EMPLOYEE SELF-SERVICE

Good Bye IOI
www.ioipay.com

Access Expires 08/30

Kronos
Workforce Ready

• Employee Access effective 08/06/18
• Time Capture to the electronic time sheet effective Monday 08/20/18
• First paycheck processed via Kronos 09/07/2018
What the Change means for you.

1. Electronic Time Sheets w/one click time capture.
2. Electronic paid time off requests (Vac/Sick/Personal & more) and paid time off bank balances in real time.
3. Access to employee profile account for improved control over personal Information. Employee responsible for submitting changes (address, phone etc..)
4. Improved communication. Be “in the know” in real time. Real time pay information.
5. Mobile access. An app for your smartphone (with or without mobile time capture privileges).
6. One [1] platform for all employee services to include Open Enrollment and all Benefits administration. (including employee life change events)
https://secure.saashr.com/ta/6149263.clock

- Open your **internet browser**.
- Choices (examples) of an **internet browser**.

1. **Internet Explorer** (most common but suffering Windows 10 compatibility issues)
2. **Microsoft Edge**
3. **Google Chrome**
4. **Mozilla Firefox**
5. **Safari**
6. **Opera**
https://secure.saashr.com/ta/6149263.clock

Options for taming the website address:
1. ‘Bookmark’ in your favorite browser.
2. Make it a secondary ‘Home’ page
https://secure.saashr.com/ta/6149263.clock

• Enter the website address in the browser’s address bar.

• Username is NOT case sensitive

• Username format is: **FirstnameLastnamelast4ofSS#**
  
P lease note that there are NO SPACES.
  
  Example: Mary Mudder SS#: 123-45-6789
  
  Username: MaryMudder6789

• Password is case sensitive.

• Initial Password is: **Kronos@12**
Change Password and Configure Virtual Code Settings

- Old Password is Kronos@12
- New Password must be at least 8 characters
- New Password must contain at least one of each:
  1. Capitalized letter
  2. Lower case letter
  3. Number
  4. Special Character (@!#$%^&*)
- You will be prompted to configure virtual code settings. (2 Factor authentication security)
- Please review the ‘Logging In and Out’ attachment
Logging in with a Virtual Code

While logging in, you may be prompted to enter a six-digit code after entering your username and password.

Follow these steps to generate and enter the code:
1. Select the radio button that matches the **Method** you want the code to be sent by.
2. Click **Send (method)**.
3. Verify that the code was sent successfully.
4. Retrieve the code via your chosen method and enter it in the **Code** field.
5. Check the **Remember Verification Code** check box if you would like the application to remember the code for the computer and browser you use to login. The code will be stored for 30 days.
6. Click **Continue**.

**Important Information**

The code is only active for 15 minutes from the time it is generated. If you click **Send (method)** multiple times, only the most recently generated code is active.
Logged in! What’s Next?

1. Tour of the employee platform.
2. Complete the task items in your **My To Do** widget.
3. Complete the **Employee New Hire Completion** data under the **My Actions** section of the **My Account** folder in the Hamburger menu.\textcolor{red}{- REMEMBER – SAVE and SUBMIT}
4. Explore the **My Learnings** library. Get to know the application.
5. Verify that all Personal Information in the **My Profile** section is correct.
6. Complete the **Employee New Hire Completion** data under the **My Actions** section of the **My Account folder** in the Hamburger menu.
7. **TIME OFF BALANCES have NOT been updated.** Do not expect TIME OFF BALANCES to be accurate until \textcolor{green}{after} the last check date in August.
8. System is still being configured and data is still being imported.
Record Keeping Requirements under the FLSA

- Federal Regulation required that employers maintain records of when an employee’s fixed workweek begins, the hours worked each day, and total hours worked each fixed workweek for ALL employees.

- For non-exempt workers, Employers are required to:
  1. Maintain daily documentation of actual hours worked each shift, recording work start and end times each day.
  2. Maintain documentation of the total number of hours the employee works each fixed workweek.

- Federal Regulation required which job roles are classified as non-exempt (Hourly), subject to the time keeping and overtime pay requirements of the Fair Labor Standards Act and which job roles are exempt (Salary) from the time keeping and OT requirement.

- To maintain and administer the Diocese’s accrued paid leave benefit program (Vacation/Sick/Personal hours), it is required that ALL employees document used Paid Time Off on the Workforce Ready (Kronos) electronic time sheet via the paid time off request functionality.
How?

INTERNET ACCESS

1. Desktop PC
   • your desk work station at your employing location or home (if authorized to work from home)

2. Kiosk Station
   • Multi user PC, Laptop, or Tablet workstation set up at your employing location

3. Mobile Phone app (if authorized by Management at your location)
   • NOTE: not all job roles are eligible for time keeping on their smartphone, however all employees may download the Kronos Workforce Ready app to their smartphone for mobile access to pay statements, to view time off balances, and more!

4. Intouch Time Clock

Please note that Kronos Workforce Ready has enabled geo tracking on all time capture transactions to a time sheet (punches). The coordinates of your location are recorded and viewable on a google map when you record an in or out time to your timesheet.
https://secure.saashr.com/ta/6149263.clock

Desktop Computer/Laptop

Recording in & out time to the timesheet from desktop PC or laptop.
MOBILE APP (Search Workforce Ready)
Mobile App

Recording in & out time to the timesheet via the mobile app on your smartphone or personal device.

*Please note that the mobile app is enabled with geo tracking and fencing. Geo fencing limits the distance you can be from your work location before the app will allow you to **Punch In** or **Punch Out**.*
VIEWING MY TIMESHEET
My Account- My Timesheet- My Current Timesheet

A Breadcrumbs: Shows you where you are within the application.
B Header Information: Shows the date range you are viewing; an indicator tells you whether you are viewing your current timesheet.
C Clock in/out: Click to clock in or clock out.
D Transfer Cost Center: Click to have the application clock you out of current cost center and into a new cost center.
E Options: Shows available actions that can be taken on the current timesheet.
F Timesheet View Tabs: Allows you to view information related to your timesheet, such as exception punches and summary of hours.
G Change Cost Center: Click to switch your hours to another cost center.
H Main Workspace: Primary workspace for viewing and managing your timesheet.
VIEWING DIFFERENT TIMESHEET

**Viewing different timesheets**

To navigate to a different timesheet, do one of the following within the header information:

**A** Click *Previous Timesheet* arrow or *Next Timesheet* arrow to move between sequential timesheets.

**B** Click on the calendar icon and choose a specific date from the pop-up calendar to view a specific timesheet.
VIEWING TIMESHEET SUMMARY

Viewing timesheet summary

Click **Info** from the options toolbar to display summary information related to the timesheet, including:

- Time zone
- Timesheet creation date
- Timesheet current status
- Your primary department or cost center
- Incomplete timesheet entries
- Pending timesheet change requests
- Time since last clocked in/out

Timesheet Information

<table>
<thead>
<tr>
<th>Time Zone</th>
<th>Eastern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created On</td>
<td>10/26/2017</td>
</tr>
<tr>
<td>Current State</td>
<td>Open</td>
</tr>
<tr>
<td>Default Labor Level</td>
<td>Southwest/Mesa/Plant 1/Warehouse/Other</td>
</tr>
<tr>
<td># Pending Timesheet Change Requests</td>
<td>2</td>
</tr>
<tr>
<td>Time Since Last Punch</td>
<td>0:10</td>
</tr>
</tbody>
</table>
PRINTING TIMESHEET

Printing Your Timesheet:
1. Click Utilities.
2. Click Print.
3. In the Print Timesheet dialog box, select the desired print settings and click Print.
4. In your browser’s Print dialog box, select the desired printer and options, and click Print.
REQUESTING TIMEOFF

Navigating the Request Time Off Page

To access Request Time Off page, open the Global Navigation menu and click My Account > My Time Off > Request. The following image describes the primary areas of the Request Time Off page.
NAVIGATING TIMEOFF PAGE
My Account- My Time Off- Request

A. Breadcrumbs: Map that shows where you are within the application.
B. Option toolbar: Options to submit a request and view your past requests.
C. Time Off Request: Enter date and time/hour information for the request.
D. Balances: Check accrual details for each time-off type.
E. Recent Requests: View list of all recent unapproved and/or approved requests that you have submitted.
SUBMITTING TIME OFF

Submitting a Time Off Request

1. Click the List Time Offs icon and choose the applicable time-off type from the dialog box.
2. Select the radio button for the applicable Request Type:
   i. Full Day: You are requesting one full day off. Example: You are off on Wednesday, May 25.
   ii. Partial Day (Start/Stop): You are requesting part of the day off and will enter a start time and stop time. Example: You are off on Wednesday, May 25 from 12pm to 5pm.
   iii. Partial Day (Bulk): You are requesting part of the day off and will enter the number of hours you are requesting to have off. Example: You are off on Wednesday, May 25 for 4 hours.
   iv. Multiple Day: You are requesting more than one full day off from work. Example: You are off from Monday, May 23 to Wednesday, May 25 for 4 hours each day.
3. For each Request Type, click the calendar icon to select a date and enter time or hour data into the provided fields.
4. In the Comments field, enter any additional comments regarding your request that you want the approver to review.
5. Click Submit Request.
6. After you submit the request, that request record will be viewable in the Recent Requests window. The Request State will be New. A system-generated email is sent to those eligible to approve your time off.
SUBMITTING TIME OFF (CONT)
CALENDAR VIEW

Calendar View functionality

Within the Request Time Off page, a calendar view appears under the time off request options. This view helps you distinguish between working and non-working time, including time off you have already requested to use. It can also indicate limited slots for time off types, such as if certain days are already filled up based on limited availability for vacation because of other employee's requests on the same days.

- **White**: Days with full availability to request time off of that type
- **Green Border/Checkmark on A Day**: Day chosen in the time off request options
- **Gray**: Days not scheduled to work
- **Dash Pattern**: Days already containing a pending time off request of that type
- **Yellow**: Days possibly not available, but still available for submitting a request of that type
- **Red**: Days not available for any request of that time off type

*Note*: The Accrual Balances, Recent Requests, page buttons (top right) sections of the Time Off Request screen still appear. They have been left out of the screenshots below.
CALENDAR VIEW (CONT)
Modifying Pending Time Off Request

1. Navigate to My Account > My Time Off > Request.
2. Scroll down to the Recent Requests area.
3. Click Review Modify Time Off Request beside the row of the request you want to change.
4. Make necessary changes.
5. Click Save.

Recent Requests

<table>
<thead>
<tr>
<th>Request State</th>
<th>Workflow Status</th>
<th>Time Off</th>
<th>Starts</th>
<th>Ends</th>
<th>Date</th>
<th>Last Date</th>
<th>From</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01/28/2018</td>
<td>01/28/2018</td>
<td></td>
</tr>
</tbody>
</table>

Modify Time Off Request: Denny Holloway, Paid Time Off (01/28/2018)

REQUEST SETTINGS

<table>
<thead>
<tr>
<th>Time Off</th>
<th>Vacation</th>
<th>From</th>
<th>To</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8:00</td>
</tr>
</tbody>
</table>

CALENDAR

1 2 3 4 5 6 7
Mon Time Wed Thu Fri Sat Sun
VIEW TIME OFF REQUEST HISTORY

Accessing Time Off Request History

To access **My Time Off Request History**, select **My Account > My Time Off > History**.

Your time off request history appears.
Navigating the Time Off Request History Page

A. Breadcrumbs: Map that shows where you within the application. The back button is located on the far left, which takes you to your previous screen.

B. Rows on Page/Refresh Data option: Allows to change the amount of rows shown on the screen. Refresh Data will refresh the report data.

C. Requested Dates Filter: Allows to find specific time-off requests, based on a chosen date duration, pay period, or expression.

D. Refresh button: Just like Refresh Data, it will refresh the report data.

E. Reporting Options: Allows you to select your view for the report, work with report settings, enable requested date filtering, select certain columns, and save/export the report.

F. Report Filters: Can be used to narrow down the data within the application to return more specific reports. See the 'Using report filters' topic on the reverse side of this job aid for more information.

G. Main workspace: Area of the page where your reports are viewable.

Kronos@RichmondDiocese.org
Making Time Off Change Requests
My Account- My Timesheet- Current Timesheet

Submitting a Time Off Change Request

1. Navigate one of the following ways:
   a. My Account > My Timesheet > Current Timesheets or
   b. My Account > My Timesheet > My Historical Timesheets and locate the
      timesheet containing the time off you want to change.
2. Click View/Edit Timesheet next to the timesheet containing the time off you want to
   change.
3. Click Change Requests.
4. Open Change Type drop-down list, and select Modify Time Off.
5. Click Modify Time Entry.
6. In the Edit Time Entry area, modify the following fields as necessary:
   a. Time Off type
   b. Time From and To
7. Click Submit Changes.
8. Type a reason in the Reason field.
9. Click Request.
Making Time Off Change Requests (Continued)
Making Time Off Change Requests (Continued)
Making Time Off Change Requests (Continued)
Complete: My To Do Items
My Account- My to Do Items

<table>
<thead>
<tr>
<th>To Do Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>not like</td>
<td></td>
</tr>
<tr>
<td>workflow</td>
<td></td>
</tr>
</tbody>
</table>

Check List Item

Initial Access @ Implementation (ES):
- Maryjane W. Fuller

Kronos@RichmondDiocese.org
CHECKLIST ITEMS

- Personal Information Confirmation
  - Residential Address (Address Change)
    - Workflow Status: Completed
  - Phone Number (Phone Number Information Change)
    - Workflow Status: Completed
  - Email
    - Workflow Status: Not Started
    - (Is Overdue)
    - Waiting On: Mary Jane W. Fuller (Roman Catholic Diocese of Richmond) (10056602)
  - Marital Status (Marital Status Information Change)
    - Workflow Status: Completed
  - Direct Deposit
    - 06/13/2018 11:31
  - W-4 Form Federal Withholding
    - 08
Remember to SAVE and SUBMIT
Take-aways – What you need to do

1. Log in to Kronos Workforce Ready
   i. Complete the action items (6) in your My To Do widget
   ii. Complete the Employee New Hire Completion link found:
      Hamburger Menu > My Account > My Actions> Employee New Hire Completion
      **REMEMBER SAVE and SUBMIT**

2. Review the job aides and tutorial videos in the My Learning section.
   Hamburger Menu > My Learnings > Employee

3. Download and Save any pay or tax documents housed on the ioipay Employee Self-Service site before 08/30/2018.

FAQ

1. I’m paid a bi-weekly salary amount, do I have to punch in and out daily?
   A. No. Exempt Employees paid a bi-weekly salary amount, only RECORD TIME OFF to the pay period time sheet via Time Off Requests.

2. What was that website again?
   A. [https://secure.saashr.com/ta/6149263.clock](https://secure.saashr.com/ta/6149263.clock)

3. What is the password to access?
   A. Kronos@12
Thank You!