

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

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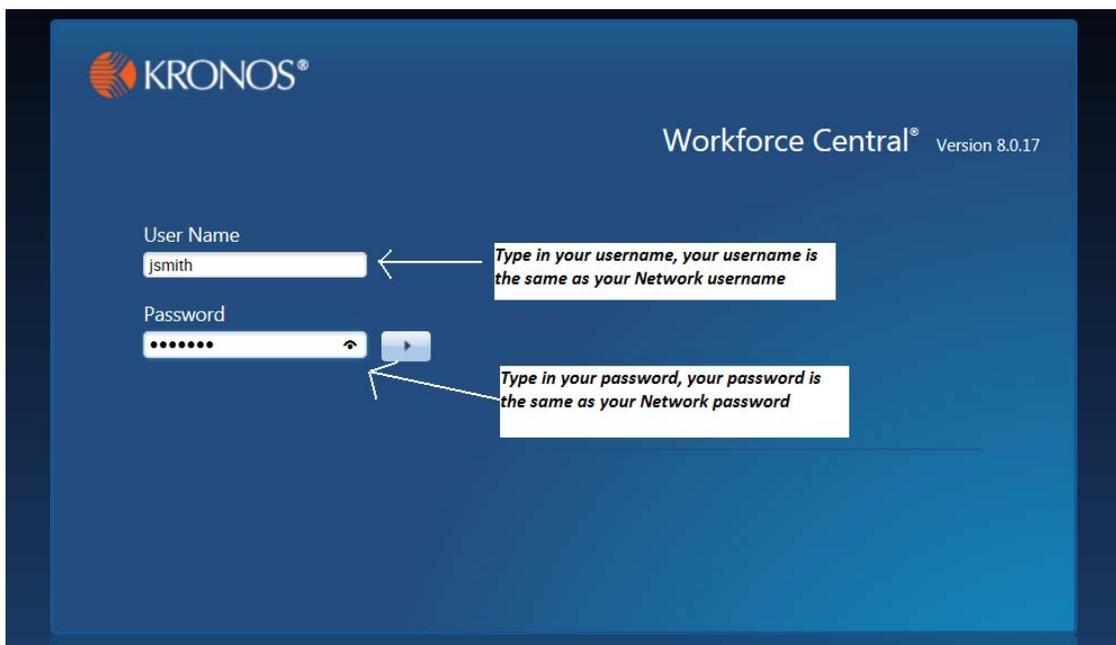
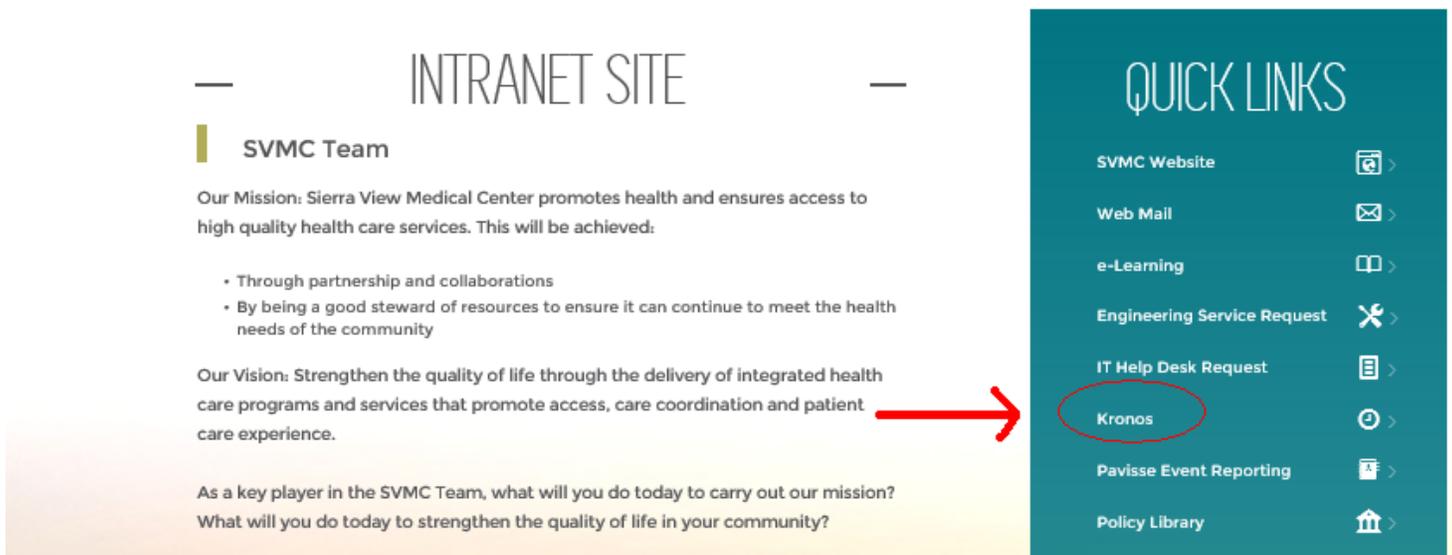
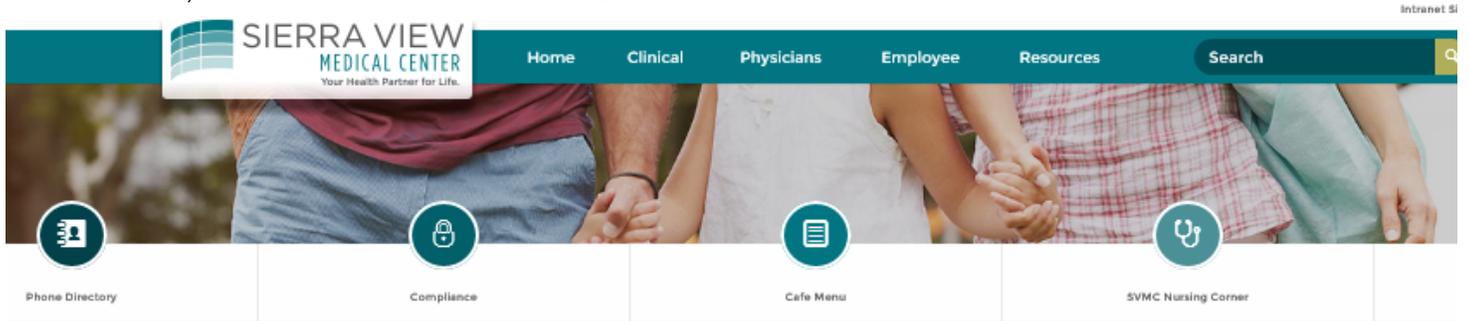
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## Access Kronos

Log onto the SVMC Intranet

In the Intranet, then click on “Kronos” under “Quick Links”:

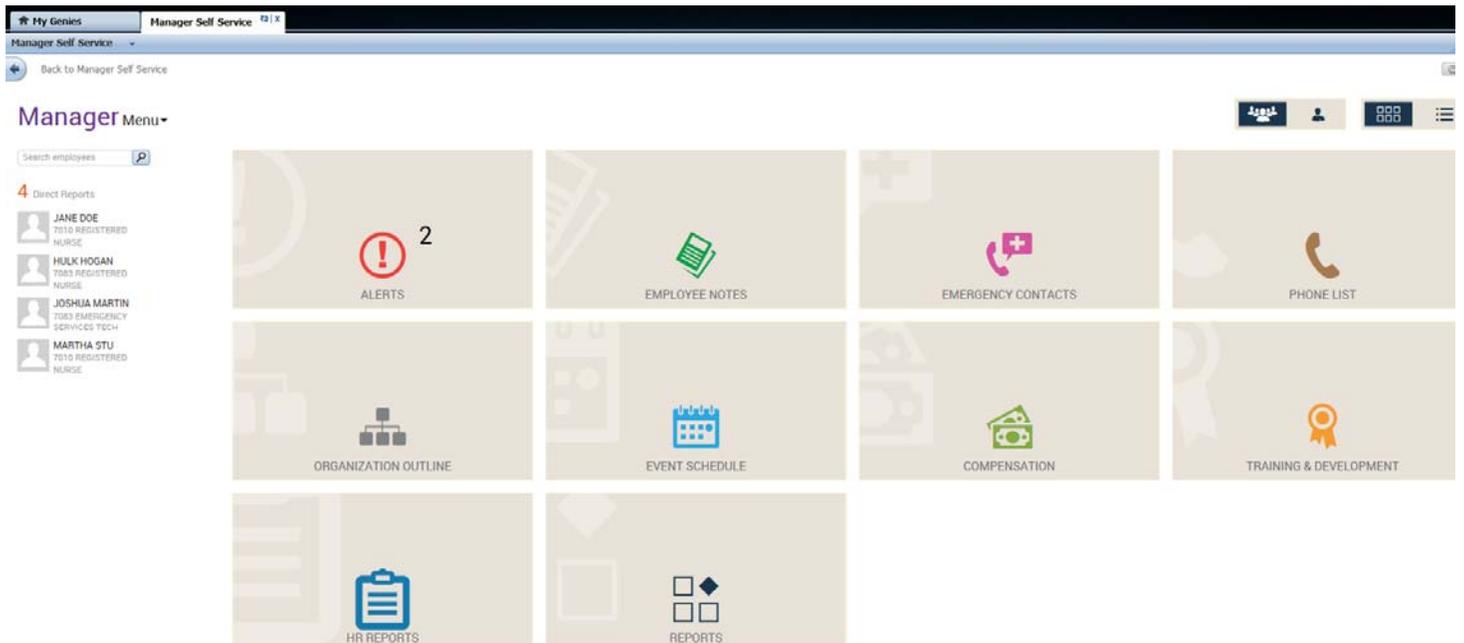


## Access Manager Self Service

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)

<b>Employee Management (Leaders can access only the employees that reports direct/indirectly to them)</b>	
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.
<b>References</b>	
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.
<b>Notifications</b>	
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).
<b>Reports</b>	
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”:

The screenshot shows the Manager Self Service interface. At the top, there are tabs for 'My Information' and 'Self Service'. Below the 'Self Service' tab, there is a 'Back to Self Service' arrow. The main content area is titled 'MANAGER SELF SERVICE' and includes a welcome message for 'AMY XIONG' with a 'Go To Employee Home Page' button. On the left, there are notifications for '1 Birthday', '1 Note Follow-Up', and 'No Anniversaries'. In the center, the 'Employee Management' menu is displayed, with 'Compensation' circled in orange and an arrow pointing to it. Other items in the menu include 'Employee Profile' and 'Employee Notes'. On the right, there is a 'Reference' section with links for 'Emergency Contacts', 'Employee Notes', 'Organization Outline', and 'Phone List'.

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

The screenshot shows the Manager Self Service interface with the 'COMPENSATION' section highlighted by an orange box. Below the box, an orange arrow points up with the text 'List of your employees'. The table displays compensation data for two employees: JOHNNY SMITH and MARY SMITH. The table has columns for Name, Position, Salary, Compa Ratio, % of Last Increase, and Pay Change Date. The table title is 'COMPENSATION' and the navigation links are 'Compensation | Budget | Proposals | Approvals | Return'.

Name /	Position	Salary	Compa Ratio	% of Last Increase	Pay Change Date
JOHNNY SMITH	7010 REGISTERED NURSE	74,880.00	96.12		
MARY SMITH	8650 CLERK III	41,600.00	133.96	25.00	12/13/2015

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”:

The screenshot shows the Manager Self Service interface. At the top, there are tabs for 'My Information' and 'Self Service'. Below the 'Self Service' tab, there is a 'Back to Self Service' button. The main content area is titled 'MANAGER SELF SERVICE' and is divided into three columns. The first column, 'Welcome, AMY XIONG', contains a 'Go To Employee Home Page' button and a list of items: '1 Birthday', '1 Note Follow-Up', and 'No Anniversaries'. The second column, 'Employee Management', contains three links: 'Compensation', 'Employee Profile' (which is circled in orange with an arrow pointing to it), and 'Employee Notes'. The third column, 'Reference', contains four links: 'Emergency Contacts', 'Employee Notes', 'Organization Outline', and 'Phone List'.

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

The screenshot shows the Employee Profile page. At the top, there are tabs for 'My Information' and 'Self Service'. Below the 'Self Service' tab, there is a 'Back to Self Service' button. The main content area is titled 'EMPLOYEE PROFILE' and is divided into two sections. The first section, 'What You Can Do', contains a link 'Search for an indirect report' (circled in orange with an arrow pointing to it) and a bullet point 'Select an employee from the list below'. The second section is a table with a header 'Name' and two rows: 'SMITH, JOHNNY' and 'SMITH, MARY' (both names are circled in orange). Below the table, there is an orange arrow pointing up to the table with the text 'List of your employees, click on the employee to see their profile'. To the right of the 'Search for an indirect report' link, there is a text annotation 'Click here to see a list of your indirect reports' with an arrow pointing to the link.

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:

**EMPLOYEE PROFILE**

Name: MARY SMITH  
 Employee ID: 0004341  
 Employee Status: Active, Last Hire Date: 7/19/2006  
 In Service: 9 Years 11 Months  
 Primary Position: 8650 CLERK III  
 In Position: 2 Years 9 Months  
 Supervisor: AMY XIONG, 8650 HRIS SPECIALIST  
 Organization: SVMC

Employment Date	Employee Status	Employment Status	Hire Date	Last Hire Date	Termination Date
10/19/2006	Active	Full Time	7/19/2006	7/19/2006	

Position Date	Position	Reason	Start Date	Promotion
1/25/2015	8650 CLERK III	B-TITLECHG	1/25/2015	

Salary Date	Position	Base Pay Rate	Frequency	Base Pay Annual	% Inc	Grade
12/13/2015	8650 CLERK III	\$20	Hourly	\$41,600.00	25.00	SV013

Position	Annual Compensation	Compa Ratio	Pay Grade Minimum	Pay Grade Maximum
8650 CLERK III	\$41,600.00	133.96	\$12.44	\$17.42

This table currently contains no data.

Mailing Address: 222 HENDERSON PORTERVILLE, California 93257 USA

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”:

**MANAGER SELF SERVICE**

Welcome, AMY XIONG

[Go To Employee Home Page](#)

- 1 Birthday
- 1 Note Follow-Up
- No Anniversaries

**Employee Management**

- Compensation
- Employee Profile
- **Employee Notes**

**Reference**

- Emergency Contacts
- Employee Notes
- Organization Outline
- Phone List

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

My Information | Self Service

Self Service

Back to Self Service

EMPLOYEE NOTES Return

Click "Add" to add a note

Name	Add	View
SMITH, JOHNNY	Add	View
SMITH, MARY	Add	View

Click "View" to view a note

To add a note, click on "Add".

Next, click on "Note":

My Information | Self Service

Self Service

Back to Self Service

**ADD EMPLOYEE NOTES FOR SMITH, MARY**

Select type of Note to be entered

→ Note ← Click on "Note"

Complete the following note fields....

**ADD NOTE FOR MARY SMITH**

Submit Reset

Note Date: 6/10/2016 Description: Praise ← Enter a description of the note

**Add date**

1. Please comment.

Mary did an excellent job assisting another unit today! ← Add Note

Follow-up Date: [ ] ← Optional: Add a follow-up Date if you want a note follow-up notification on your Manager Self Service Home Page

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)

**MANAGER SELF SERVICE**

Welcome, AMY XIONG

Go To Employee Home Page

- 1 Birthday ←
- 1 Note Follow-Up
- No Anniversaries

Employee Management

- Compensation
- Employee Profile
- Employee Notes

Reference

- Emergency Contacts
- Employee Notes
- Organization Outline
- Phone List

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

**EMPLOYEE BIRTHDAYS**

From 6/10/2016 To 9/8/2016

Name	Birthday
MARY SMITH	07/04

Mary Smith has a birthday coming up on July 4th!

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”:

The screenshot shows the Manager Self Service interface. At the top, there are tabs for 'My Information' and 'Self Service'. Below the 'Self Service' tab, there is a 'Back to Self Service' button. The main content area is titled 'MANAGER SELF SERVICE' and includes a welcome message for 'AMY XIONG' with a 'Go To Employee Home Page' button. A list of items is shown: '1 Birthday', '1 Note Follow-Up' (circled in red with an arrow), and 'No Anniversaries'. To the right, there are two sidebars: 'Employee Management' with links for Compensation, Employee Profile, and Employee Notes; and 'Reference' with links for Emergency Contacts, Employee Notes, Organization Outline, and Phone List.

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

The screenshot shows the 'EMPLOYEES WITH NOTE FOLLOWUPS DUE' section. It contains a table with the following data:

Name/	Follow-up Date	Follow-up Note	Original Note	Original Note Date
JOHNNY SMITH	7/1/2016	Note	Note	6/3/2016
MARY SMITH	6/10/2016	Note	Note	6/9/2016

Annotations include orange boxes around the 'Follow-up Date' and 'Original Note Date' columns. Arrows point to these boxes with the following text: 'Click on the date to add a new follow-up date.' and 'Click on the date to view the original note'.

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)

The screenshot shows the Manager Self Service interface. At the top, there are tabs for 'My Information' and 'Self Service'. Below the 'Self Service' tab, there is a 'Back to Self Service' button. The main content area is titled 'MANAGER SELF SERVICE' and includes a welcome message for 'AMY XIONG' with a 'Go To Employee Home Page' button. A list of items is shown: '1 Birthday', '3 Note Follow-Ups', and '1 Anniversary' (circled in red with an arrow). To the right, there are two sidebars: 'Employee Management' with links for Compensation, Employee Profile, and Employee Notes; and 'Reference' with links for Emergency Contacts, Employee Notes, Organization Outline, and Phone List.

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

**EMPLOYEE ANNIVERSARIES** Set to 90 days in the future

From 6/10/2016 To 9/8/2016

Name	Anniversary
JOHNNY SMITH	07/01

Johnny Smith has an anniversary on July 1st!

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”:

**MANAGER SELF SERVICE**

Welcome, AMY XIONG

Go To Employee Home Page

- 1 Birthday
- 3 Note Follow-Ups
- 1 Anniversary

**Employee Management**

- Compensation
- Employee Profile
- Employee Notes

**Reference**

- Emergency Contacts
- Employee Notes
- Organization Outline
- Phone List

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

**EMERGENCY CONTACT LIST**

Name	Contact	Relationship	Phone Type	Phone Number
JOHNNY SMITH	Harold Smith	BROTHER	Primary	(559) 788-8888
	Linda Smith	SISTER	Primary	(559)788-1234
MARY SMITH	GEORGE SMITH	Spouse	Primary	559 920-1234

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”:

The screenshot shows the Manager Self Service interface. At the top, there are tabs for 'My Information' and 'Self Service'. Below the 'Self Service' tab, there is a 'Back to Self Service' button. The main content area is titled 'MANAGER SELF SERVICE' and includes a welcome message for 'AMY XIONG' with a 'Go To Employee Home Page' button. There are three main sections: 'Employee Management', 'Reference', and a list of employee events. The 'Employee Management' section has links for 'Compensation', 'Employee Profile', and 'Employee Notes'. The 'Reference' section has links for 'Emergency Contacts', 'Employee Notes' (circled in red), 'Organization Outline', and 'Phone List'. An orange arrow points from the 'Employee Notes' link in the 'Employee Management' section to the circled 'Employee Notes' link in the 'Reference' section.

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

To view a note, click on the date:

The screenshot shows the 'EMPLOYEE NOTES LIST' page. It includes a 'Change List Selections' button and a 'Followup Required Only' checkbox. Below is a table with the following data:

Name	Date	Type of Discussion	Followup Required?	Followup Date
JOHNNY SMITH	6/3/2016	Note	Yes	7/1/2016
MARY SMITH	5/31/2016	Note	Yes	
	6/3/2016	Note	Yes	
	6/3/2016	Note	Yes	6/6/2016
	6/10/2016	Note	Yes	
	6/9/2016	Note	Yes	6/10/2016
	6/10/2016	Note	Yes	
	6/1/2016	Note	Yes	6/2/2016
	6/10/2016	Note	Yes	6/17/2016
	6/10/2016	Note	Yes	6/17/2016

An orange arrow points to the date '6/3/2016' in the first row, which is highlighted with an orange box. Below the table, the text 'Click on the date to view the note' is displayed in orange.

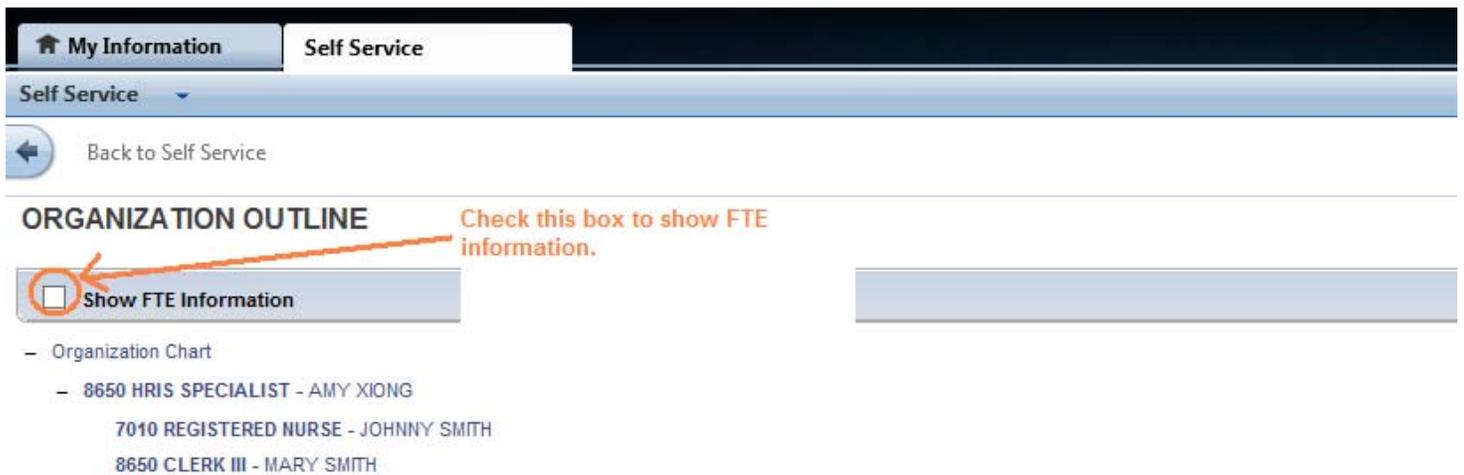
Click on the “Back to Self Service” arrow to return back to the Manager Self Service home page.

## 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”:

The screenshot shows the Manager Self Service interface. At the top, there are tabs for 'My Information' and 'Self Service'. Below the 'Self Service' tab, there is a 'Back to Self Service' link. The main content area is titled 'MANAGER SELF SERVICE' and is divided into three columns: 'Welcome, AMY XIONG', 'Employee Management', and 'Reference'. The 'Reference' column contains a list of links: 'Emergency Contacts', 'Employee Notes', 'Organization Outline', and 'Phone List'. An orange arrow points to the 'Phone List' link, which is also circled in orange.

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

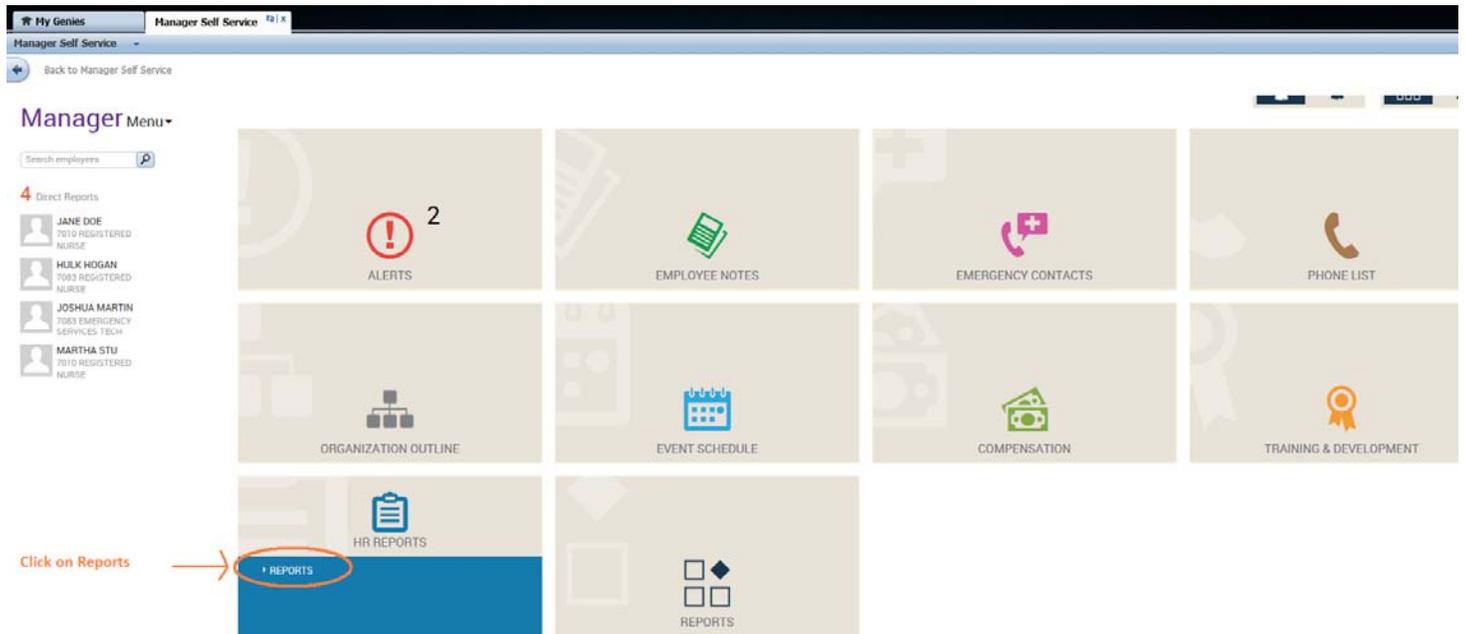
The screenshot shows the 'PHONE LIST' page. At the top, there are tabs for 'My Information' and 'Self Service'. Below the 'Self Service' tab, there is a 'Back to Self Service' link. The main content area is titled 'PHONE LIST' and contains a table with the following data:

Name	Type	Phone	Extension
JOHNNY SMITH	Primary	(559) 788-8888	
MARY SMITH	Primary	(559)920-5555	

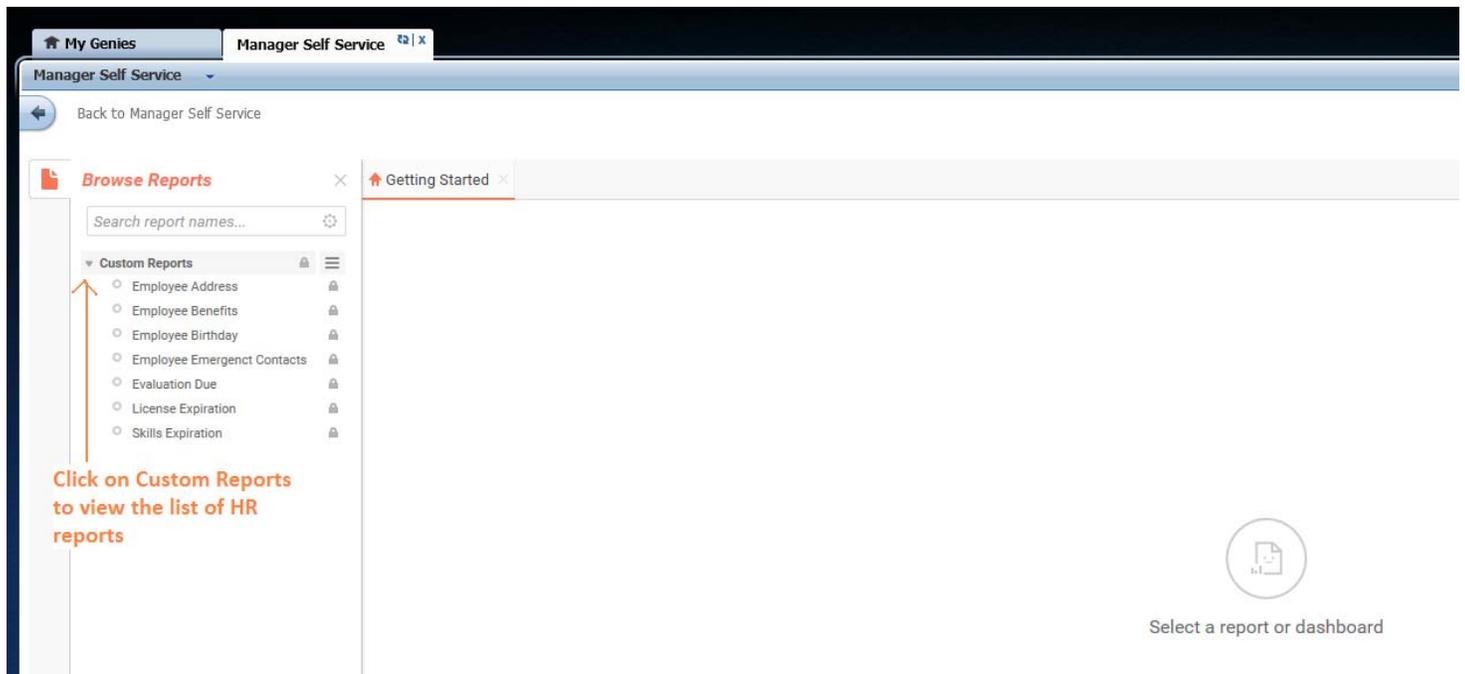
Click on the “Back to Self Service” arrow to return back to the Manager Self Service home page.

## HR Reports

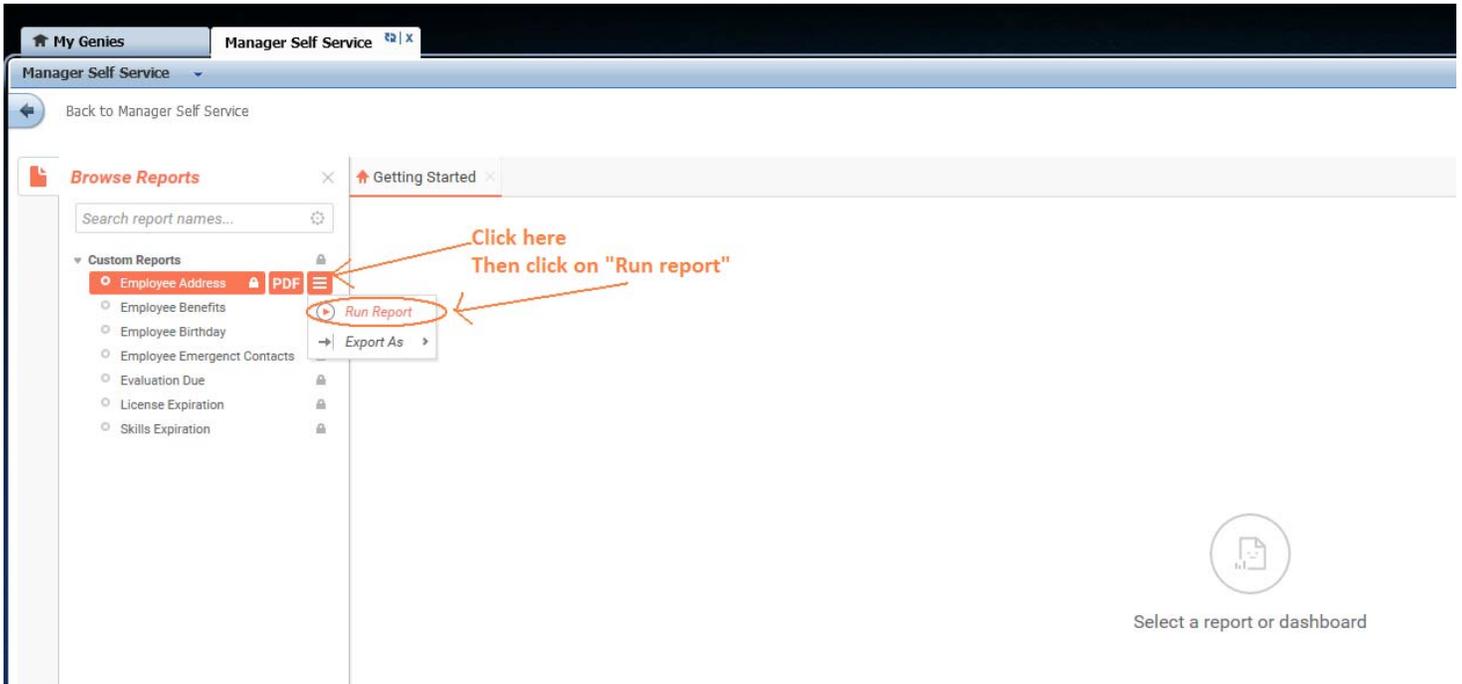
From the Manager Self Service page, click on Reports under HR Reports:



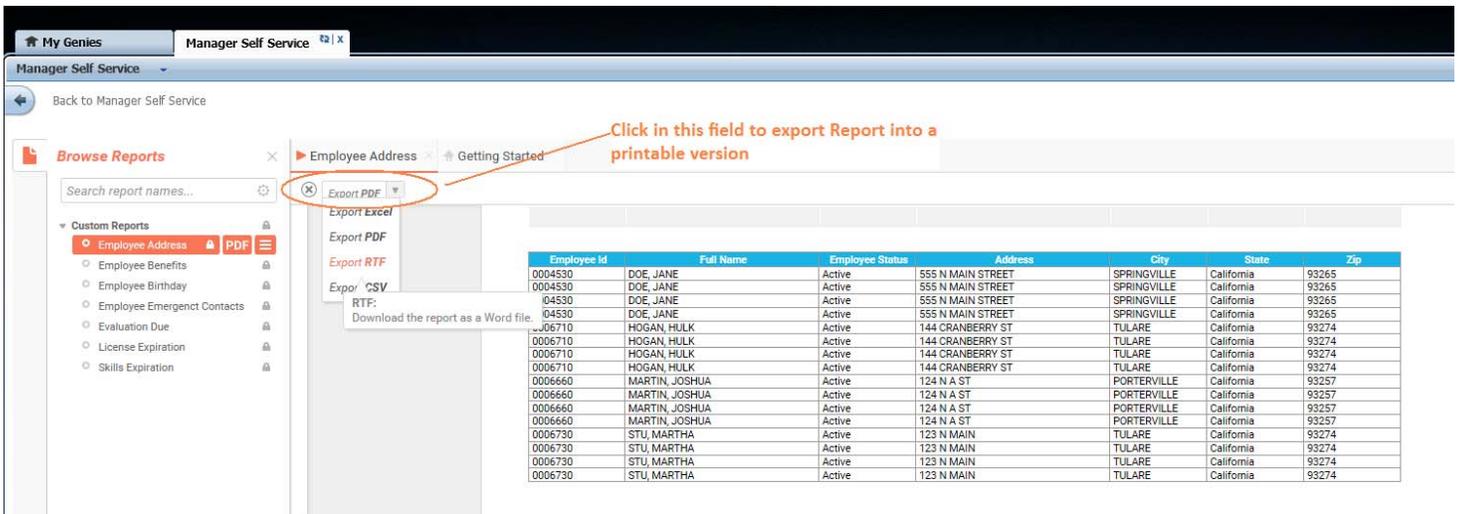
Next, click on the right arrow next to Custom Reports to open the report list:



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:

Employee Address

Search report names... Export PDF

Custom Reports

- Employee Address PDF
- Employee Benefits
- Employee Birthday
- Employee Emergent Contacts
- Evaluation Due
- License Expiration
- Skills Expiration

Employee Id	Full Name	Employee Status	Address	City	State	Zip
0004530	DOE, JANE	Active	555 N MAIN STREET	SPRINGVILLE	California	93265
0004530	DOE, JANE	Active	555 N MAIN STREET	SPRINGVILLE	California	93265
0004530	DOE, JANE	Active	555 N MAIN STREET	SPRINGVILLE	California	93265
0004530	DOE, JANE	Active	555 N MAIN STREET	SPRINGVILLE	California	93265
0006710	HOGAN, HULK	Active	144 CRANBERRY ST	TULARE	California	93274
0006710	HOGAN, HULK	Active	144 CRANBERRY ST	TULARE	California	93274
0006710	HOGAN, HULK	Active	144 CRANBERRY ST	TULARE	California	93274
0006710	HOGAN, HULK	Active	144 CRANBERRY ST	TULARE	California	93274
0006660	MARTIN, JOSHUA	Active	124 N A ST	PORTERVILLE	California	93257
0006660	MARTIN, JOSHUA	Active	124 N A ST	PORTERVILLE	California	93257
0006660	MARTIN, JOSHUA	Active	124 N A ST	PORTERVILLE	California	93257
0006660	MARTIN, JOSHUA	Active	124 N A ST	PORTERVILLE	California	93257
0006730	STU, MARTHA	Active	123 N MAIN	TULARE	California	93274
0006730	STU, MARTHA	Active	123 N MAIN	TULARE	California	93274
0006730	STU, MARTHA	Active	123 N MAIN	TULARE	California	93274
0006730	STU, MARTHA	Active	123 N MAIN	TULARE	California	93274

Click on the 4 vertical dots to open the report filter

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

Employee Address

Search report names... Export PDF

Filters

Position Orgs.Account

- 7010 - EMERGENCY ROOM
- 7083 - URGENT CARE

Sorts

Employee Personal Information, Full Name

Columns

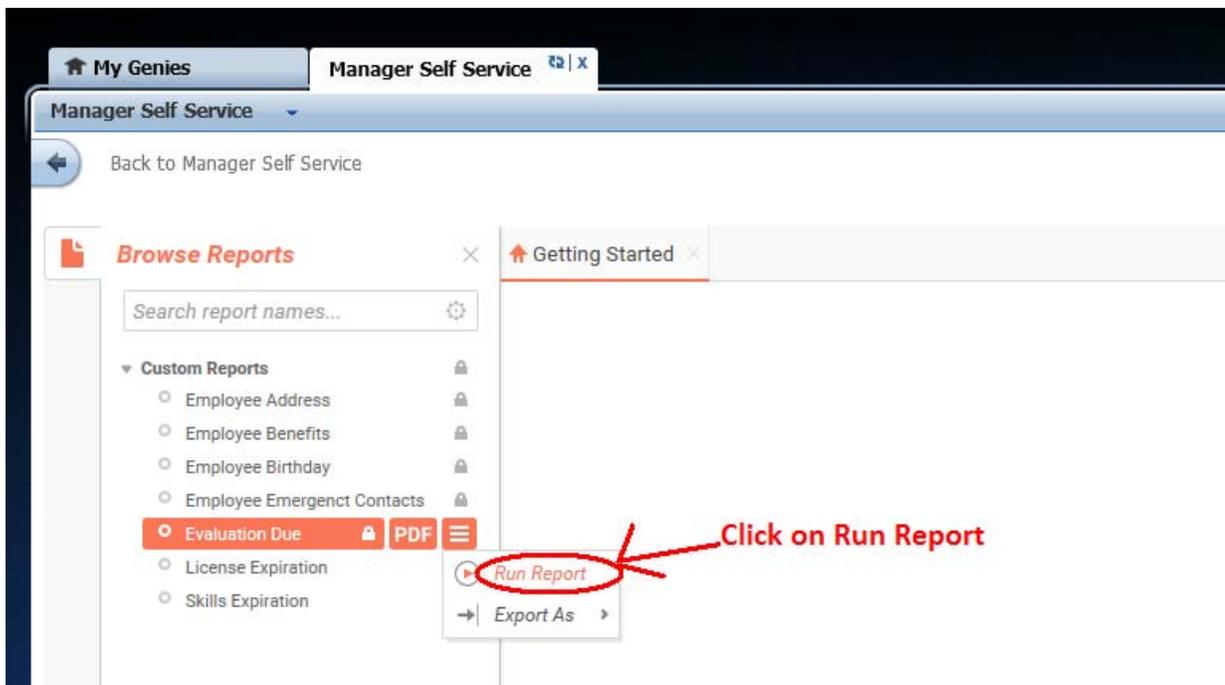
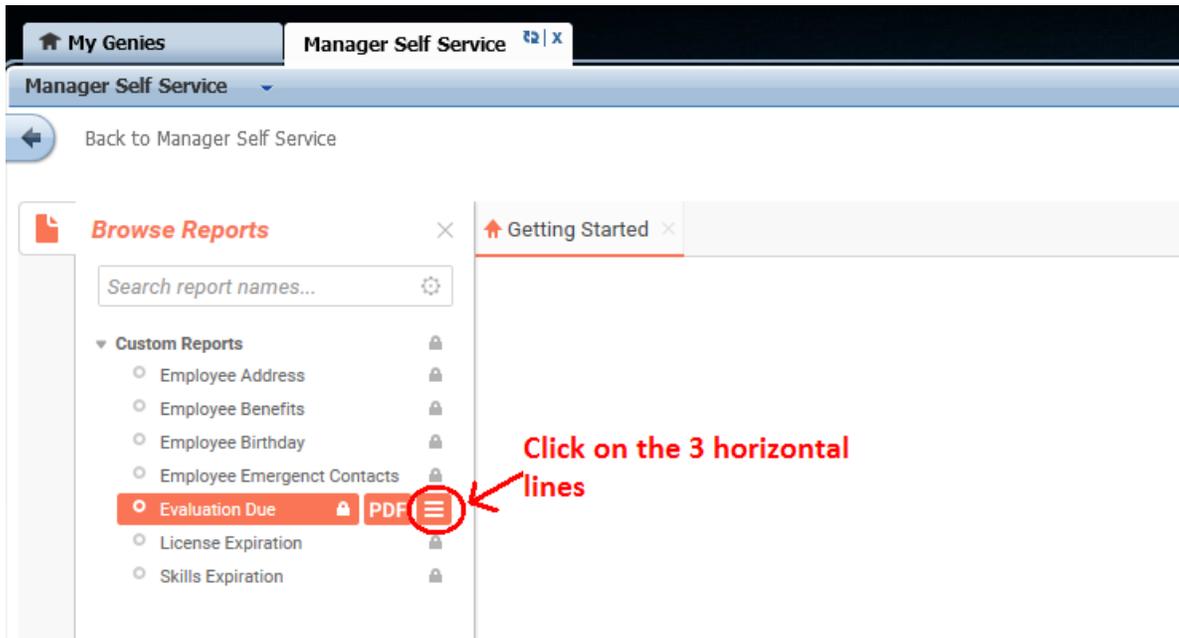
- Employee Id
- Full Name
- Employee Status

You can filter the report by clicking on the department(s) you wish to include only.

Employee Id	Full Name	Employee Status	Address	City	State	Zip
0006710	HOGAN, HULK	Active	144 CRANBERRY ST	TULARE	California	93274
0006710	HOGAN, HULK	Active	144 CRANBERRY ST	TULARE	California	93274
0006710	HOGAN, HULK	Active	144 CRANBERRY ST	TULARE	California	93274
0006710	HOGAN, HULK	Active	144 CRANBERRY ST	TULARE	California	93274
0006660	MARTIN, JOSHUA	Active	124 N A ST	PORTERVILLE	California	93257
0006660	MARTIN, JOSHUA	Active	124 N A ST	PORTERVILLE	California	93257
0006660	MARTIN, JOSHUA	Active	124 N A ST	PORTERVILLE	California	93257
0006660	MARTIN, JOSHUA	Active	124 N A ST	PORTERVILLE	California	93257

## Generating an Evaluation Due Report in HR Reports

Select the “Evaluation Due” report and click on the 3 horizontal lines to run report:

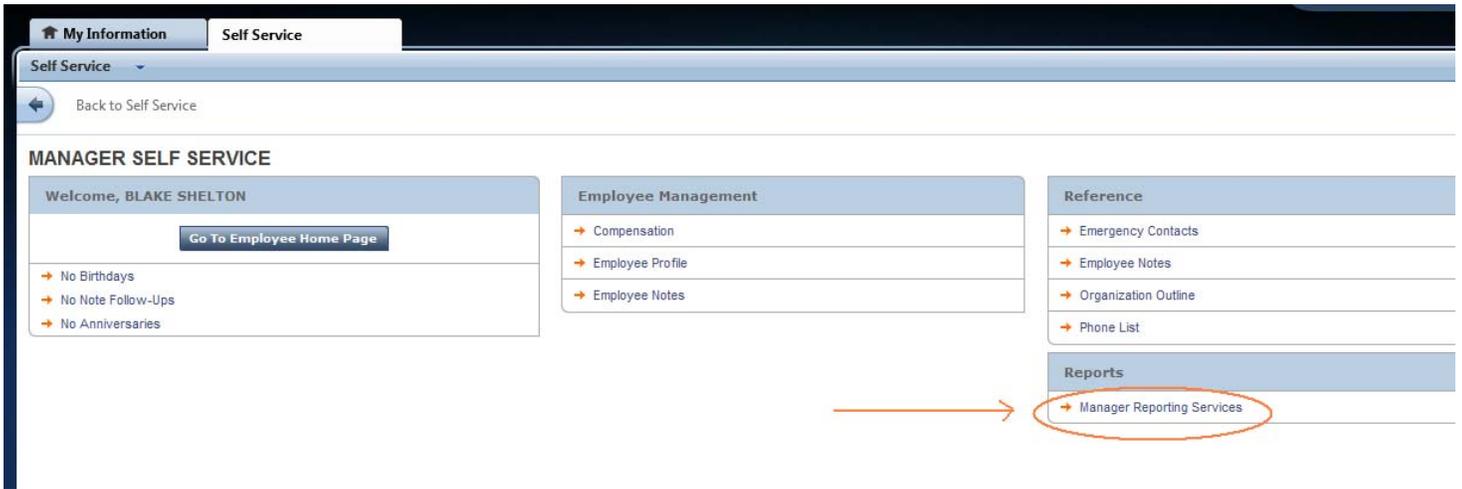


Next, select a start date and an end date (this field pulls from the evaluation due date field, for example, if you wish to generate a report of any employees with an evaluation due date between 1/1/2018 and 12/31/2018, 1/1/2018 would be the first date, and 12/31/2018 would be the second date).  
Click OK

The screenshot shows the 'Manager Self Service' application interface. On the left, a sidebar contains a 'Browse Reports' section with a search bar and a list of report categories. The 'Evaluation Due' report is highlighted. The main area displays the 'Report Filters' dialog box. This dialog allows users to select filter fields and define date ranges. In this instance, the 'Employee Events.Next Event Date' field is selected, and a date range from 01/01/2018 to 12/31/2018 is specified. Red annotations guide the user to select the start and end dates and to click the 'OK' button to apply the filters.

## Manager Reporting Services- Generate a Position Control Report

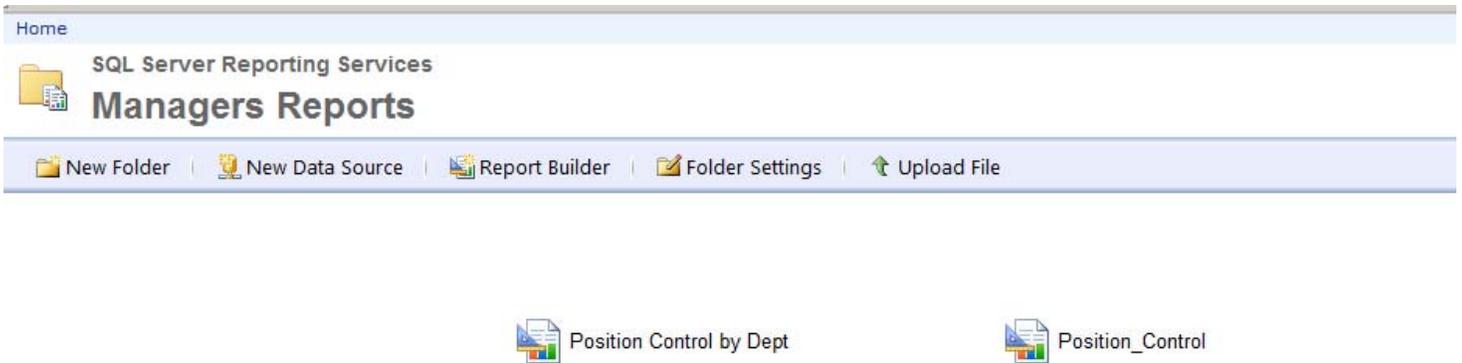
From the Manager Self Service page, click on “Manager Reporting Services”:



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:

