

Requesting Wage Access for Kronos Analytics

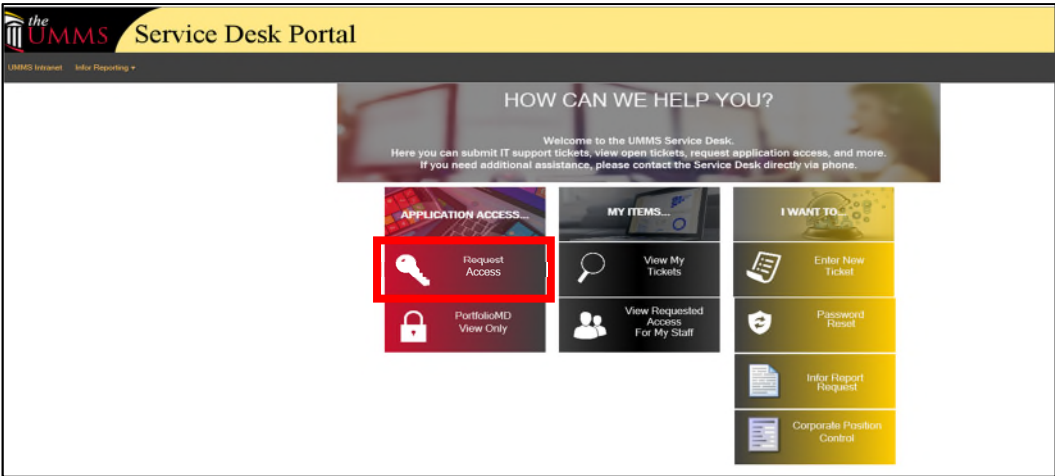
Form Number:	Requesting Wage Access for Kronos Analytics
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Prepared Date:	8/25/2022
Revised Date:	

Objective:

This job aid will provide the steps needed to request access to Kronos Analytics (wages) by submitting a Service Desk Portal ticket.

Steps:

1. Go to the UMMS Service Desk Portal (Cherwell)
https://cher-prd-web.umms.umm.edu/CherwellPortal/ITOOTBAccessRequest?_=3b793831#0
2. Click on **Request Access**

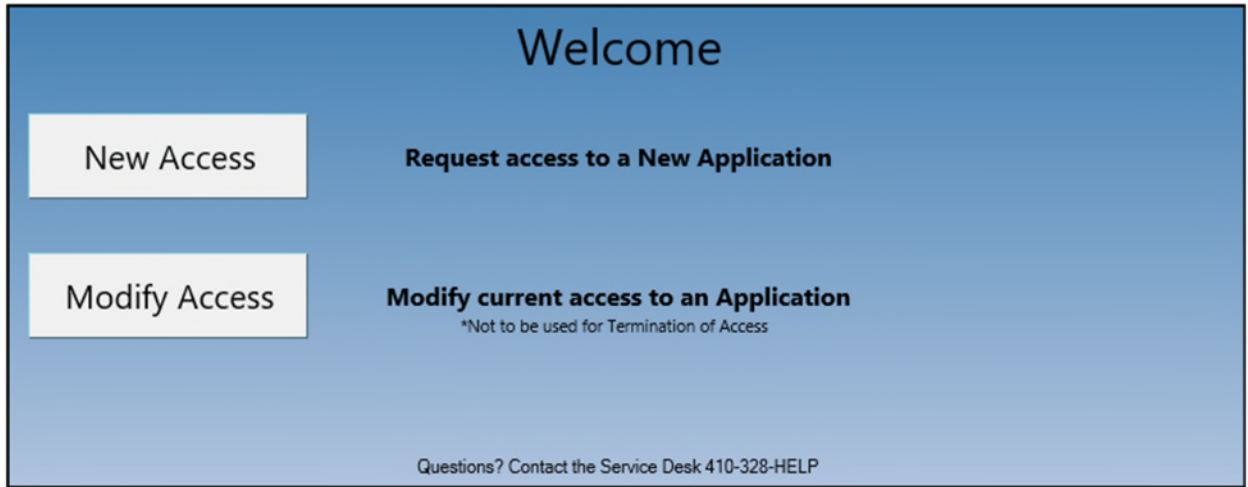


3. Enter your Cherwell account **USER ID & PASSWORD**

A screenshot of a 'Login' form. The form has a title 'Login' and a close button. Below the title is the text 'Log in with your Cherwell account'. There are two input fields: 'USER ID' and 'PASSWORD'. At the bottom of the form are two buttons: 'Cancel' and 'Login'.

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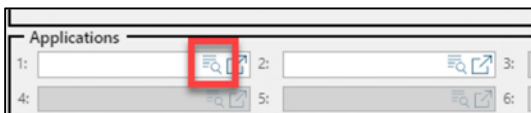
4. Select **New Access**



5. For **existing** team members, enter the Demographic Information starting with **Request Access For** and **Location**. Your information will auto populate the information outlined in red.

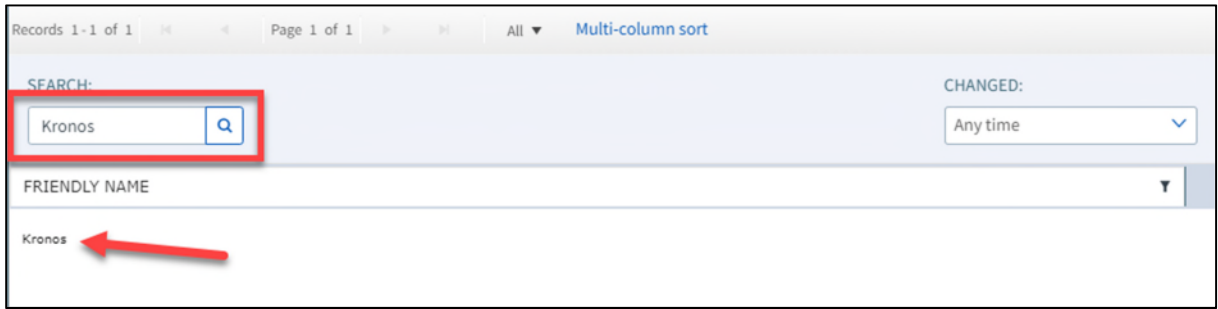
For **new team members**, enter the demographic information outlined in red.

6. Under Applications, select the **Search** button:

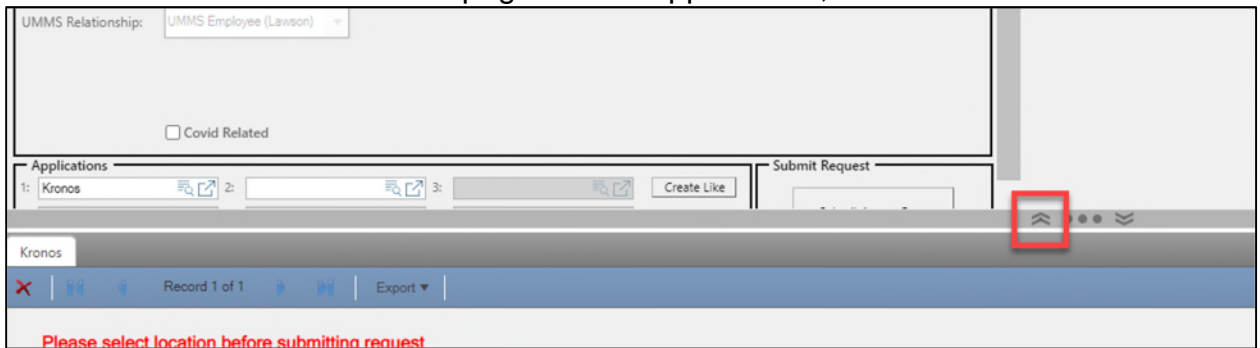


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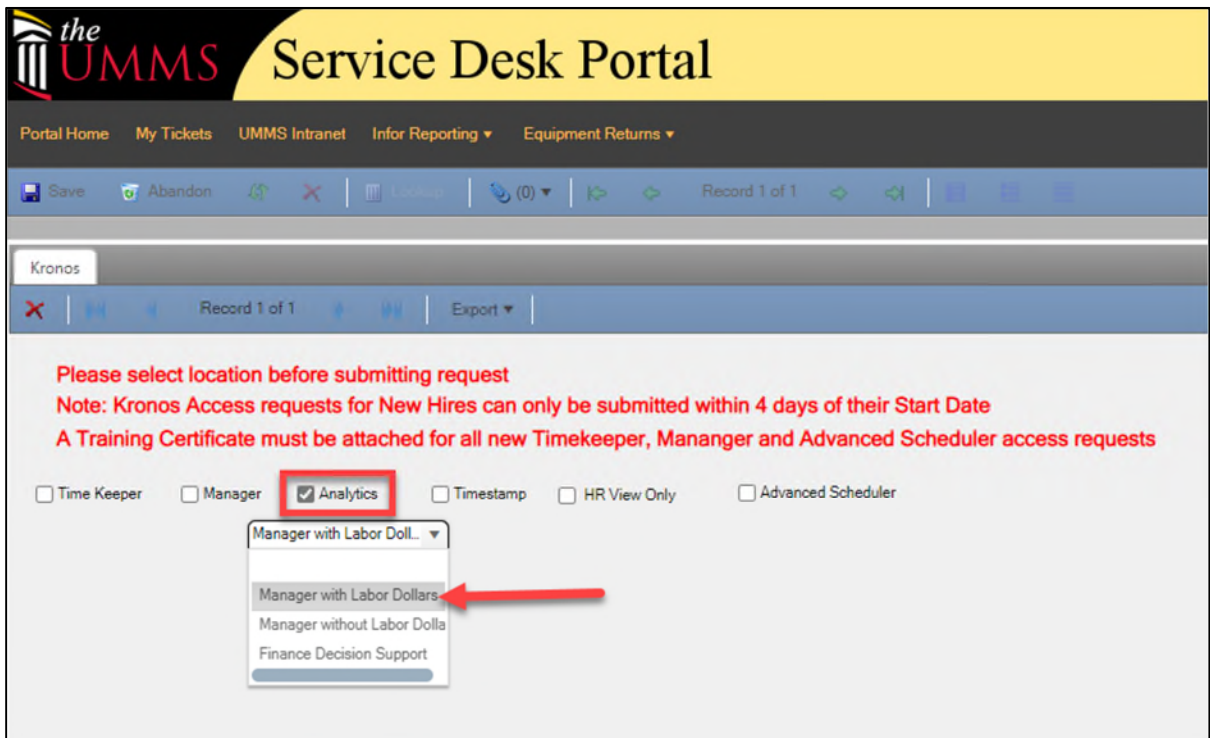
7. Search for and select **Kronos** from the pop up menu.



8. You will be returned to the main page. Under Applications, select the **UP Arrow**

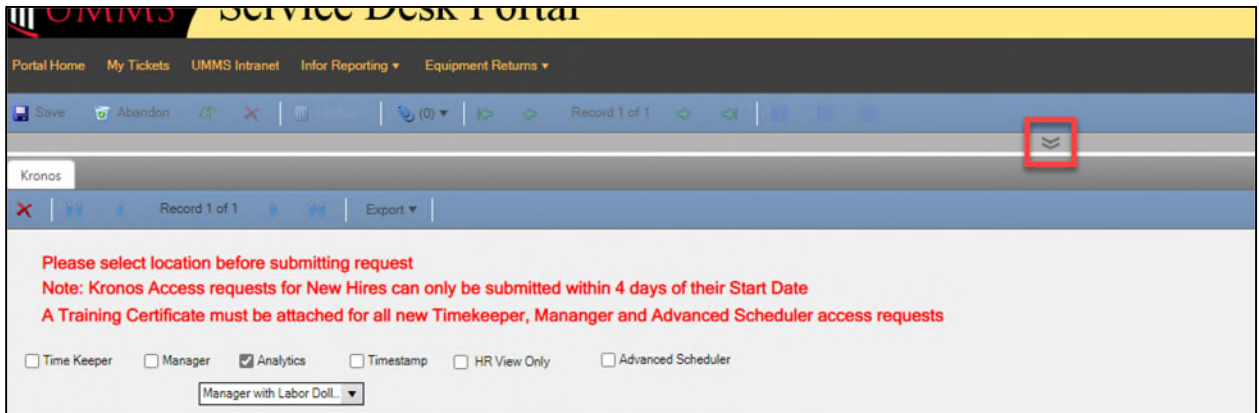


9. Click to place a check mark on **Analytics**.
10. Select **Manager with Labor Dollars** from the drop down menu.

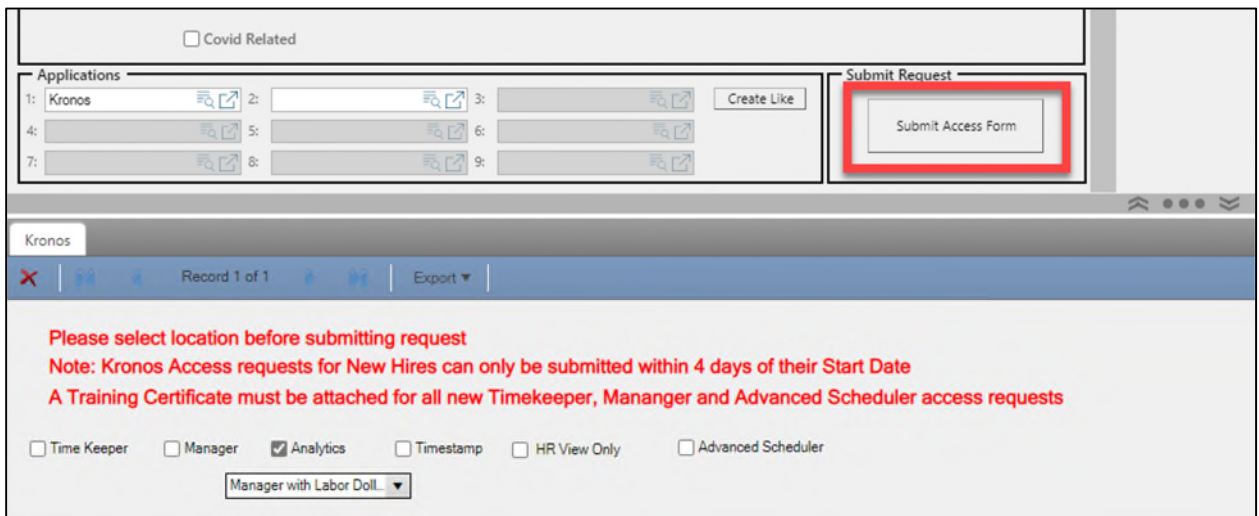


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11. Click the **DOWN Arrow** to return to the main page.



12. Click **Submit Access Form**.



NOTE: Wage access is given when the Direct Reports in INFOR match Kronos. What does this mean?

- a. If a request was made to view additional accounting units in Kronos and it was granted, the Requester will NOT receive wage access.
 - i. Why? The Requester will have the ability to view wages for Team Members who are not their Direct Reports.
 - ii. Only Decision Support, VP's and those approved by CFO's will have secondary logins.