

# **Sierra View Medical Center Kronos Employee Self Service User Guide**

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## Access Kronos

Log onto the SVMC Intranet

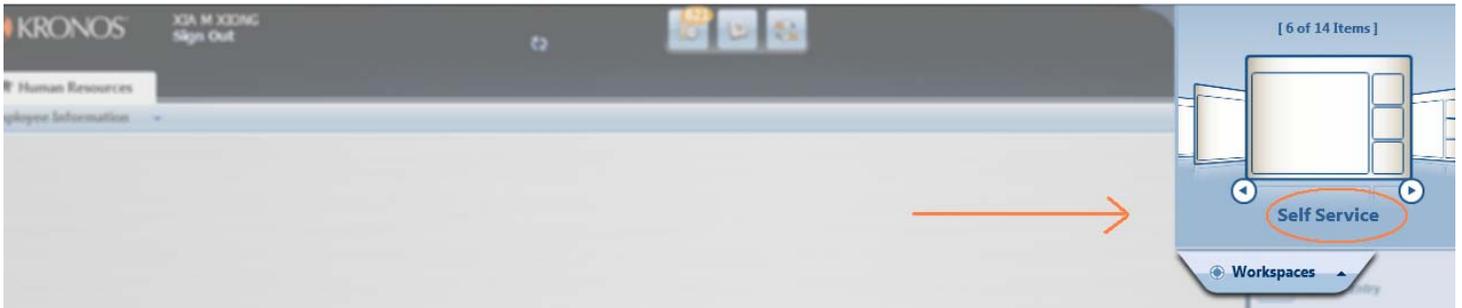
In the Intranet, click on "Kronos" under "QUICK LINKS":

The screenshot shows the SVMC Intranet homepage. At the top, there is a navigation bar with the following links: Home, Clinical, Physicians, Employee, Resources, and a Search box. Below the navigation bar is a banner image of people holding hands. Underneath the banner are four circular icons representing different services: Phone Directory, Compliance, Cafe Menu, and SVMC Nursing Corner. The main content area is titled "INTRANET SITE" and features a "SVMC Team" section with mission and vision statements. On the right side, there is a "QUICK LINKS" sidebar with the following items: SVMC Website, Web Mail, e-Learning, Engineering Service Request, IT Help Desk Request, **Kronos** (circled in red), Pavisse Event Reporting, and Policy Library. A red arrow points from the "Kronos" link in the sidebar to the "Our Vision" section of the main content area.

The screenshot shows the Kronos Workforce Central login screen. The background is dark blue. In the top left corner is the Kronos logo. In the top right corner, it says "Workforce Central® Version 8.0.13". On the left side, there is a login form with two fields: "User Name" with the text "smithj" and "Password" with a masked password "•••••". The entire login form is enclosed in an orange rectangular box. To the right of the login form, there is a white text box with the following text: "Type in your username and password, your username and password is the same as your 'Network' username and password."

## Access Self Service

Go to **“Workspaces”** and click on **“Self Service”**



“Self Service” page should appear:

## Employee Self Service Page

### Employee Menu



Name  
**JOHN SMITH**  
Employee ID  
**0009999**  
Primary Position  
**7010 REGISTERED NURSE**  
Organization  
**SVMC | MAIN CAMPUS**  
Hire Date  
**6/07/2017**  
In Service  
**0 Year(s) 0 Month(s)**



### WORK AREA

Use these sections to perform all of your HR and payroll tasks. Click the icons to see the menu items.

You can **change the view** of your self-service page to a bullet point view by clicking on the bullet point icon as shown below:

The screenshot displays the 'Self Service' page for an employee named John Smith. The page is organized into a grid of menu items. In the top right corner, there are two icons for view toggling: a 2x2 grid icon and a list/bullet point icon. An orange arrow points from the text 'Click Here' to the list/bullet point icon, which is circled in red. The main content area is enclosed in an orange border and contains the following sections:

- ALERTS** (indicated by a red exclamation mark icon)
- EMPLOYMENT** (indicated by a person icon with an arrow):
  - PERSONAL PROFILE
- PERSONAL INFORMATION** (indicated by a person icon):
  - PERSONAL INFORMATION
  - CONTACT INFO
  - EMERGENCY CONTACTS
- BENEFIT RESOURCES** (indicated by a diamond icon):
  - WESTLAKE BENEFIT CENTER
  - UNITED HEALTH CARE PPO
  - UNITED HEALTH CARE HMO
  - DELTA DENTAL
  - MES VISION
  - UNUM
  - UNUM - LTC
  - UNUM - TO FILE A CLAIM
  - THE HOLMAN GROUP (USER: HOLMAN PASSWORD: SDH8989)
- PAY** (indicated by a green dollar sign icon):
  - PAY HISTORY
  - DIRECT DEPOSIT
  - TAX WITHHOLDINGS
  - W-2 FORMS
  - PAYCHECK CALCULATOR
- BENEFITS** (indicated by a shield icon):
  - CURRENT BENEFITS
- COMPANY INFORMATION** (indicated by a building icon):
  - 2017 HOLIDAYS
  - 2017 PAY PERIODS

## Employee Self Service Page (Continued)

<b>EMPLOYMENT</b>	
PERSONAL PROFILE	View your personal profile
<b>COMPANY INFORMATION</b>	
Holidays	List of Holidays for the current calendar year.
Pay Periods	List of pay periods and pay dates for the current calendar year.
<b>PAY</b>	
PAY HISTORY	View your earnings by check date and print a direct deposit paystub.
DIRECT DEPOSIT	Manage or edit your direct deposit accounts.
TAX WITHHOLDINGS	View or edit your W-4 elections.
W-2 FORMS	Review your most recent tax form (W-2) starting with CY 2016.
PAYCHECK CALCULATOR	Estimate how changes to your current paycheck will affect your net pay.
<b>BENEFITS</b>	
CURRENT BENEFITS	View your benefits
<b>PERSONAL INFORMATION</b>	
PERSONAL INFORMATION	View your personal information (Name changes can only be completed in HR department).
CONTACT INFO	View or edit your address, phone information, and email address.
EMERGENCY CONTACTS	View or edit your emergency contact information.
<b>BENEFIT RESOURCES – ACCESS OUR BENEFIT WEBSITES</b>	
Insurance Premiums	View current insurance premium costs

## Change my Direct Deposit

From the Employee Self Service page, click on “DIRECT DEPOSIT”

The screenshot shows the 'Employee Menu' in the Self Service portal. The 'PAY' section is expanded, and 'DIRECT DEPOSIT' is circled in red. An orange arrow points to it with the text 'CLICK HERE'. Other menu items include Alerts, Employment, Personal Information, Benefit Resources, Benefits, and Company Information. The user's profile information for John Smith is visible on the left.

Next, your current direct deposit information should appear on the next page.

To change your direct deposit information, click on “Edit”.

The screenshot shows the 'Direct Deposit' page. Under the 'Accounts' section, there is one account listed with details: Account Type: Checking, Routing Number: 121000358, Account Number: 12345678, Deposit Type: Remaining Amount, and Effective: 6/11/2017. An orange arrow points from the text 'CLICK HERE TO EDIT YOUR DIRECT DEPOSIT' to the 'Edit' button, which is circled in red.

Next, you will have an option to **add a new account**, **delete** your existing account, or **update** your existing account.

Self Service

Back to Self Service

Return to Employee Menu

**PAY**

Direct Deposit

Cancel Save

Direct Deposit changes must be reviewed and approved by the payroll department. Direct deposit changes will take effect on the next pay cycle.

**Accounts**

Order:\* 99

Account Type:\* Checking

Routing Number:\* 121000358

Account Number:\* 12345678

Deposit Type:\* Remaining Amount

Deposit Amount:\*

YOU CAN EDIT YOUR CURRENT ACCOUNT INFORMATION HERE

Delete Account YOU CAN DELETE YOUR ACCOUNT BY CLICKING ON "Delete Account"

+ Add Account YOU CAN ADD ANOTHER ACCOUNT BY CLICKING ON "Add Account"

Click on "Save" once you have made all your changes.

Next, you will see that your changes are "Pending Approval".

My Information Self Service

Self Service

Back to Self Service

Return to Employee Menu

**PAY**

Direct Deposit

99 Account Type: Checking  
Routing Number: 121000358  
Account Number: 12345678  
Deposit Type: Remaining Amount  
Effective: 6/11/2017

**Pending Approval**

Undo Changes Edit

1 Account Type: Checking **New**  
Routing Number: 121000358  
Account Number: 02714445555  
Deposit Type: Fixed Amount  
Deposit Amount: 200

99 Account Type: Checking **Modified**  
Routing Number: 121000358  
Account Number: 12345678910  
Deposit Type: Remaining Amount

**NOTE: If you are adding another new account, you must update your current account first by reducing the percent allocation from 100% to a lower percentage.**

If you wish to receive an amount of your check as a “live” check, your “Deposit Type” must be set to a “fixed amount” option. The portion of the live check must be the “balance” of your net pay. You cannot designate a specific dollar amount to a “live check”.

The main account should always be set to “99” as the “Deposit Order”.

**Deposit Type Options:**

- **Percent of Net Pay**

**Deposit Amount Field: Place the percent allocation in this field, Example: Use “50” for 50%**

- **Fixed Amount**

**Deposit Amount Field: Use whole dollar value in this field, Example: Use “100.00” for \$100.00  
Use “9999999.99” for the remaining balance**

Click “Save” to submit your changes.

## Change my Tax Withholdings

From the Employee Self Service page, click on “TAX WITHHOLDINGS”.

The screenshot shows the Employee Self Service interface. At the top, there are tabs for 'My Information' and 'Self Service'. Below the tabs is a 'Self Service' dropdown menu and a 'Back to Self Service' button. The main area is titled 'Employee Menu' and contains several categories of links:

- ALERTS** (indicated by a red exclamation mark icon)
- EMPLOYMENT** (indicated by a person icon with an arrow)
  - PERSONAL PROFILE
- PERSONAL INFORMATION** (indicated by a person icon)
  - PERSONAL INFORMATION
  - CONTACT INFO
  - EMERGENCY CONTACTS
- BENEFIT RESOURCES** (indicated by a diamond icon)
  - WESTLAKE BENEFIT CENTER
  - UNITED HEALTH CARE PPO
- PAY** (indicated by a dollar sign icon)
  - PAY HISTORY
  - DIRECT DEPOSIT
  - TAX WITHHOLDINGS** (circled in red with an arrow pointing to it from the text 'Click here')
  - W-2 FORMS
  - PAYCHECK CALCULATOR
- BENEFITS** (indicated by a shield icon)
  - CURRENT BENEFITS
- INFORMATION** (indicated by a TV icon)
  - 2017 HOLIDAYS
  - 2017 PAY PERIODS

On the left side of the menu, there is a profile card for 'JOHN SMITH' with fields for Name, Employee ID (0009999), and Primary Position.

Your current tax withholdings will be shown on the next page.  
To make a change to your elections, click on “Edit”:

**My Information** | **Self Service**

Self Service

Back to Self Service

Return to Employee Menu

**PAY**

## Tax Withholdings

**Current Withholdings**

**Federal**  
 Filing Status: Married  
 Allowances: 4  
 Additional Withholding: 0  
 Effective: 6/12/2017

**California Regular IT**  
 Filing Status: Married  
 Allowances: 4  
 Number of Other Exemptions: 0  
 Additional Withholding: 0  
 Effective: 6/12/2017

CLICK HERE TO EDIT YOUR TAX WITHHOLDINGS → **Edit**

**My Information** | **Self Service**

Self Service

Back to Self Service

Return to Employee Menu

**PAY**

## Tax Withholdings

Make your changes below then click on "Save"

Cancel **Save**

Tax changes must be reviewed and approved by the payroll department. Changes will take effect on the next pay cycle.  
 To claim exempt from tax withholding, enter 99 in the Allowances field.

**Federal**

Filing Status:\* Married

Allowances:\* 99

Additional Withholding: 0

If you need help...  
 Worksheets are available to help you figure the number of withholding allowances you are entitled to claim.

**California Regular IT**

Filing Status:\* Married

Allowances:\* 99

Number of Other Exemptions:\* 0

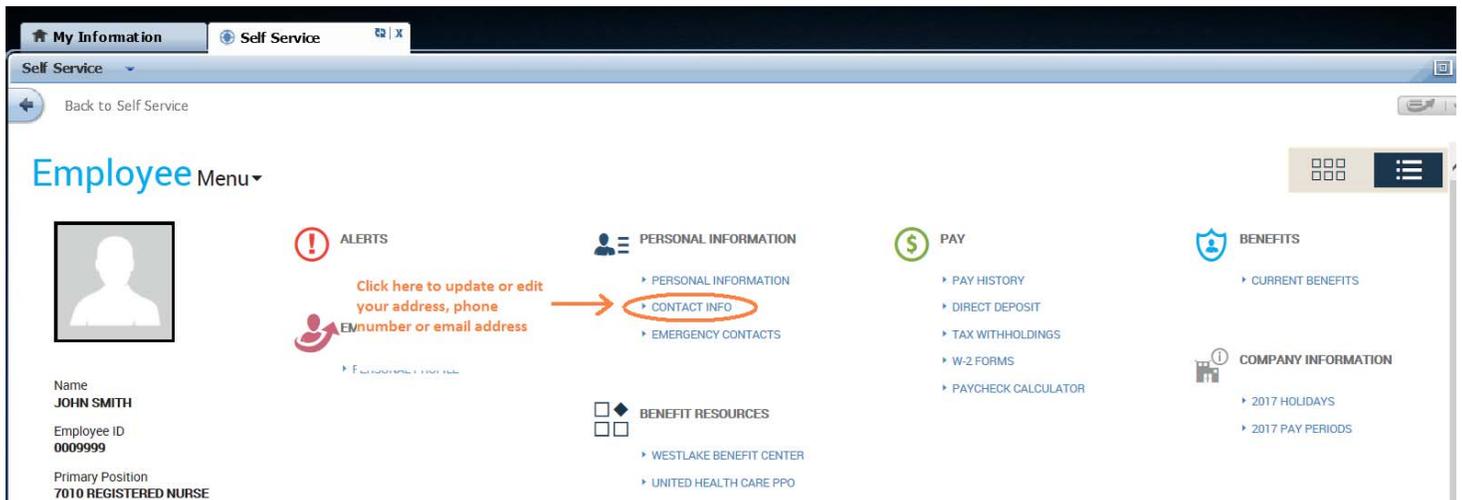
Additional Withholding: 0

Make your changes directly in the open fields, then click on “Save”

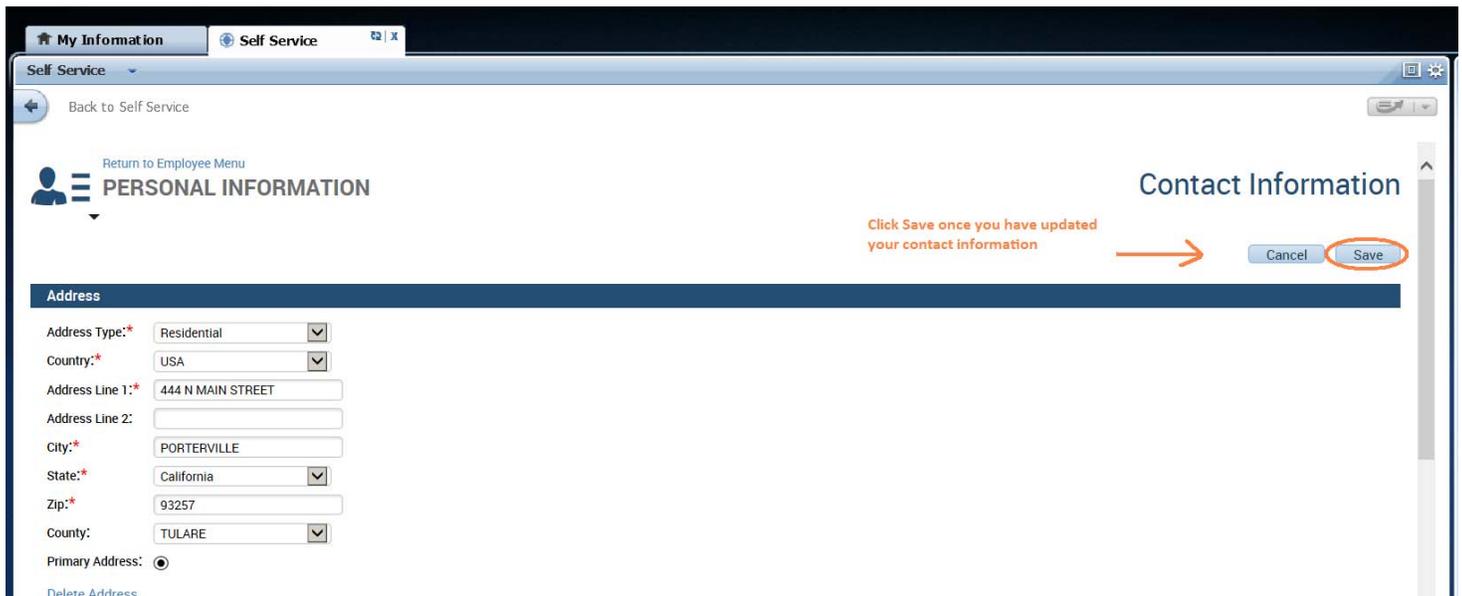
Note: It can take 1 to 2 paychecks for the change to take effect.

## Change my Address, Phone number or email address

From the Employee Self Service page, click on “CONTACT INFO”.

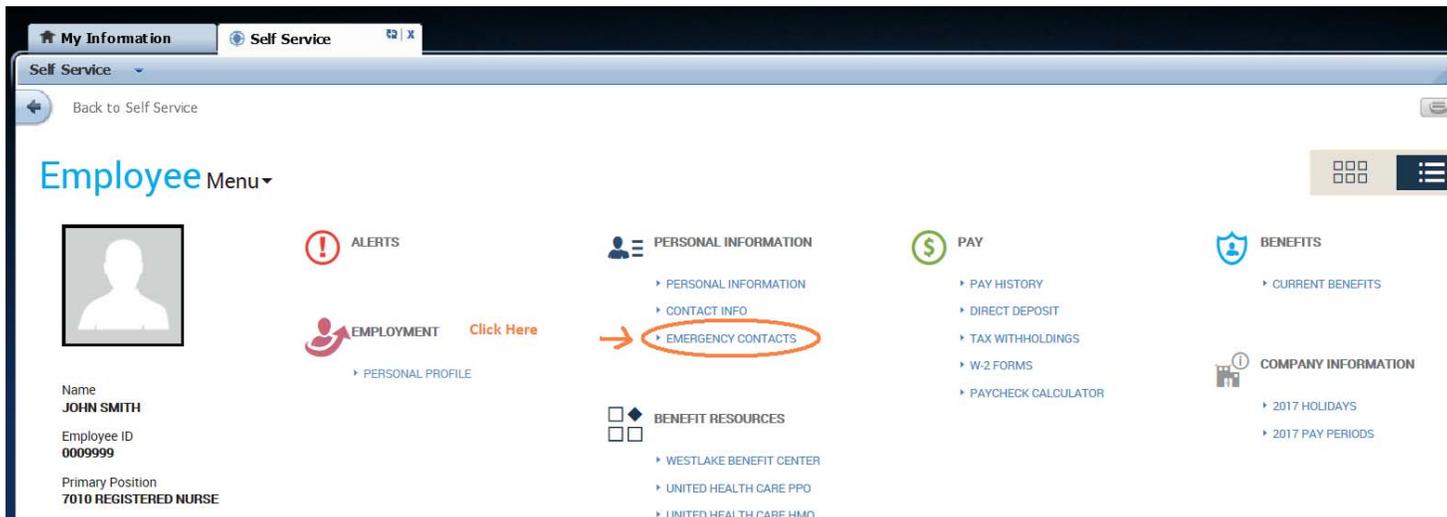


The next screen will allow you to edit your contact information, once complete, click on “Save”:

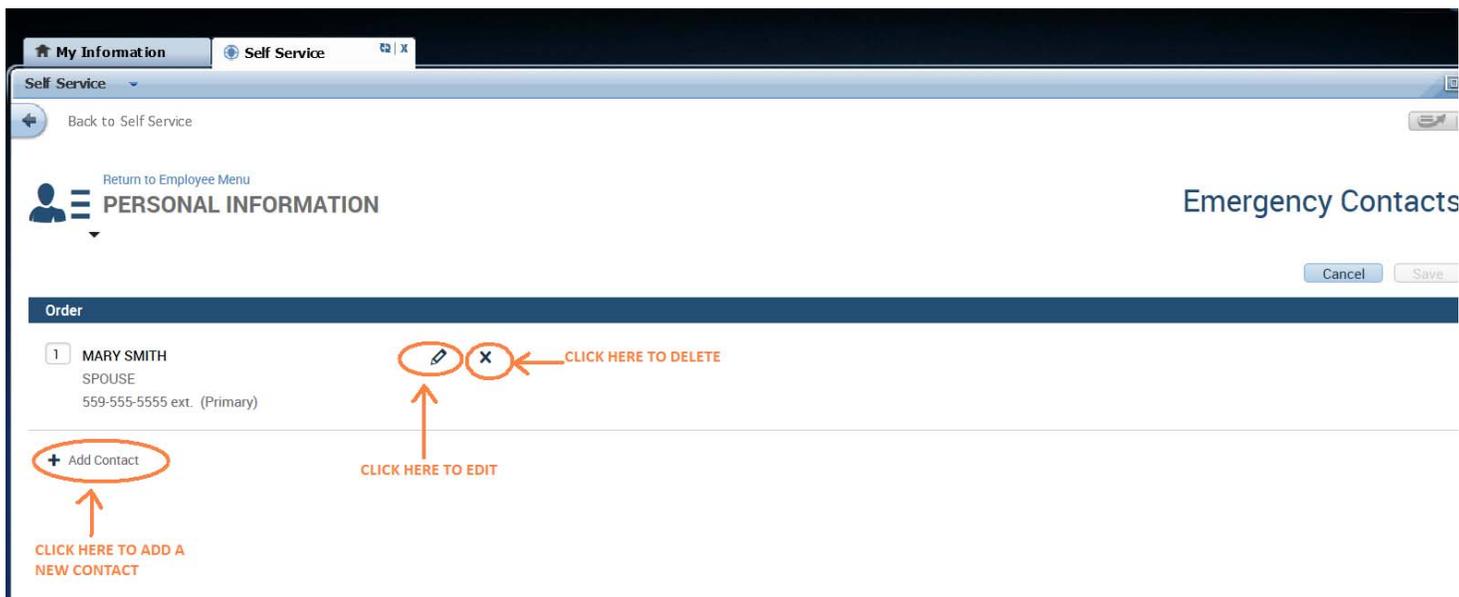


## Change my Emergency Contact

From the Employee Self Service page, click on “EMERGENCY CONTACTS”.



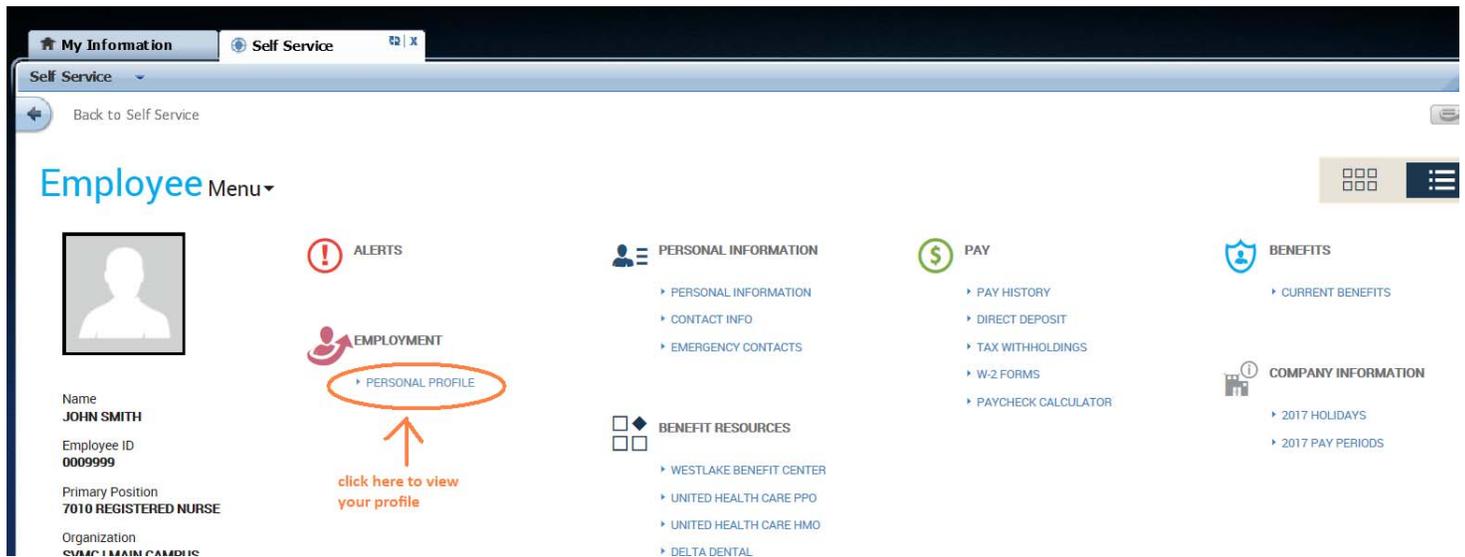
Next, you will have an option to edit, delete or add another contact.



Click on “Save” after making changes.

## View my Personal Profile

From the Employee Self Service page, click on “PERSONAL PROFILE”:



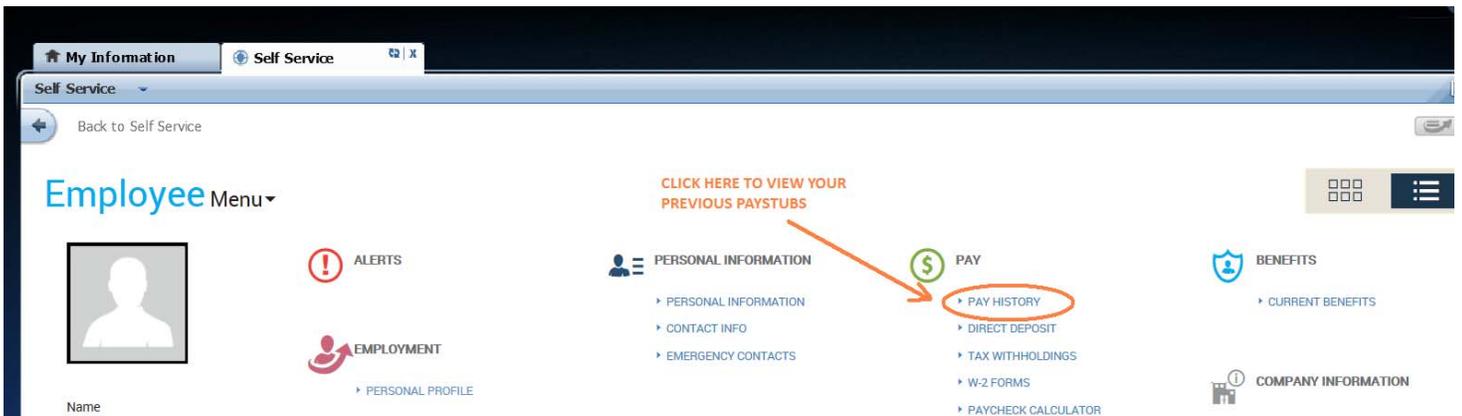
## View my Current Benefits

From the Employee Self Service page, click on “CURRENT BENEFITS”:



## View/Print Earning Statement and Direct Deposit paystub

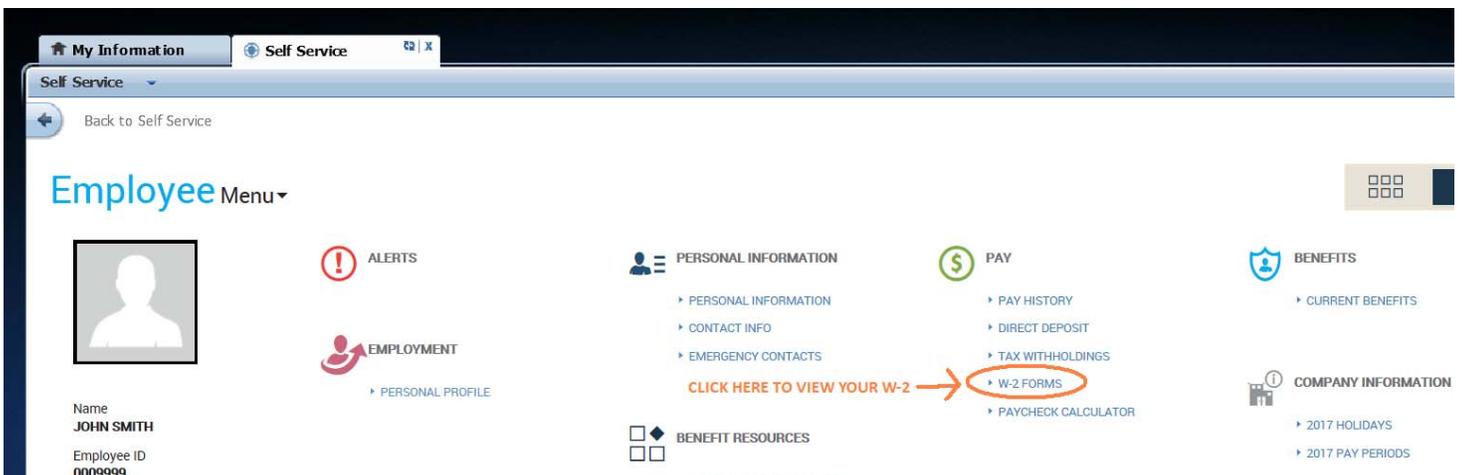
From the Employee Self Service page, click on “PAY HISTORY”.



\*Note: Check information will be available for 3 years.

## View/Print W-2 Information

From the Employee Self Service page, click on “W-2 FORMS”.



## Access the benefit websites

From the Employee Self Service page, click on the benefit website link under “BENEFIT RESOURCES”:

The screenshot shows the 'Self Service' portal for John Smith. The 'BENEFIT RESOURCES' section is highlighted with an orange box. An orange arrow points from this box to the text 'CLICK THE LINK TO ACCESS OUR BENEFIT WEBSITES'.

**Employee Self Service**

Back to Self Service

**Employee Menu**

**ALERTS**

**EMPLOYMENT**

PERSONAL PROFILE

**PERSONAL INFORMATION**

- PERSONAL INFORMATION
- CONTACT INFO
- EMERGENCY CONTACTS

**PAY**

- PAY HISTORY
- DIRECT DEPOSIT
- TAX WITHHOLDINGS
- W-2 FORMS
- PAYCHECK CALCULATOR

**BENEFITS**

- CURRENT BENEFITS

**COMPANY INFORMATION**

- 2017 HOLIDAYS
- 2017 PAY PERIODS

**BENEFIT RESOURCES**

- WESTLAKE BENEFIT CENTER
- UNITED HEALTH CARE PPO
- UNITED HEALTH CARE HMO
- DELTA DENTAL
- MES VISION
- UNUM
- UNUM - LTC
- UNUM - TO FILE A CLAIM
- THE HOLMAN GROUP (USER: HOLMAN PASSWORD: SDH8989)
- EMPOWER RETIREMENT

**CLICK THE LINK TO ACCESS OUR BENEFIT WEBSITES**