



THE STEPPING STONES GROUP
Transforming Lives Together

General HR Team Inquiries

HR.Requests@ssg-healthcare.com, 866-600-7598, Option 1

• Kronos access or log in • Updating address, contact information, tax allowances, direct deposit, etc. within Kronos • Jury Duty & Bereavement • State mandated training questions (such as CA, IL, etc.) • I-9 • Onboarding Checklist • Sick time inquiries

Payroll Team Inquiries

HR.Payroll@ssg-healthcare.com, 866-600-7598, Option 2

• Questions regarding Kronos timecards • Changes to timecards in previous pay periods • Adding hours to timecard after timecards are locked • W2

Compliance Team Inquiries

HR.Compliance@ssg-healthcare.com, 866-600-7598, Option 3

• District & state requirements • Fingerprinting/TB test inquiries • Change in district checklist/district requirements • Copy of credentials

Leaves Team Inquiries

HR.LOA@ssg-healthcare.com, 866-600-7598, Option 5

• Worker's Compensation • Any needs for leave of absence (maternity leave, etc.) • ADA Accommodations

New Hire Benefit Enrollment Questions/Enrollment Help in Kronos

Call 551-308-0045 Mon - Fri 9am - 9pm EST

• Video walkthrough of benefit plans - [SSG 2022 Open Enrollment - PES \(pesenroll.com\)](https://www.pesenroll.com)

All Other Benefit Team Inquiries

HR.Benefits@ssg-healthcare.com

• Medica, Dental, etc. deductions on paystub • 401(k) • Student Loan • Issues with benefit plans

Reimbursement Inquiries

Finance.reimbursements@ssg-healthcare.com

• Concur expense report instructions • Concur login questions • Schedule for receiving reimbursements • PDA allowance balance

District Timecard Inquiries

Finance.timecards@ssg-healthcare.com

• Sending copies of timecards that get signed off on by district • Overtime Approval forms

Immigration Inquiries

hr.immigrations@ssg-healthcare.com

• Anything relating to immigrations • hr.requests@ssg-healthcare.com should be CC'd on these emails