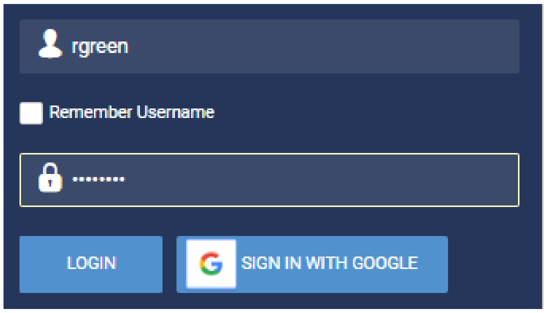
Addison Group

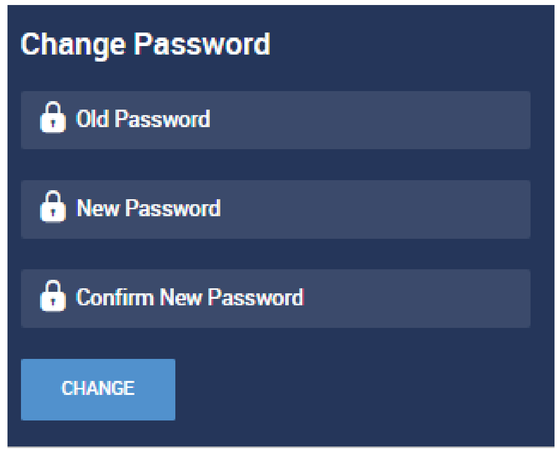
Electronic On-Boarding User Guide

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

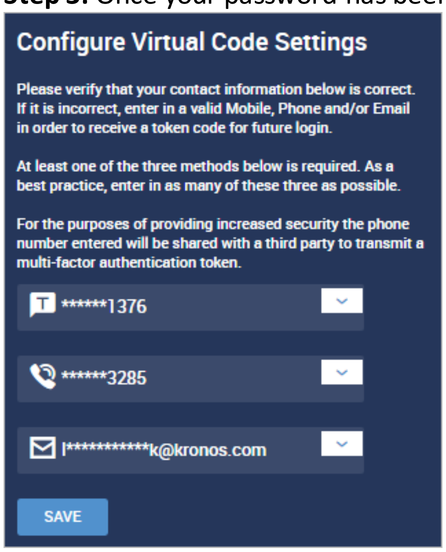
The first time login will require a password change and configuration of the Virtual Code settings for future logins.
Step 1: Enter Username and Password on the login page



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 2nd 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.

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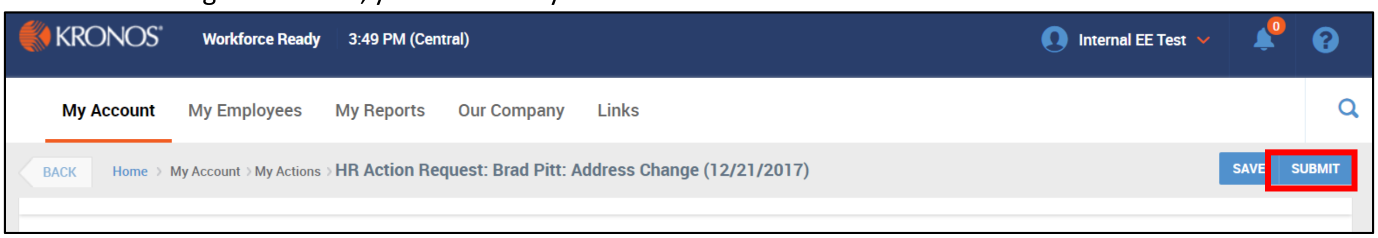
The first time you log into Kronos, please go to the My Account tab.

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

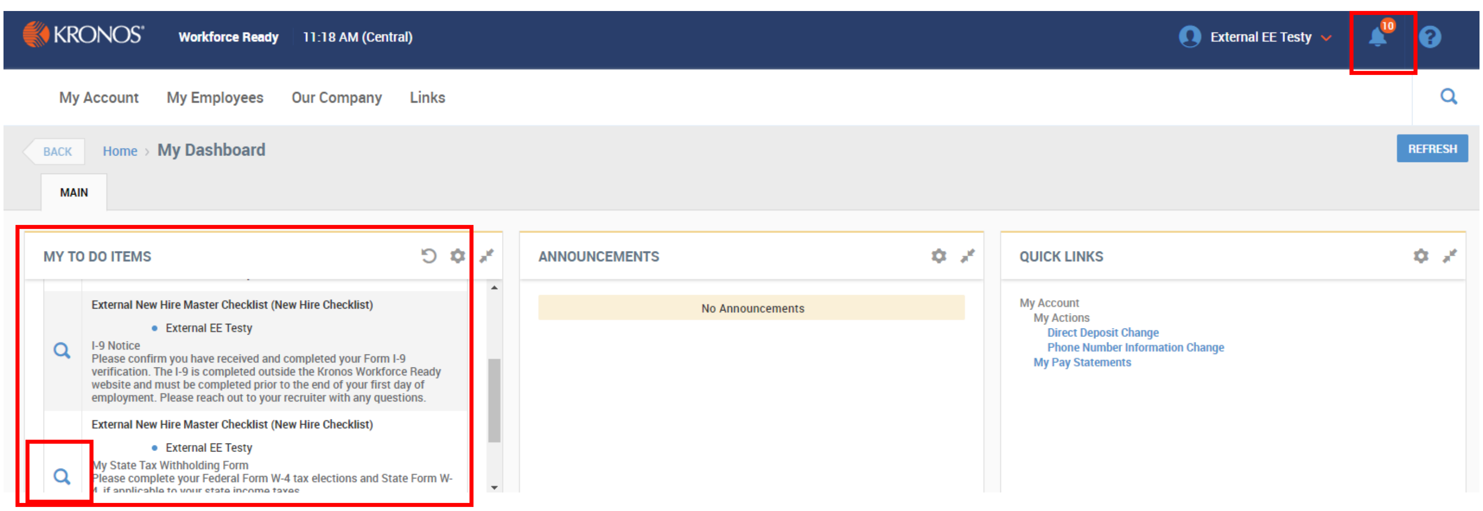
- Verify personal information via My Profile – **please update your cell phone number and email upon first login**

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



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!**



For questions and troubleshooting, email payroll@addisongroup.com

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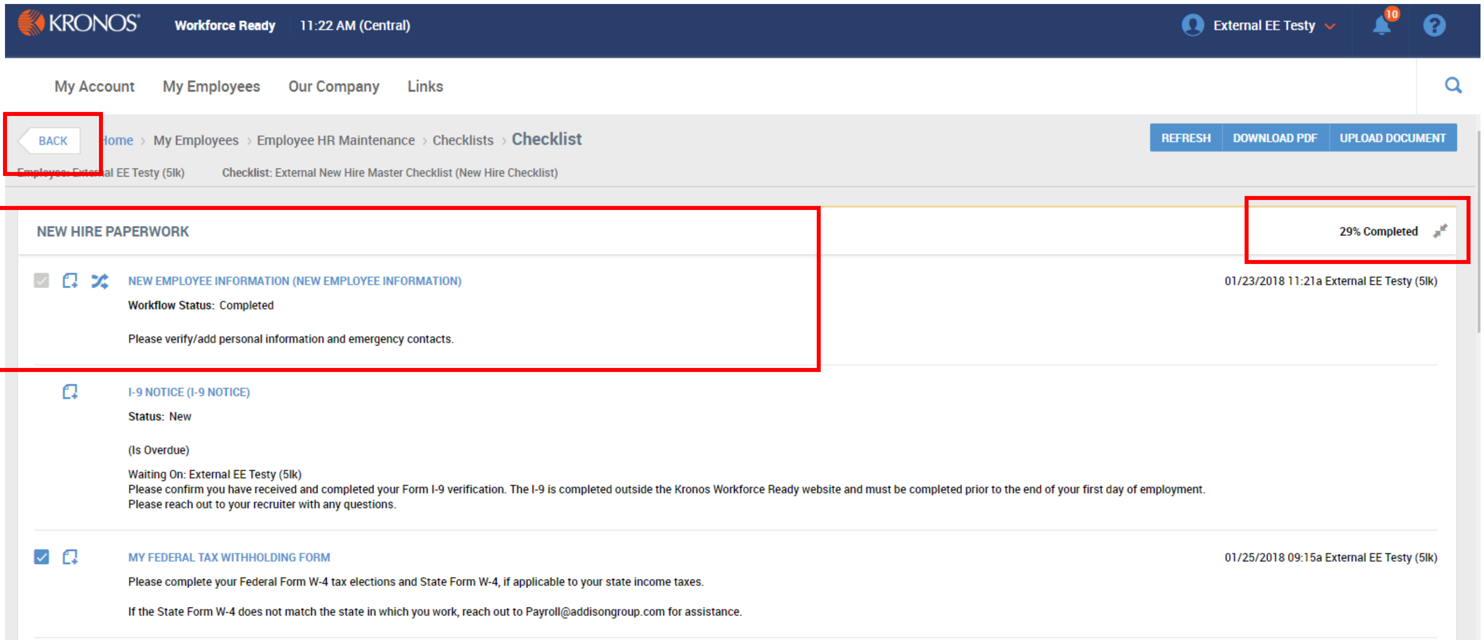
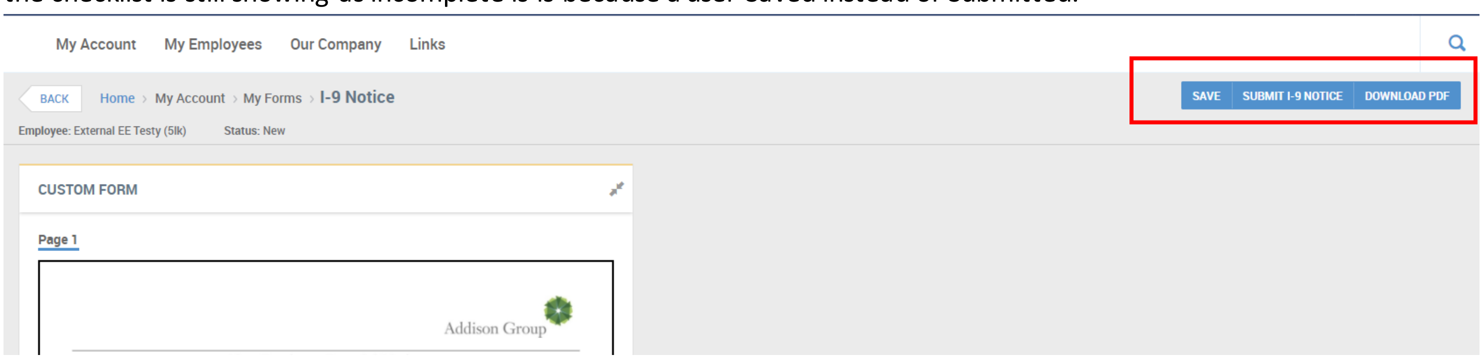
From within the New Hire Paperwork Checklist you will begin completeing all of the items listed. Starting from the top is the best practice. As you provide information and SUBMIT forms, monitor the % complete until you see 100% complete. If it not 100% complete then you have missed something. Go back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



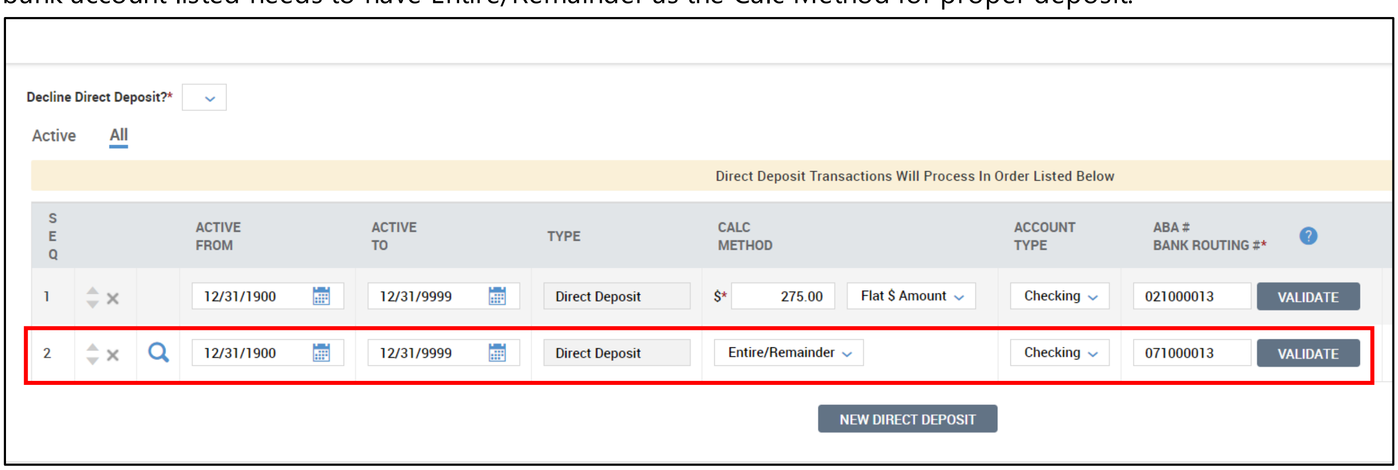
Save vs Submit

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 is because a user Saved instead of Submitted.



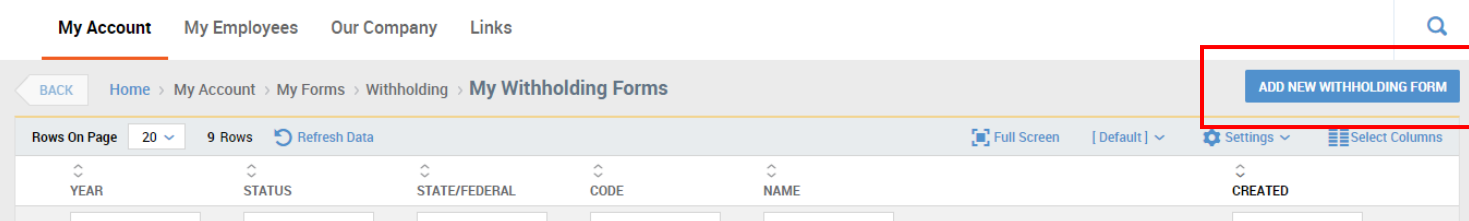
Formatting and Updating Direct Deposit

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.

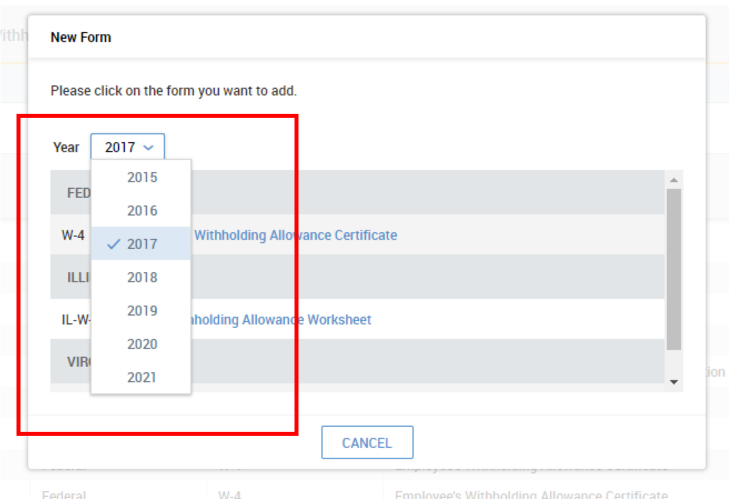


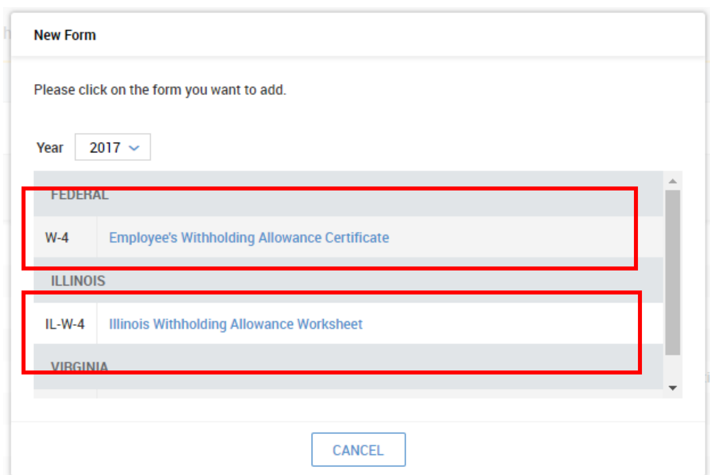
Adding a Witholding Form:

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

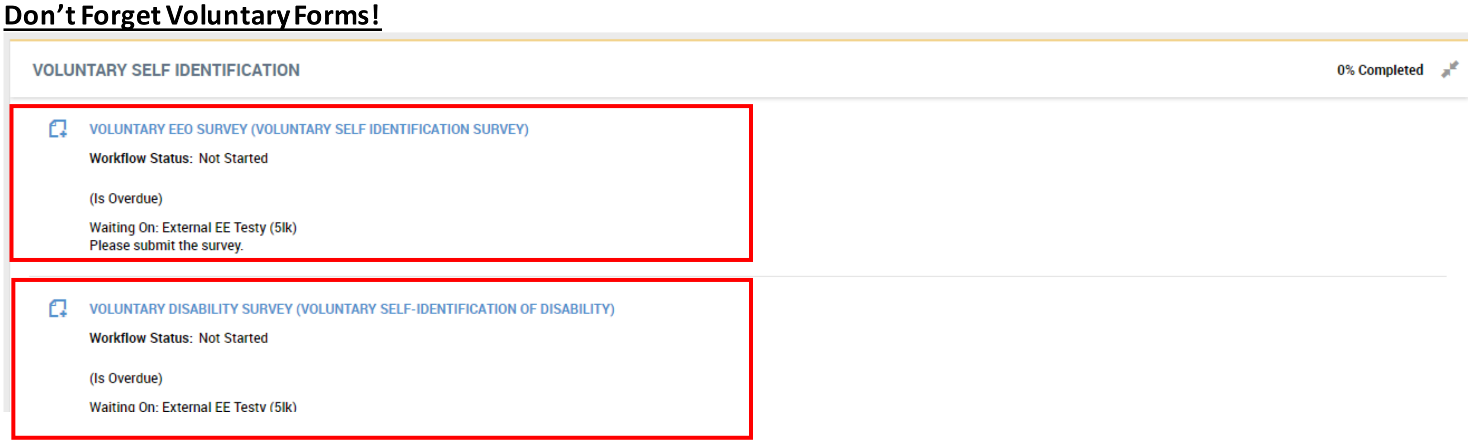


The below pop-up screen will appear. Please change the Year from 2018 to 2017. Once 2017 appears, a federal and state, if applicable, form will appear. Please click on the blue text for each form and complete the form within Kronos. Note: 2018 forms are not available yet due to recent tax changes signed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





Don't Forget Voluntary Forms!



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