

## **Kronos Open Enrollment**

1. Login to Kronos via <http://skronos.city.salem.int/wfc/navigator/logon> in with the username and password provided to you. Existing users can use their existing username and password.
2. If you encounter any JAVA questions please accept, approve or run JAVA as it is required for Kronos to operate.
3. If you encounter problems using Internet Explorer on your computer you will need to complete the following process. The first time setup has a number of steps but it is easy after that.
  - a. Open My Computer
  - b. Go to P:\Remote Programs
  - c. Double-click on **IE - Kronos.msi** (If a prompt pops up - please click the OK button to run the installation)
  - d. Click on the Start Button, click on All Programs, click on Remote Programs, click on IE – Kronos
  - e. You will see a PopUp which ask you to enter your "Windows" (network) username and password and then click the OK button.
  - f. On the "Setup Internet Explorer" screen click the OK button
  - g. Internet Explorer will auto-start
  - h. Two tabs have opened. The second tab says "Meet Internet Explorer" and should just be closed or ignored. The second tab will never appear again.
  - i. The first tab is Kronos
  - j. On the Kronos login screen, enter your Kronos Username and Password provided to you
4. You should be on the Employee Home Page, if not, find "My Information" in the Workspaces section in the top right corner by clicking through the carousel. Click on My Information and then Employee Home Page.
5. Select 2014 Open Enrollment which brings you to the Life Events Page where you should click 2014 Open Enrollment again. On the next page, the Welcome Page, you can click More Info to see information about the different plans to assist in selecting what plan you want, or you can click Next to start the Open Enrollment Wizard.
6. On the next screen, select the top box to select all benefit check boxes and then select Next. It is important you go through each benefit plan to ensure that you are enrolled in/or have waived your right to the listed benefit plans.
7. On the next screen select which plan you want (for example Key Care 30) and then what coverage within that plan you want (for example Employee + Child). You will also make any monthly elections on this page for the Health Savings if you selected the Lumenos Plan, and for the FSA plans is you elect to do so. At the top of that page under Health Options, there is a link that says View Plan Details that will give additional information about the different plans, as well as clicking More Info.
8. If you select a plan that includes dependents, you will have to enter dependent information in on this screen as well. Make sure to check the boxes of the dependents you want on your plan.
9. Clicking Save & Continue will take you to the next screen in the wizard to enter your Dental elections.
10. Clicking Save & Continue will take you to the next screen in the wizard to enter your Dependent Care elections if you so choose to participate.
11. Clicking Save and Continue will take you to the Summary screen where you should review your information. If you need to make changes, select Edit at the option that needs updating. You may also select the Print option in the top right of the page to keep a copy for your records although it's not required to be turned in this year.
12. To finalize, select Submit Changes.