








Guelph General Hospital's Computerized Scheduling System



What is ?

- A scheduling system used for scheduling staff that provides easy access to your schedule and allows you to submit requests.
- This is a basic introduction. For more details please consult the *Employee Guide* found through the  icon on the *GGH Intranet*


What is KRONOS?

-  KRONOS is the part of the  system that allows you to view your schedule.
- This program can be accessed from terminals at GGH, computers at GGH or your home computer and/or mobile device.
- The term  and  KRONOS are often used interchangeably


With you can...

1. View your own and your department's schedules
2. Request time off
3. Request a premium payment i.e. overtime
4. Request to exchange a shift with a colleague
5. Check to see how much vacation, statutory holiday or lieu time you have

Accessing KRONOS

- The Human Resources Department will send you your GGH computer user name and password
- Your user name will never change and will be used when you access any computers at GGH
- You will be prompted to change your password, when you access the computers at GGH. When your password changes, it will automatically be updated in the  KRONOS program

Accessing KRONOS using a Computer

- To access  KRONOS from your home computer go to: <https://ggn.kronoshosting.com/wfc/logon>
- We recommend you use Google Chrome and bookmark the page
- Your screen should look like the one below.



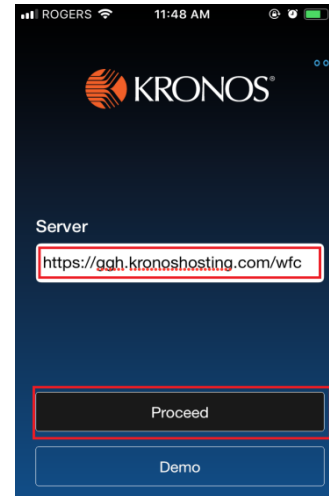
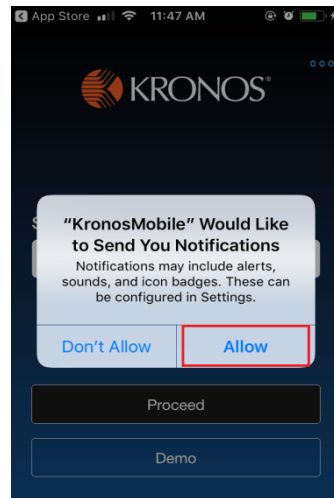
How to View Your Schedule

- Your home screen is your current week's schedule
- You can view different time periods using this arrow
- **Blue Boxes** represent scheduled shifts

The screenshot displays the KRONOS employee portal interface. At the top, the user is identified as JANE CABRAL with a 'Sign Out' option. There are notification icons for 106 and 306, and a 'Workspaces' dropdown menu. The main navigation bar includes 'Home', 'Timecards', and 'My Information' tabs. Below this is the 'My Calendar' section, which features a 'Current Pay Period' dropdown menu highlighted by a red box. A red arrow points from the text 'You can view different time periods using this arrow' to this dropdown. The calendar shows the week of October 6-12, 2019, with a grid of time slots from 9:00 to 18:00. Blue boxes represent scheduled shifts from 8:30-16:30 on Monday through Friday, labeled as 'Regular' with a duration of [8.0 h]. The right sidebar contains a search icon and several menu items: 'My Calendar', 'My Timecard', 'My Inbox', 'My Reports', 'My Timestamp', 'ASC Employee Portal', and 'EE Seniority'.

| | Sun 06/10 | Mon 07/10 | Tue 08/10 | Wed 09/10 | Thu 10/10 | Fri 11/10 | Sat 12/10 |
|-------|-----------|---|---|---|---|---|-----------|
| 9:00 | | | | | | | |
| 10:00 | | | | | | | |
| 11:00 | | 8:30-16:30 [8.0 h] Regular ./GGH/701/HR/HRA | 8:30-16:30 [8.0 h] Regular ./GGH/701/HR/HRA | 8:30-16:30 [8.0 h] Regular ./GGH/701/HR/HRA | 8:30-16:30 [8.0 h] Regular ./GGH/701/HR/HRA | 8:30-16:30 [8.0 h] Regular ./GGH/701/HR/HRA | |
| 12:00 | | | | | | | |
| 13:00 | | | | | | | |
| 14:00 | | | | | | | |
| 15:00 | | | | | | | |
| 16:00 | | | | | | | |
| 17:00 | | | | | | | |
| 18:00 | | | | | | | |

How to Download the KRONOS Mobile App



<https://ggh.kronoshosting.com/wfc/logon>

1. Download the Kronos App

2. You will receive a Notification message, tap 'Allow'

3. Enter the website address listed above

4. Enter your GGH Username & Password and tap 'Log On'

Using the KRONOS Mobile App

- **Timecards:** View, make comments on timecard entries, and see what you will be paid
- **Schedule:** View your current and future schedule periods
- **Requests:** Make, decline and see the status of requests
- **Alerts:** Tap the Alerts icon to view all of your alerts.

Biometrics



- Some departments record their time worked by using biometric terminals.
- The terminals are located throughout the hospital
- If your department uses the terminals, you will need to 'touch-in and touch-out' at the beginning and end of each shift.




Registering Your Biometric

- You will be notified by Human Resources if you need to register your biometrics. For Kronos, we will be registering your finger biometric.
- If your start date takes place on a General Orientation day, you will be registered at Orientation, otherwise you will need to come to HR on your first day to register your biometrics
- Human Resources is open for drop-in's Monday to Thursday from 1100-1200 and from 1400-1630

Questions about and KRONOS[®]

- If you have questions about your schedule, please contact your supervisor
- If you have issues initially accessing  or  KRONOS[®] please contact Human Resources

Questions about and KRONOS

- If you have questions once you start work about some of the functions of these programs please refer to  section of the GGH intranet home page

