

Direct Deposits - Viewing in Kronos

Our direct deposit slips are now available in Kronos, where our timecards are stored. You can also see everything related to payroll as well as make changes to some things.

If you haven't logged in to Kronos and changed your password since the upgrade in May of 2014, here's what to do.

If you're using a work computer, you should have an icon that says either 'Workforce' or 'Timekeeper.' Double click to open. Your user name will always be your 4-digit employee number. The generic 1-time password is Hosp1234 and you'll be prompted to choose a new password. It has to be at least 8 digits and include at least 1 capital letter, 1 small letter and 1 number. Once you've changed your password you'll be asked to choose a couple of security questions and answers. (This is because you can now access Kronos from home or anywhere else you can get on the internet.)

You'll be at a screen that's called 'My Messaging.' From there, choose My Information, then Employee Home Page. This page has lots of options. Look around – you can't hurt anything. To see your direct deposit slips, click on Earnings History in the right hand column. You'll see all your pay dates. Click on the blue Print Advice to the right of the line and it will bring up the direct deposit slip you're used to seeing. You can print or save from here if you want to.

Use the 'Return' button in the upper right to go back to a previous screen.

If you want to see your PTO balance, click on the My Information tab again, then on My Timecard. Your balance is shown on the lower right portion of your timecard.

To access Kronos from home, go to stoughtonhospital.com, then select Employee Resources. You'll see a link to Kronos. Use the same user name and password you'd use if you're logging in from a work computer.

If you have any questions or problems logging in, call me at 2353 or stop in. I'm happy to help!
Mary Beth-Payroll