



IMPORTANT INFORMATION REGARDING WAGE PAYMENT AND TIME OFF

Dear Employee,

Holliday Rock will be transitioning our payroll services over to Kronos towards the end of August 2020. This will change a few things depending on whether you have direct deposit or not. This will also introduce a new way to request sick and vacation time off. You will also have access to your pay history, wage statements, and year-end documents directly online.

WAGE PAYMENT

Employees with Direct Deposit

If you have direct deposit you will no longer receive a printed remittance every week. They will be available to access through Kronos' secure website, phone app or a time clock located at one of our sites. Printed copies of your remittance can also be requested by contacting Human Resources.

Employees with Live Checks

If you receive a live check every week not much will change other than the visual appearance of the check. You will still receive it in the same manner you currently do.

TIME OFF REQUESTS (VACATION & SICK TIME)

All time off requests will now be done through Kronos. You can use the Kronos website, phone app, or a time clock located at one of our sites. You may also request time off by talking to your supervisor or Human Resources. Please note that Kronos will require an employee to use vacation hours for any vacation time off request if they are available.

Please read through the following pages very carefully, they explain how to sign in to Kronos the first time and how to do common tasks like request time off and view your pay statement.

After you sign in the first time you will be asked to confirm your contact details and create a new password. We have included a card that is pre-printed with your name, employee ID number, and a spot to write down your new password. Please keep this card in a safe location and do not share your info with anyone.

Please do not begin submitting time off requests in Kronos until August 30th, any previous time off requests you submitted will be migrated over to the new system.



Thank you,
Holliday Rock Human Resources

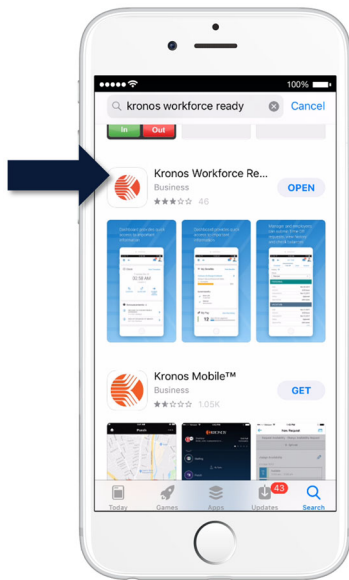
ACCESSING KRONOS

You can access Kronos a few different ways:

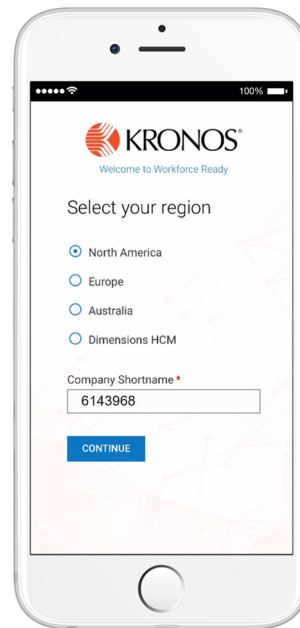
- Visit kronos.holidayrock.com on a computer or smart phone using a web browser.
- Install the Kronos Workforce Ready Mobile app on your phone from the App Store (Apple) or Google Play Store (Android). If you decide to use the app, you will need to follow the two steps below to set it up before logging in.
- Use a time clock located at one of our sites. You will need to have your Kronos badge to use this method.

SETTING UP THE MOBILE APP

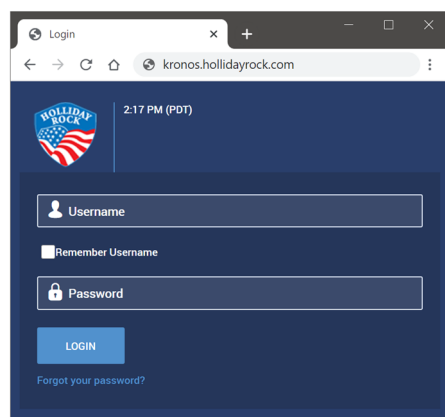
1) Go to the App Store  if you are on an Apple device or the Google Play Store  if you are on an Android device. Search for “Kronos Workforce Ready”. Be sure to install the correct app.



2) After you install the app and launch it you will need to select **North America** for the region, then enter our company shortname: **6143968**



LOGGING IN THE FIRST TIME

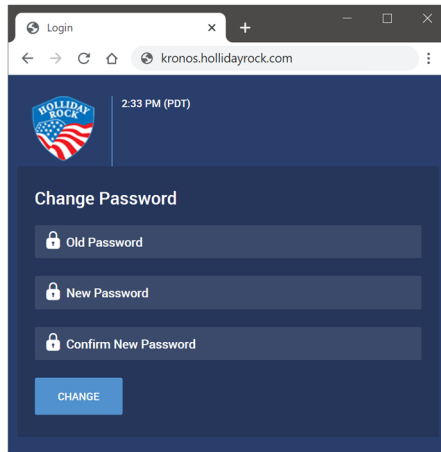


When you log in to Kronos the first time you will be prompted to enter your username (this is your employee ID number) and your password. Please refer to the enclosed Kronos ID Card for your username.

If you have never signed in to Kronos before, your default password is: **Kronos@12**

Passwords are Case Sensitive so make sure you type in a capital **K** when entering the default password.

CHANGING YOUR PASSWORD



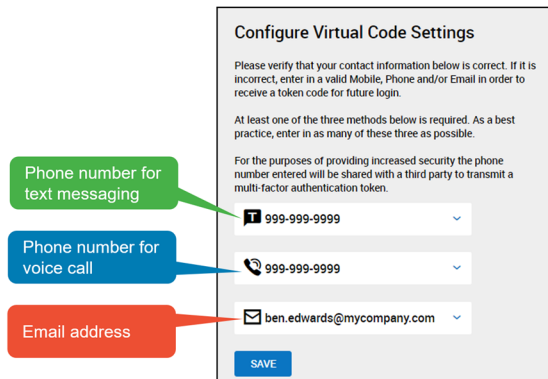
After you log in with the default password you will be prompted to create a new password. You will need to enter the **OLD** default password at the top, then your **NEW** password in the middle and bottom fields.

Your new password must be 8 characters long, and it must include an upper case letter, a lower case letter, a number, and a special character.

An example password would be: **AbC1234@**

Please enter something you can remember, then write it down on your Kronos ID Card in the password spot. Keep this card in a safe location and do not share your password with anyone.

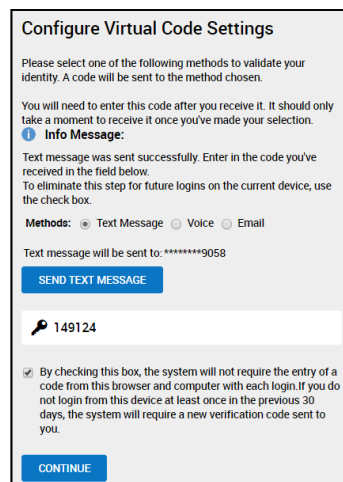
VIRTUAL CODE AUTHENTICATION SETUP



Once you set your new password you will be asked to verify your contact information; a phone number for text messages, a phone number for voice calls, and an email address. This will be used for the Virtual Code Authentication.

Virtual Code Authentication is a method used to verify your identity by sending you a six digit code to your phone or email. This additional step helps protect your sensitive personal data.

GETTING YOUR VCA CODE




After you save your contact information, you will need to select a method to receive your code; Text Message, Voice, or Email. Then click the **Send...** button

Enter the six digit code that was sent to you.

Click the check box at the bottom to save the code to your device then click **Continue**.


VIEWING YOUR PAY STATEMENTS

Click the menu button  on the top left.


Navigate to **My Pay > Pay History > Pay Statements**.

You can view your recent and historical pay statements.

REQUESTING TIME OFF

Click the menu button  on the top left.

Navigate to **My Time > Time Off > Request**.

Choose your Time Off Type by clicking the search button .

Then click the **START REQUEST** button. Fill out all the required info then click Submit Request on the bottom right.