Sierra View Medical Center

Kronos Manager Self Service

User Guide

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Access Kronos

Log onto the SVMC Intranet
In the Intranet, then click on "Kronos" under "Quick Links":
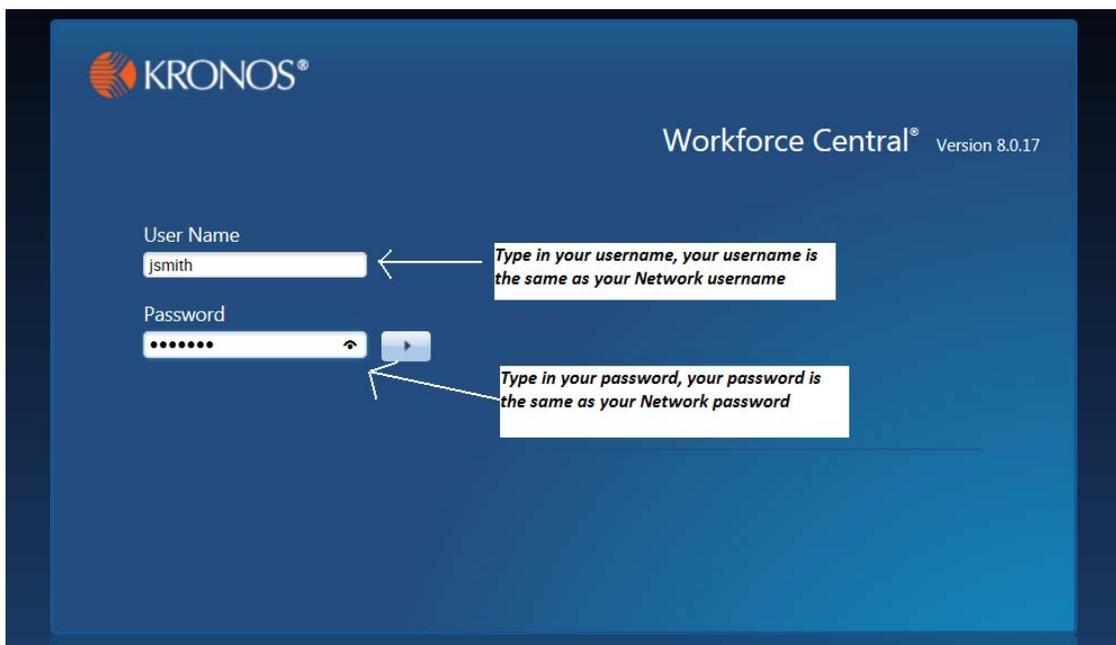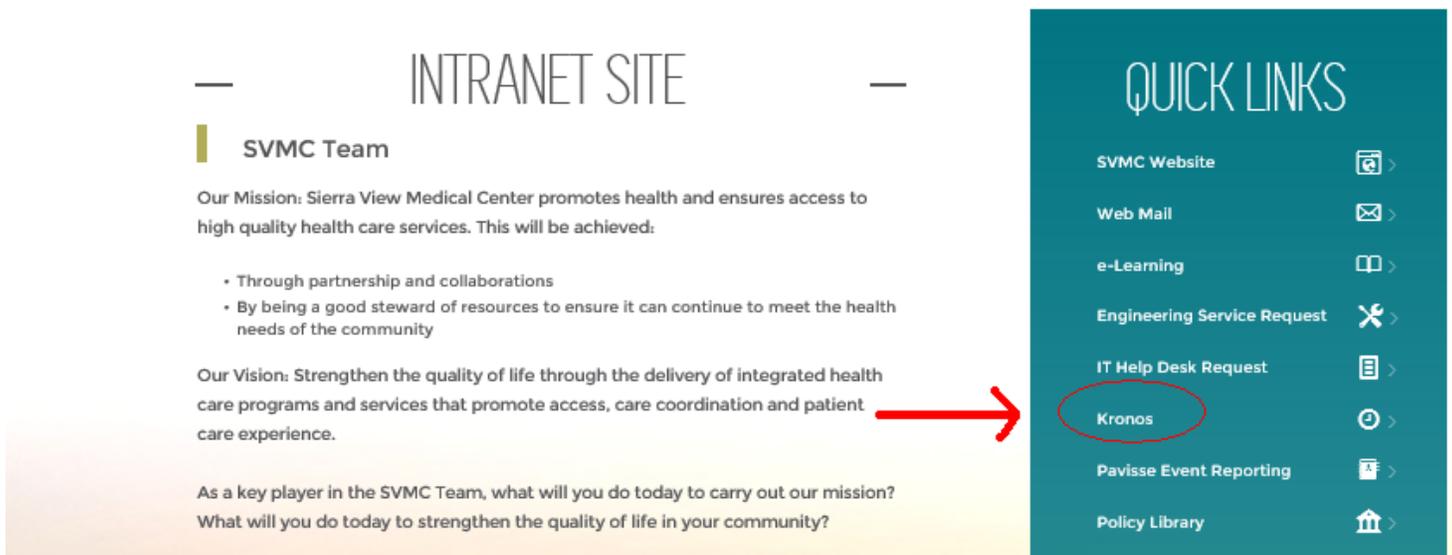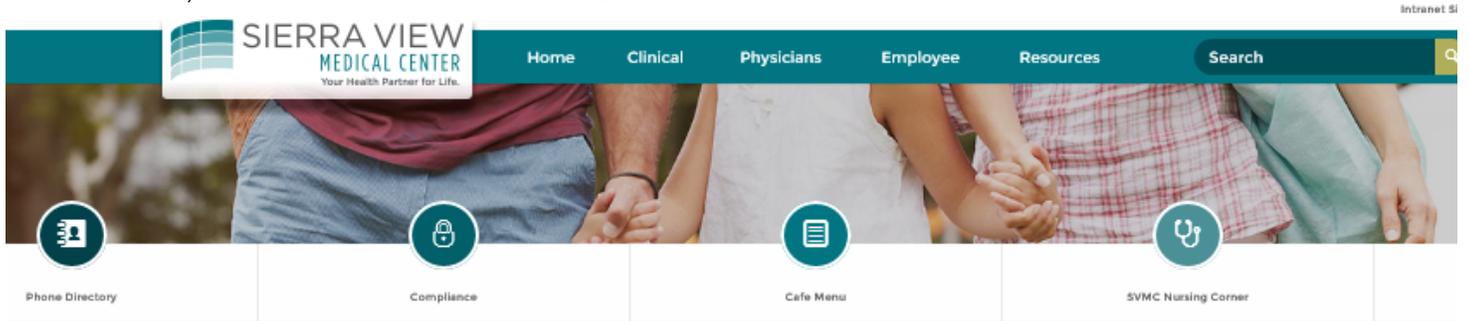
Access Manager Self Service

From the "My Genies" page, click on "Manager Self Service"

The Manager Self Service Page will appear:
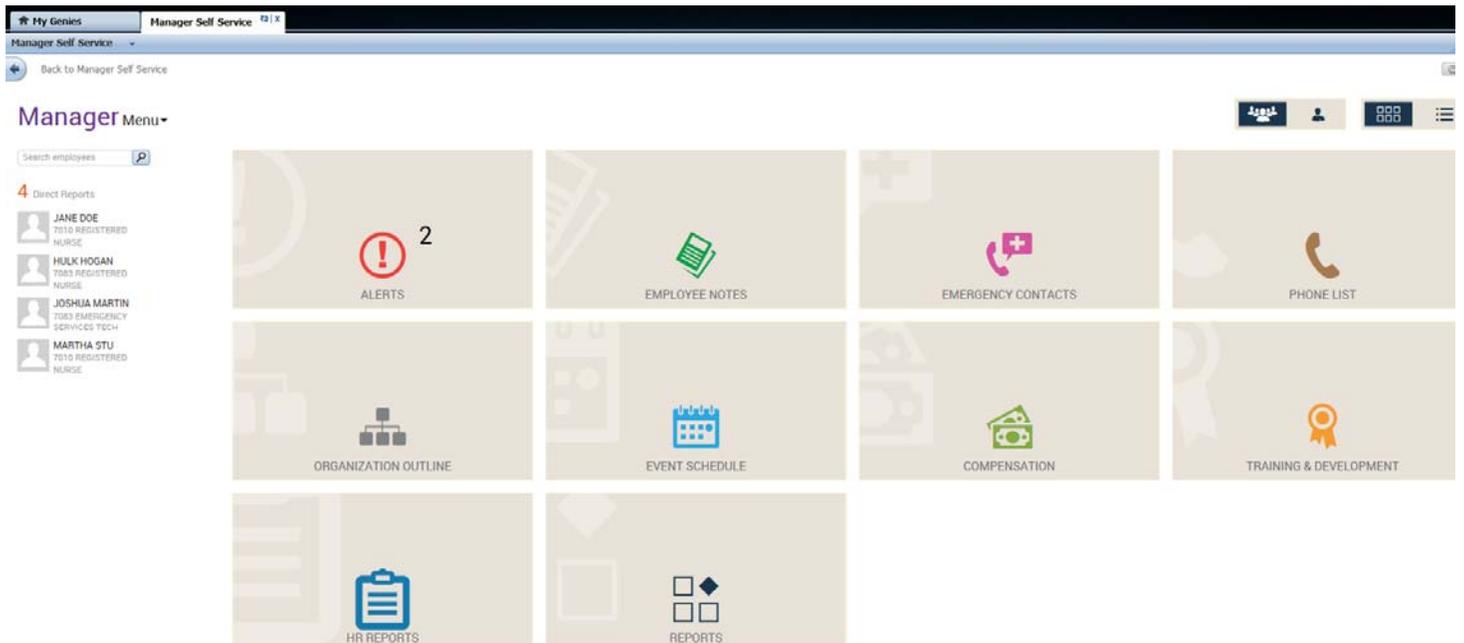
WORK AREA
Use these sections to view information for your employees. Click the links to open the pages.

Manager Self Service Page (Continued)

Employee Management (Leaders can access only the employees that reports direct/indirectly to them)	
Compensation	View compensation information for your employees.
Employee Profile	View employment information for your employees.
Employee Notes	View/add notes on employees with an option for a follow-up date.
References	
Emergency Contacts	View your employees' emergency contacts.
Employee Notes	View notes on your employees.
Organization Outline	View an organizational chart for your employees.
Phone List	View your employees' phone numbers.
Notifications	
Birthday	View upcoming birthdays for your employees (set at 90 days in the future).
Note Follow-Up	View Follow-up notes.
Anniversaries	View upcoming anniversaries for your employees (set at 90 days in the future).
Reports	
HR Reports	Generate and view reports and export HR reports.
Reports	Access Reporting Services for Position Control Reports

View Employee Compensation

From the Manager Self Service page, click on "Compensation":

Next, you will see a list of your employees and their current compensation data.

Click on the "Back to Self Service" arrow to return back to the Manager Self Service home page.

View Employee Profile

From the Manager Self Service page, click on "Employee Profile":

Next, you will see a list of your employees. To view an employee's profile, click on their name.

Click on the "Back to Self Service" arrow to return back to the Manager Self Service home page.

The employee's profile page will appear:

Click on the "Back to Self Service" arrow to return back to the Manager Self Service home page.

View Or Add an employee note

From the Manager Self Service page, click on "Employee Notes":

Next, you will see a list of your employees…..

To add a note, click on "Add".

Next, click on "Note":

Complete the following note fields….

Click Submit once complete.

Click on the "Back to Self Service" arrow to return back to the Manager Self Service home page.

View Upcoming Birthdays

From the Manager Self Service page, click on "Birthday":
(Birthdays are set to 90 days in the future)

Employee Birthday(s) will show on the next page….

Click on the "Back to Self Service" arrow to return back to the Manager Self Service home page.

View Follow-Up Notes

From the Manager Self Service page, click on "Note Follow-Up":

Next, you will see the notes that has a follow-up date.

Follow up notes disappears from the Manager Self Service Page after the follow-up date.

Click on the "Back to Self Service" arrow to return back to the Manager Self Service home page.

View Upcoming Anniversary

From the Manager Self Service page, click on "Anniversary":
(Anniversaries are set to 90 days in the future)

Next, you will see the list of employees that has upcoming anniversaries (anniversary dates are derived from the employee's hire date).

Click on the "Back to Self Service" arrow to return back to the Manager Self Service home page.

View Employee Emergency Contacts

From the Manager Self Service page, click on "Emergency Contacts":

Next, you will see a list of your employees' emergency contacts:

You can click on the headers to sort by that column of information.

Click on the "Back to Self Service" arrow to return back to the Manager Self Service home page.

View Note History

From the Manager Self Service page, click on "Employee Notes":

Next, you will see a list of all the notes you've added for your employees.

To view a note, click on the date:

Click on the "Back to Self Service" arrow to return back to the Manager Self Service home page.

View Organization Outline

From the Manager Self Service page, click on "Organization outline":

Next, you will see an organizational chart for your employees:
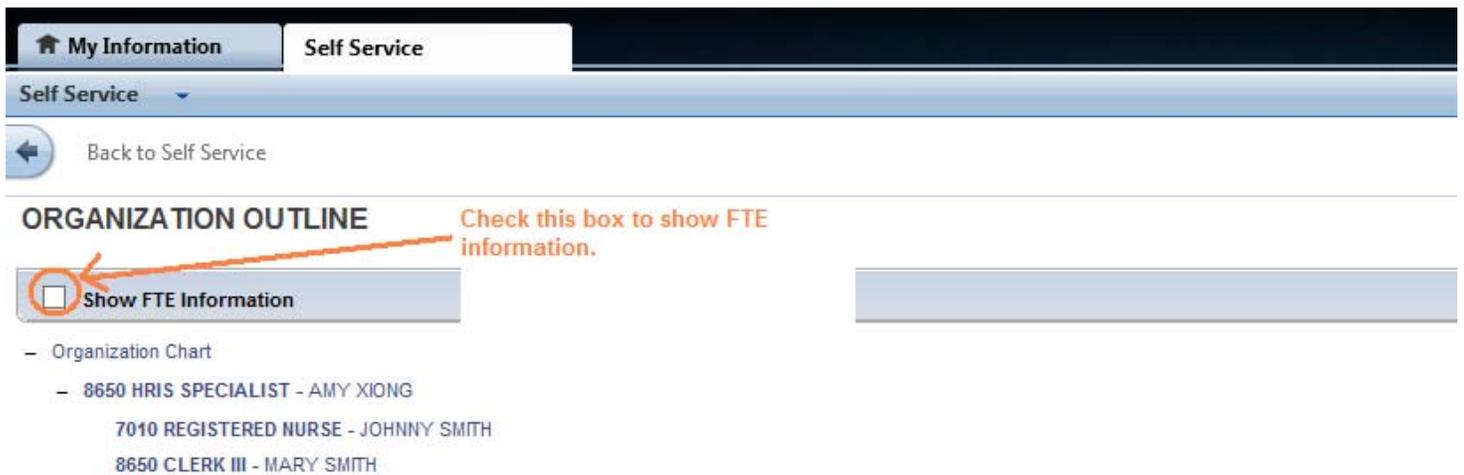
Click on the "Back to Self Service" arrow to return back to the Manager Self Service home page.

View Employee Phone List

From the Manager Self Service page, click on "Phone List":

Next, you will see a list of your employee's phone numbers:

Click on the "Back to Self Service" arrow to return back to the Manager Self Service home page.

HR Reports

From the Manager Self Service page, click on Reports under HR Reports:
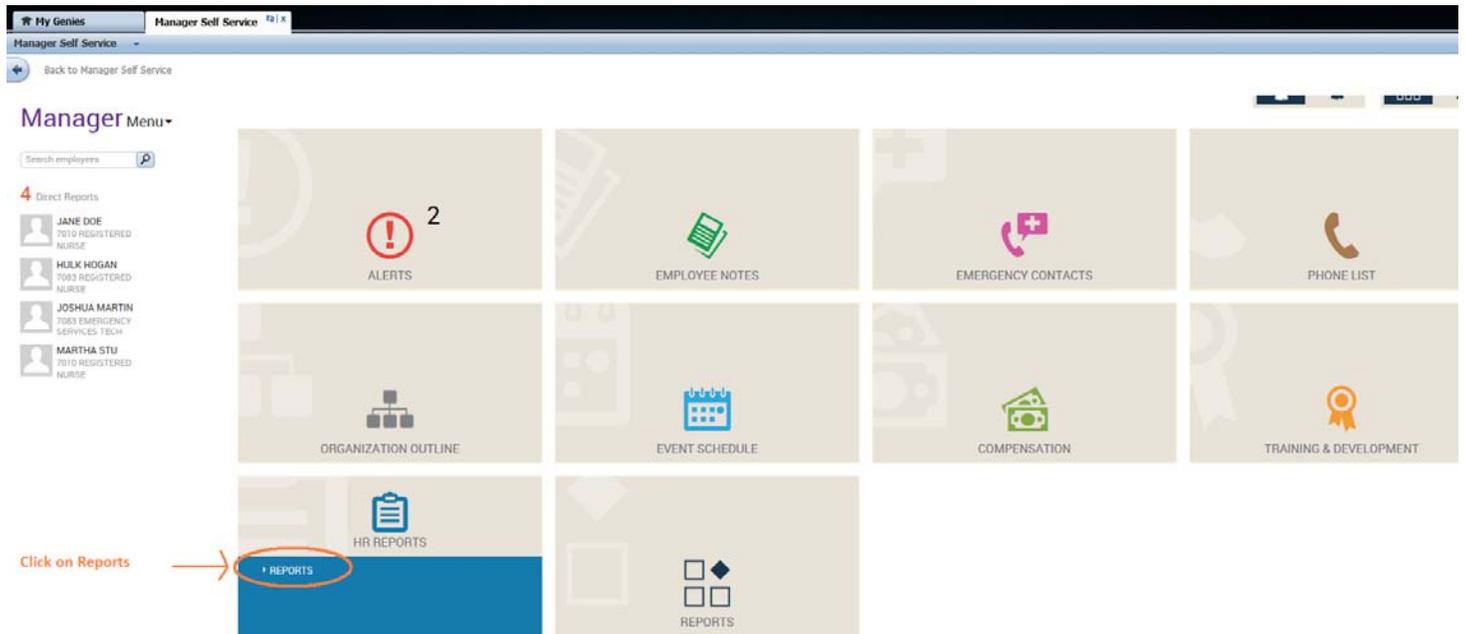
Next, click on the right arrow next to Custom Reports to open the report list:
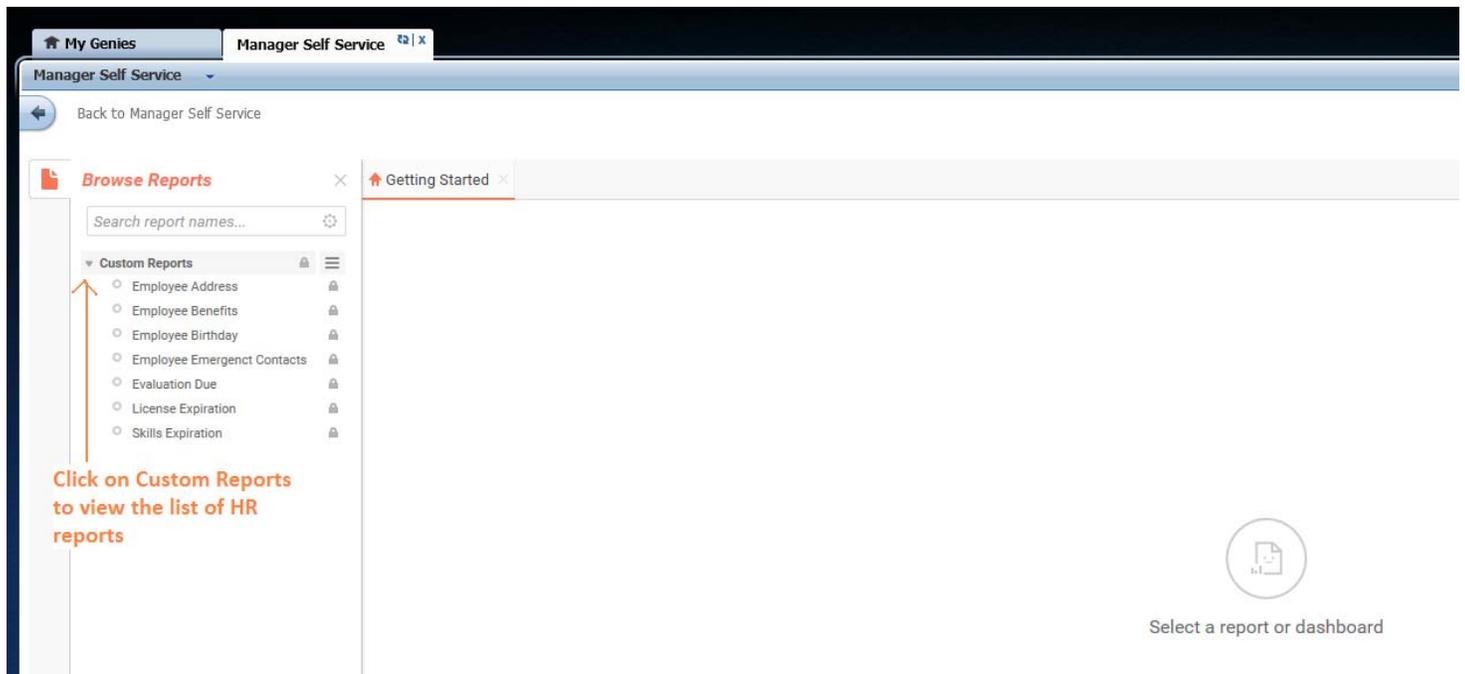
To run a report, click on the 3 horizontal lines next to the report name, then click on "Run Report":
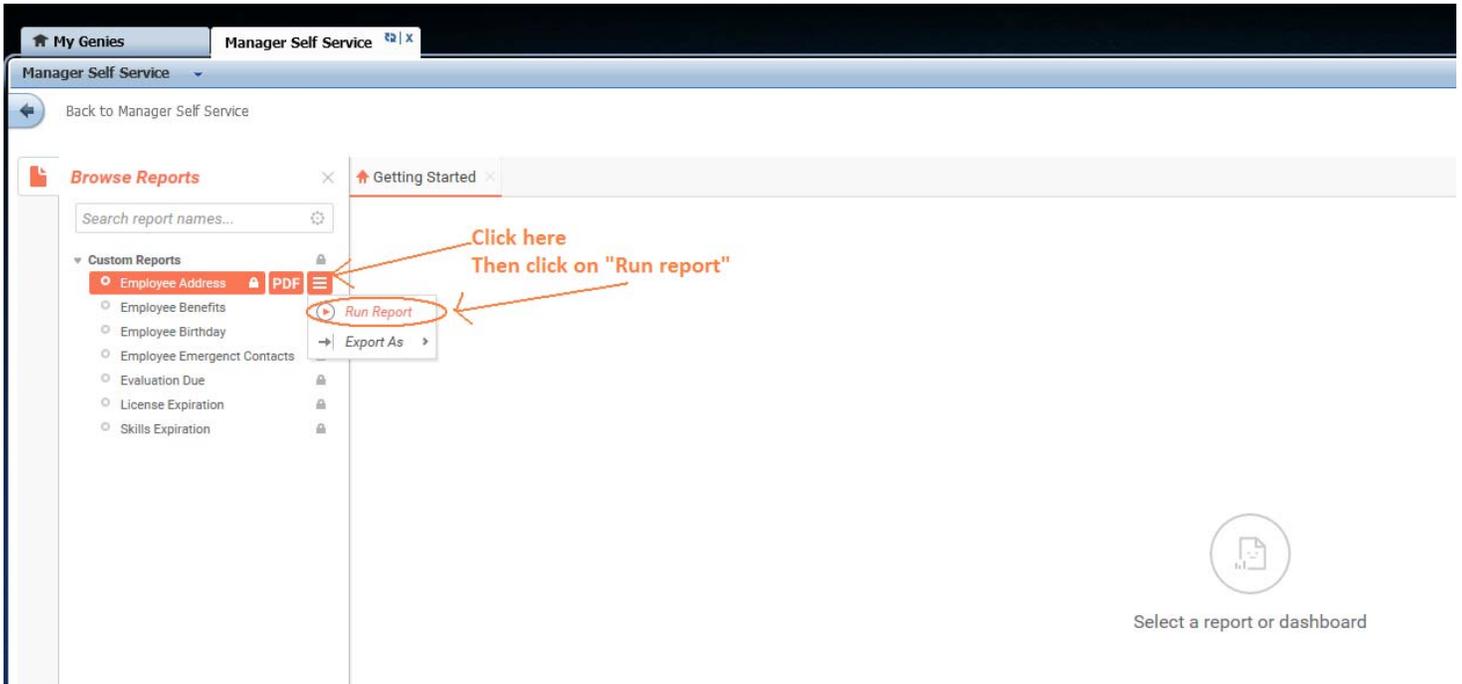
To Export your report to a printable version, click on the Export field and select an export option:
(Note: The "Export RTF" option will print to a Word Doc. that is a friendly printable version).
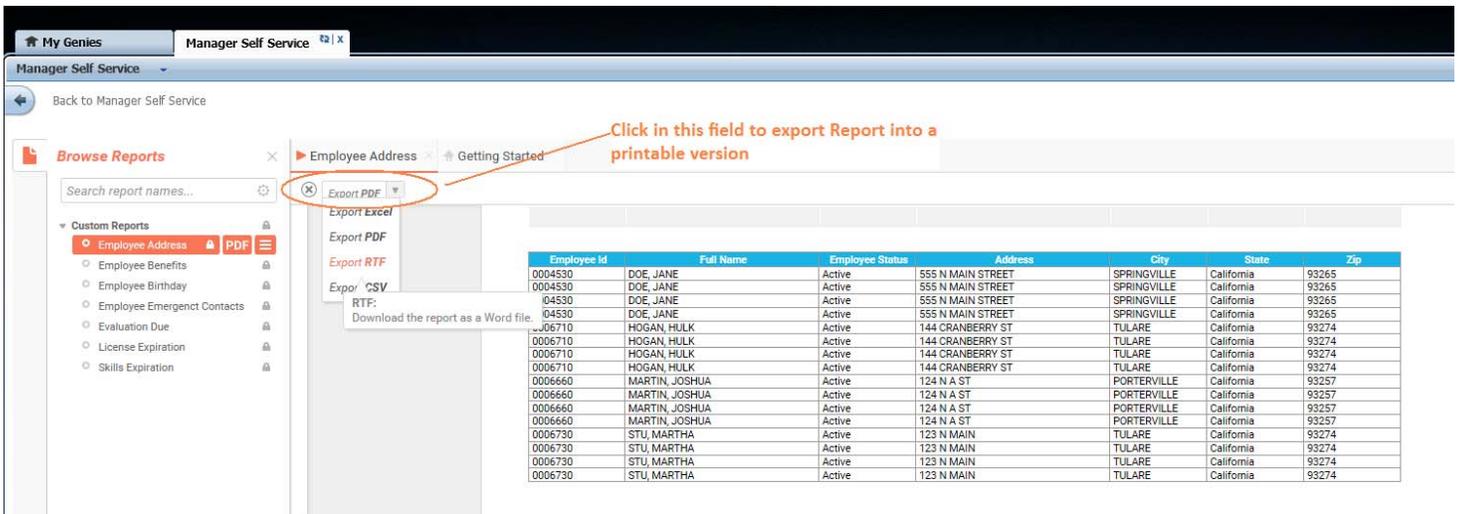
To filter a HR Report by department, click on the 4 vertical dots:

Next, you can select and click on the departments you wish to include in your report:

Generating an Evaluation Due Report in HR Reports

Select the "Evaluation Due" report and click on the 3 horizontal lines to run report:
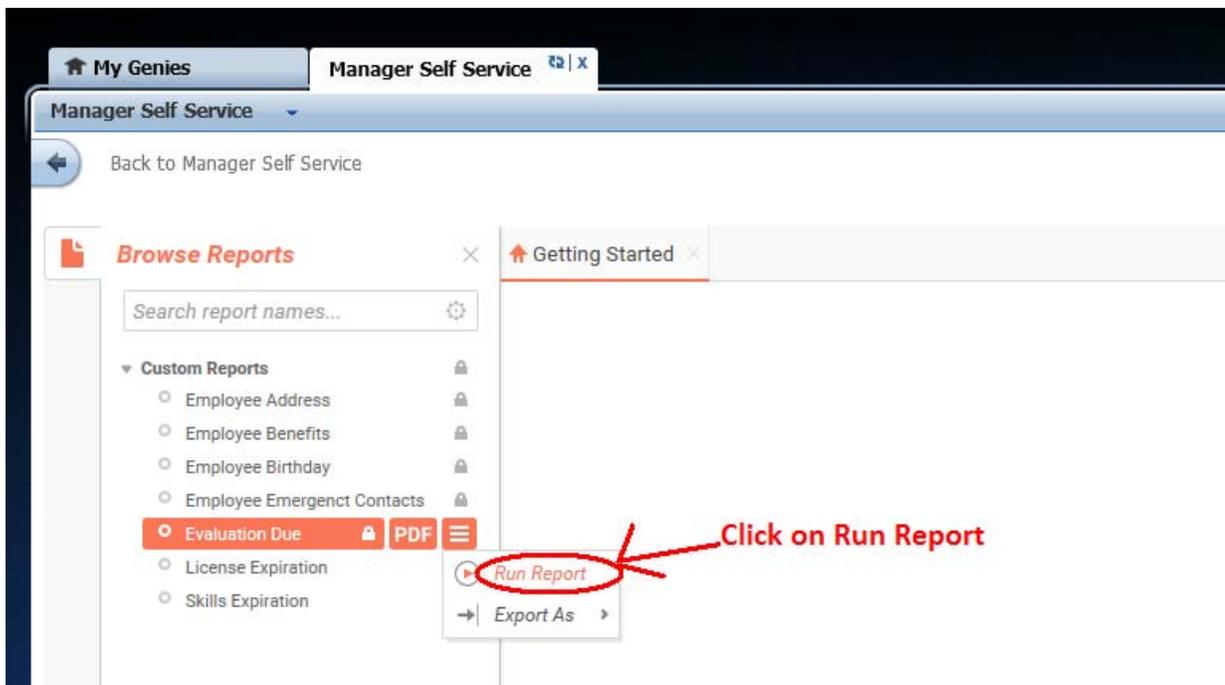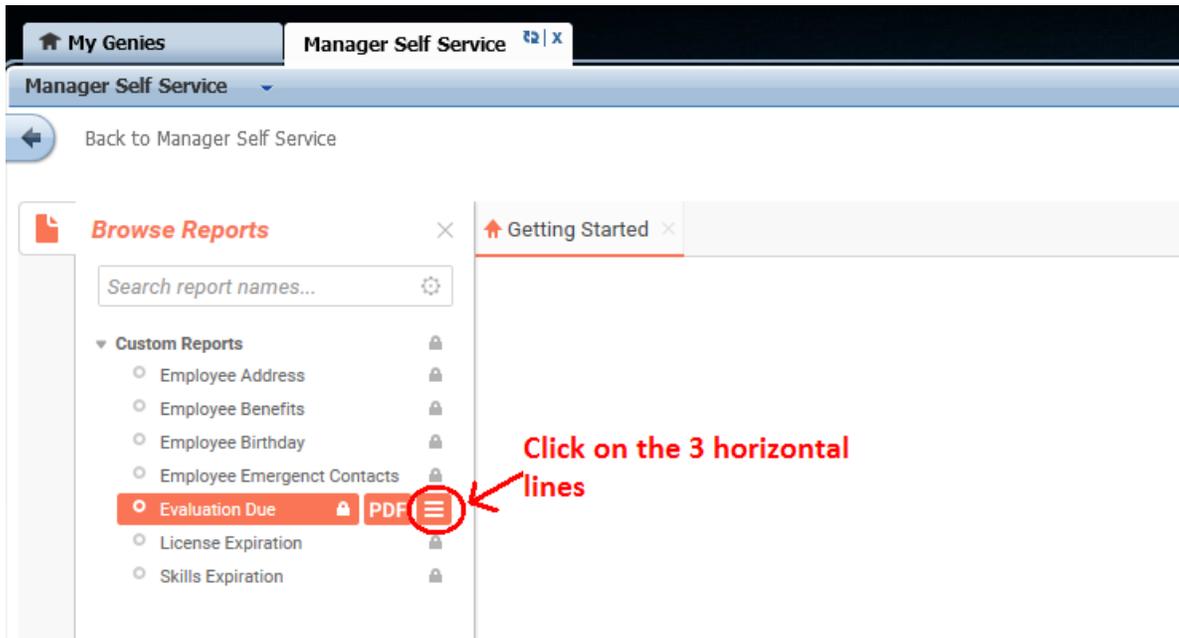
Next, select a start date and an end date (this field pulls from the evaluation due date field, for example, if you wish to generate a report of any employees with an evaluation due date between 1/1/2018 and 12/31/2018, 1/1/2018 would be the first date, and 12/31/2018 would be the second date). Click OK

Manager Reporting Services- Generate a Position Control Report

From the Manager Self Service page, click on "Manager Reporting Services":
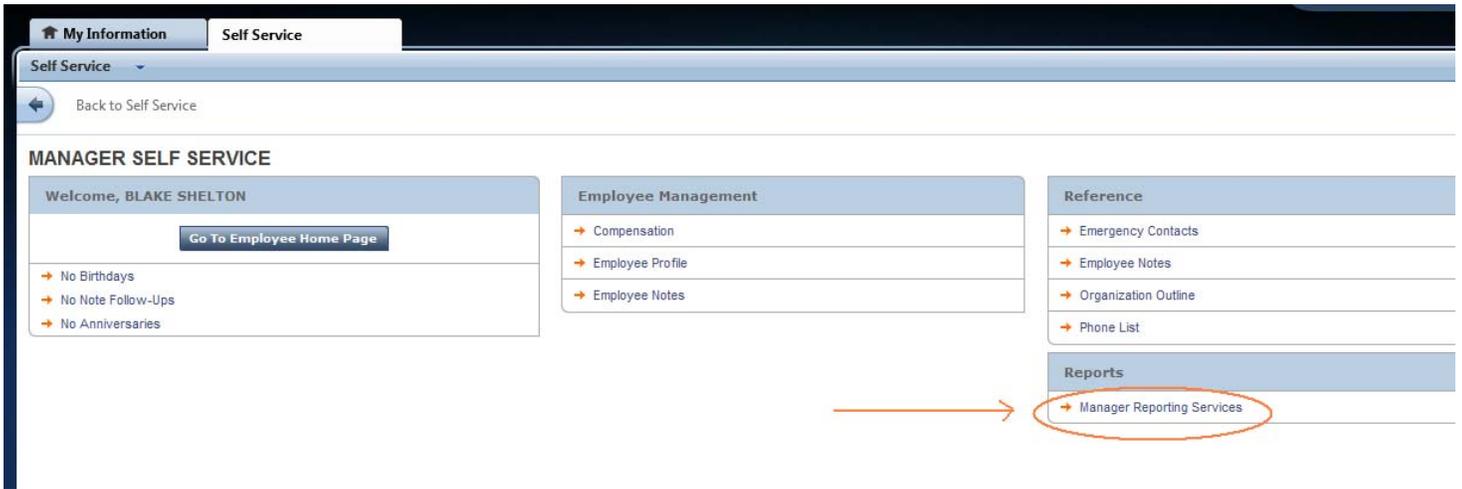
Click on Managers Report

Next, you will find a list of reports that you can generate, view and export.

Click on Position Control Report:
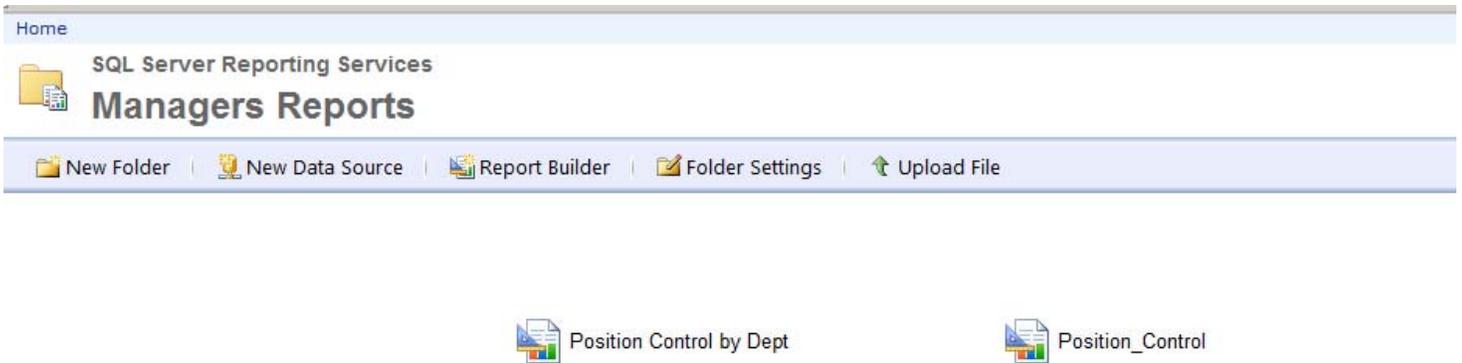
To export a report, click on the following: