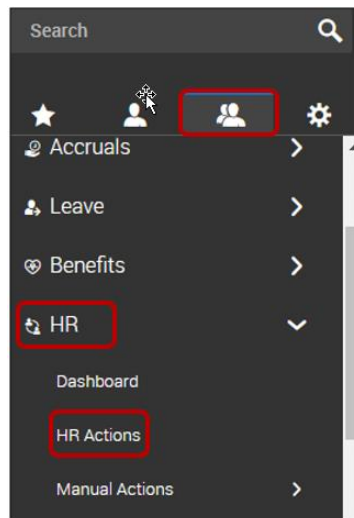


## HR Action – Submitting a Bonus Payment

1. Click the **Main Menu** link



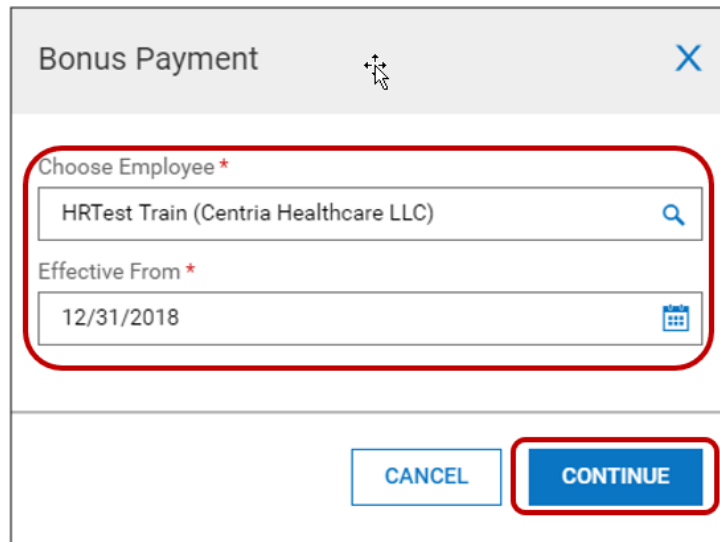
2. Click the **Team** tab
3. Expand the HR section, and then click **HR Actions**



4. Click the **Start** link to the right of the Bonus Payment action

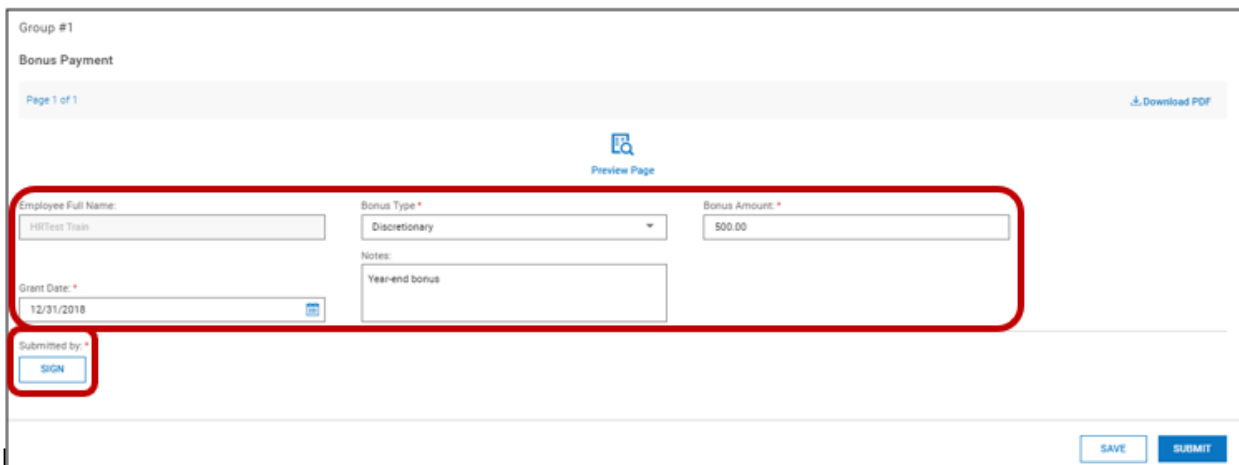


5. Click the **Search** icon (magnifying glass) to find the employee receiving the bonus
6. Click the **Calendar** icon to select the Effective From date
7. Click **Continue**



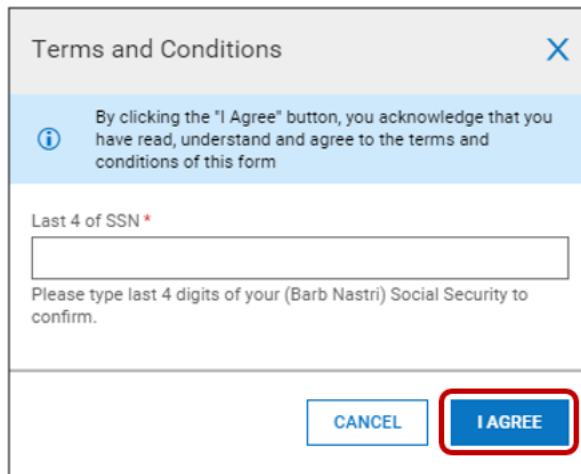
The screenshot shows a modal window titled "Bonus Payment" with a close button (X) in the top right corner. The form contains two input fields: "Choose Employee \*" with the value "HRTesT Train (Centria Healthcare LLC)" and a search icon; and "Effective From \*" with the value "12/31/2018" and a calendar icon. At the bottom, there are two buttons: "CANCEL" and "CONTINUE". A red box highlights the "Choose Employee" and "Effective From" fields, and another red box highlights the "CONTINUE" button.

8. Complete the required fields on the Bonus Payment page, and then click **SIGN**



The screenshot shows the main "Bonus Payment" page. At the top, it says "Group #1" and "Bonus Payment". Below that, it says "Page 1 of 1" and "Download PDF". There is a "Preview Page" button with a magnifying glass icon. The form contains several fields: "Employee Full Name" with the value "HRTesT Train"; "Bonus Type" with a dropdown menu showing "Discretionary"; "Bonus Amount" with the value "500.00"; "Grant Date" with the value "12/31/2018" and a calendar icon; and "Notes" with the value "Year-end bonus". At the bottom left, there is a "Submitted by:" label and a "SIGN" button. At the bottom right, there are "SAVE" and "SUBMIT" buttons. A red box highlights the "Employee Full Name", "Bonus Type", "Bonus Amount", "Grant Date", and "Notes" fields, and another red box highlights the "SIGN" button.

- a. The Terms and Conditions form displays
  - b. Read the information text carefully
9. Enter the last 4 digits of the SSN and then click **I AGREE**
- a. This is a Centria requirement



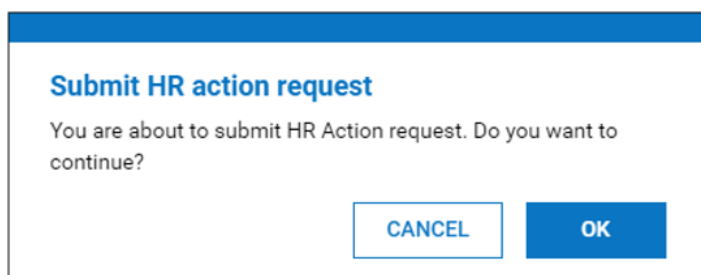
The dialog box is titled "Terms and Conditions" and has a close button (X) in the top right corner. It contains an information icon (i) and the text: "By clicking the 'I Agree' button, you acknowledge that you have read, understand and agree to the terms and conditions of this form". Below this is a text input field labeled "Last 4 of SSN \*". Underneath the field is the instruction: "Please type last 4 digits of your (Barb Nastri) Social Security to confirm." At the bottom of the dialog are two buttons: "CANCEL" and "I AGREE". The "I AGREE" button is highlighted with a red border.

10. Click **SAVE** and then click **SUBMIT**



A rectangular box containing two buttons: "SAVE" and "SUBMIT". Both buttons are highlighted with a red border.

- a. Kronos prompts with a question
11. Click **OK**



The dialog box has a blue header with the text "Submit HR action request". Below the header is the text: "You are about to submit HR Action request. Do you want to continue?". At the bottom of the dialog are two buttons: "CANCEL" and "OK". The "OK" button is highlighted with a dark blue background.

- a. The Bonus Payment now displays on the SUBMITTED tab and is routed to HR for review and approval



A horizontal navigation bar with three tabs: "AVAILABLE", "OPEN (4)", and "SUBMITTED". The "SUBMITTED" tab is highlighted with a dark blue background, while the other two are white with blue borders.