

Recording time in KSS

This job aid is intended for:

- Employees requiring access to Kronos Self Service from outside the Partners network

This job aid is not intended for:

- Exempt employees
- Employees working at a Partners location
- Employees logged on to the Partners network through VPN
- Employees that do not work remotely

This job aid covers:

- Single-sign on
- Kronos Self-Service (KSS)

Kronos can now be accessed from remote locations without being on the Partners network or using a Partners-issued computer. Ensure you are set up with two-token authentication. Two-token authentication allows you to access Partners applications by requiring your login id and password and then receiving a text to your mobile phone with a code as a second measure of security.

Ensure you are set up with two-token (two-factor) authentication

1. In a web browser, go to <https://myprofile.partners.org>
2. Login using your network credentials
3. Under "MyProfile Information:," select the link "**Update my Phone Numbers**"
4. Verify you have a phone number listed as type "Mobile" and there is a check in the "Text-enabled" checkbox
 - a. If there is not a phone number listed with the Text-enabled checkbox checked, in the dropdown menu, select "**Mobile**"
 - b. Under the column labeled "Number", input your area code and phone number
 - c. Under the column labeled "Text-enabled", click the box so there is a check
 - d. Under the column labeled "Action", click the "**Add**" button

NOTE: You will receive the following confirmation directly under the phone number box if successful:

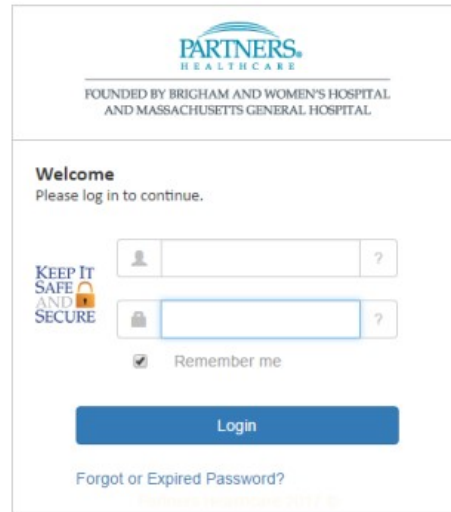
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Your phone number updated successfully

If you did not receive confirmation of success, notify the IS help desk for further assistance.

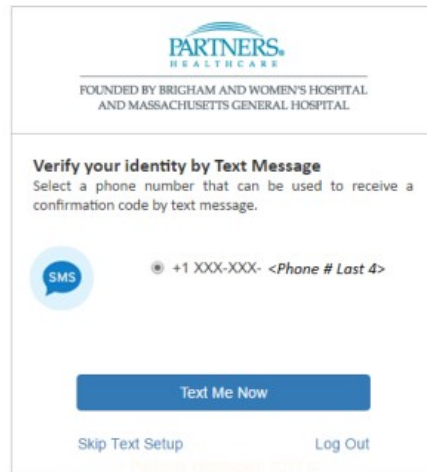
Access Kronos directly from any web-browser

5. In a web browser, navigate to <https://workspace.partners.org>
6. When presented with the login box, input your Partners username and password



The login page features the Partners Healthcare logo at the top, followed by the text "FOUNDED BY BRIGHAM AND WOMEN'S HOSPITAL AND MASSACHUSETTS GENERAL HOSPITAL". Below this is a "Welcome" section with the instruction "Please log in to continue." The login form includes two input fields: one for the username (preceded by a person icon) and one for the password (preceded by a lock icon). To the left of the password field is a "KEEP IT SAFE AND SECURE" message with a lock icon. Below the password field is a "Remember me" checkbox. A blue "Login" button is centered below the form. At the bottom, there is a link for "Forgot or Expired Password?".

7. When presented with your two-factor authentication, select **"Text Me Now"** NOTE: In the example below, *<Phone # Last 4>* will be the last 4 digits of your mobile phone

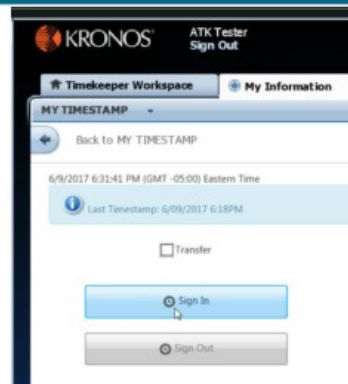


The two-factor authentication page features the Partners Healthcare logo at the top, followed by the text "FOUNDED BY BRIGHAM AND WOMEN'S HOSPITAL AND MASSACHUSETTS GENERAL HOSPITAL". Below this is a "Verify your identity by Text Message" section with the instruction "Select a phone number that can be used to receive a confirmation code by text message." There is a blue circular icon with "SMS" inside. To the right of the icon is a radio button and the text "+1 XXX-XXX- <Phone # Last 4>". A blue "Text Me Now" button is centered below the form. At the bottom, there are two links: "Skip Text Setup" and "Log Out".

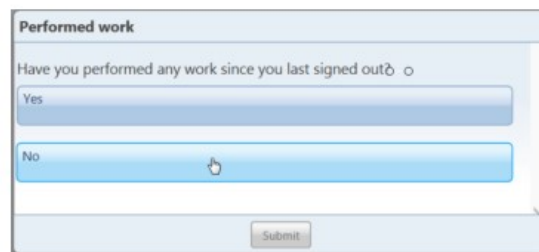
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8. Upon receiving the text on your mobile phone, input the 6-digit code that was texted to you and select **"Verify Code"**

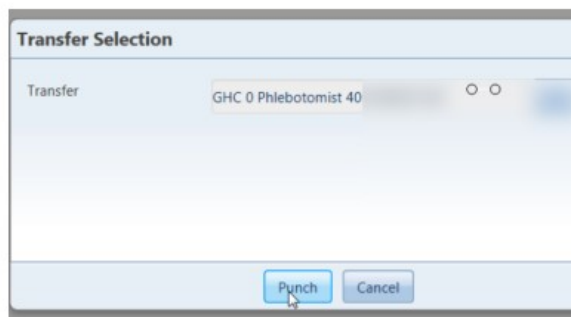
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15. Respond to the "Performed Work" attestation question accordingly by selecting the **"Yes"** or **"No"** button followed by the **"Submit"** button

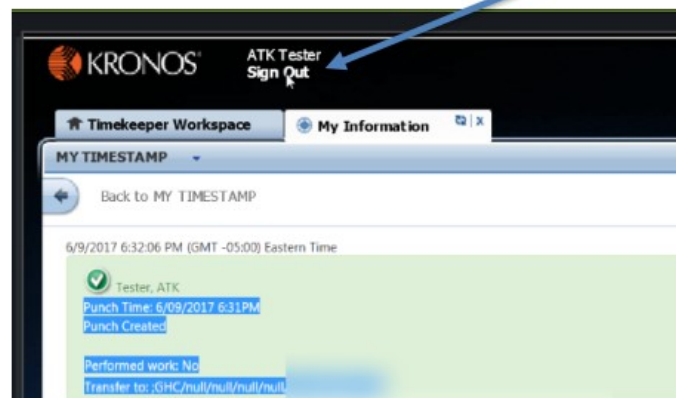


16. Verify the listed position is correct. Then select **"Punch"**



17. Verify the punch was created by viewing the in-punch validation information and then click **"Sign Out"** in the **black banner at the top of the screen** found next to the Kronos logo underneath your name

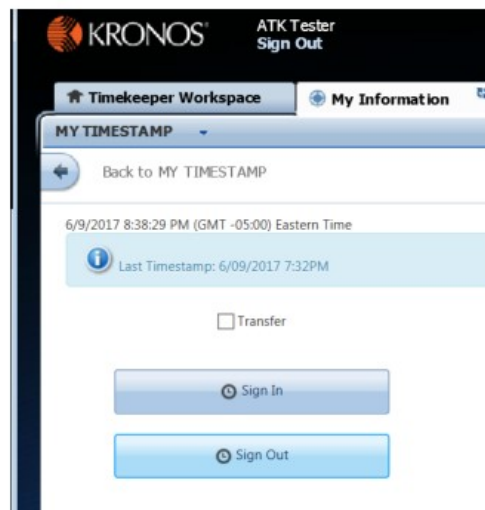
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18. Close the web browser

Signing out for the day on Kronos Self Service (KSS)

1. Log back in to Kronos by using the two-token (two-factor) authentication procedures above (steps 5 – 8)
2. Click the blue **"Sign Out"** button (do not select the "transfer" checkbox when signing out)



3. Respond accordingly to the "Meal Period" attestation question by selecting **"Yes"** or **"No"** and then **"Submit"**

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Meal Period

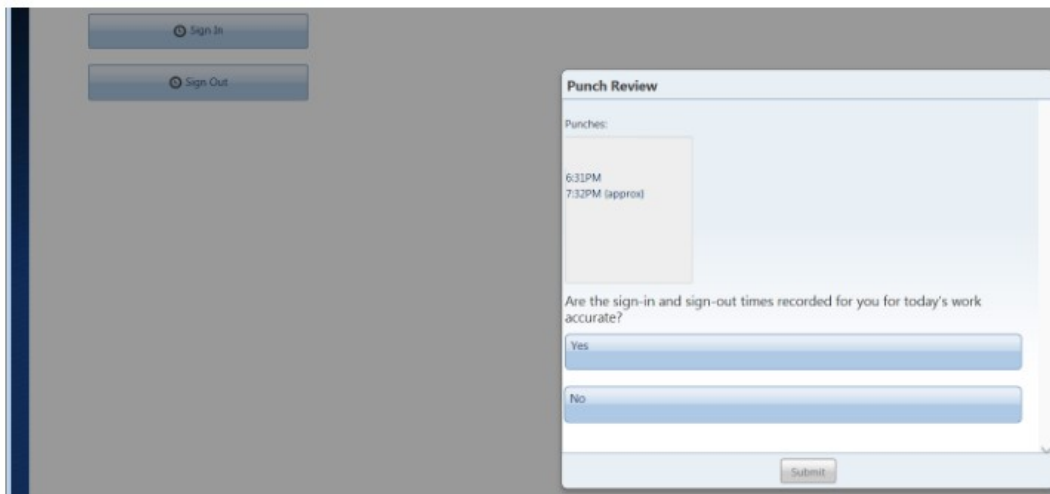
Did you have a continuous, uninterrupted meal period of at least 30 minutes since you last signed in?

Yes

No

Submit

4. Verify that your sign in and sign out times are correct in the Punch Review dialog box by selecting **"Yes"** or **"No"** and then **"Submit"**



Sign In

Sign Out

Punch Review

Punches:

6:31PM
7:32PM (approx)

Are the sign-in and sign-out times recorded for you for today's work accurate?

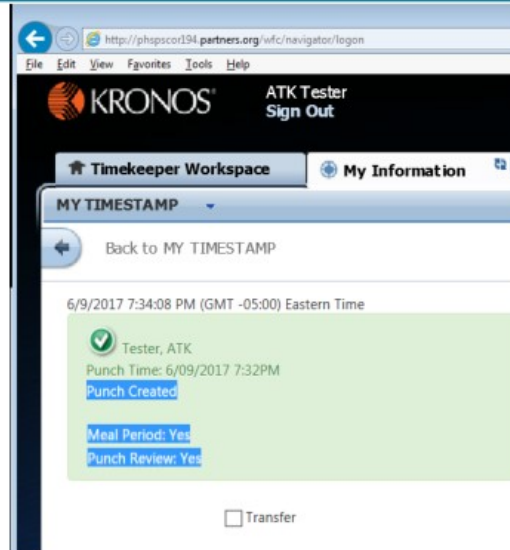
Yes

No

Submit

5. Verify your punch was created by viewing the out-punch detail

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6. Log out of the application by clicking the “Sign Out” link in the **black banner at the top of the screen** found next to the Kronos logo and underneath your name



7. Close your web browser