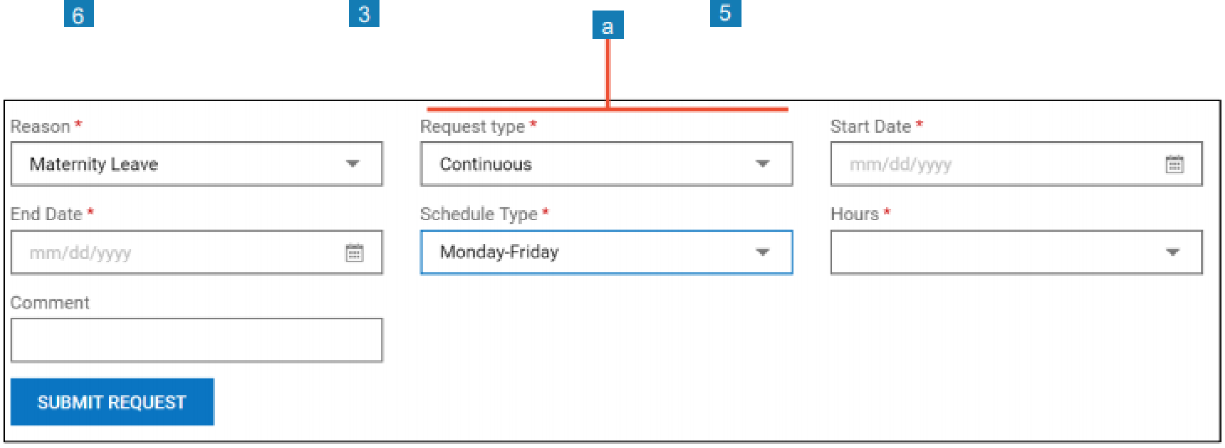


Submitting a Leave of Absence Request

1. Click the **Reasons** drop-down list arrow to select the applicable reason type from the list.
2. Click the **Start Date** calendar or enter the start date.
3. Click the **End Date** calendar or enter the end date.
4. For the applicable **Request Type**, select the applicable radio button:
   a.) **Continuous:** Leave consists of set hours per day that will span a continuous schedule of days (chosen from the schedule type).
   b.) **Intermittent:** Leave consists of a certain number of times within a specific period (days or weeks) for a certain number of hours each time.
   c.) **Intermittent (Weeks/Days):** Leave consists of a certain number of weeks with defined hours or time for certain days of the weeks (bulk hours, employee standard workday, scheduled, start/end times) for the days checked off for each week. Optionally, separate settings can be specified for individual days with differently assigned schedule types.
5. In the **Comments** field, enter any additional comments.

6. Click **Submit Request**.
   Result: The request record will be viewable in the **History** dashboard in the main workspace.





Viewing My Pay Statements

Within your My Info menu, you can view your personal employee information. This job aid describes how to access your pay statement information.

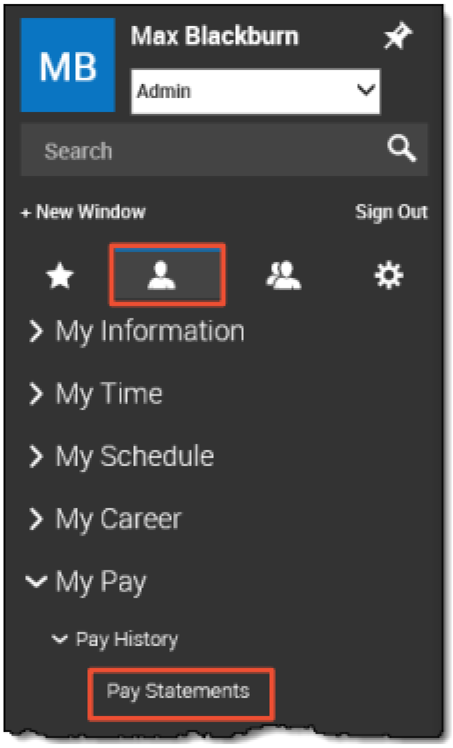
Note: To view "**Viewing My Pay Statements**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Accessing your pay statements

Use the Pay Statements screen to view both recent and historical pay statements.

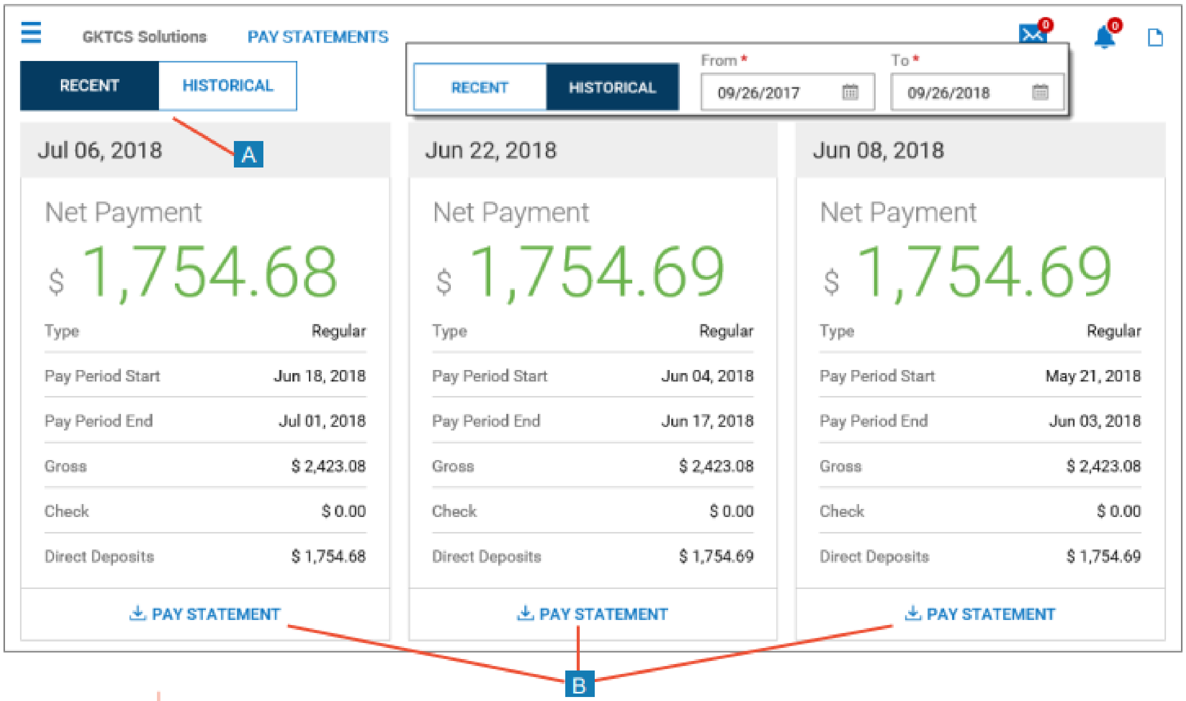
1. Click **Show Menu**, then click the **My Info** icon.
2. Navigate to **My Pay** > **Pay History** > **Pay Statements**.
3. On the **Pay Statements** screen, click either the **Recent or Historical** button. If viewing Historical, enter a date range in the **From and To** fields.

The following image highlights key areas of the **Pay Statements** screen.



Button and Links to view or download Historical Pay Statements

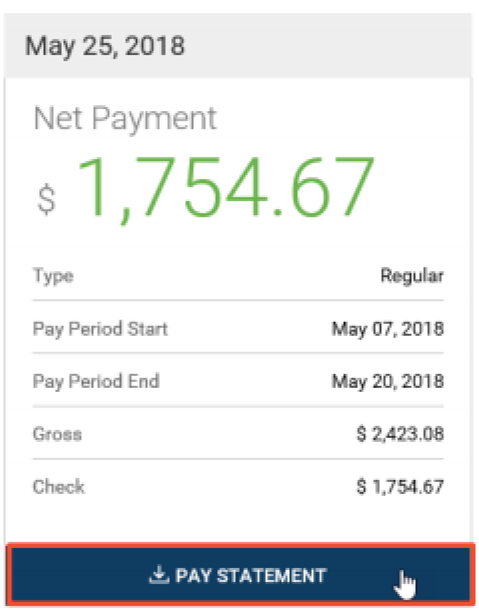
A	Buttons for viewing recent or historical pay statement summaries.
B	Links to download pay statements.

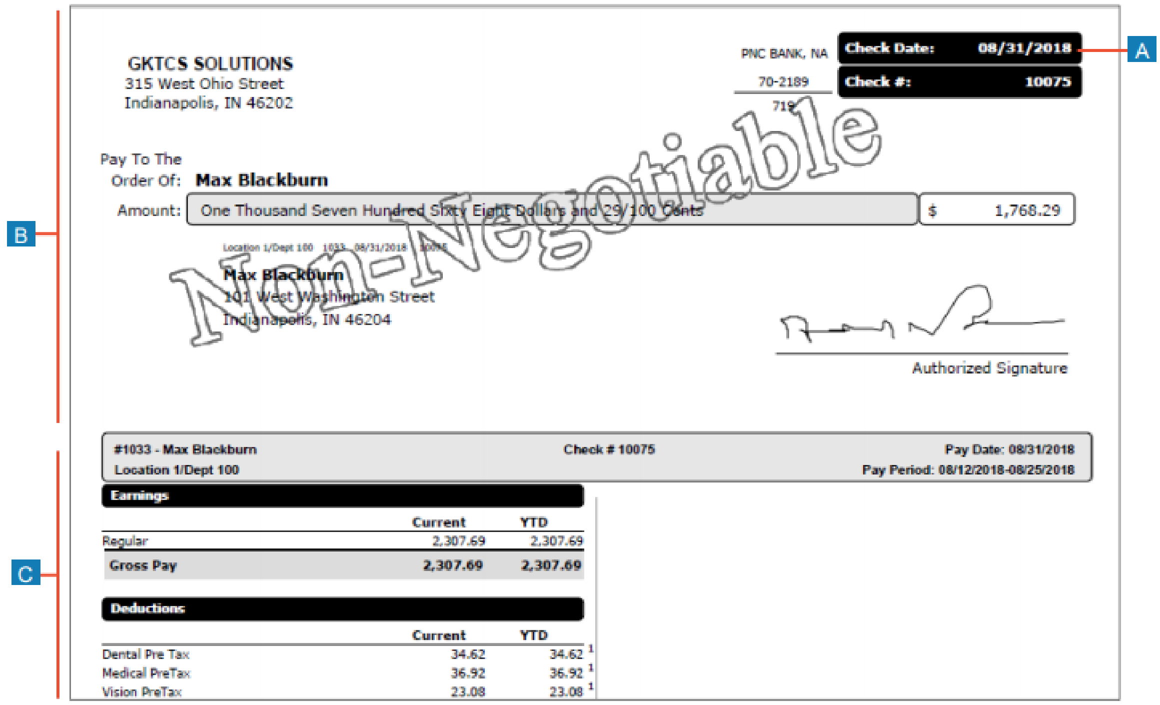


Downloading and viewing a pay statement

To view and print a **PDF** of an individual pay statement, download it first.

1. Click the **Download Pay Statement** link in the summary for the pay statement you want.
2. Follow your browser's prompts to save the pay statement PDF to the destination of your choice.
3. Navigate to the location where you saved the file and open it with a **PDF viewer**.





GKTCS SOLUTIONS
315 West Ohio Street
Indianapolis, IN 46202

PNC BANK, NA
70-2189
719

Check Date: 08/31/2018
Check #: 10075

Non-Negotiable

Pay To The Order Of: **Max Blackburn**

Amount: One Thousand Seven Hundred Sixty Eight Dollars and 29/100 Cents $ 1,768.29

Location 1/Dept 100 1033 08/31/2018 10075

Max Blackburn
101 West Washington Street
Indianapolis, IN 46204

Authorized Signature

#1033 - Max Blackburn **Check # 10075** **Pay Date: 08/31/2018**
Location 1/Dept 100 **Pay Period: 08/12/2018-08/25/2018**

Earnings

	Current	YTD
Regular	2,307.69	2,307.69
Gross Pay	**2,307.69**	**2,307.69**

Deductions

	Current	YTD
Dental Pre Tax	34.62	34.62 1
Medical PreTax	36.92	36.92 1
Vision PreTax	23.08	23.08 1

A **Pay Date:** Date of the check or direct deposit.

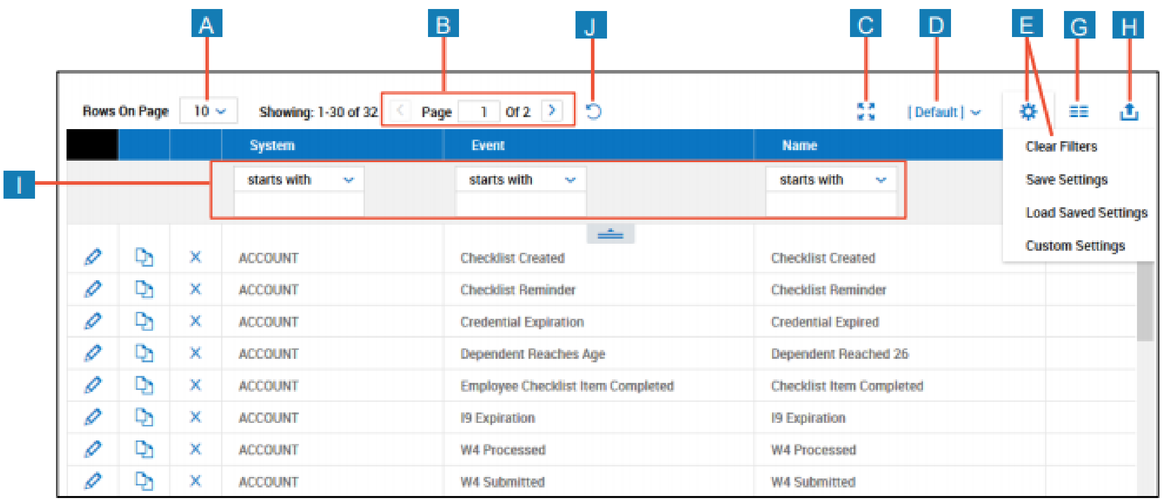
B **Check/Voucher section:** Shows a copy of the check or direct deposit voucher.

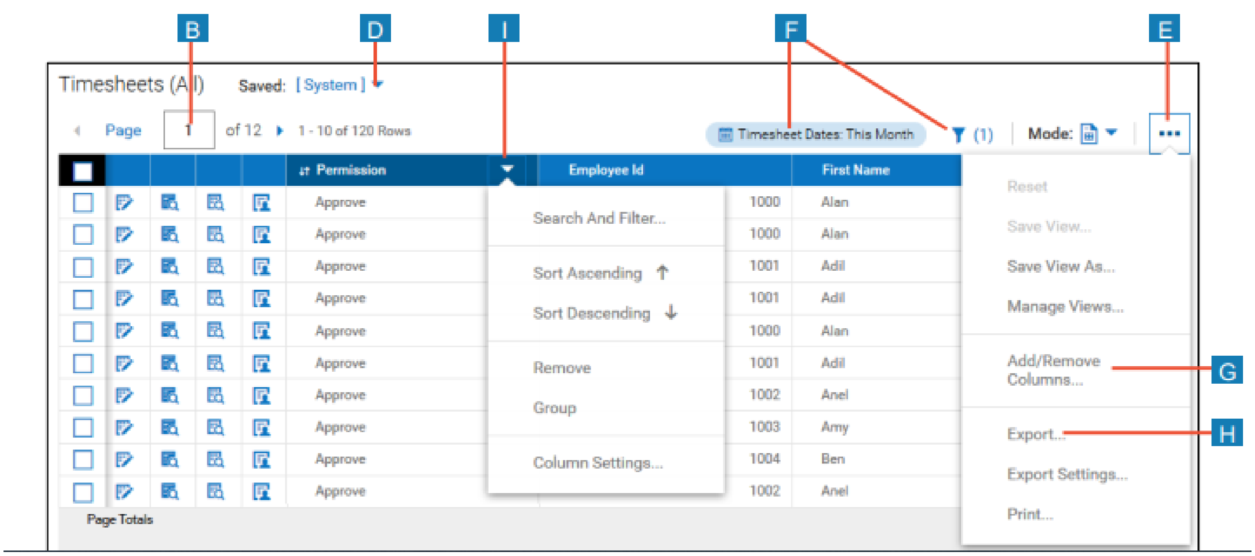
C **Pay Stub section:** Shows details regarding earnings, deductions, net pay and other related information.

Reporting Screen Options

The following options are used in reporting screens.

A	Rows on Page	Click this drop-down list to select the number of records to display per page.
B	Page Navigation	Enter the page number or use the arrow icons to navigate between pages.
C	Full Screen	Click this icon to display to show only the report screen area in your browser.
D	Change View	Click this drop-down list to switch between your different saved settings.
E	Report Settings	Click this icon to access additional report options.
F	Report Filters	Click the balloon or filter icon to change report filters.
G	Select Columns	Click this icon to change which columns are being displayed.
H	Export	Click this icon to export the report data.
I	Column Options & Filters	Use these fields/drop downs to change column settings and apply filters based on column data to the report.
J	Refresh	Use this icon to apply setting changes or show updated report data.





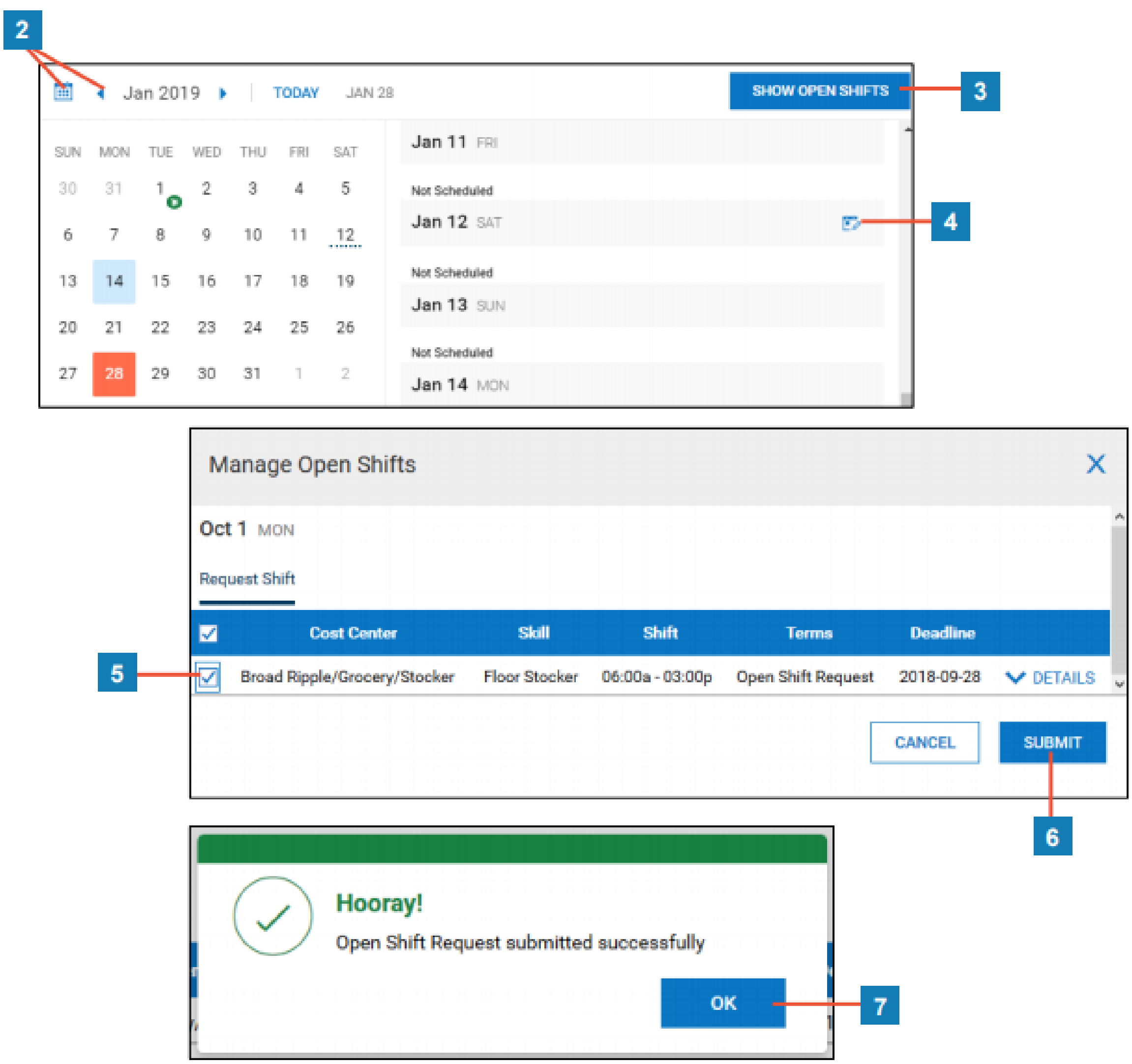
Requesting to Fill an Open Shift

Requesting to Fill an Open Shift covers how to pick up an extra shift posted by your scheduling manager using submitting an Open Shift request.

Note: To view “**Requesting to Fill an Open Shift**” Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Submitting an Open Shift Request

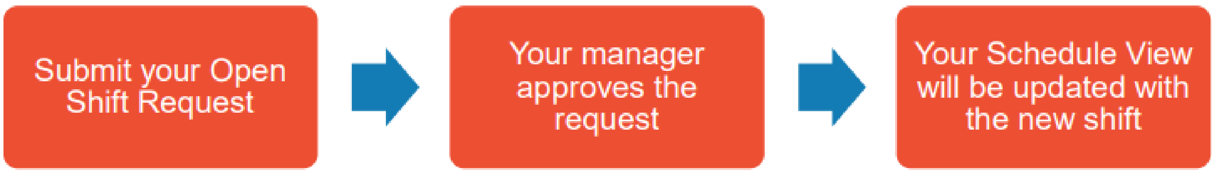
1. From the **My Info** tab, navigate to **My Schedule** > **Schedule**.
2. Change your date range settings to show the date you want to pick up a shift.
3. Click **Show Open Shifts**.
4. Next to the date, click the **Manage Open Shifts** icon.
5. Select the open shift(s) you want to request.
6. Click **Submit**.
7. Click **OK**.



Important Information: You must have permission to submit an Open Shift request. If you do not see the **Manage Open Shifts** icon, you should contact your HR administrator.

Request approval process

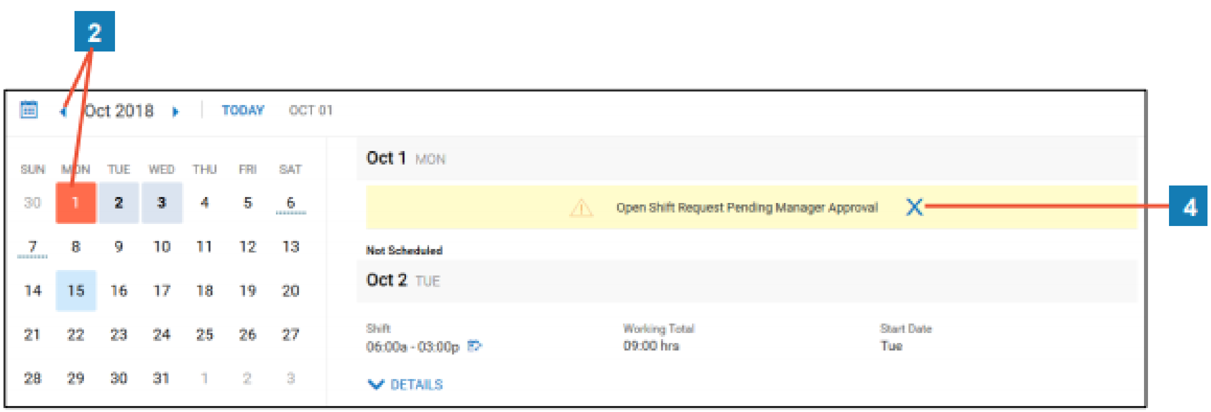
Your submitted request goes through an approval process. Verify the approval process with your scheduling manager. Most requests follow this basic approval process.



Withdrawing your request

Your Open Shift request can be withdrawn at any point before it is approved.

1. From the **My Info** tab, navigate to **My Schedule** > **Schedule**.
2. Change your date range settings and select the date of the request.
3. Click the **X** icon next to the "**Open Shifts Request Pending … approval**" message.



Requesting a Co-worker Cover Your Shift

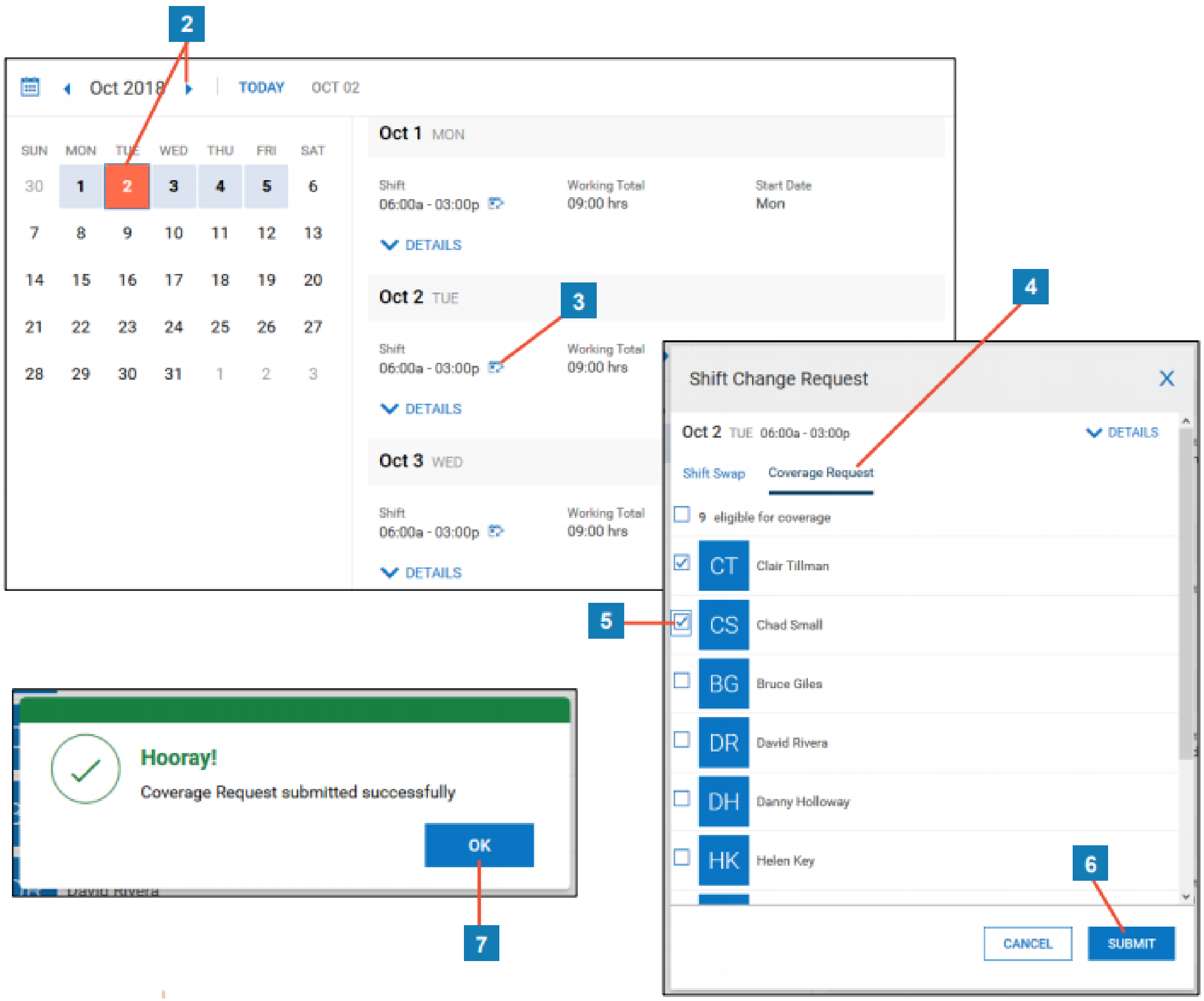
If you are unable to cover your assigned shift, you can request that a qualified co-worker cover your shift. This section covers how to submit a Coverage Request.

Note: To view "**Requesting a Co-worker Cover Your Shift**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Submitting a Request for Coverage

1. From the **My Info** tab, navigate to **My Schedule** > **Schedule**.
2. Change your date range settings to show the shift you wish to request coverage for.
3. Locate the shift time and click the **Shift Change Request** icon.
4. Click **Coverage Request**.

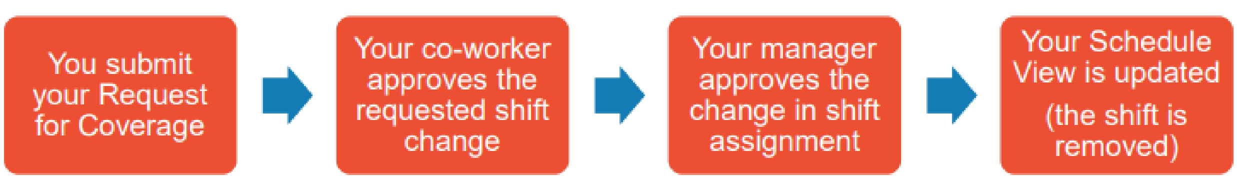
5. Use the check boxes to select the employee(s) you want to give the option of covering your shift.
6. Click **Submit**.
7. Click **OK**.



Important Information: You must have permission to submit a Coverage Request. If you do not see the option, you should contact your HR administrator.

Request Approval Process

Your submitted request goes through an approval process. Verify your approval process with your scheduling manager. Most requests follow this basic approval process.

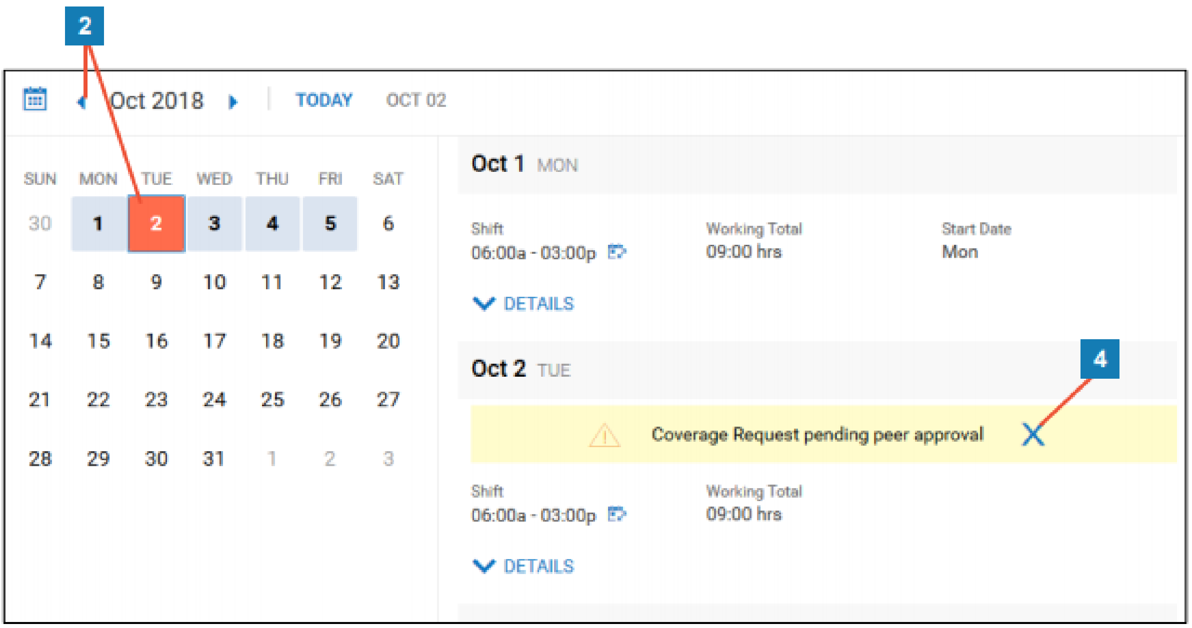


Withdrawing Your Request

Your **Request for Coverage** can be withdrawn at any point before it is approved.

Follow these steps to withdraw a **Request for Coverage**.

1. From the **My Info** tab, navigate to **My Schedule** > **Schedule**.
2. Change your date range settings and select the date you of the request.
3. Click the **X** icon beside the "**Coverage Request pending … approval**" message.



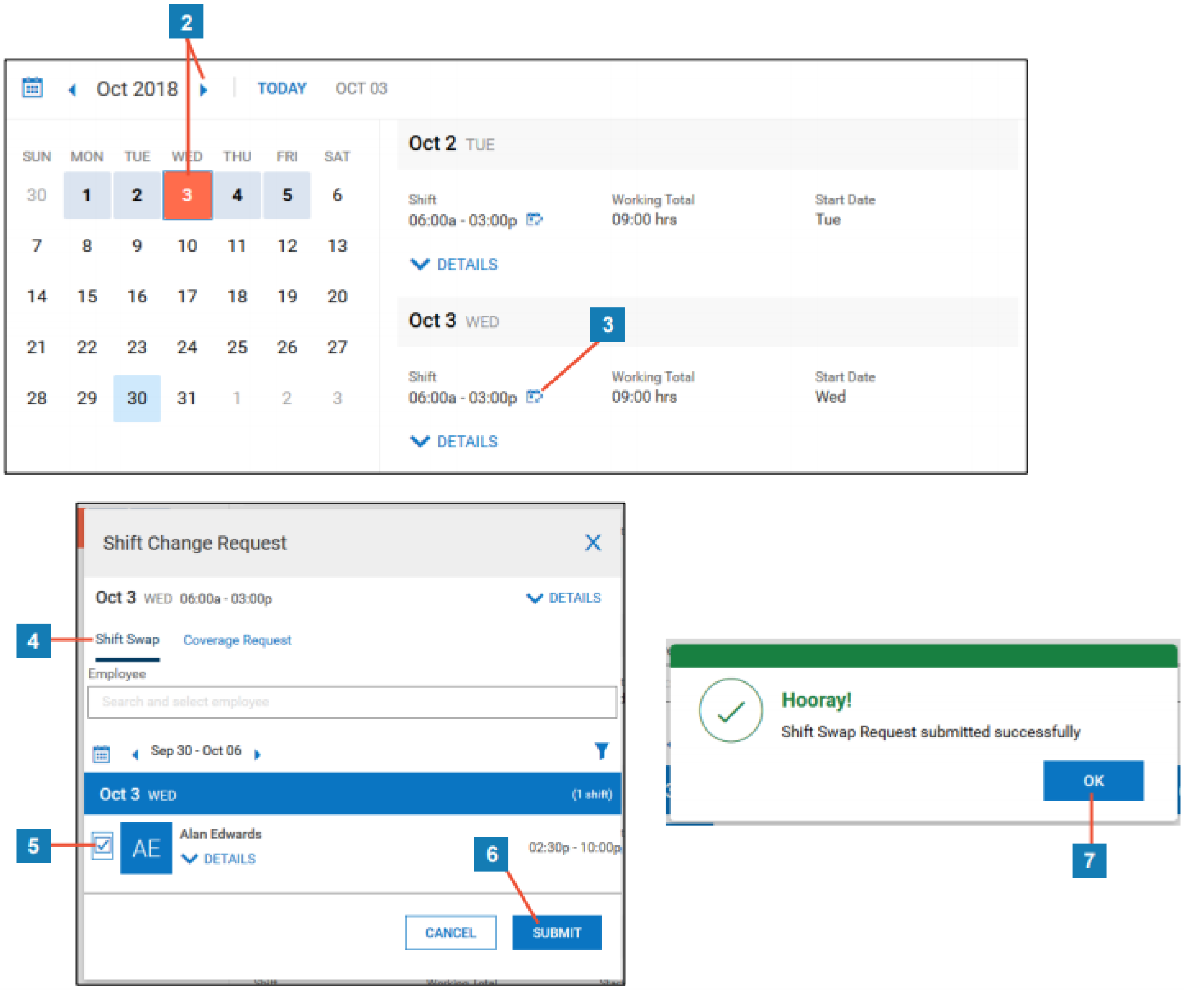
Requesting a Shift Swap

If you want to exchange shifts with a qualified co-worker, you can request to swap shifts with them. This job aid covers how to submit a **Shift Swap** request.

Note: To view the "**Requesting a Shift Swap**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Submitting a Shift Swap Request

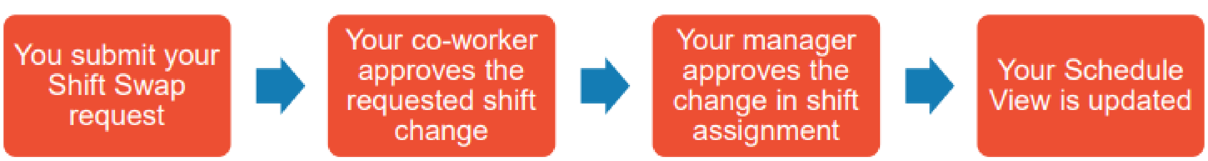
1. From the **My Info** tab, navigate to **My Schedule** > **Schedule**.
2. Change your date range settings to show the shift you wish to swap with a peer.
3. Locate the shift time and click the **Shift Change Request** icon.
4. Click **Shift Swap**.
5. Select the shifts of the qualified co-worker you want to swap for your shift.
6. Click **Submit**.
7. Click **OK**.



Important Information: You must have permission to submit a **Swift Swap** request. If you do not see the **Shift Change Request** icon, you should contact your HR administrator.

Request Approval Process

Your submitted request goes through an approval process. Verify your approval process with your scheduling manager. Most requests follow this basic approval process.

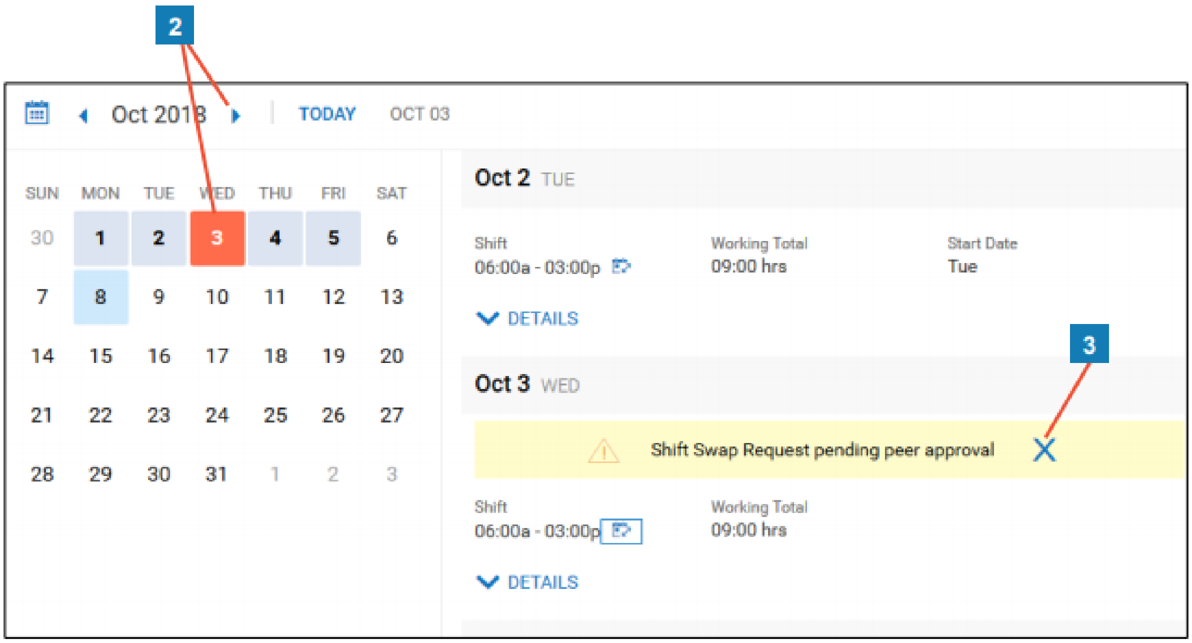


Withdrawing your request

Your Shift Swap request can be withdrawn at any point before it is approved.

1. From the **My Info** tab, navigate to **My Schedule** > **Schedule**.

2. Change your date range settings and select the date of the request.
3. Click the **X** icon beside the "**Shift Swap Request pending peer approval**" message.



Approving a Co-worker's Shift Change Request

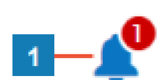
This section covers how to approve a Request for Coverage, or a Shift Swap request sent you by a co-worker to cover their assigned shift using your To Dos screen or dashboard window.

Note: To view "**Approving a Co-workers Shift Change Request**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Viewing Your Shift Change Request To Dos

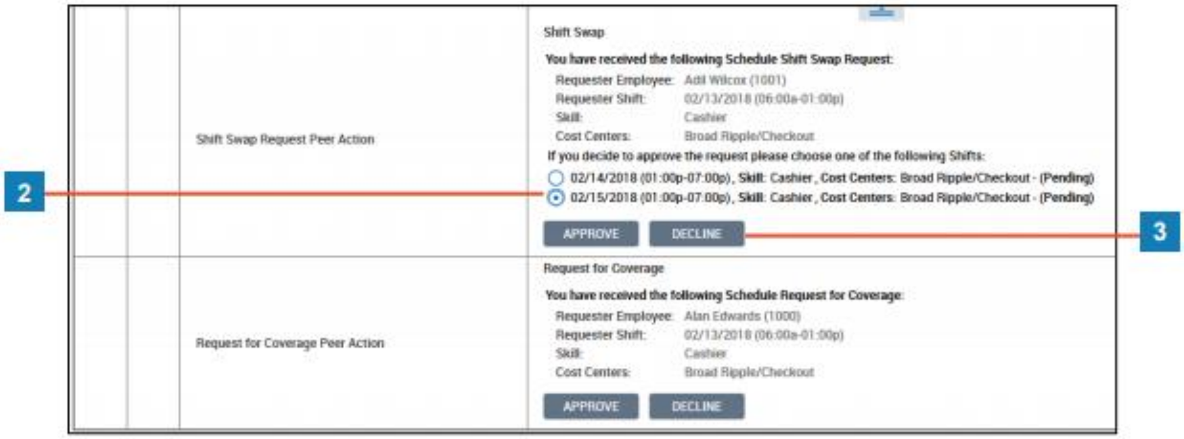
Navigate to one of these items.

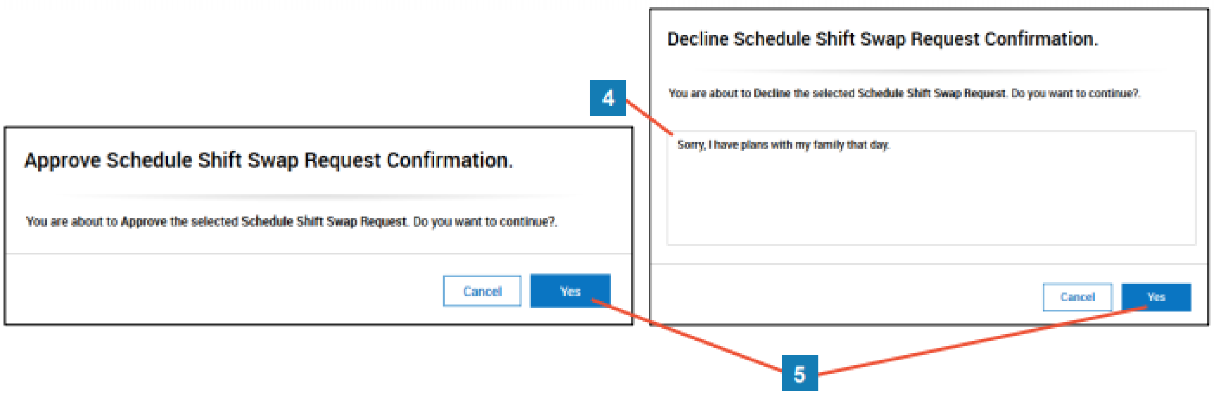
1. Click the **My To Do** icon in the upper right corner of your screen.
   OR
2. Locate the **My To Do Items** window on your **My Dashboard** screen.



Approving a Shift Change Request

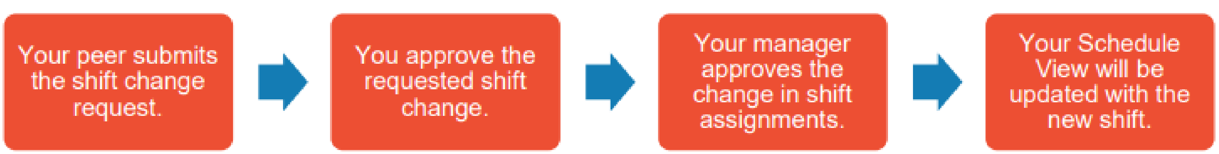
1. Locate the request in your **My To Do** Items.
2. If applicable, select the radio button of the shift you wish to accept.
3. Click **Approve** or **Decline**.
4. If you are declining the request, you can enter a comment in the **Comment** field.
5. Click **Yes** to confirm your action.





Request approval process

Once approved, the request will continue through an approval process. Verify your approval process with your scheduling manager. Most requests follow this basic approval process.



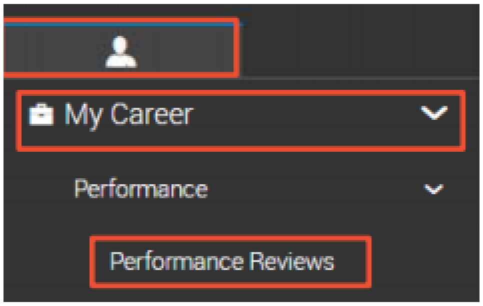
Viewing My Performance Reviews

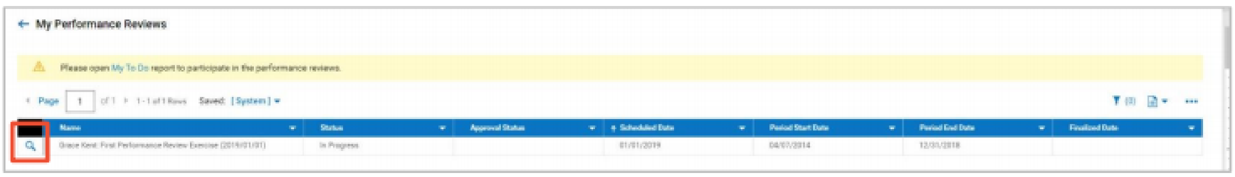
My Performance Reviews allows you to review and make entries on your performance review. This section covers how to access and manage your performance reviews.

Note: To view "**Viewing My Performance Reviews**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Accessing My Performance Reviews

1. Navigate to **My Info** > **My Career** > **Performance** > Performance Reviews.
2. Your performance reviews will be listed in the main workspace.
3. Click **View Performance Review** to view the current details for the applicable review. Once in here you will see any applicable instructions, information on the review and your ratings and review information.

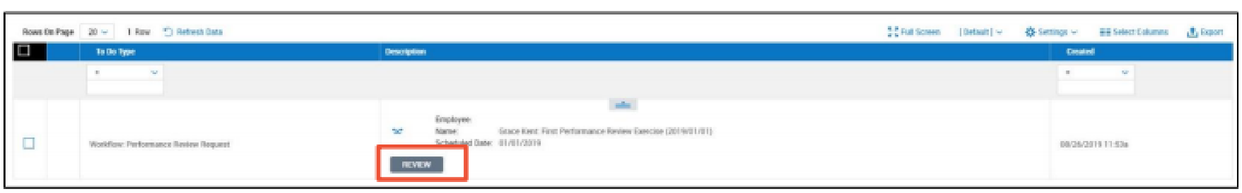


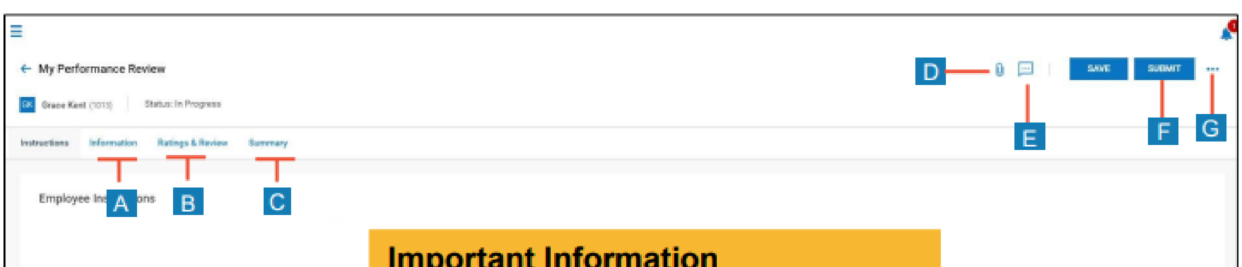


Participate in Performance Reviews

1. Navigate to your **My To Do** area.
2. Locate your performance review in the list of your **My To Do Items** and select **Review**. Any performance reviews assigned to you can be accessed from the **My To Do** area.
3. Complete your review in the **Ratings & Review** tab.

   Note: Your tab label might be different.





Important Information
Features on this page may vary depending on your company policy and configuration.

A	**Information tab:** Tab contains a summary of the review including goals, status and an audit of the review history.
B	**Ratings tab:** Tab contains review fields to complete if your organization has activated this feature.
C	**Summary tab:** This tab contains a summary of the review that is active once submitted.
D	**Supporting Documents:** View any documents submitted as part of the review.
E	**Notes tab:** Tab to add notes to the review (if permission is granted).
F	**Submit:** All reviews must be submitted in order to be finalized in the system.
G	**Print/Download:** Select the ellipses to download a PDF of the review that can be printed.

Viewing and Modifying My Training and Certifications

Data **Training/Certifications** in Employee Self Service allows you to view and edit your training and certification data that the organization tracks. This section shows how to access, view, and edit this information in the application.

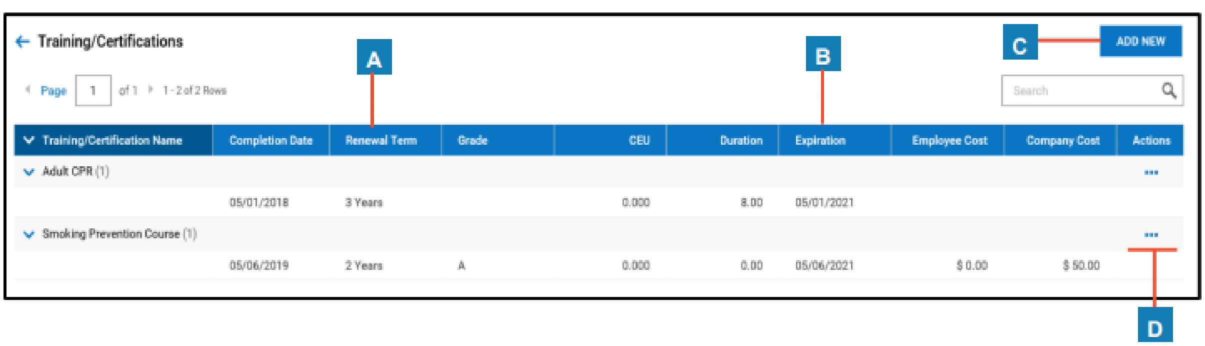
Note: To view "**Viewing and Modifying My Training Certifications**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Viewing Training/Certifications

Your **Training/Certifications** dashboard lists all trainings you have completed or are in the process of completing as well as certifications you have received.

To access your training and certification information, navigate to **My Info tab** > **My Career** > **Training/Certifications**. Your training data displays.

Important Information *Data in this section may be read only. If so, please contact the HR department.*

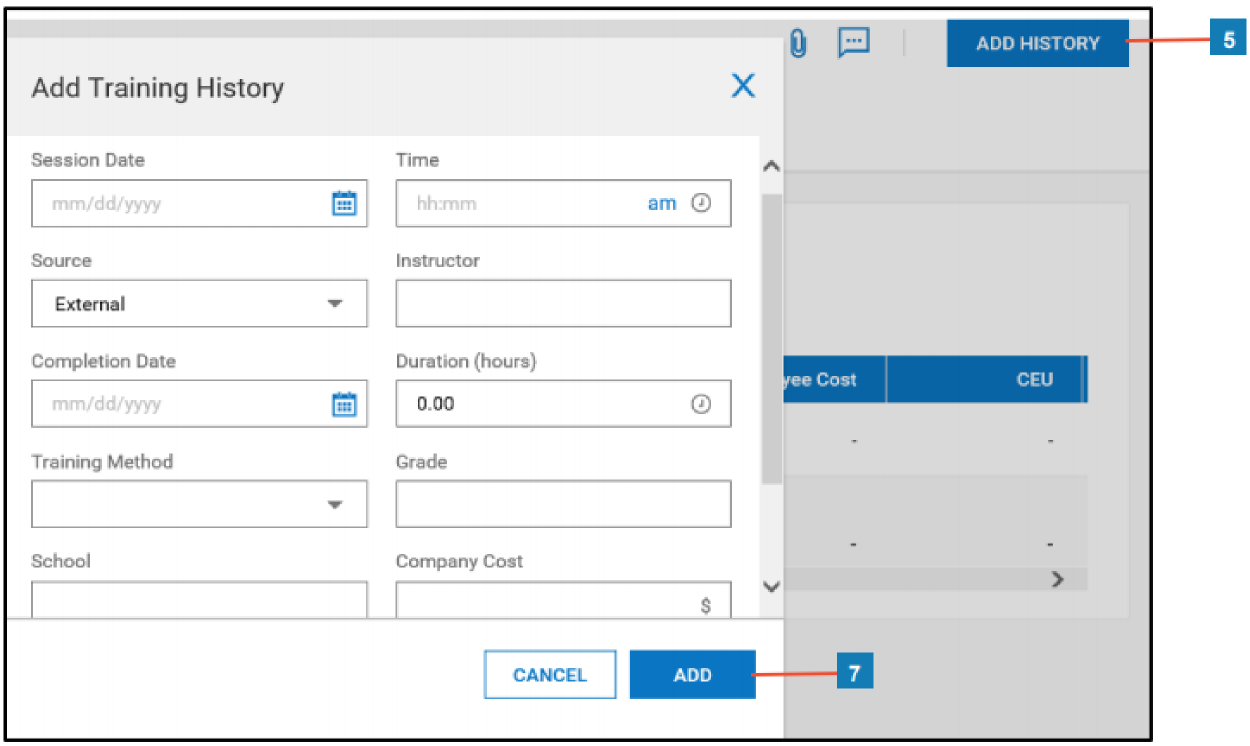


A	**Renewal Term**: Set by the course configuration.
B	**Expiration Date**: Calculated from the completion date entered and the renewal term set in the configuration.
C	**Add New**: Ability to add a new training or certification with history (if available).
D	**Actions**: Ability to View Training, View History, or Delete Training (if available).

Editing Training/Certifications

Information such as completion date, grade, or school, may need to be updated within trainings or certifications.

1. From the **Menu**, click the **My Info** tab.
2. Click **My Career** > **Training/Certifications**.
3. Click the **Actions** icon .
4. Click **View Training**.
5. Click **Add History**.
6. Update/Add the Training History.
7. Click **Add**.



Working with Reports

Please view the five videos below to learn more about working with reports.

Report screen basics and date options - [Reporting Basics Lesson 1]

Column Filters - [Reporting Basics Lesson 2]

Sorting and Grouping – [Reporting Basics Lesson 3]

Adding, removing, and reordering columns – [Reporting Basics Lesson 4]

Saving report settings & My Saved Reports – [Reporting Basics Lesson 5]

Running a Report

My Reports has a set of default reports that you can access. The reports available depend on your system access. This section guides you through navigating My Reports, so you can run, view, and export standard reports.

Note: To view "**Running a Report**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Accessing My Reports

The reports under My Reports are listed under the applicable module subcategory. The available reports vary based on your permissions.

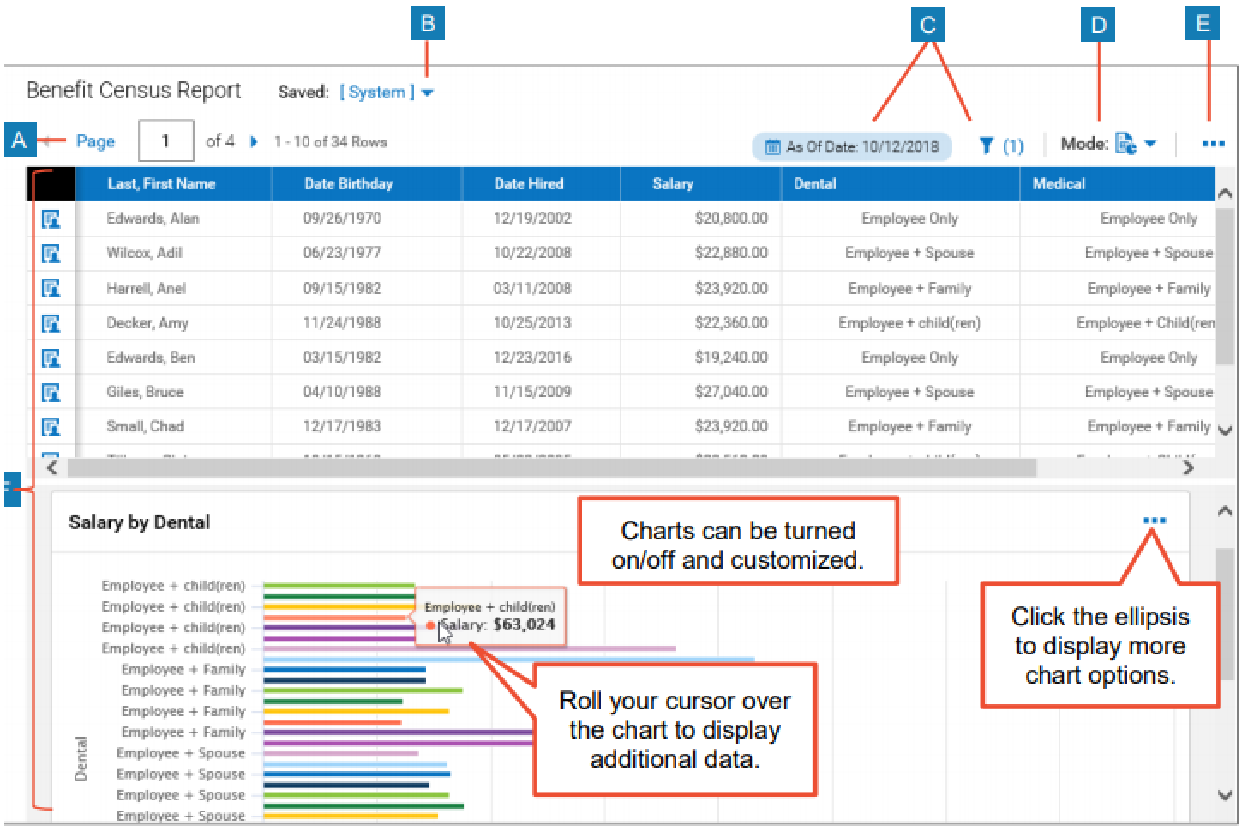
1. In the **Menu**, select the **My Info** tab.
2. Navigate to **My Reports**, then select any subcategory to display choices.
3. Click the report name to open it.

Did you know?

My Saved Reports is not module specific. This page provides an area from which to access all your saved reports from various areas throughout Employee Self Service.

Navigating My Reports

Reports have various icons, filters, and actions available. The main areas of the page are highlighted below.

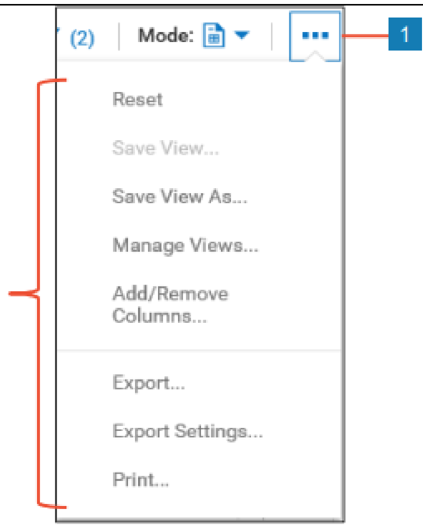


Reporting Option Defined

A	**Page:** Use this setting to change the number of records per page.	**D**	**Mode:** Use to display data only, charts only, or both as shown in the image.
B	**View menu:** Click the drop-down arrow to display a list of available views. Saved views are added to this list.	**E**	**More (...):** Opens a menu with options such as saving views, exporting, and printing the report.
C	**Filter:** Use to set filter criteria for the report data including dates. You can adjust global and column filters.	**F**	**Report workspace:** This area displays record data based on your filters and selected columns.

Using the More (...) menu

1. Click the **Ellipsis** (...) button to open a menu. The options are described in the following table.

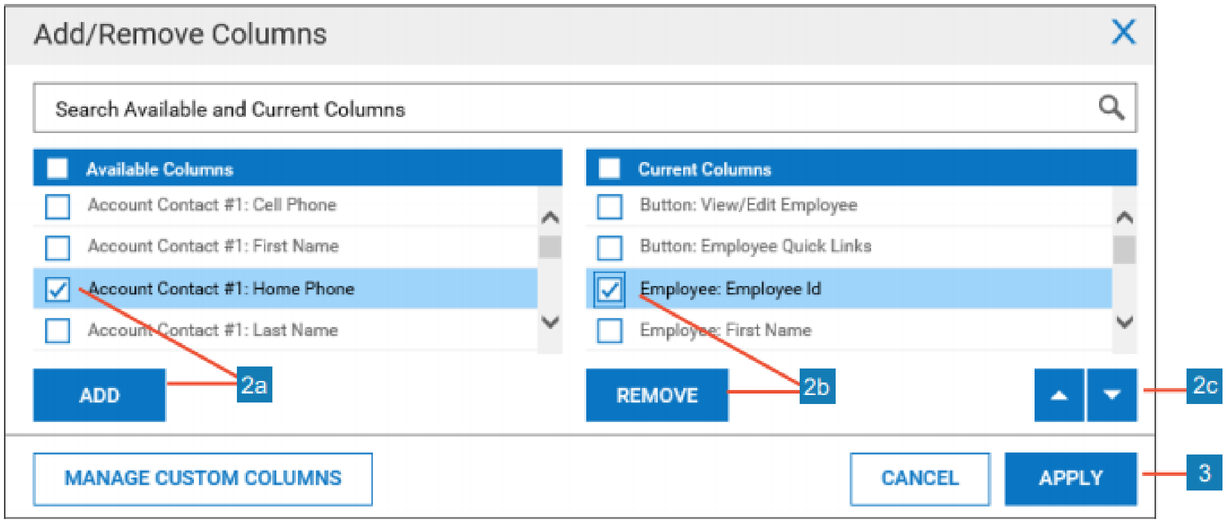


Option	Description
Reset	Select to return the report to the original saved settings.
Save View	Select to keep changes to a saved view.
Save View As	Select to create a new saved view.
Manage Views	Select to display the Manage Views dialog box with a list of your saved views.
Add/Remove Columns	Select to display the Add/Remove Columns dialog box.
Export	Select to export the report data in a selected format such as Excel or PDF.
Export Settings	Select to display the Export Settings dialog box.
Print	Select to print the report. Options may vary depending on your printer setup.

Selecting Report Columns

Each report has a default set of columns. However, you can add, remove, and reorder columns.

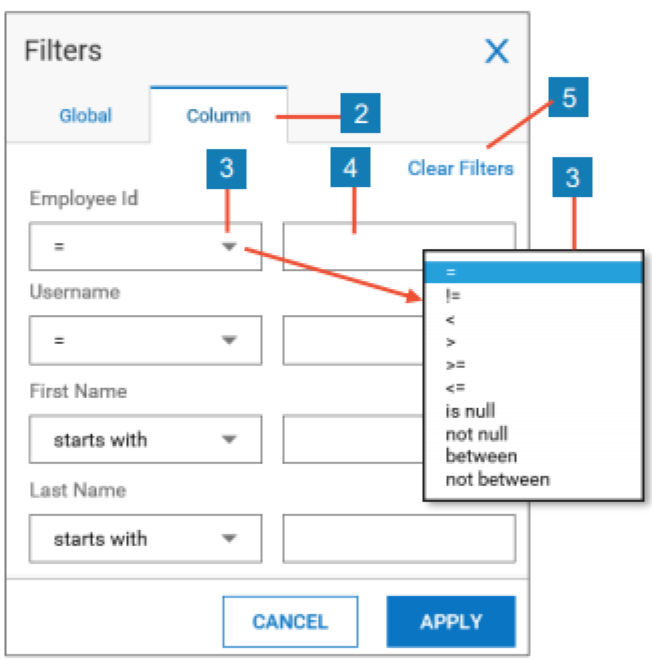
1. Click **More** … then select Add/Remove Columns.
2. In the **Add/Remove Columns** dialog box, you can:
   a. **Add columns:** In the **Available Columns** pane, select the check box of the column(s) you want, then click **Add** to move the columns to the **Current Columns** pane.
   b. **Remove columns:** In the **Current Columns** pane, select the check box of the column(s) you want to remove, then click **Remove** to move the columns to the **Available Columns** pane.
   c. To arrange columns, click the check boxes of the columns you want to move, then click the up and down arrows.
3. Click **Apply** to keep your changes to the report.



Filtering report columns

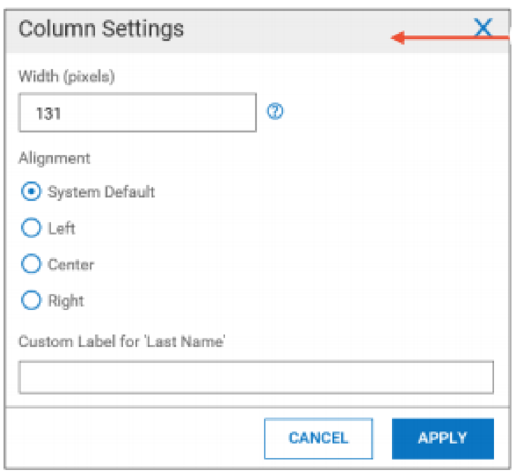
Each report has columns of data that you can filter, sort, and group.

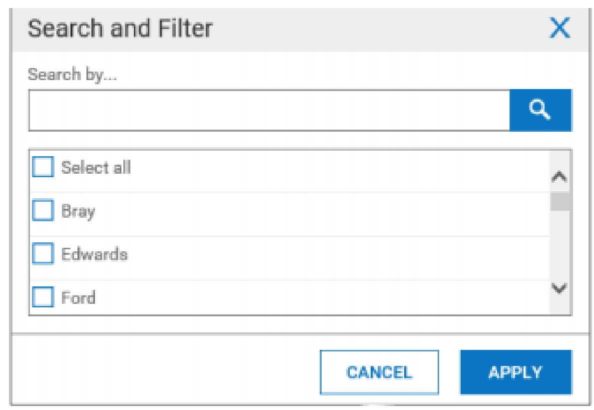
1. Click the **Filter** icon.
2. Click the **Column** tab.
3. Click the drop-down menu in the field below any column name and select the filter type.
4. Enter the search criteria in the second field and click **Apply**.
5. You can clear all filters by clicking **Clear Filters**.



Using column menu options

1. Roll your cursor over any column heading to reveal sorting icons and a drop-down menu.
2. Click the drop-down arrow to open the menu. Options vary depending on the data type.
3. Click an option.
   • **Search And Filter:** Use to search for a specific column value.
   • **Sort Ascending/Descending:** Sort the report data based on this column.
   • **Remove:** Use to remove the column. • Group: Use to group results by this column.
   • **Column Settings:** Use to change the column appearance.

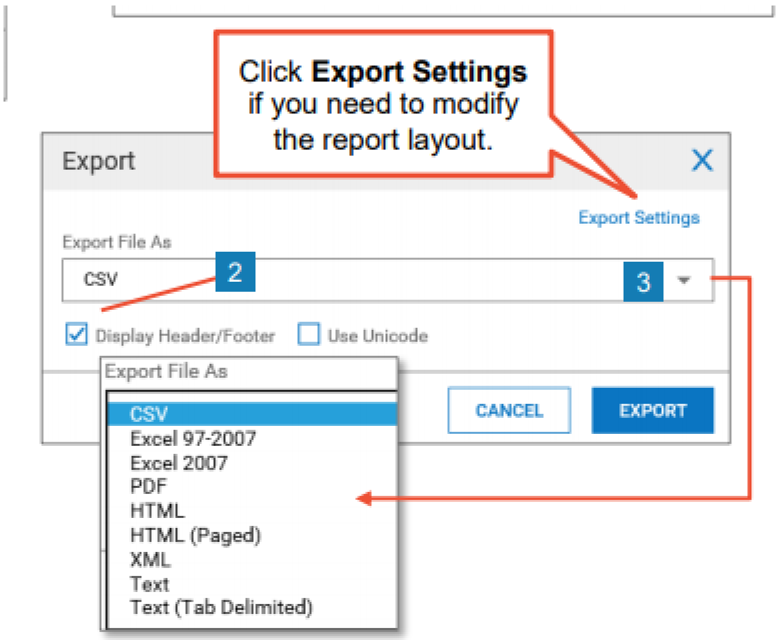




Exporting reports

You can export reports for further analysis.

1. In the **More** (…) menu, select **Export**.
2. The report header/footer data is included by default. To remove these items from your report, clear the **Display Information Header/Footer** check box.
3. Click the **Export File** As drop-down menu and select the applicable report format.
4. Click **Export**.
5. Save the report to your preferred location.



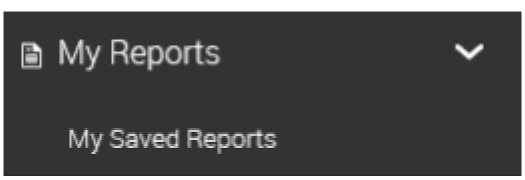
Accessing My Saved Reports

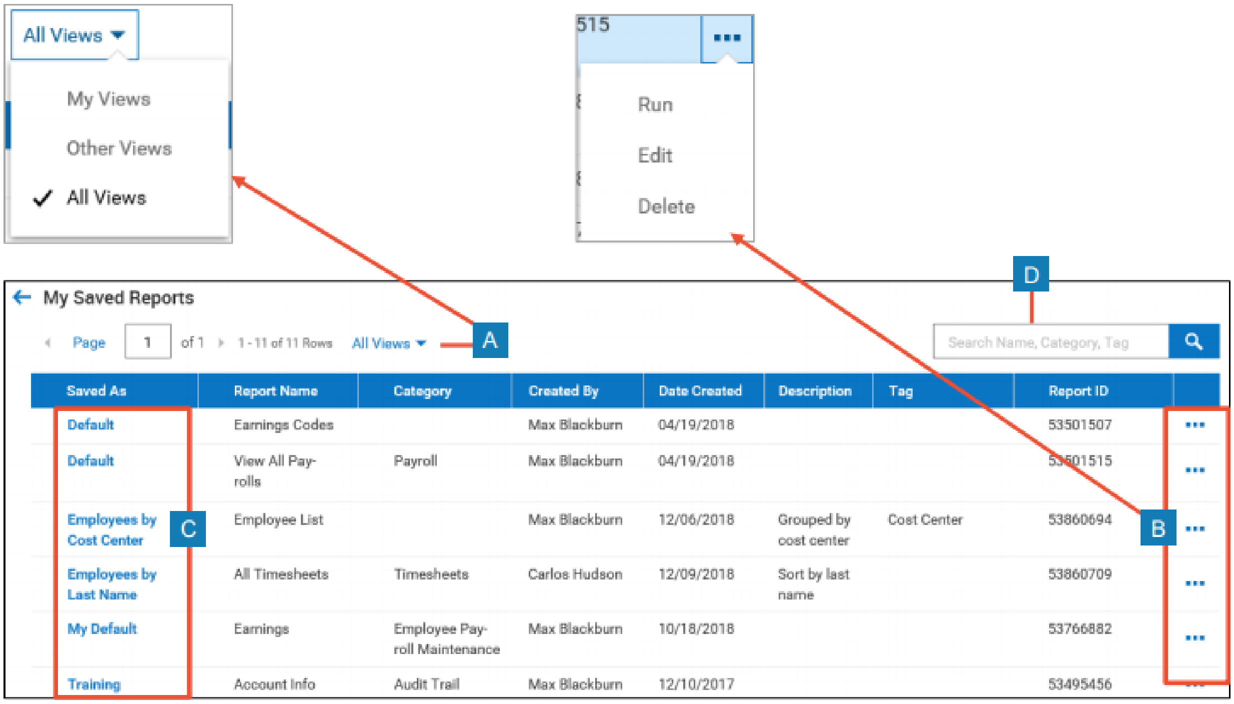
Use the **My Saved Reports** screen to access all reports you save throughout the application.

Note: To view the "**Accessing My Saved Reports**" Job Aid, log into Kronos Work Ready and go to **My Info>Help>My Learning (Classic)>Employee.**

Accessing My Saved Reports

1. Click **Show Menu**.
2. Navigate to **My Info tab** > **My Reports** > **My Saved Reports**.



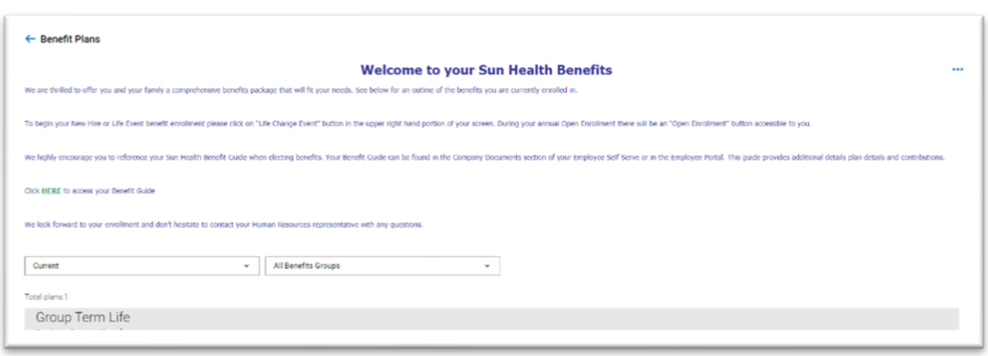


Reporting Views and Options Definitions

A	**View:** Select All Views, My Views, or Other Views. You may or may not have access to other user's reports.
B	**Ellipsis:** Click to display a menu with options to Run, Edit, or Delete a saved view. You can only edit or delete your own views. Views owned by others are run only.
C	**Report links:** Click to run the saved report.
D	**Search:** Search for a report view by name, category, or tag.

Emailing Saved Reports Video

Click the following link to view Emailing Saved Report video.



New Hire, Open Enrollment and Life Event Benefits

Here we want to expound on Sun Health benefits regarding new hires, open enrollment, and life events. This section is a high overview of the prerequisites for the enrollment of benefits.

New Hires

New hires will be notified by Human Resources a few weeks prior to benefits effective date, which will be the 1st of the month following 60 days of full-time employment. To enroll, log in to Kronos Workforce Ready. Please refer to the Benefit Enrollment Guide (New Hire & Life Event) provided below.

Open Enrollment

Changes to employee benefits elections are allowed ONLY during open enrollment each year. Per IRS rules, employees cannot drop or add coverage for themselves or their dependents during the plan year.

Life Event

Unless an employee has a qualifying life event, no changes can be made to their chosen benefits at the time of new hire selection or open enrollment. Qualifying life events which warrant a change are events such as:

- Change in family status such as gain or loss of benefits under another plan,
- Marriage,
- Divorce or legal separation,
- Death of a dependent,
- Birth, adoption, or placement for adoption, or
- Change in spouse's eligibility or coverage.

Holiday Work Schedules

Because Sun Health is a 24/7 365-day business operation, some employees are required to work on holidays. Sun Health recognizes six holidays each year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Note: If you choose to observe any of the holidays recognized by Sun Health, you are required to submit PTO request.