Employee Self Service in Workforce HR™ Employee Training – Updated 02/2018

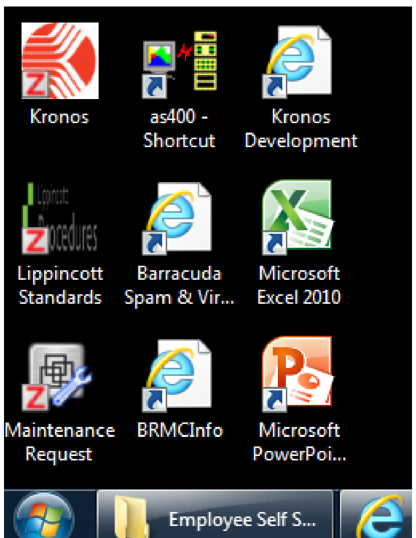
KRONOS®

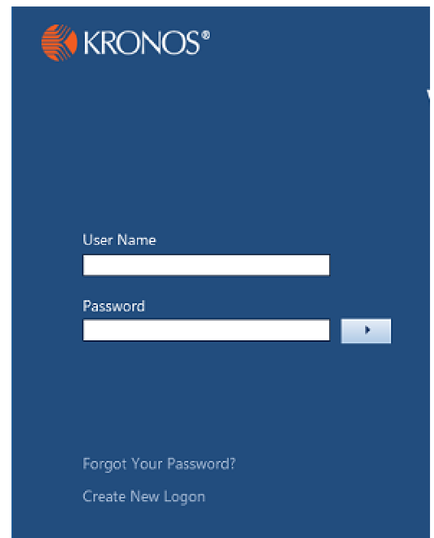
Overview of Employee Self Service

- What is Employee Self Service (ESS)?
  - An application that allows you to access, view, and modify personal, employment, payroll, and benefit information through a web browser.
- What are some of the benefits to using ESS?
  - View and/or modify your personal/employment/payroll/benefit data.
  - View time card and confirm hours worked. Approve time card at the end of the bi-weekly payroll period.
  - Access your pay history, direct deposit, paycheck stubs and W-2 forms and make changes to direct deposit and federal and state tax withholdings.
  - Access BRMC Employee Handbook under the Company Information section.
  - Access Focus on Benefits Guide, review current benefits and 1095-C form under the Benefits section

Logon to Kronos from Work or Home

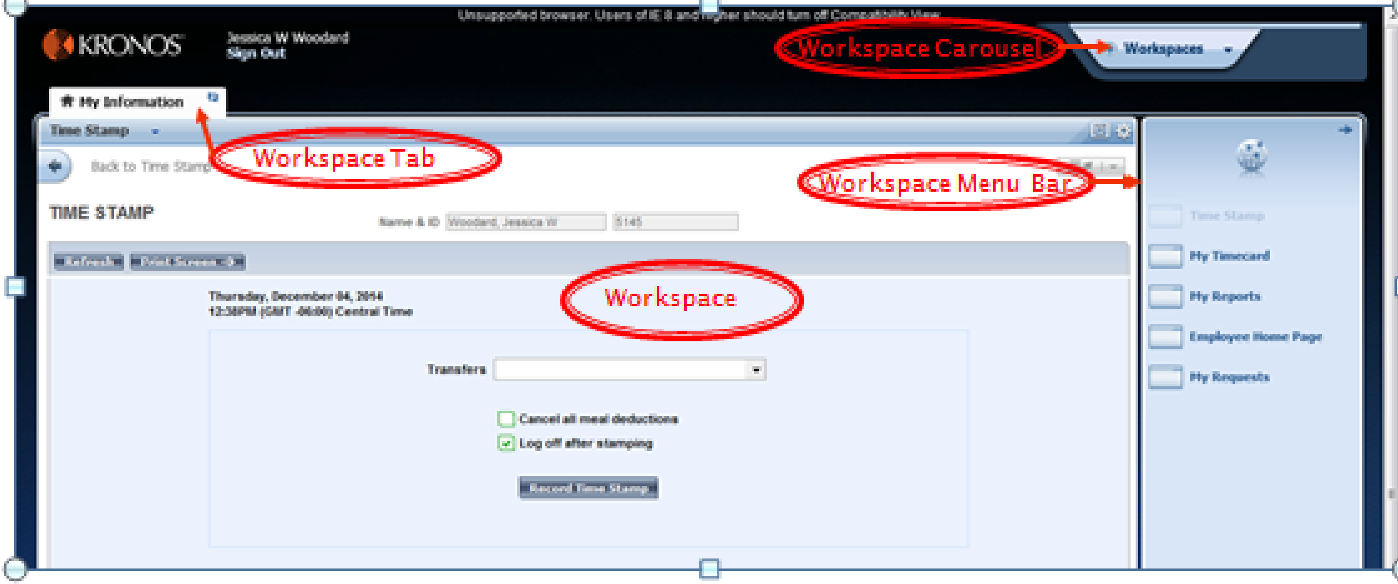
- Logon to Kronos by clicking on the Kronos icon located on any BRMC hospital computer desktop or access Kronos from home at: https://baxterregional.kronos.net/wfc/logon
  - For first time login: Click on the Create New Logon link. You will be prompted to enter your SS number and date of birth. Follow the prompts to create an account.





If you forget your password, please click the "Forgot Your Password?" link to answer your security questions and reset your password.   When exiting the application it is important to always sign out by using the ***SIGNOUT*** *button located in the top left hand corner of the screen directly under your name. Signing out will end your session on the Kronos server, allow the system to maintain speed and overall health, and avoids unauthorized access.*

Navigating Kronos



Workspaces Carousel: All workspaces other than the home workspace are listed in the Workspaces carousel. You can display additional workspaces in Navigator by selecting them in Workspaces carousel.

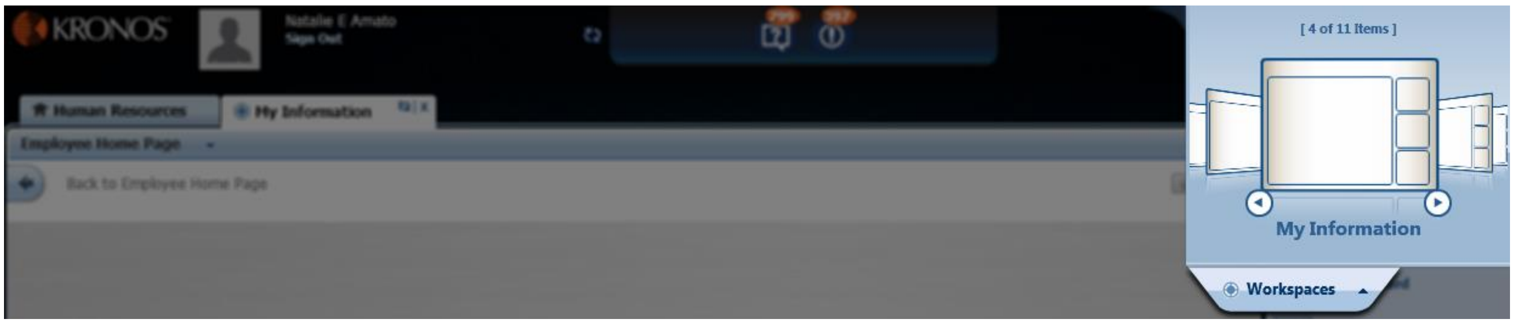
Workspace: A workspace is a layout designed to accommodate a specific business need.

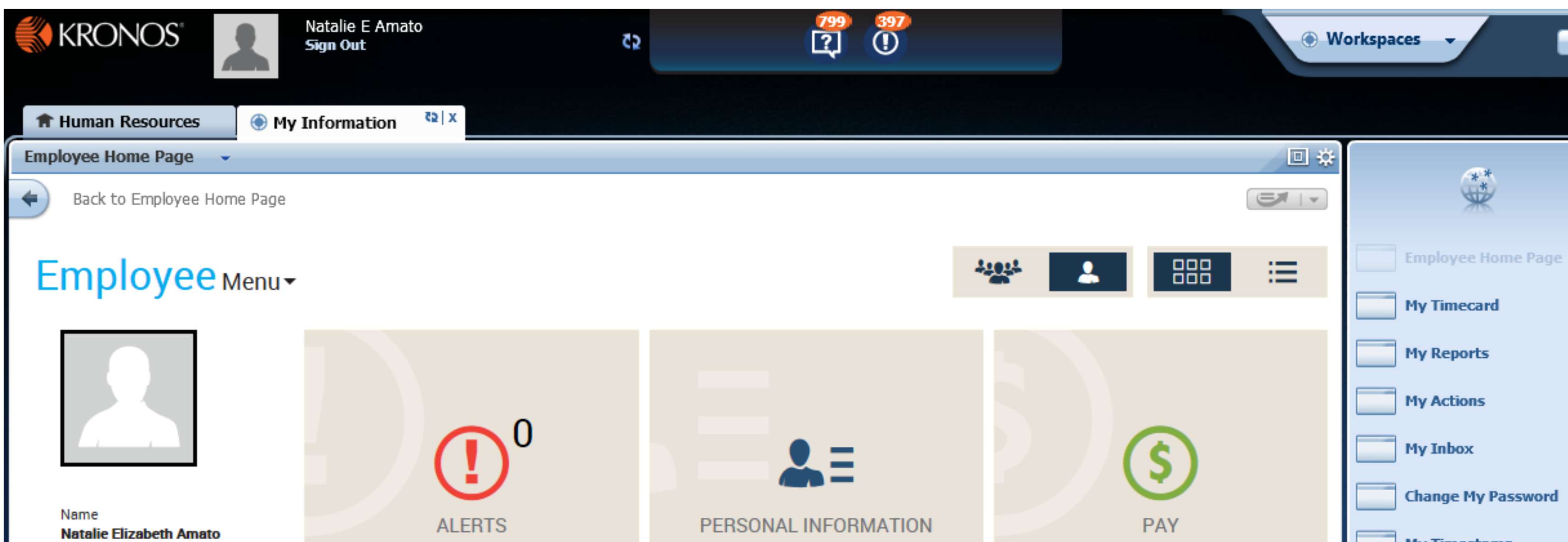
Workspace Tab: When a workspace is displayed in the Navigator, it will have associated tab. You can use the workspace tabs to switch between or to close displayed workspaces.

Workspace Menu Bar: The Workspace Menu Bar allows you to switch to different tasks within the Workspace.

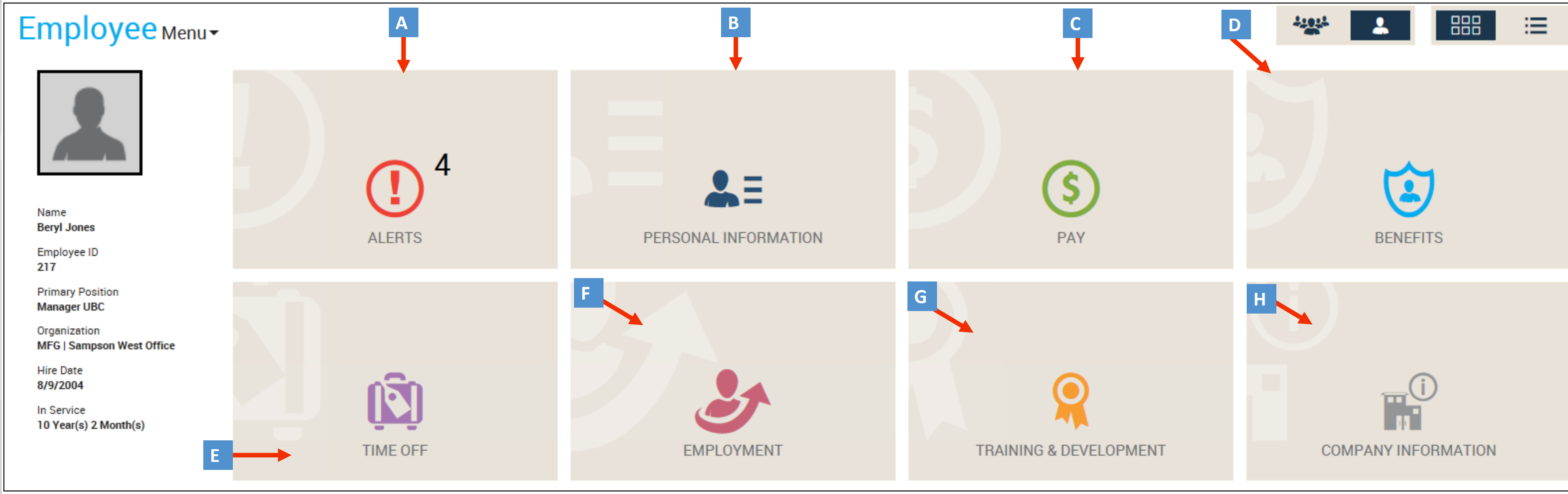
Accessing Employee Self Service

- Click the “My Information” Workspace
- Click the “Employee Home Page” link





Navigating Employee Self Service



A **Alerts**: Displays alerts for information you may need to review or access.

B **Personal Information**: This area contains your personal information. Click one of the links to update your information.

C **Pay**: Access earnings history, W-2 data, direct deposit information, and federal and state tax withholdings information.

D **Benefits**: Access Focus on Benefits guide, current benefit information, Life Event tasks and 1095-C forms.

E **Time Off**: BRMC does not use this feature at this time.

F **Employment**: Access your personal profile.

G **Training & Development**: Access training information, performance reviews, goals, and access HealthStream (TLC).

H **Company Information**: Access BRMC Employee Handbook and company directory.

Employee Self Service Key Tasks

Task	Description	Job Aid
Update address and phone information	Update/add/delete your address and phone information using the **Personal Information** link in Employee Self Service.	Maintaining address and phone information
Update emergency contact information	Update/add/delete and assign call orders to your emergency contacts by using the **Personal Information** link and selecting **Emergency Contacts** link in Employee Self Service.	Maintaining emergency contact information
View current benefits	View Focus on Benefits Guide, your current benefit elections, dependents, and beneficiaries using the **Benefits** link in Employee Self Service.	Viewing current benefits
View earnings history	View data from a specific year or pay period using the **Pay** link in Employee Self Service.	Viewing earnings history

Employee Self Service Key Tasks *(Continued)*

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Task	Description	Job Aid
Enter a Life Event change request	(BRMC is not currently using this feature)	Entering a Life Event change request
Update tax withholdings information	Request to modify your tax information using the **Pay** link and selecting **Tax Withholdings** link in Employee Self Service.	Maintaining tax withholdings information
Request training	View the training you have completed or have scheduled, and search courses and request training using **Training & Development** link and selecting the **HealthStream (TLC) link** in Employee Self Service.	Requesting training
Modify personal information	Update/add your nick name, height, weight, and other health information using the **Personal Information** link in Employee Self Service.	Modifying personal information

(Continued)

Employee Self Service Key Tasks *(Continued)*

Task	Description	Job Aid
Modify benefits during Open Enrollment	(BRMC is not currently using this feature)	Modifying benefits during Open Enrollment
Update Direct Deposit information	Add and remove accounts and modify existing account information using the **Pay** link and selecting **Direct Deposit** link in Employee Self Service.	Maintaining direct deposit information
View assigned goals	(BRMC is not currently using this feature)	Viewing assigned goals

(Continued)

Employee Self Service Key Tasks *(Continued)*

Task	Description	Job Aid
View personal profile	View employment information, your home address, phone, and emergency contact data using the **Employment** link and selecting **Personal Profile** link in Employee Self Service.	Viewing personal profile information
View W-2 information	View your W-2s from past years using the **Pay** link and selecting **W-2 forms** in Employee Self Service.	Viewing W-2 information

(Continued)

Navigating Employee Self Service

Add Current Phone Extension or Business Mobile Phone	1. Add a phone extension by clicking on the **Contact** link under the **Personal Information** section of Employee Self Service. 2. Click on **Edit** to add a new number. 3. Input your phone number and extension. **4. Under the Phone Type** select Office. * *By selecting the **Office** Phone Type, this will allow other employees in the organization to access your phone number via the Company Directory in Kronos. Other phone types, mobile and home, will not be made public. If you have a mobile phone that you use for business purposes, you can add this along with your office number by adding another phone and selecting **Office** as the **Phone Type**.*
Change a Current Phone Number	1. Change a phone extension by clicking on the **Contact** link under the **Personal Information** section of Employee Self Service. 2. Click on the **Edit** button and update phone number. 3. Make changes and select **Save** . * *Only **Phone Types** listed as **Office** will be accessible under the Company Directory.* All other phone types are kept confidential.
Add/Change an Emergency Contact	1. Add an **Emergency Contact** by clicking on the **Contact** link under the **Personal Information** section of Employee Self Service. 2. If you have no emergency contact click **Add**. 3. Enter all information, including name, relationship, phone number and address, click **Save.** 1. To change a current Emergency Contact, Phone number or address, click on **Pencil (edit) button** then proceed as directed to change existing information or delete the contact completely.
Add or Change Address	1. Add or change an address by clicking on the **Contact** link under the **Personal Information** section of Employee Self Service. 2. You can change your current address by clicking on the **Edit** button 3. You can add another address by clicking on the **Add Address** button. 4. If you have 2 addresses added, please ensure the mailing address where you receive mail is selected as your **Primary Address.** 5. If you have 2 phone numbers, please ensure one of the numbers is selected as your **Primary Phone**.

Navigating Employee Self Service

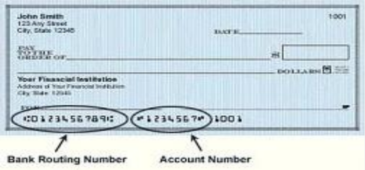
Adding a Nickname

If you do not use your legal name as the name you go by on a daily basis, you can add a Nickname to your account. This will ensure correspondence from the hospital will use your preferred name.

1. **Add a nickname** by clicking on the **Personal Information** link under the Personal Information section of Employee Self Service.
2. Type in the Nickname in the blue box on the left-hand side of the screen. Nickname is located underneath Name.
3. Add your preferred name in the Nickname field and click **Save.**

Add New Direct Deposit Account

1. Add direct deposit information by clicking on the **Direct Deposit** link under the Pay section.
2. Click on **Edit to make changes to your current allocations**.
3. Click the **Add a new account to your allocation list** link.
4. Enter your banking information. You must enter the correct banking information. The information you need to enter can be found on a blank check for that account, or by calling your bank.
   - **a)** **Deposit Order**: This number should automatically be entered by the system. If it is not, enter 99 for the primary account in which the bulk of your money will be deposited. Enter 98, for the next account, 97 for the next, 96 for the following, and so on. Number should decrease from 99.
   - **b)** **Routing number and Account Number:** The routing and account numbers can be found at the bottom of any check, as shown below. The remaining (unused) numbers on the check are the check number found at the top of the check. You do not need to use the check number when entering direct deposit information. If you do not use paper checks, you can call your bank for your routing number and account number.



   - **c)** **Account type**: Please enter checking or savings
   - **d)** **Deposit amount**: Enter the amount you want deposited into this account. Use either a dollar value or a number representing the percentage you want deposited. **Please Note: If you have more than one account at a single bank, you must create a separate direct deposit allocation for each account.*
   - **e)** **Deposit type:** Enter Percent of Net Pay, Fixed Amount, or Remaining Amount to describe the amount you are having deposited.
5. Click **Save.**

**Please remember: When making changes to your direct deposit, the total sum of your allocations must equal 100% of your check.*
ALL DIRECT DEPOSIT CHANGES MUST BE MADE BY THE WEDNESDAY NIGHT BEFORE PAYROLL MONDAY!

Navigating Employee Self Service

Change Direct Deposit Information	1. Add direct deposit information by clicking on the **Direct Deposit** link in the Pay section. 2. Click on the **Edit** button to change your current allocations. 3. To change your election for a particular bank, make the necessary changes. If you have more than one bank on file, you'll have to update each bank separately. 4. You can allocate your check in two ways: a) Enter a fixed amount of money to be deposited into that account and select Fixed Amount for the Deposit Type. * *When selecting this option, you must use the "Remaining Amount" option for any amount over the initial election. You cannot use percentages to divide up remaining monies when using the Fixed Amount deposit type.* b) Enter the percentage of your check to be deposited into that account and select Percent of Net Pay for the Deposit Type. 5. Click **Save.**
Print Pay Stub	1. Print a pay stub by clicking on the **Pay History** link in the Pay section. 2. Click **View Advice** on the appropriate payroll check date line. **Click Ctrl+P to print.**
Change Tax Withholding Information	1. Change tax withholding information by clicking on the **Tax Withholding** link. In the Pay section. 2. Click on the **Edit button.** 3. Make the appropriate changes under the Federal or Arkansas withholding section. a) You can also use the worksheets available on this page to assist 4. Click **Save** ***If you do not update your withholdings then your default withholding will be Single-1, which results in the largest tax withholding. If you have dependents it is recommended that you update your withholdings so you will have a lower withholding each pay period.***

Approvals

- While employees have the autonomy to update their information through Employee Self Service, the following changes must be approved by Human Resources or Payroll after they are submitted by the employee.
  - Direct Deposit changes
  - Tax withholdings changes
- After the employee submits a change request via Employee Self Service, Human Resources or Payroll receives an alert notification to review and approve the requested changes.
- Employees will receive a notification via the Alerts area in Employee Self Service when the change is approved.

Impact to Employees

As an employee, you know your personal information best. Please be diligent in viewing and updating your information regularly to ensure accuracy!

For questions regarding Kronos Employee Self Service, please see your Department Director /Manager or contact the Human Resources Department.

Kim Beavers, Recruiter – ext. 1070

Sheila Wilson, Employment Coordinator- ext. 1062

Dona Langevin, FMLA-STD Coord. - ext. 1059

Melissa Vinson, Benefit Specialist - ext. 1056

Natalie Amato, Senior HR Manager – ext. 1068