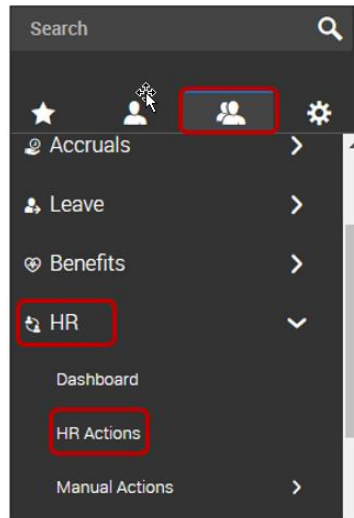


## HR Action – Submitting a Bonus Payment

1. Click the **Main Menu** link



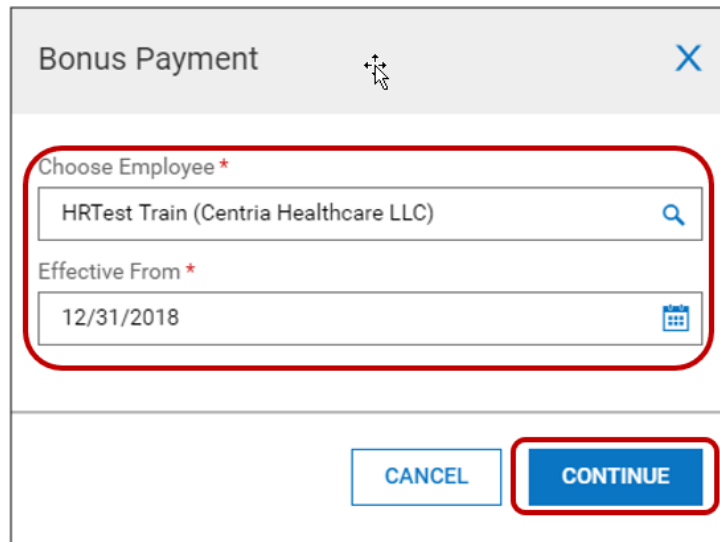
2. Click the **Team** tab
3. Expand the HR section, and then click **HR Actions**



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

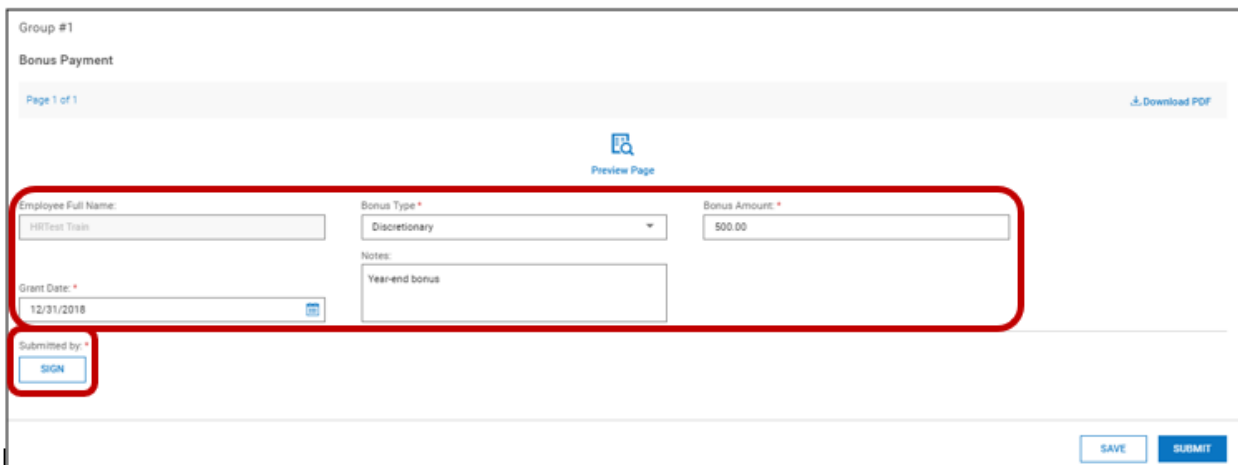


5. Click the **Search** icon (magnifying glass) to find the employee receiving the bonus
6. Click the **Calendar** icon to select the Effective From date
7. Click **Continue**



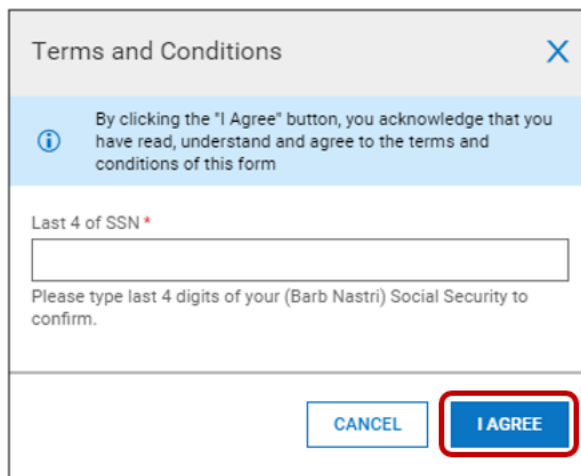
The screenshot shows a modal window titled "Bonus Payment" with a close button (X) in the top right corner. The form contains two required fields: "Choose Employee \*" with a search icon and "Effective From \*" with a calendar icon. The "Choose Employee" field is populated with "HRTTest Train (Centria Healthcare LLC)". The "Effective From" field is populated with "12/31/2018". At the bottom of the modal, there are two buttons: "CANCEL" and "CONTINUE".

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" (HRTTest Train), "Bonus Type" (Discretionary), "Bonus Amount" (500.00), "Grant Date" (12/31/2018), and "Notes" (Year-end bonus). There is a "Submitted by:" field with a "SIGN" button. At the bottom right, there are "SAVE" and "SUBMIT" buttons.

- 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



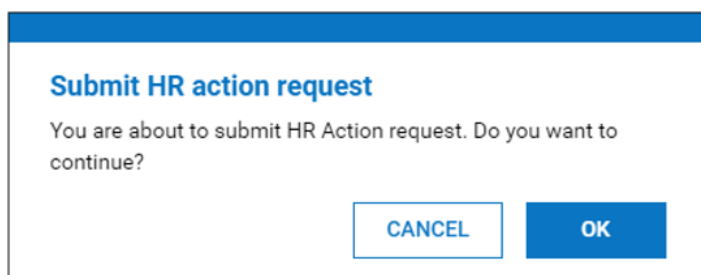
The dialog box is titled "Terms and Conditions" and has a close button (X) in the top right corner. It contains an information icon (i) and a text block: "By clicking the 'I Agree' button, you acknowledge that you have read, understand and agree to the terms and conditions of this form". Below this is a text input field labeled "Last 4 of SSN \*". Underneath the field is a note: "Please type last 4 digits of your (Barb Nastri) Social Security to confirm." At the bottom right, there 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, it says: "You are about to submit HR Action request. Do you want to continue?". At the bottom, there 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 row of three tabs: "AVAILABLE", "OPEN (4)", and "SUBMITTED". The "SUBMITTED" tab is highlighted with a dark blue background, while the others are white with blue borders.