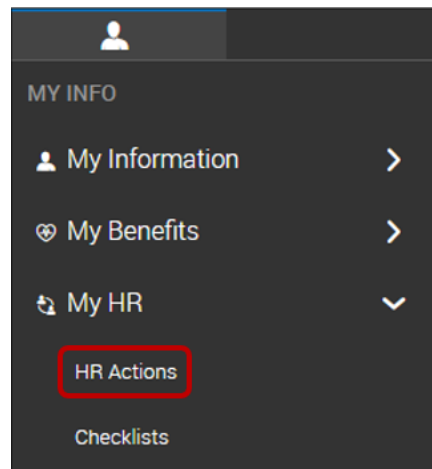


Updating Phone Information

1. Click the **Main Menu** icon located in the upper left corner



2. Expand the My HR section, and then click **HR Actions**



3. Click the **Start** link to open the Address Change form



4. Enter the Effective Date
 - a. Kronos defaults to the Phone section
5. Enter the new cell and/or home phone numbers



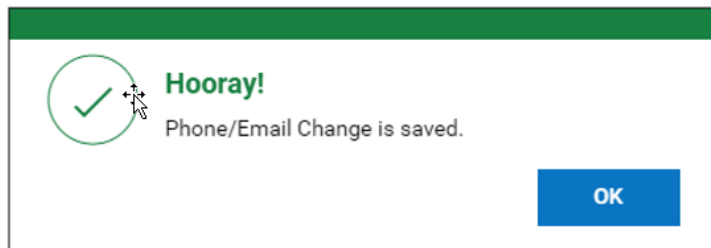
Phone/Email Change
Please enter any new information below. Once finished, please remember to click [Save](#) and [Submit](#).
Once submitted, this information will be updated in your account.

Effective From *
11/12/2018

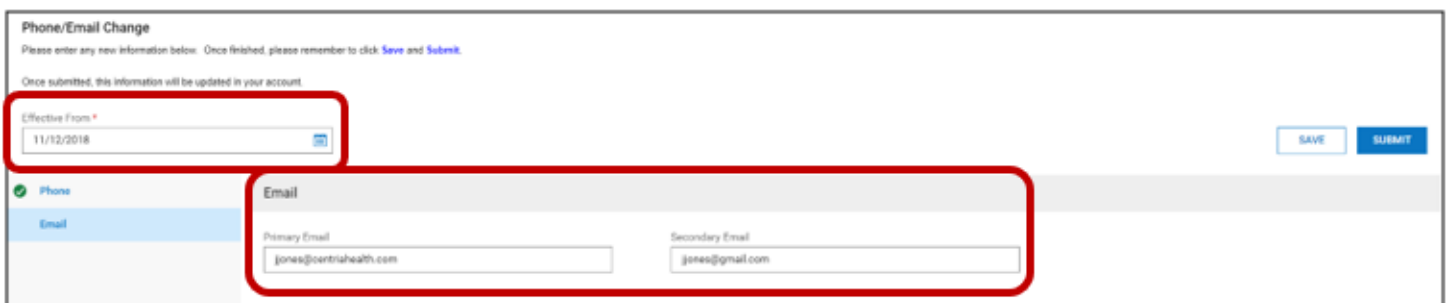
Phone

Cell Phone: 202-123-4567
Home Phone: 202-987-6543

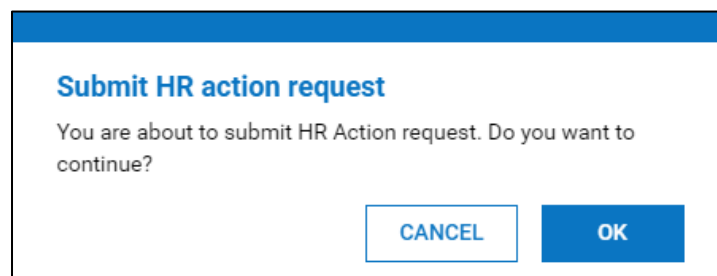
6. Click **SAVE**, and then click **OK** when the confirmation screen displays



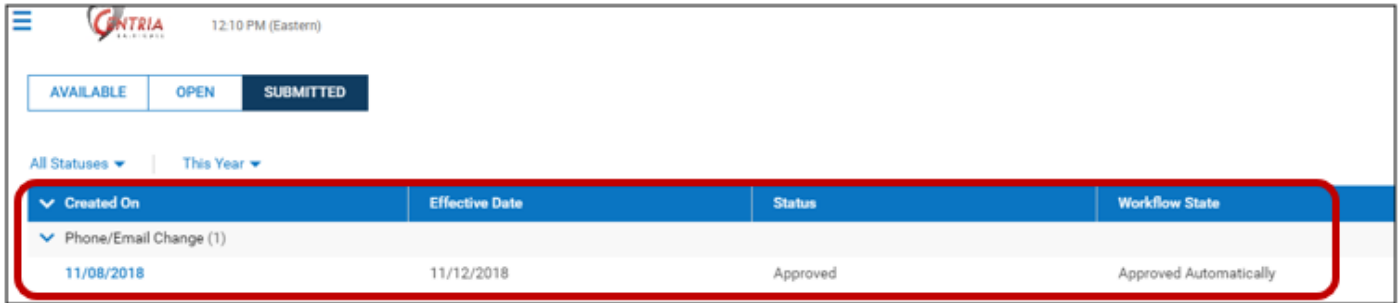
- a. Kronos automatically moves to the Email section
7. If the Effective Date is different than the effective date for the phone change, enter the date
 8. Enter the Primary Email address
 - a. Optionally, you can enter a Secondary Email address



9. Click **SAVE**, and then click **OK** when the confirmation screen displays
10. Click **SUBMIT**, and then click **OK** when the confirmation screen displays



a. The Phone/Email Change form is submitted and automatically approved

A screenshot of the Centria Kronos web interface. At the top left, there is a menu icon and the Centria Healthcare logo. The time is displayed as 12:10 PM (Eastern). Below the logo, there are three buttons: "AVAILABLE", "OPEN", and "SUBMITTED", with "SUBMITTED" being the active button. Underneath, there are two dropdown menus: "All Statuses" and "This Year". The main content is a table with a blue header and a white body. The table has four columns: "Created On", "Effective Date", "Status", and "Workflow State". A red rounded rectangle highlights the first row of data, which shows a "Phone/Email Change (1)" record created on 11/08/2018, effective on 11/12/2018, with a status of "Approved" and a workflow state of "Approved Automatically".

| Created On | Effective Date | Status | Workflow State |
|------------|----------------|----------|------------------------|
| 11/08/2018 | 11/12/2018 | Approved | Approved Automatically |