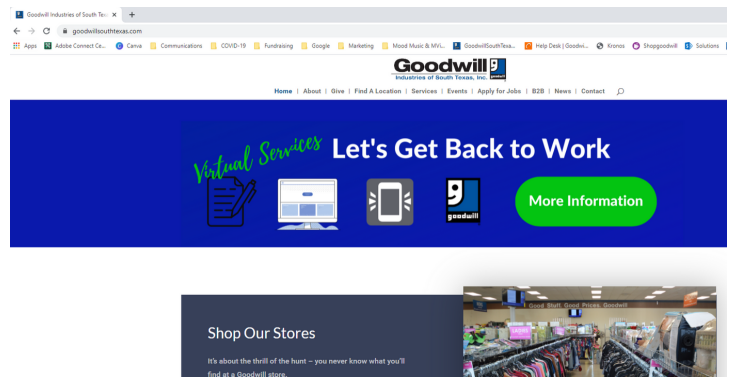


**Goodwill Industries of South Texas currently utilizes Kronos software for time keeping and HR management.
The Company Short Name is 6158192**

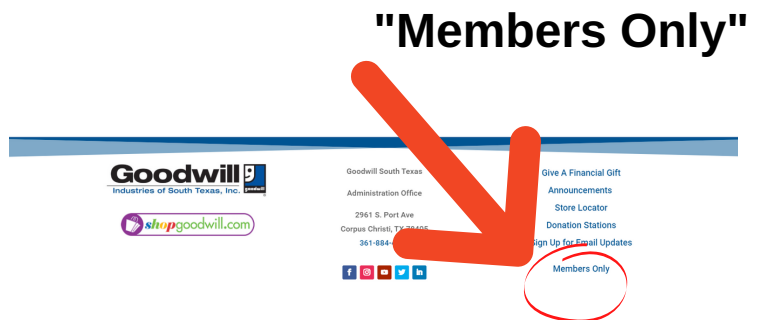
1

GoodwillSouthTexas.com



2

Scroll to the bottom of the page and click on "Members Only"



3

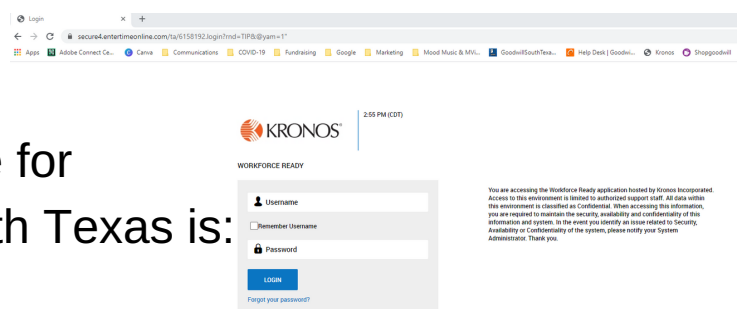
Select "Kronos"



4

Log in to KRONOS

The Company Short Name for Goodwill Industries of South Texas is: 6158192





Logging In and Out

This job aid describes how a user logs into and out of the application. This includes setting up and using the virtual code authentication functions.

Logging In

- 1 Access your company's login page for the application. **6158192**
- 2 Enter your **username**.
- 3 Enter your **password**.
- 4 Click **Login**.

NOTE: These instructions are for logging into the application directly. If you are using your company's single sign on process, refer to your HR or company administrator for login instructions.

Goodwill Industries of South Texas Company Short Name: 6158192

The screenshot shows a login form with three main elements: a username field containing 'Ben.Edwards' (callout 2), a password field with masked characters (callout 3), and a blue 'LOGIN' button (callout 4). Below the button is a link that says 'Forgot your password?'.

Entering Virtual Code Settings

When logging in for the first time, you may be prompted to configure virtual code settings. These settings are used to provide additional security when logging in.

- 1 In the **text message, voice message** or **email** fields, select an existing value using the drop-down menu or type a new value.
- 2 Click **Save**.

The screenshot shows a 'Configure Virtual Code Settings' page. It contains instructions to verify contact information and lists three methods: text message, voice message, and email. Below the instructions are three dropdown menus, each with '999-999-9999' selected. The first dropdown is for text messages, the second for voice messages, and the third for email, which shows 'ben.edwards@mycompany.com'. A blue 'SAVE' button is at the bottom. Callout 1 points to the dropdown menus, and callout 2 points to the 'SAVE' button.

Goodwill Industries of South Texas Company Short Name: 6158192

Logging in with a Virtual Code

While logging in, you may be prompted to enter a six-digit code after entering your username and password.

Follow these steps to generate and enter the code:

- 1 Select the option that matches the Method you want the code to be sent by.
- 2 Click Send (method).
- 3 Verify that the code was sent successfully.
- 4 Retrieve the code via your chosen method, then enter it in the **Code** field.
- 5 Check the **Remember Verification Code** check box if you want the application to remember the code for the computer and browser you use to login. The code will be stored for 30 days.
- 6 Click **Continue**.

Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Info Message:

Text message was sent successfully. Enter in the code you've received in the field below. To eliminate this step for future logins on the current device, use the check box.

3

1

2

4

5

6

Methods: Text Message Voice Email

Text message will be sent to: *****9058

SEND TEXT MESSAGE

🔑 149124

By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE

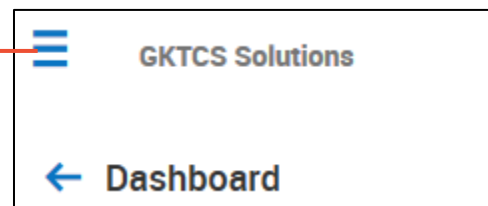
Important Information

The code is only active for 15 minutes from the time it is generated. If you click **Send (method)** multiple times, only the most recently generated code is active.

Logging Out

- 1 Click the **Show Menu** icon to open the Global Navigation menu.
- 2 Click the down arrow icon and select **Sign Out**.

1



2



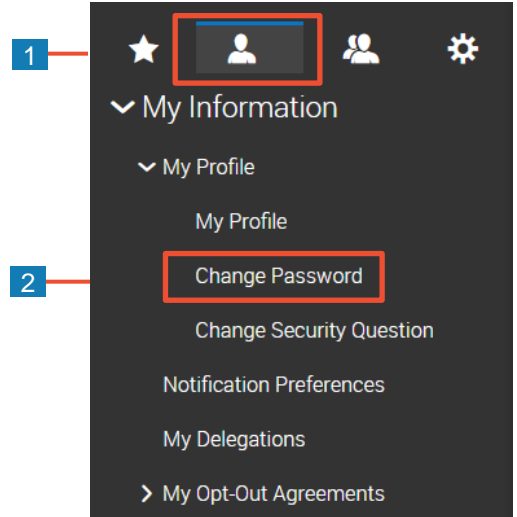


Changing My Password

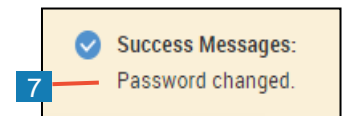
Regularly changing your password is a good security practice. My Information gives you the ability to change your password any time. This job aid outlines the steps required to change your password.

Changing Your Password

- 1 Open the Global Navigation menu and click the **My Info** tab.
- 2 Navigate to **My Information > My Profile > Change Password**.
- 3 In the **Old Password** field, enter your current password.
- 4 In the **New Password** field, enter your new password.
- 5 In the **Confirm New Password** field, enter your new password again.
- 6 Click **Change Password**, located in the upper right corner of the screen.
- 7 Confirm that the **Password Changed** notification appears.



A screenshot of the 'Change Password' form. At the top left is a back arrow and the text 'Change Password'. At the top right is a blue button labeled 'Change Password' with a callout '6'. Below this is a 'Warnings (1)' section with a 'Hide All' link. A warning message states: 'The New Password must be at least 8 characters long and contain at least one of each of the following character types: Upper Case Letter, Lower Case Letter, Number, Symbol. Example: Password!'. Below the warning are three input fields: 'Old Password*' (callout '3'), 'New Password*' (callout '4'), and 'Confirm New Password*' (callout '5').



Don't Forget!

Your password must contain at least eight characters and one of each of the following character types:

- Upper Case Letter
- Lower Case Letter
- Number
- Symbol




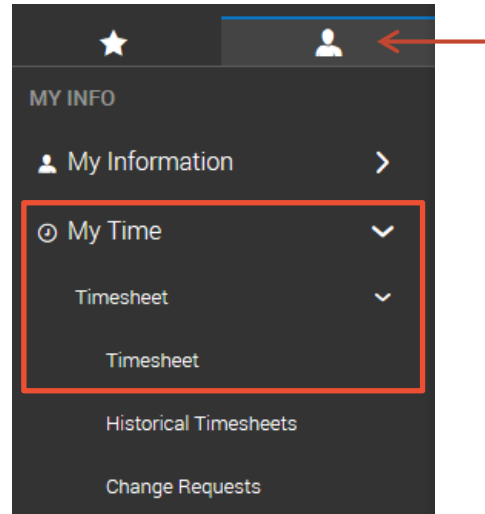
Viewing My Timesheet

This job aid covers how to view your timesheet and some of the features and functions available when viewing your timesheet.

Accessing your timesheet

Your current timesheet may be set as your home page when you log in to the application.

If it is not your default home page, you can access it by clicking the **Show Menu** icon , selecting the **My Info** tab and navigating to **My Time > Timesheet > Timesheet**.



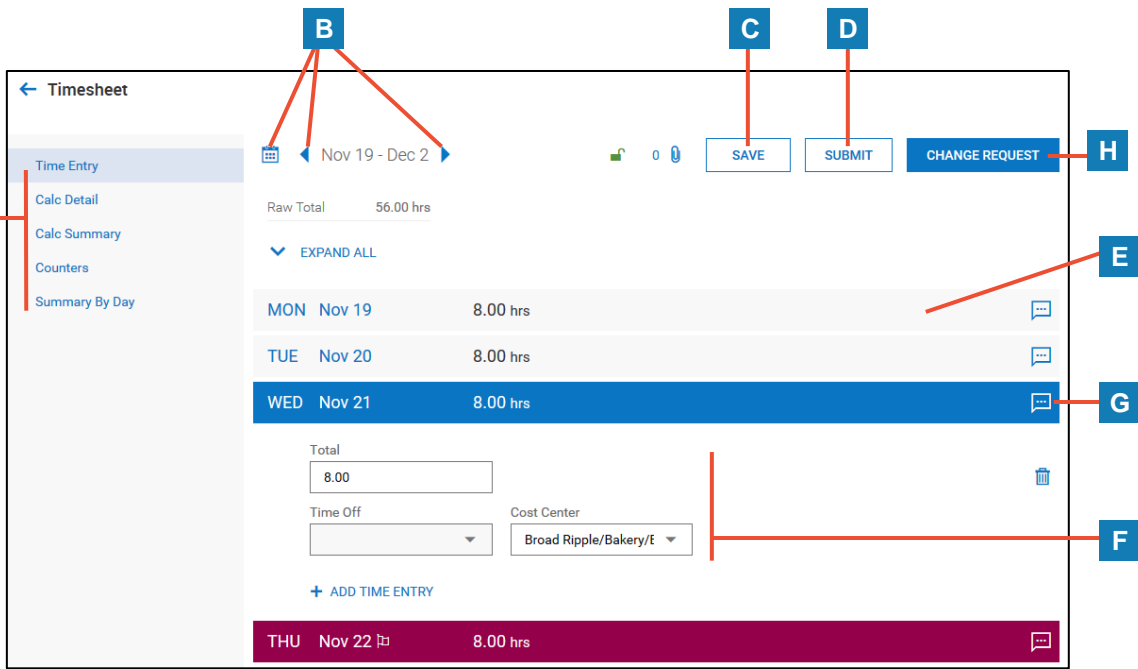
Interacting with your timesheet

You can interact with your timesheet using various features and functions shown within your timesheet view. These may include options to punch in and out, edit time entry information, save your changes and submit your timesheet.

Features and functions vary based on the type of timesheet view you have been assigned and the level of permission you are granted by your organization to make changes to your time. If you have specific questions about your permissions, please contact your manager or your organization's timekeeping administrator.

Mobile View

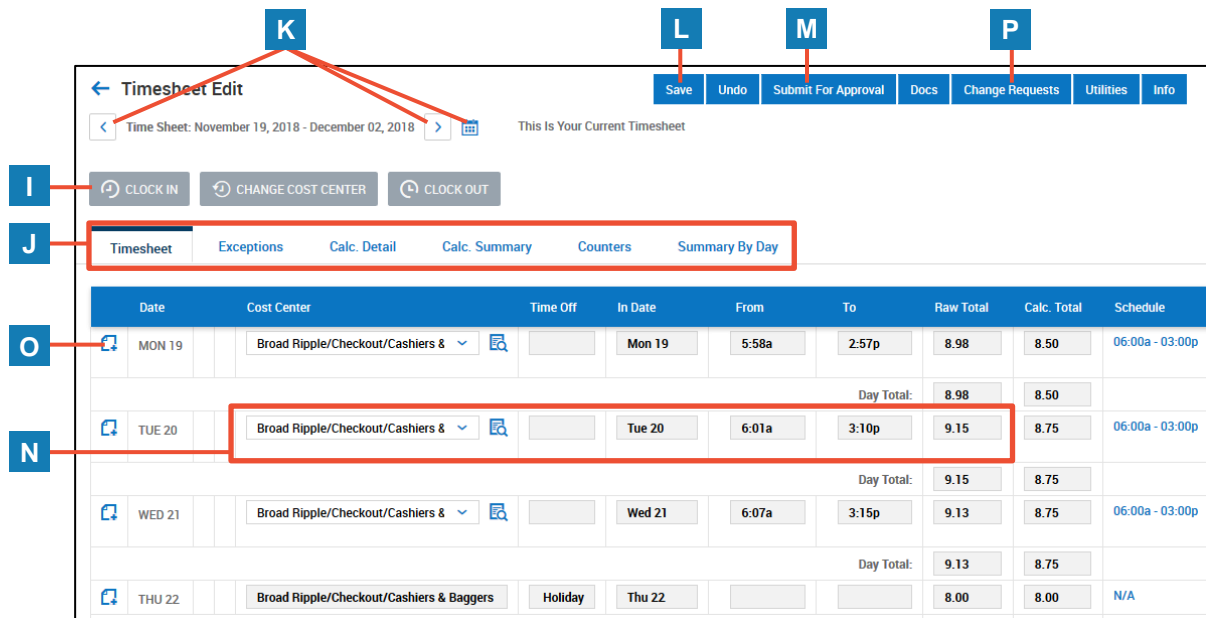
A	Links Panel: Click a hyperlink to change the content within the screen to show the timesheet or various reports of the timesheet information.	E	Date Bar: Click anywhere on the date bar to expand or collapse the detailed information for the date on the timesheet.
B	Date Navigation: Click these icons to view a different timesheet by changing the dates shown.	F	Time Entry Fields: Enter or change information in available fields for a specific time entry. Greyed out fields can only be changed using a Change Request.
C	Save: Click to save any changes you made.	G	Note: Click to view and add notes to your timesheet.
D	Submit: Click to submit your timesheet for approval.	H	Change Request: Click to submit a time entry change request.



Desktop View

I	Clock Buttons: Click these buttons to clock in, clock out, or transfer.
J	Tabs: Click a tab to change the content within the screen to show the timesheet or various reports of the timesheet information.
K	Date Navigation: Click these icons to view a different timesheet by changing the dates shown.
L	Save: Click to save any changes you made.

M	Submit for Approval: Click to submit your timesheet for approval.
N	Time Entry Fields: Enter or change information in available fields for a specific time entry. Greyed out fields can only be changed using a Change Request.
O	Note: Click to view and add notes to your timesheet.
P	Change Requests: Click to submit a time entry change request.





Job Aid

Viewing My Pay Statements

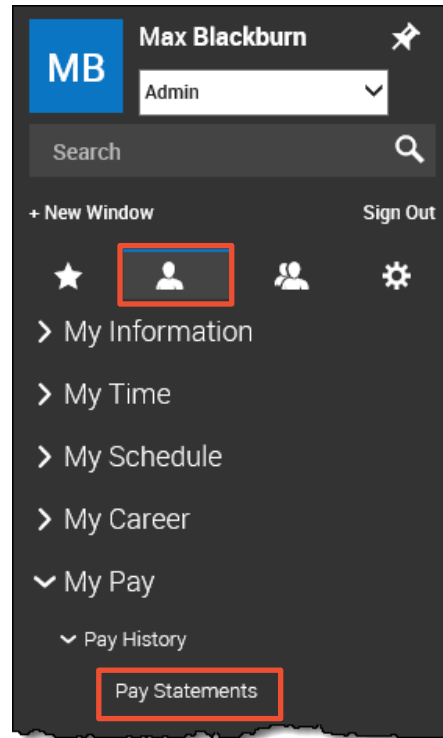
Within your **My Info** menu, you can view your personal employee information. This job aid describes how to access your pay statement information.

Accessing your pay statements

Use the **Pay Statements** screen to view both recent and historical pay statements.

- 1 Click **Show Menu**, then click the **My Info** icon.
- 2 Navigate to **My Pay > Pay History > Pay Statements**.
- 3 On the Pay Statements screen, click either the **Recent** or **Historical** button. If viewing Historical, enter a date range in the From and To fields.

The following image highlights key areas of the **Pay Statements** screen.



A Buttons for viewing recent or historical pay statement summaries.

B Links to download pay statements.

RECENT	HISTORICAL																								
<p>From: 09/26/2017 To: 09/26/2018</p> <p>Jul 06, 2018</p> <p>Net Payment: \$ 1,754.68</p> <table border="1"> <tr><th>Type</th><th>Regular</th></tr> <tr><td>Pay Period Start</td><td>Jun 18, 2018</td></tr> <tr><td>Pay Period End</td><td>Jul 01, 2018</td></tr> <tr><td>Gross</td><td>\$ 2,423.08</td></tr> <tr><td>Check</td><td>\$ 0.00</td></tr> <tr><td>Direct Deposits</td><td>\$ 1,754.68</td></tr> </table> <p>PAY STATEMENT</p>	Type	Regular	Pay Period Start	Jun 18, 2018	Pay Period End	Jul 01, 2018	Gross	\$ 2,423.08	Check	\$ 0.00	Direct Deposits	\$ 1,754.68	<p>Jun 22, 2018</p> <p>Net Payment: \$ 1,754.69</p> <table border="1"> <tr><th>Type</th><th>Regular</th></tr> <tr><td>Pay Period Start</td><td>Jun 04, 2018</td></tr> <tr><td>Pay Period End</td><td>Jun 17, 2018</td></tr> <tr><td>Gross</td><td>\$ 2,423.08</td></tr> <tr><td>Check</td><td>\$ 0.00</td></tr> <tr><td>Direct Deposits</td><td>\$ 1,754.69</td></tr> </table> <p>PAY STATEMENT</p>	Type	Regular	Pay Period Start	Jun 04, 2018	Pay Period End	Jun 17, 2018	Gross	\$ 2,423.08	Check	\$ 0.00	Direct Deposits	\$ 1,754.69
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<p>Jun 08, 2018</p> <p>Net Payment: \$ 1,754.69</p> <table border="1"> <tr><th>Type</th><th>Regular</th></tr> <tr><td>Pay Period Start</td><td>May 21, 2018</td></tr> <tr><td>Pay Period End</td><td>Jun 03, 2018</td></tr> <tr><td>Gross</td><td>\$ 2,423.08</td></tr> <tr><td>Check</td><td>\$ 0.00</td></tr> <tr><td>Direct Deposits</td><td>\$ 1,754.69</td></tr> </table> <p>PAY STATEMENT</p>	Type	Regular	Pay Period Start	May 21, 2018	Pay Period End	Jun 03, 2018	Gross	\$ 2,423.08	Check	\$ 0.00	Direct Deposits	\$ 1,754.69													
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Check	\$ 0.00																								
Direct Deposits	\$ 1,754.69																								

Downloading and viewing a pay statement

To view and print a PDF of an individual pay statement, download it first.

- 1 Click the **Download Pay Statement** link in the summary for the pay statement you want.
- 2 Follow your browser's prompts to save the pay statement PDF to the destination of your choice.
- 3 Navigate to the location where you saved the file and open it with a PDF viewer.

May 25, 2018

Net Payment

\$ **1,754.67**

Type	Regular
Pay Period Start	May 07, 2018
Pay Period End	May 20, 2018
Gross	\$ 2,423.08
Check	\$ 1,754.67

↓ PAY STATEMENT

GKTCS SOLUTIONS
315 West Ohio Street
Indianapolis, IN 46202

PNC BANK, NA
70-2189
719

Check Date: 08/31/2018
Check #: 10075

Pay To The

Order Of: **Max Blackburn**

Amount: One Thousand Seven Hundred Sixty Eight Dollars and 29/100 Cents

\$ 1,768.29

Location 1/Dept 100 1033 08/31/2018 10075

Max Blackburn
101 West Washington Street
Indianapolis, IN 46204



Authorized Signature

#1033 - Max Blackburn
Location 1/Dept 100

Check # 10075

Pay Date: 08/31/2018
Pay Period: 08/12/2018-08/25/2018

Earnings

	Current	YTD
Regular	2,307.69	2,307.69
Gross Pay	2,307.69	2,307.69

Deductions

	Current	YTD
Dental Pre Tax	34.62	34.62 ¹
Medical PreTax	36.92	36.92 ¹
Vision PreTax	23.08	23.08 ¹

A Pay Date: Date of the check or direct deposit.

C Pay Stub section: Shows details regarding earnings, deductions, net pay and other related information.

B Check/Voucher section: Shows a copy of the check or direct deposit voucher.



Accessing the Mobile Application

The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.

Google Android

- 1 Access **Google Play**.
- 2 Search for **Kronos Workforce Ready Mobile**.
- 3 **Download** and **install** the application to your device.

Apple iOS

- 1 Access the **Apple App Store**.
- 2 Search for **Kronos Workforce Ready Mobile**.
- 3 **Download** and **install** the application to your device.

Setting up the mobile application for the first time

- 1 Open the **mobile application** on your device.
- 2 Select your **region** from the list.
- 3 Input your **company's short name**.
- 4 **Note:** Please see your company administrator for your company's short name.
- 5 Press **Continue**.
- 6 Input your **username** and **password**.
- 7 Press **Login**.

The Company Short Name for Goodwill Industries of South Texas is6158192.

Logging back into the mobile application

- 1 Open the **mobile application** on your device.
- 2 Input your **username** and **password**.

Note: If you forget your password, press the Forgot Your Password link and follow the screen prompts.

- 3 Press **Login**.

GKTCS Solutions

Log In

Username
John.Doe

Password [Forgot Your Password?](#)
.....

LOGIN

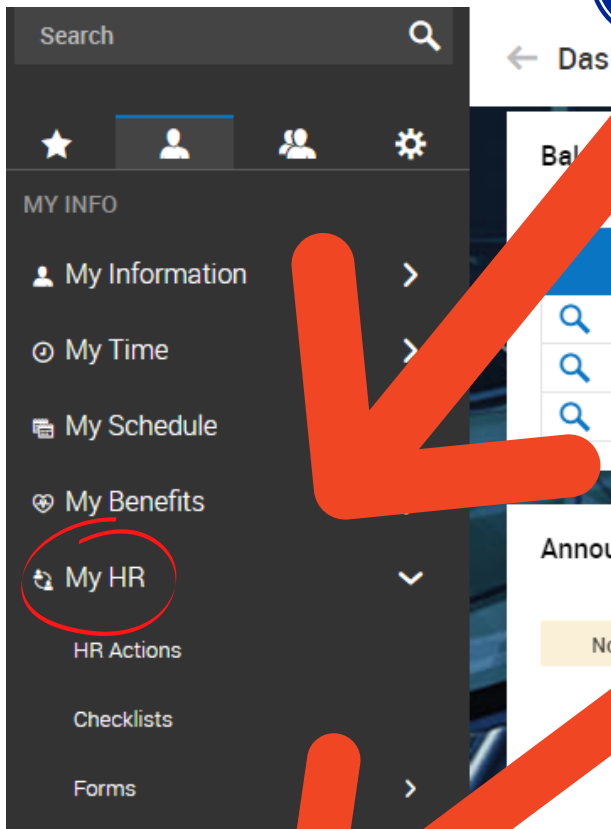
Welcome to GKTCS Solutions portal

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MY HR for CHANGES

1

Select My HR to update:



- Address
- Direct Deposit
- Emergency Contact
- Name Change
- Phone Number
- Email

2

Select HR Action to complete update



Call HR at 361-884-4068 if you have further questions