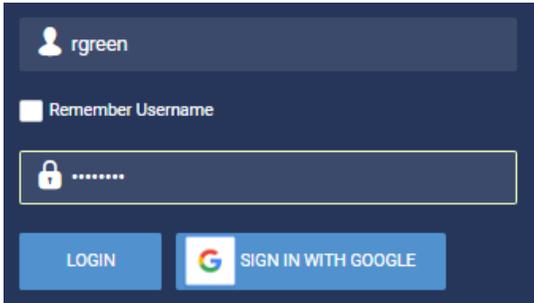


## Electronic On-Boarding User Guide

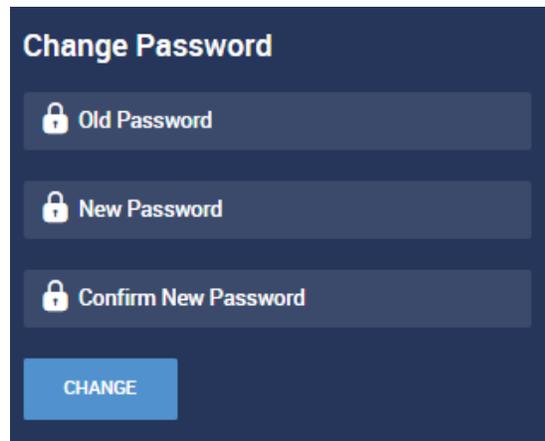
This documents highlights important things to remember when completing your On-Boarding paperwork for Addison Group.

The first time login will require a password change and configuration of the Virtual Code settings for future logins.

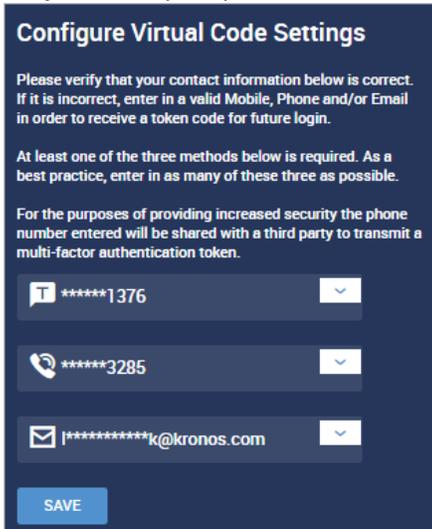
**Step 1:** Enter Username and Password on the login page



**Step 2:** The Change Password screen will display where your password must be changed to one with the new requirements. The screen will explain the new password standards. Mobile users will also receive this screen.



**Step 3:** Once your password has been changed, you will be taken to a form to configure your Virtual Code settings



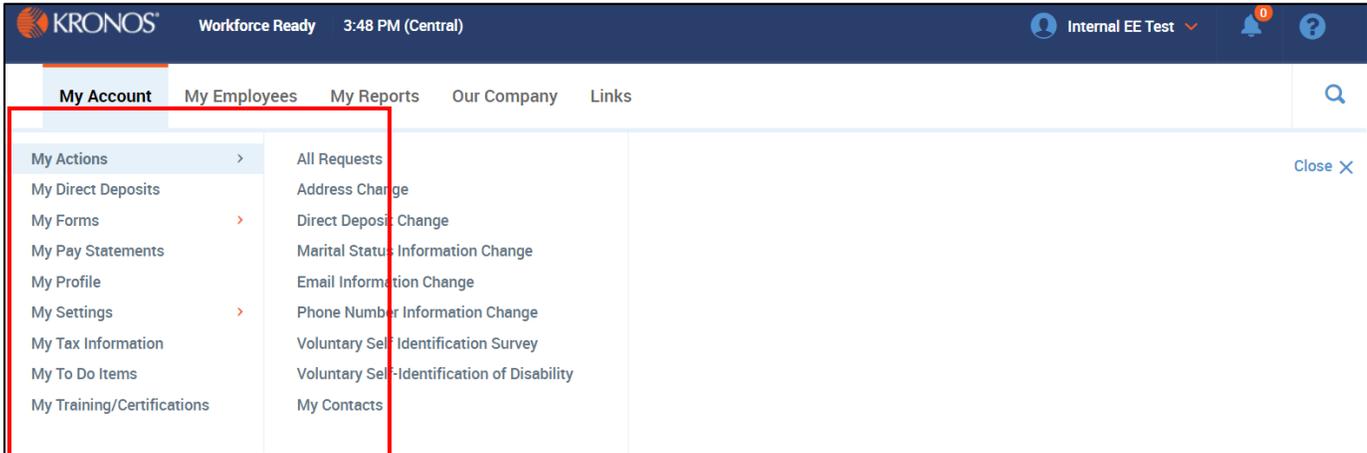
- Up to three methods can be configured for receiving a code. You have the option to configure your Text Message #, Voice Phone # and/or Email address. One or more methods may be selected. Any information that is already listed in your account will be pre-populated. If multiple phone or email numbers are stored in the system, those will be made available to you via the drop-down lists shown in each field. You may also enter new information not stored in the system. When this happens, an administrator must approve the new credentials.
- Once this step is completed, you will be logged directly into the system
- For any logins thereafter, the code will be delivered via the selected method and is unique to you and will expire in 15 minutes.
- Once you enter the code, you can choose to make the computer trusted by checking the box to remember the device and an encrypted cookie will be placed on your machine for that browser. A trusted computer will not require the 2<sup>nd</sup> factor again unless the cookie expires or is deleted via the web browser options. It can expire if you do not log in for 30 days and the 30 day counter is reset upon every successful login.

**Step 4:** Anytime thereafter, when logging in from a device that has not been remembered, you will be asked which method you would like to use to receive you code for that specific login. Select a method and click the button to send either Text Message, Voice or Email.

**The first time you log into Kronos, please go to the My Account tab.**

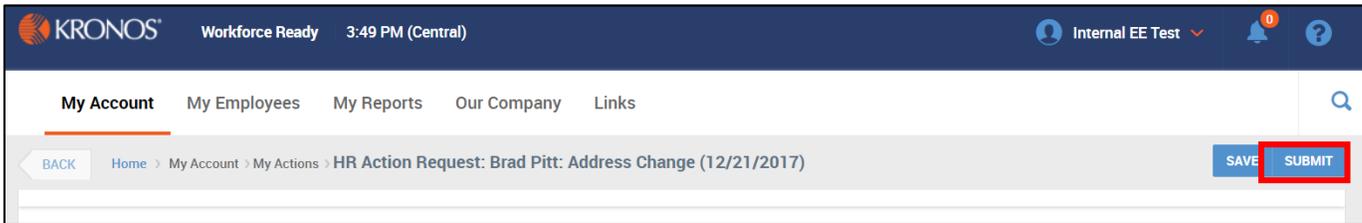
**From this section you can do a variety of things including:**

- Verify personal information via My Profile – **please update your cell phone number and email upon first login**



The screenshot shows the Kronos 'My Account' menu. The 'My Account' tab is selected and highlighted. A dropdown menu is open, listing various actions: My Actions, My Direct Deposits, My Forms, My Pay Statements, My Profile, My Settings, My Tax Information, My To Do Items, and My Training/Certifications. Each item has a right-pointing arrow. To the right of the dropdown, a list of corresponding actions is shown: All Requests, Address Change, Direct Deposit Change, Marital Status Information Change, Email Information Change, Phone Number Information Change, Voluntary Self-Identification Survey, Voluntary Self-Identification of Disability, and My Contacts. A red box highlights the entire dropdown menu area.

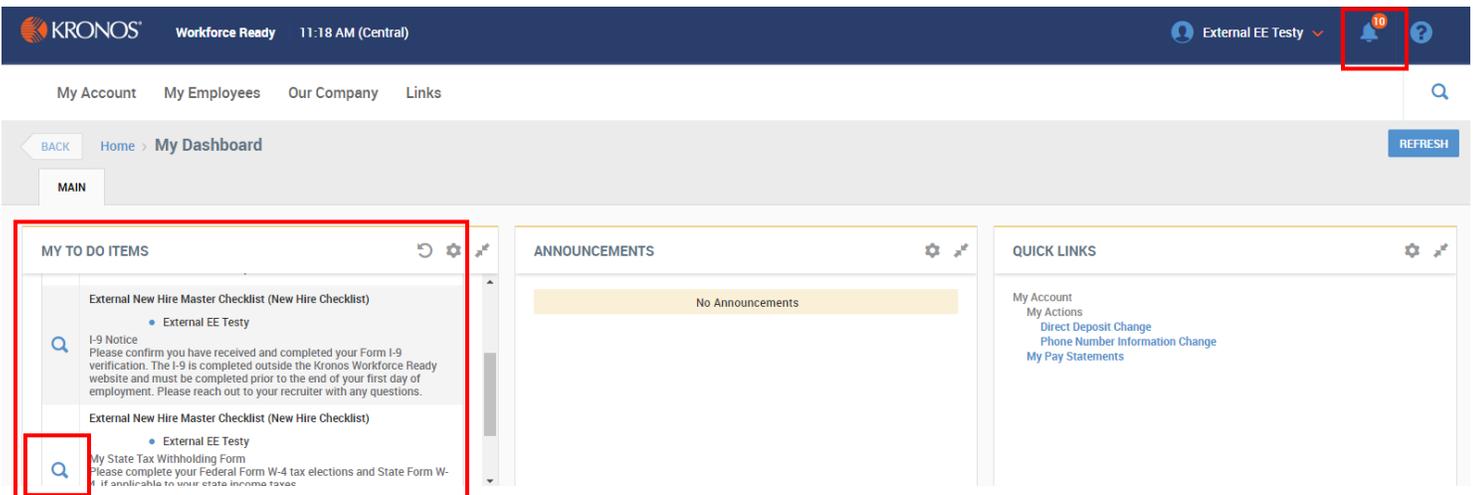
In order for changes to reflect, you must always select the **Submit button**



The screenshot shows the Kronos 'HR Action Request' form. The breadcrumb trail is: Home > My Account > My Actions > HR Action Request: Brad Pitt: Address Change (12/21/2017). At the bottom right of the form, there are two buttons: 'SAVE' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box.

**Completing New Hire Checklist**

You can access your New Hire Checklist from the main screen of your account. Either by selecting the check list from "My To Do Items" or click on the Bell Icon in the upper right hand corner of your account. **HINT: Clicking the Magnifying Glass is very helpful!**



The screenshot shows the Kronos 'My Dashboard'. The breadcrumb trail is: Home > My Dashboard. The 'MY TO DO ITEMS' section is highlighted with a red box. It contains two items: 'External New Hire Master Checklist (New Hire Checklist)' with a sub-item 'External EE Testy', and 'My State Tax Withholding Form'. A magnifying glass icon is visible next to the second item. In the top right corner, the notification bell icon is also highlighted with a red box and has a '10' badge.

For questions and troubleshooting, email [payroll@addisongroup.com](mailto:payroll@addisongroup.com)



From within the New Hire Paperwork Checklist you will begin completing all of the items listed. Starting from the top is the best practice. As you provide information and SUBMIT forms, monitor the % complete until you see 100% complete. If it not 100% complete then you have missed something. Go back through and ensure that every check box is clicked and that each line item says "completed". **HINT: Use the back button!**

### Save vs Submit

When you are ready to complete a form and push it through to the payroll team you **MUST SELECT SUBMIT!** Choosing Save is helpful when you want to come back to something, you are not ready to deliver the form to payroll. Sometimes, when the checklist is still showing as incomplete is because a user Saved instead of Submitted.

### Formatting and Updating Direct Deposit

Please select My Actions - Direct Deposit Change: If you are allocating funds to more than one bank account, the last bank account listed needs to have Entire/Remainder as the Calc Method for proper deposit.

SEQ	ACTIVE FROM	ACTIVE TO	TYPE	CALC METHOD	ACCOUNT TYPE	ABA # BANK ROUTING #*
1	12/31/1900	12/31/9999	Direct Deposit	\$* 275.00 Flat \$ Amount	Checking	021000013
2	12/31/1900	12/31/9999	Direct Deposit	Entire/Remainder	Checking	071000013

### Adding a Withholding Form:

Click on Add New Withholding Form in the upper right hand corner.

My Account   My Employees   Our Company   Links

Home > My Account > My Forms > Withholding > My Withholding Forms

ADD NEW WITHHOLDING FORM

Rows On Page: 20 | 9 Rows | Refresh Data

Full Screen | [Default] | Settings | Select Columns

YEAR	STATUS	STATE/FEDERAL	CODE	NAME	CREATED
------	--------	---------------	------	------	---------

The below pop-up screen will appear. Please change the Year from 2018 to 2017. Once 2017 appears, a federal and state, if applicable, form will appear. Please click on the blue text for each form and complete the form within Kronos. Note: 2018 forms are not available yet due to recent tax changes signed by the president in December 2017.

**New Form**

Please click on the form you want to add.

Year: 2017

- 2015
- 2016
- 2017
- 2018
- 2019
- 2020
- 2021

FEDERAL Withholding Allowance Certificate

W-4 Employee's Withholding Allowance Certificate

ILLINOIS

IL-W-4 Illinois Withholding Allowance Worksheet

VIRGINIA

CANCEL

**New Form**

Please click on the form you want to add.

Year: 2017

FEDERAL

W-4 Employee's Withholding Allowance Certificate

ILLINOIS

IL-W-4 Illinois Withholding Allowance Worksheet

VIRGINIA

CANCEL

### Don't Forget Voluntary Forms!

**VOLUNTARY SELF IDENTIFICATION** 0% Completed

**VOLUNTARY EEO SURVEY (VOLUNTARY SELF IDENTIFICATION SURVEY)**

Workflow Status: Not Started

(Is Overdue)

Waiting On: External EE Testy (5Ik)

Please submit the survey.

**VOLUNTARY DISABILITY SURVEY (VOLUNTARY SELF-IDENTIFICATION OF DISABILITY)**

Workflow Status: Not Started

(Is Overdue)

Waiting On: External EE Testv (5Ik)

### Don't Forget the Employee Handbook! HINT: It is separate from the other checklist forms!

**EMPLOYEE HANDBOOK** 0% Completed

**EMPLOYEE HANDBOOK ACKNOWLEDGEMENT (HANDBOOK ACKNOWLEDGEMENT AG EXTERNAL EE)**

Status: New

(Is Overdue)

Waiting On: External EE Testy (5Ik)

Please refer to the attached Employee Handbook and sign the Handbook Acknowledgement Form.

**COMPANY DOCUMENTS**

03\_-\_Addison\_Group\_External\_Employee\_Handbook.PDF