

Kronos Checklist Guide

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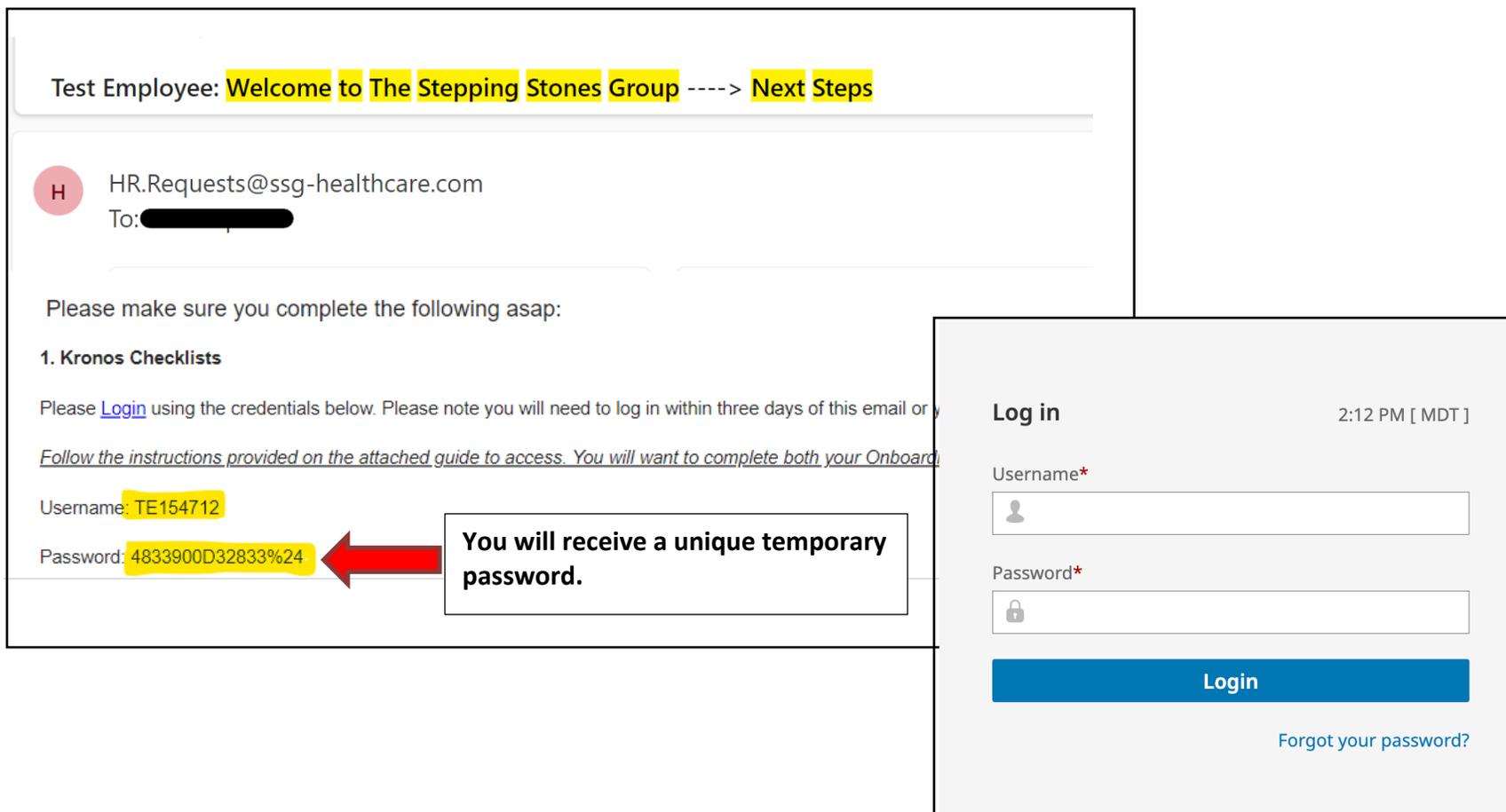
**THE STEPPING
STONES GROUP**

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How to Log in, Access, & Complete your Kronos Onboarding & Compliance Checklists

- Access your Onboarding Checklist by going to the following link:
<https://secure4.saashr.com/ta/6156403.login?rnd=1608237532312&FS=>
- Enter credentials provided in “Welcome to The Stepping Stones Group---> Next Steps” email.



Test Employee: **Welcome to The Stepping Stones Group** ----> **Next Steps**

HR.Requests@ssg-healthcare.com
To: [REDACTED]

Please make sure you complete the following asap:

1. Kronos Checklists

Please [Login](#) using the credentials below. Please note you will need to log in within three days of this email or you will lose access to your account. *Follow the instructions provided on the attached guide to access. You will want to complete both your Onboarding and Compliance checklists.*

Username: **TE154712**

Password: **4833900D32833%24** ← **You will receive a unique temporary password.**

Log in 2:12 PM [MDT]

Username*

Password*

Login

[Forgot your password?](#)

After 1st Login, you will be prompted to create a New Kronos Password

Log in 2:12 PM [MDT]

Username*

Password*

Login

[Forgot your password?](#)

Enter the Password Provided in the welcome email as Old Password



Old Password*

New Password*

Confirm New Password*

Change

[Back to Account Login](#)



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How to Access Onboarding and Compliance Checklists from Kronos Homepage

On homepage, scroll over My Information.



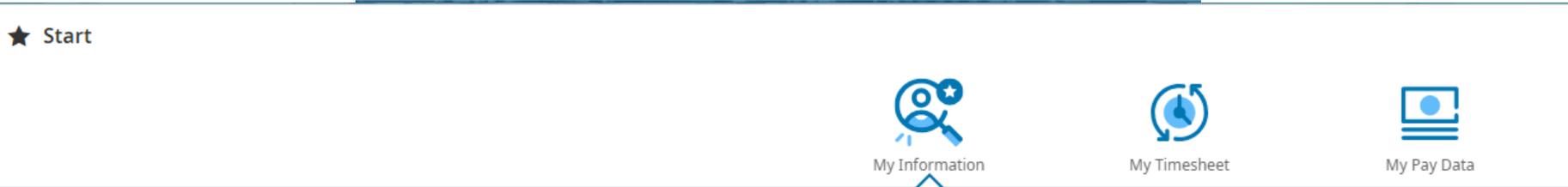
My Information



My Timesheet



My Pay Data



My Information

- Update My Information
- My Profile
- My Elected Benefits
- Benefit Enrollment
- Onboarding/Compliance**

Click Onboarding/Compliance to access Checklists





How to View Assigned Checklists and Checklist Items

03:58 PM (MDT) My HR

Search

My

Click on each checklist name to access and complete required items for onboarding & compliance.

Open (4) Submitted

Search Checklists

Checklist Name	Description	Number Of Items	Status	Checklist Assigned To	Type	Percent Complete	Created On	Supporting Documents	Actions
CA, SLP, State Requirements	CA, SLP, State Requirements - Complete the following items.	3	Open	Jessica Test	Employee Setup	0%	07/11/2022		...
-Onboarding To-Do List	Please complete the following Onboarding tasks.	10	Open	Jessica Test	Employee Setup	0%	07/08/2022		...
AB 1172 Behavior Training Certificate	AB 1172 Behavior Training Certificate	1	Open	Jessica Test	Employee Setup	0%	07/08/2022		...
CA, Fresno USD	CA, Fresno USD - Complete the Following	1	Open	Jessica Test	Employee Setup	0%	07/08/2022		...



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How to Open and Complete Checklist Items

The screenshot shows a web application interface for a checklist. The top navigation bar includes a search bar, a help icon, a notification bell with '14' alerts, and a user profile icon 'JT'. The main content area is titled 'Checklist' and shows a list of categories with their completion percentages. A 'Mark as Complete' button is visible in the top right. Two red callout boxes provide instructions: one points to blue hyperlinks in the 'Employee Contact Information' and 'Taxability & Direct Deposit' sections, and the other points to a green checkmark next to an item in the 'Policies & Procedures' section.

Click on each blue hyperlink to complete checklist items.

When checklist item is complete, a checkmark will appear next to item. Continue until all items are showing checked off.

Directions: From time to time the facility where you are placed may ask for personal information for security

[Show More](#)

Due Date: 07/08/2022 (Overdue)

[Exit Checklist](#)



Finalizing Checklist Items- Mark as Complete

Checklist | Policies & Procedures Sign Off

Directions: Click on the links below to download the most recent versions of the following documents: - Employee Handbook - FERPA Confidentiality Provisions - HIPAA Confidentiality Provisions - Compliance Plan and Code of Conduct - Driving Policy After you have reviewed all documents, click on "Mark as Complete" on this page to electronically sign that you have read and received copies of these items.

Due Date: 07/08/2022 (Overdue)
Waiting On: Jessica Test

Notes: [Message Icon]

Documents:
[FERPA FORM](#)
[HIPAA Confidentiality Provisions](#)
[Compliance Plan and Code of Conduct](#)
[Driving Policy](#)
[Employee Handbook 20/21 SY](#)

Mark as Complete

My HR > Checklists

Policies & Procedures Sign Off

Mark as Complete

Directions: Click on the links below to download the most recent versions of the following documents: - Employee Handbook - FERPA Confidentiality Agreement - HIPAA Confidentiality Provisions - Compliance Plan and Code of Conduct - Driving Policy After you have reviewed all documents, click on "Mark as Complete" on this page to electronically sign that you have read and received copies of these items.

After line items are reviewed or completed, you will need to click the "Mark as Complete" button to finalize each item.

Note: Not all line items will require this.



How to Sign a Checklist Item

download the most recent versions of the following documents: - Employee Handbook - FERPA Confidentiality Agreement - HIPPA Confidentiality Provisions - Compliance Plan and Code of Conduct - Driving Policy

Directions: Click on Confidentiality Agreement

Confirm Item Completion

Please type your (Jessica Test) password to confirm.

Password *

I attest that I have read and reviewed the following documents:

- Employee Handbook
- FERPA Confidentiality Agreement
- HIPPA Confidentiality Provisions
- Compliance Plan and Code of Conduct
- Driving Policy

I understand that I am responsible for adhering to the policies and procedures contained within each document during my employment at The Stepping Stones Group.

Cancel I Agree

Throughout the checklist, you may have to electronically sign documents. To do so, you will need to enter your password and click I agree.



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How to Upload Documents (Onboarding Checklist)

To upload a document on your Onboarding checklist (drivers license & auto declaration), click on 3-blue dots (located top of checklist items list) and select Upload Document.

Directions: In accordance with our Driver's License Policy, you must upload a copy of your driver's license to the checklist. Please click the three blue dots on the right side of the checklist item and select "Upload Document".

***You must upload a copy of your driver's license to the checklist. Please click the three blue dots on the right side of the checklist item and select "Upload Document".**

Use the "CHOOSE" hyperlink to select document to be uploaded. From the "Document Type" dropdown, select appropriate option for item. When complete, select upload.

***You must upload a copy of your driver's license to the checklist. Please click the three blue dots on the right side of the checklist item and select "Upload Document".**

How to Upload Documents (Compliance Checklist)

My HR > Checklists

CA SLP State License Required

[Mark as Complete](#)

Please click the blue link below in order to download and review information about the CA SLP License requirement for your assignment. You must upload a copy of your license here. When you upload your document, select "-UPLOAD License or Certification" as the Document Type. Click on the "Mark As Complete" button when you have finished the above.

Use the "CHOOSE" hyperlink to select document to be uploaded. From the "Document Type" dropdown, select appropriate option for item. When complete, select upload. After document uploaded, click "Mark as Complete" to finalize checklist item.

File 1

[CA SLP License.Pdf](#)

Display Name:

Document Type:

[Upload](#)

[Mark as Complete](#)



How to Complete, Save, and Submit Federal Withholding Form

My HR > Forms

Federal: W-4

Status: New

Download PDF
Submit
Save

Complete information on Federal Withholding form. After saving the W-4 form, select "Submit Withholding Form".

Form W-4

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2022

Step 1:
Enter Personal Information

(a) First name and middle initial Jessica	Last name Test	(b) Social security number 109-87-6543
Address 320 Village Ln		
City or town, state, and ZIP code Los Gatos CA 95030		
(c) <input type="radio"/> Single or Married filing separately <input type="radio"/> Married filing jointly or Qualifying widow(er) <input type="radio"/> Head of household (Check only if you're unmarried and pay more than half the costs of maintaining a household)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 of Form W-4 for more information on claiming a tax credit or exemption from withholding, when to use the estimator at www.irs.gov/W4App, and how to use the estimator.

Step 2:
Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) also work for a spouse, partner, or former spouse who also works. The correct amount of withholding depends on income.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding.

X

Submit Withholding Form

Please type your (Jessica Test) password to confirm.

Password *

Please read all information below. Populating required fields will automatically save this withholding form. You will be notified when this withholding form is submitted. You have examined this form and believe, based on your knowledge and belief, it is true, accurate, and correct.

Cancel
I Agree

After submitting withholding form, electronically sign document by entering Kronos password and clicking "I Agree".



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How to Add State/Local Withholding Forms

Checklist

Complete State/Local Withholding

Directions: If you live/work in a state that requires a state tax withholding form, click on the blue hyperlink below; you

Show More

Due Date: 07/08/2022 (Overdue)

Waiting On: Jessica Test

Notes: [icon]

Mark as Complete

Enroll in Direct Deposit

My HR

04:22 PM (MDT)

Search

My HR > Forms > Government Forms > Withholding

To navigate to the State Withholding Form, use the "Add New Withholding Form" button.

Add New

Withholding

Page 1 of 1 1 - 1 of 1 Rows Saved: [System]

Year	Status	State/Federal	Code	Name	Created
2022	New	Federal	W-4	Employee's Withholding Certificate	07/08/2022 12:10p

Add New Withholding

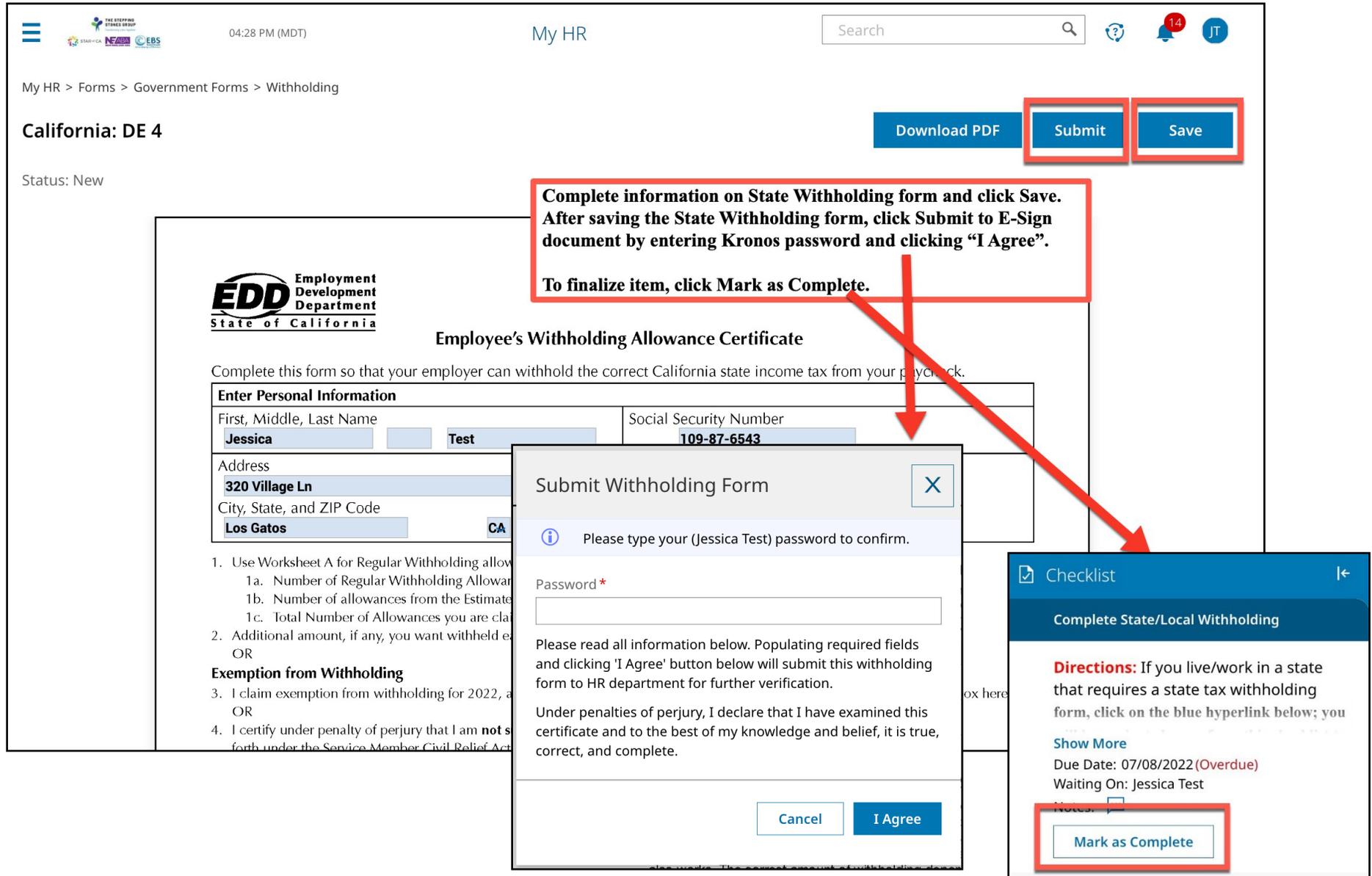
If your state of residence or worked in state requires a state withholding form, use blue hyperlink(s) under applicable states for which taxes will be claimed. If state(s) are not shown, it is not a requirement of your state(s) and you will click Mark as Complete.

2022

Name	Code	Action
California (1) Employee's Withholding Allowance Certificate	DE-1	+ Add
Federal (1) Employee's Withholding Certificate	W-4	+ Add

Cancel

How to Complete, Save, and Submit State/Local Withholding Forms



My HR > Forms > Government Forms > Withholding

California: DE 4 Download PDF Submit Save

Status: New

Complete information on State Withholding form and click Save. After saving the State Withholding form, click Submit to E-Sign document by entering Kronos password and clicking "I Agree".

To finalize item, click Mark as Complete.

EDD Employment Development Department
State of California

Employee's Withholding Allowance Certificate

Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

Enter Personal Information

First, Middle, Last Name: Jessica Test
Social Security Number: 109-87-6543

Address: 320 Village Ln
City, State, and ZIP Code: Los Gatos CA

- Use Worksheet A for Regular Withholding allowances
 - Number of Regular Withholding Allowances
 - Number of allowances from the Estimate
 - Total Number of Allowances you are claiming
- Additional amount, if any, you want withheld each pay period OR
- I claim exemption from withholding for 2022, and I am not claiming any allowances OR
- I certify under penalty of perjury that I am **not** subject to withholding under the Service Member Civil Relief Act

Exemption from Withholding

Please read all information below. Populating required fields and clicking 'I Agree' button below will submit this withholding form to HR department for further verification.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Cancel I Agree

Checklist

Complete State/Local Withholding

Directions: If you live/work in a state that requires a state tax withholding form, click on the blue hyperlink below; you will be taken to the state's withholding form.

[Show More](#)

Due Date: 07/08/2022 (Overdue)

Waiting On: Jessica Test

Mark as Complete



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How to Add New Direct Deposit

Update Direct Deposit

Click on the "Add New Direct Deposit" button to add account information. If you have more than one account you'd like to deposit to (such as a Savings account), click the "New Direct Deposit" button again to add another account. Once completed, "Save" your changes, then click "Submit". You will receive a confirmation e-mail once processed.

Effective From *

07/12/2022

Save Submit

IMPORTANT: "Effective From" date MUST match "Active From" date

To enroll in Direct Deposit, click +Add to enter bank/deposit information. + Add

Add New Direct Deposit

Name: Enter Name

Description: Enter Description

Active From *: 07/12/2022

Active To *: 12/31/2099

Deposit Type: Direct Deposit

Bank Account Type *: Checking

Calculation Method *: Entire/Remainder

Account #: [Redacted]

Reenter Account #: [Redacted]

ABA # / Bank Routing #: [Redacted]

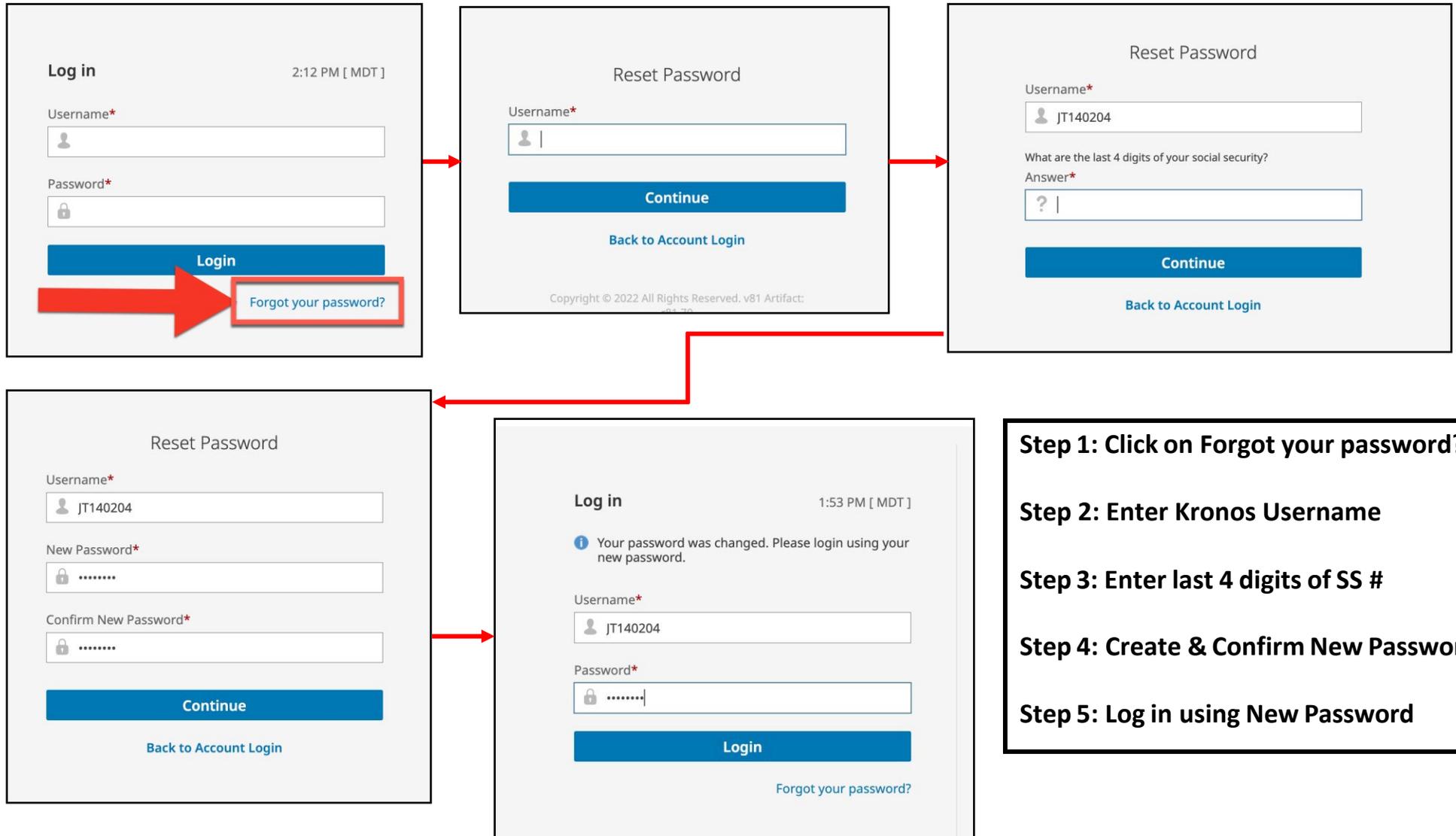
Complete all required boxes with red * including Calculation Method (full check deposit or partial split between multiple accounts). Once finished, click Save.

Save

After entering account(s) information, click Save and then Submit.

Save Submit

Steps to Reset Kronos Password and Create New Password



- Step 1: Click on Forgot your password?**
- Step 2: Enter Kronos Username**
- Step 3: Enter last 4 digits of SS #**
- Step 4: Create & Confirm New Password**
- Step 5: Log in using New Password**