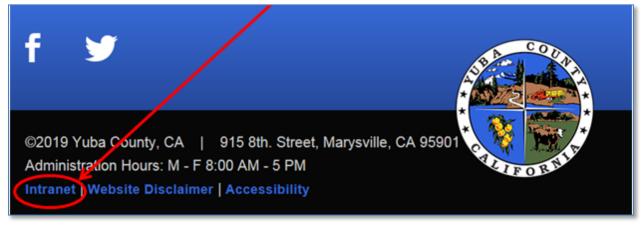
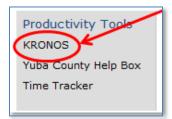
Kronos Login Guide

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 (<u>https://www.yuba.org</u>), scroll to the bottom, left-hand corner and click on the Intranet link:



- b. Or bookmark the Yuba County intranet by saving this URL: <u>http://intranetbeta/SitePages/Home.aspx</u>
- 2. Once at the Intranet home page, find the Productivity Tools menu in the left-hand navigation pane and click the KRONOS link:



 Bookmark the following URL: <u>https://sso.co.yuba.ca.us/adfs/ls/IDPInitiatedSignon.aspx?LoginToRP=https://sec</u> <u>ure.entertimeonline.com</u> 4. You will be guided to our organizational login page. Please use your county email address and computer password to access Kronos.



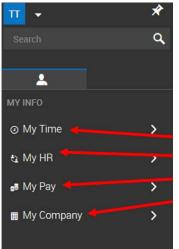
5. Upon opening the KRONOS link, you will be directed to the following Home screen:

Home			Longer 15
D Clock Thursday, Oct 31 12:38 PM [POT]	Announcements (1) WELCOME TO KRONOS WORKFORCE READY 10/29/2019 11:22 am	My Pay View Pay History days till next payment	

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

	P 💿
← Home	
Home	

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

	*
Search	٩
.	
MY INFO	
⊙ My Time	~
Time Off	~
Balances	
🔁 My HR	>
🛢 My Pay	>
🖩 My Company	>
⑦ Help	>

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

÷	Time Off Balances			
	COMP TIME OFF		FLOATING HOLIDAY	
	available:	HOURS	available:	HOURS

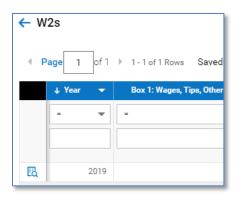
8. Click the "Back" arrow to return to your home screen.

COMP TIME OFF		FLOATING HOLIDAY		SICK LEAVE		VACATION	
available:	HOURS	available:	HOURS	available:	HOURS	available:	HOUR
Jan 1, 2020 - Jan 1, 2021		Jan 1, 2020 - Jan 1, 2021		Jan 1, 2020 - Jan 1, 2021		Jan 1, 2020 - Jan 1, 2021	
Current Accrued	0.00 hrs	Current Accrued	0.00 hrs	Current Accrued	0.00 hrs	Current Accrued	0.00 h 0.00 h
Taken	0.00 hrs	Taken	0.00 hrs	Taken	0.00 hrs	Taken	0.00 h
Scheduled	0.00 hrs	Scheduled	0.00 hrs	Scheduled	0.00 hrs	Scheduled	0.00 h
Pending Approval	0.00 hrs	Pending Approval	0.00 hrs	Pending Approval	0.00 hrs	Pending Approval	0.00 h

9. Form W-2's and 1095-C's are found at My HR > Forms > Government Forms >

<u> </u>	×
	٩
_	
MY INFO	
O My Time	>
🔩 My HR	~
Forms	~
Government Forms	~
W2s	
s ≇ My Pay	>
🖩 My Company	>
⑦ Help	>

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



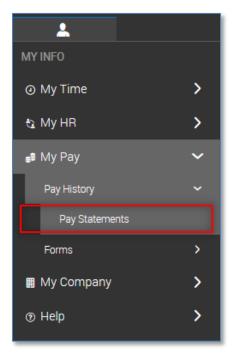
10. To view your electronic W-2 or 1095-C select the "Paper/Pencil" icon on the left.

← W	2s	
← P	age 1 of 1	▶ 1-1of1Rows Saved:[
	🕹 Year 🛛 🔻	Box 1: Wages, Tips, Other Co
	= •	=
EQ.	2019	

11. Click the "Back" arrow to go to your home screen.

- W2s										ELECTRONIC CONS	ENT
Page 1	of 1	I 1 of 1 Rows Sav	ved: [System] •							T (0) 📄 🕶	
4 Year		Box 1: Wages, Tips, Ot	her Compe	Box 2: Federal Inco	me Tax Withhe 💌	Box 3: Social Security Wage	s 💌 🛛 Box 4	: Social Security Tax Withheld 👻	Box 5: Medicare Wages And Tips 👻	Box 6: Medicare Tax With	he
	*		*		*	-	•	•	•		5
											6

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.

← Pay History				
	From *	To*		
RECENT HISTORICAL	01/24/2019	01/24/2020		
Jan 08, 2020		Dec 06, 2019	Nov 08, 2019	Oct 08, 2019

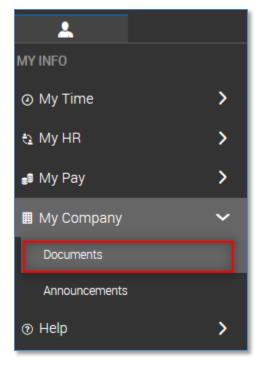
13. To view a pay statement click the blue link "Pay Statement"

Jun 14, 2019 Net Payment	
\$ 2.00	
Туре	Supplemental
Pay Period Start	Jun 01, 2019
Pay Period End	Jun 30, 2019
Gross	\$ 0.00
Check	\$ 2.00
	NT

14. Click the "Back" arrow to go to your home screen.

	MY PAY	
← Pay History		
RECENT HISTORICAL		
Jan 08, 2020	Dec 06, 2019	Nov 08, 2019

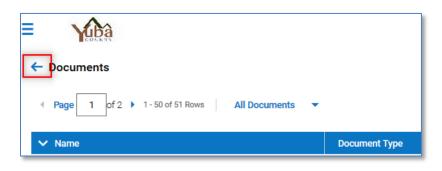
15. County policies and documents are stored at My Company > Documents



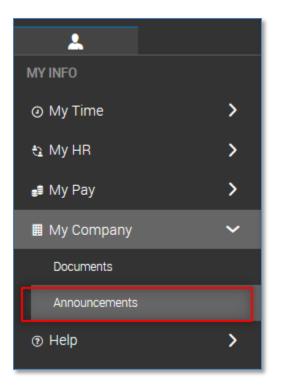
16. You will have access to search for documents in the right hand corner.



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.

	1
--	----------

"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.



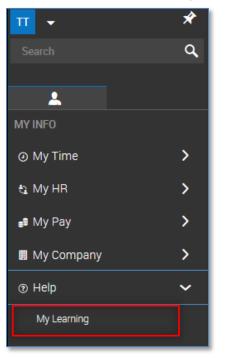
"My Notifications" will show any emails you have received through the system.



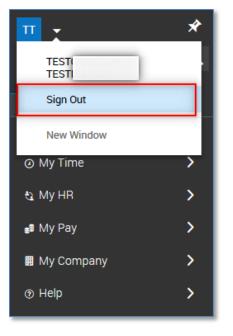
"My Checklists" will show you any checklists that have been assigned for your completion.



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.