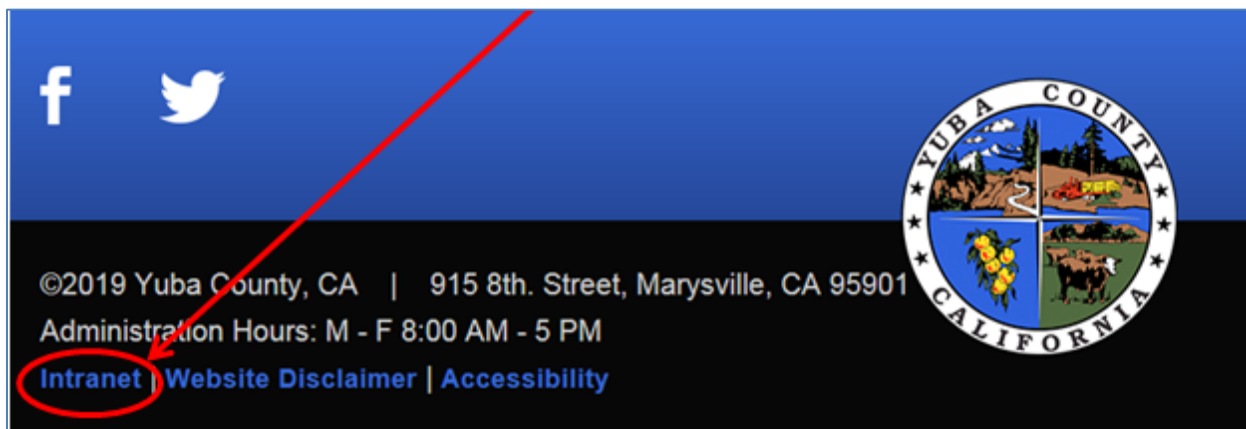


Kronos Login Guide

This is a step-by-step guide to log in to the Kronos Portal. If you encounter an issue logging into Kronos please follow the directions in the “Login Issues Directions” document.

1. Navigate to the Yuba County intranet:

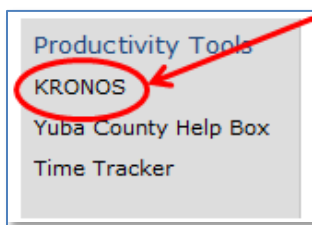
- a. From the Yuba County website (<https://www.yuba.org>), scroll to the bottom, left-hand corner and click on the [Intranet](#) link:



- b. Or bookmark the Yuba County intranet by saving this URL:

<http://intranetbeta/SitePages/Home.aspx>

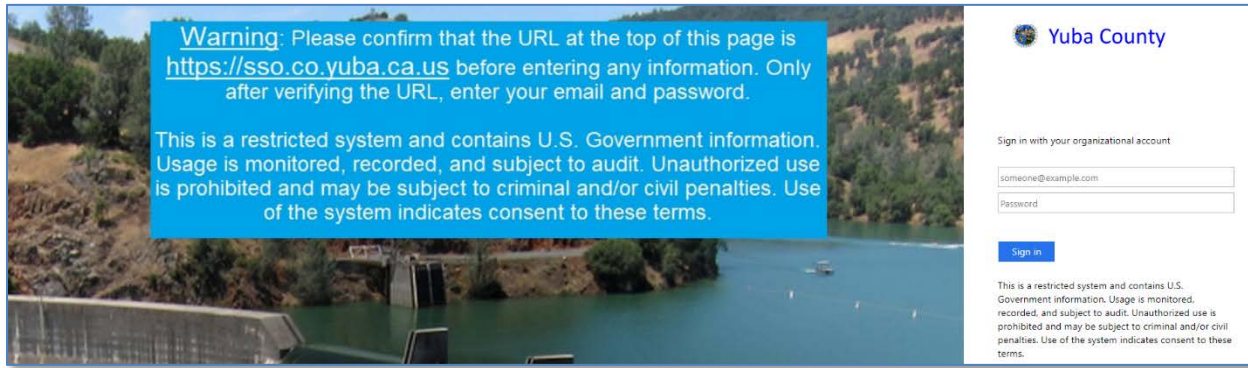
2. Once at the Intranet home page, find the Productivity Tools menu in the left-hand navigation pane and click the **KRONOS** link:



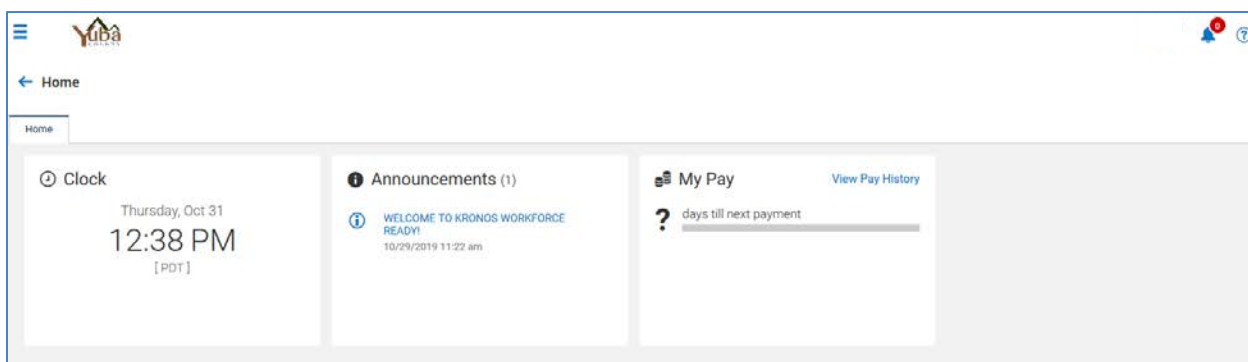
3. **Bookmark** the following URL:

<https://sso.co.yuba.ca.us/adfs/ls/IDPInitiatedSignon.aspx?LoginToRP=https://secure.entertimeonline.com>

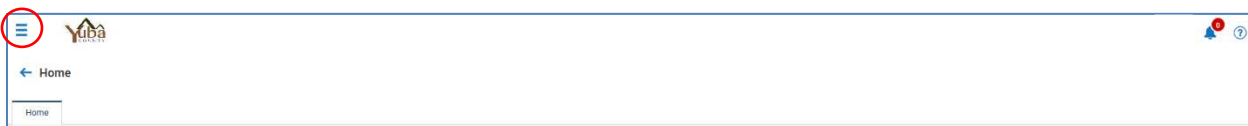
4. You will be guided to our organizational login page. Please use your [county email address](#) and [computer password](#) to access Kronos.



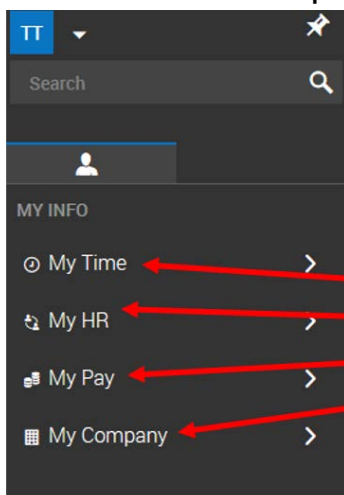
5. Upon opening the KRONOS link, you will be directed to the following Home screen:



6. Once in Kronos, at your “default” home page you will see the 3-horizontal bars indicating a menu on the top left.

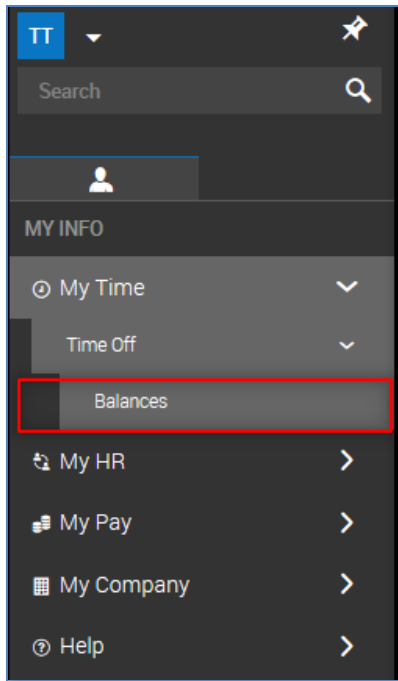


This “Menu” will present to you the list of options below:

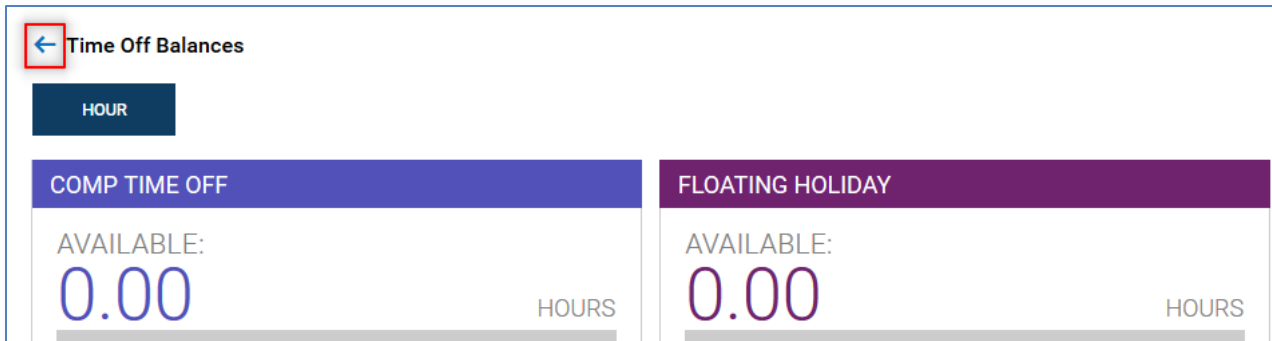


Section	Information to Access
My Time	Accrual balances
My HR	Access to forms and future actions
My Pay	Pay statements and W-2 Statements
My Company	Policy documents and announcements

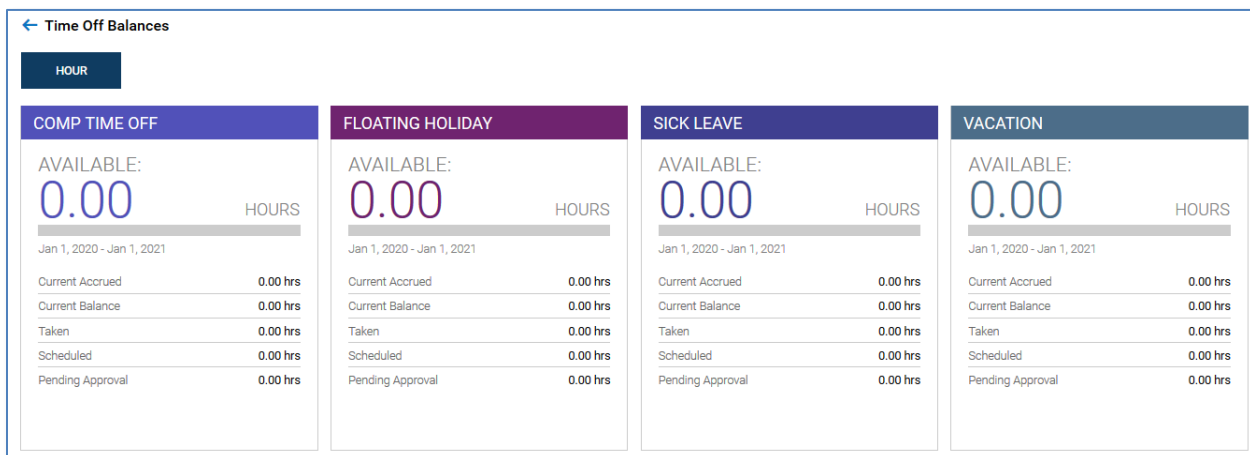
7. Time off (accrual) balances are found at [My Time > Time Off > Balances](#)



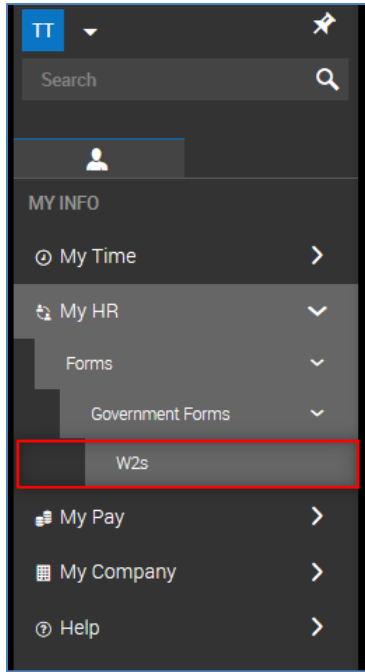
You will be led to a screen with your current leave balance



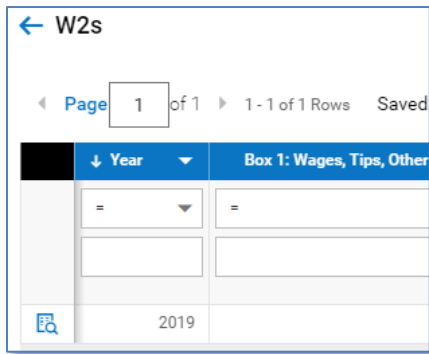
8. Click the “[Back](#)” arrow to return to your home screen.



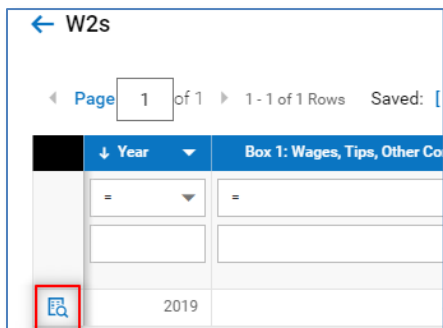
9. Form W-2's and 1095-C's are found at [My HR > Forms > Government Forms >](#)



You will be led to a screen with your electronic W-2 or 1095-C forms



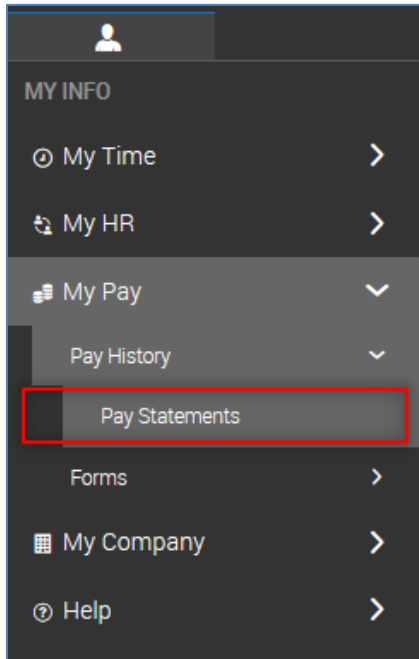
10. To view your electronic W-2 or 1095-C select the “[Paper/Pencil](#)” icon on the left.



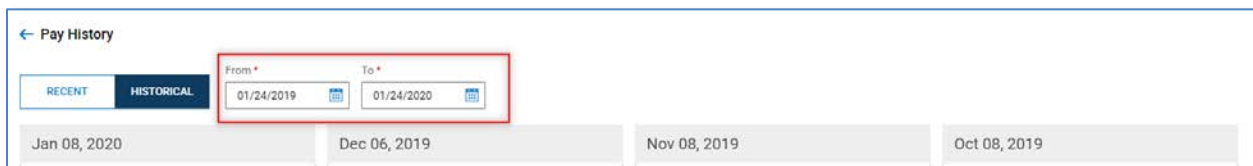
11. Click the “Back” arrow to go to your home screen.



12. Pay statements are found at [My Pay > Pay History > Pay Statement](#)



You are able to view any pay statement since 1/1/2019. This historical button presents date ranges to choose which pay statements are available.



13. To view a pay statement click the blue link “Pay Statement”

Jun 14, 2019

Net Payment

\$ 2.00

Type	Supplemental
Pay Period Start	Jun 01, 2019
Pay Period End	Jun 30, 2019
Gross	\$ 0.00
Check	\$ 2.00

[PAY STATEMENT](#)

14. Click the “Back” arrow to go to your home screen.

Yuba COUNTY

MY PAY

[← Pay History](#)

RECENT HISTORICAL

Jan 08, 2020 Dec 06, 2019 Nov 08, 2019

15. County policies and documents are stored at [My Company > Documents](#)

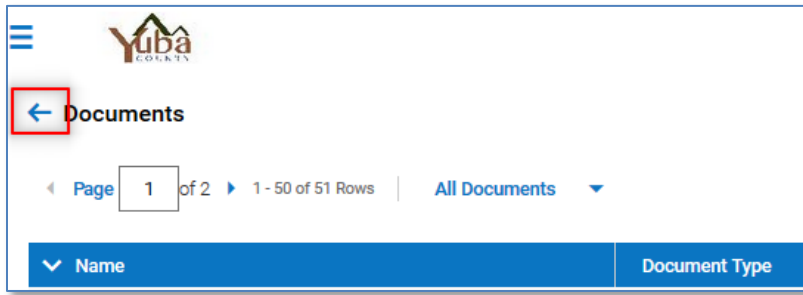
MY INFO

- My Time >
- My HR >
- My Pay >
- My Company >
- Documents**
- Announcements
- Help >

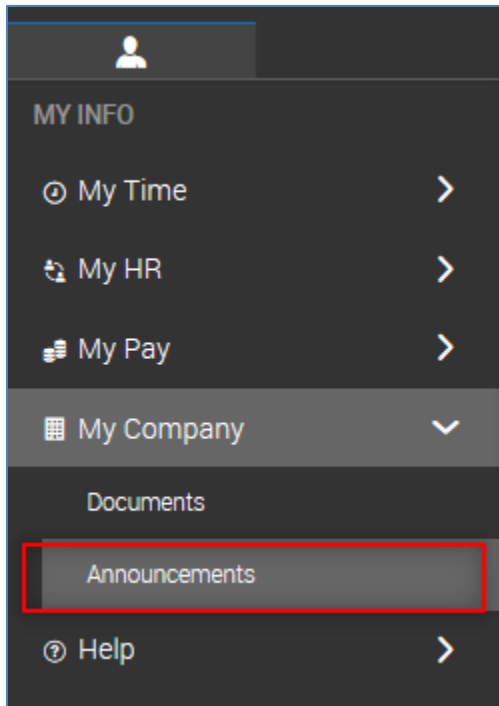
16. You will have access to [search](#) for documents in the right hand corner.



17. Click the “[Back](#)” arrow to go to your home screen.

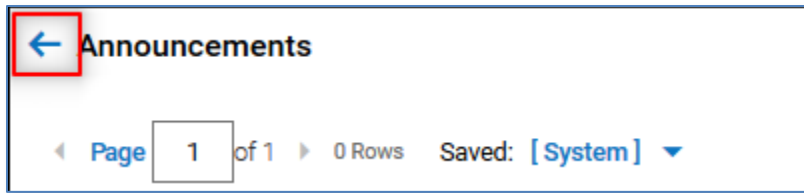


18. Company announcements are accessible at [My Company > Announcements](#)

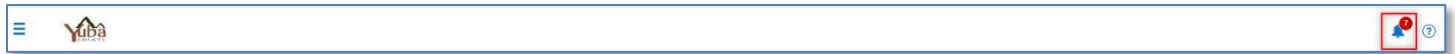


You will have access to important company announcements.

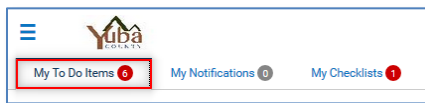
19. Click the “Back” arrow to go to your home screen.



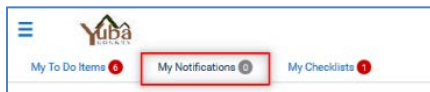
20. Emails, notifications, and checklists are accessible through the “Bell” icon on the top right corner.



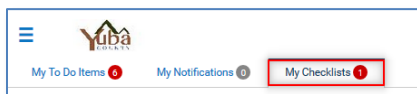
“My To Do Items” will show any work items assigned for your completion. You are able to view any HR Actions that are awaiting your approval.



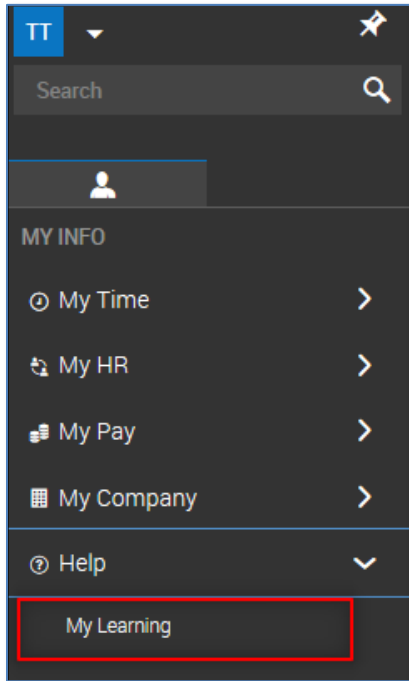
“My Notifications” will show any emails you have received through the system.



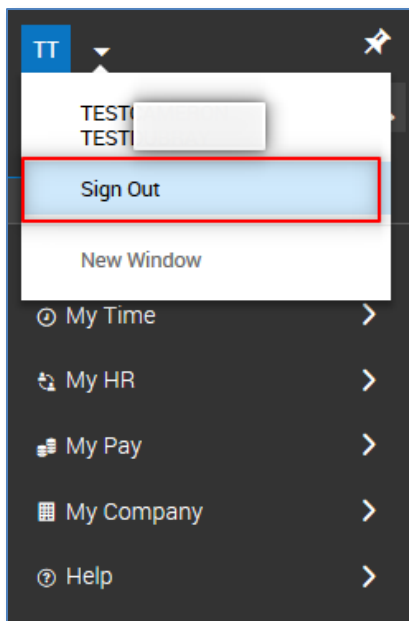
“My Checklists” will show you any checklists that have been assigned for your completion.



21. The help button at the bottom of the menu is meant for administrators in the system. It provides guidance on how to use Kronos Workforce Ready.



22. On the menu bar at the top left you will find a dropdown to log out of Kronos.



Please click “[Sign Out](#)” after every work session in Kronos.