

Employee Login – www.hr.mardens.com

HR Links

Kronos Payroll / HR

Aetna

Lincoln Financial

Empower Retirement - 401K

Social Security

Making the Most of Your Health Savings Account

Employee Suggestion Program

1. Click Kronos Link



MARDEN'S INC.

Username

Password

LOGIN

Forgot your password?

2. Click on 'Forgot My Password'

10:04am
(EDT)

Password Reset

test.employee

What are the last 4 digits your social security?

? Answer

CONTINUE

Back To Login

3. Enter username = firstname.lastname (full

4. Enter the last four digits of your Social Security Number

10:06am
(EDT)

10:07am
(EDT)

Password Reset

test.employee

.....

.....

CONTINUE

Back To Login

5. Create your password:

- Needs to be at least 8 characters long
 - Needs to contain an upper case letter, lower case letter, number, and symbol
- Example: Susan987!

6. Log in again with your firstname.lastname and password

7. Fill in phone number and/or email in case a security code needs to be sent to you

Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.

*****5518

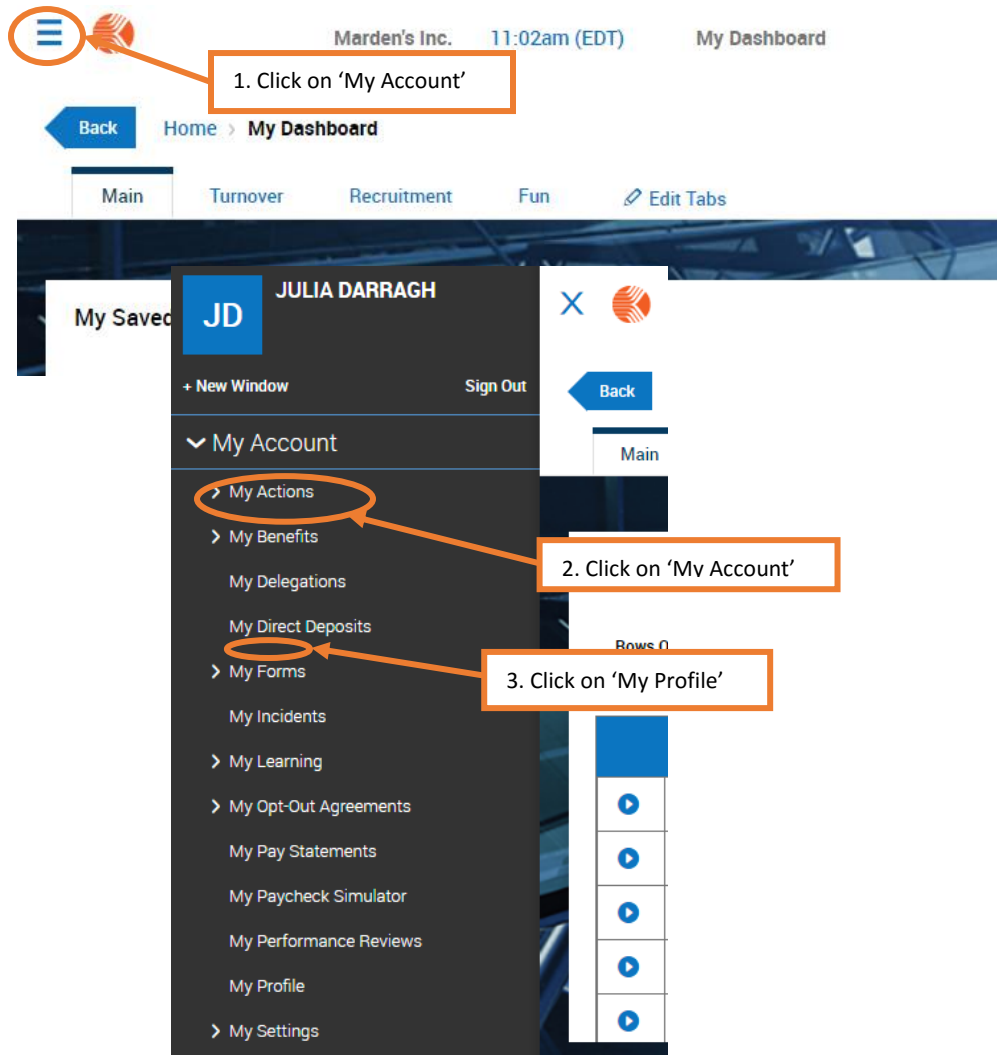
Voice Phone #

j*****h@mardens.com

SAVE

8. Click 'Save'

Update Your Information



Under "Personal Information", Fill in the Following:

The screenshot shows the 'PERSONAL INFORMATION' form. The form contains the following fields:

- Employee Id: 999999
- Social Security*: XXX-XX-3333
- Primary Email: keddy@mardens.com
- Secondary Email: (empty)
- Work Phone: 317-914-6079
- Cell Phone: (empty)
- Home Phone: (empty)
- ADDRESS:
 - Country: United States
 - Street: 101 W. Washington St
 - Ste: 800
 - Zip: 46237
 - City: Indianapolis
 - State: Indiana

Instructions for filling out the form are provided in callouts:

1. Fill in Work and Home email addresses (pointing to the email fields).
2. Fill in phone numbers (pointing to the phone number fields).
3. Verify your address is correct (pointing to the address fields).
4. Click the 'SAVE' button when you're done (pointing to the 'SAVE' button).

Under “Account Demographics”, Fill in the Following:

ACCOUNT DEMOGRAPHICS

Gender: F

Ethnicity: Hispanic or Latino

Citizenship: U.S. Citizen

Actual Marital Status: Married

Primary Language: English

Secondary Language: German

Veteran: Yes

SAVE

1. Click on each option and select from drop down menu

2. Click the 'SAVE' button when you're done

Add Account Contact

ACCOUNT CONTACTS

All Emergency Dependents Beneficiaries

No Contacts To Display

ADD CONTACT

1. Click 'ADD CONTACT'

2. Fill in first and last name of your emergency

3. Select relationship from drop down

4. Fill in contact's phone numbers

6. Leave these sections blank

7. If the contact lives at the same address as you, click this box.

8. If the contact lives at an address separate from yours, then fill in these sections.

9. Click the 'SAVE' button when done.

Account Contact

Contact Type: ☒ Emergency ☐ Dependent ☐ Beneficiary

Salutation:

First Name: Middle:

Last Name: Suffix:

Relationship:

Work Phone: Primary:

Home Phone: Primary:

Cell Phone: Primary:

Email:

Social Security: Account Id:

Birthdate:

Gender:

Height:

Weight:

Ethnicity:

Smoker:

Actual Marital Status:

Full Time Student:

Disability:

ADDRESS

Use My Address:

Country: United States

Street:

Zip:

City:

State:

RECOMMEND

5. Select which phone number is the contact's primary phone number

SAVE CLOSE

View/Print Your Paystub

JD JULIA DARRAGH

+ New Window Sign Out Back

✓ **My Account**

- > My Actions
- > My Benefits
- My Delegations
- My Direct Deposits
- > My Forms
- My Incidents
- > My Learning
- > My Opt-Out Agreements
- My Pay Statements**
- My Paycheck Simulator

1. Click on 'My Account'

2. Click on 'My Pay Statements'

3. Click on any of the blue boxes

Type	Pay Date	Pay Period Start	Pay Period End
-97348 Regular			10/28/2017
-96512 Regular	10/26/2017	10/15/2017	10/21/2017
-95681 Regular	10/19/2017	10/08/2017	10/14/2017
-94033 Regular	10/12/2017	10/01/2017	10/07/2017
-93217 Regular	10/05/2017	09/24/2017	09/30/2017

Totals

4. View pay statement online

Earnings				Company Paid Benefits			
Rate	Hours	Current	YTD	Current	YTD	Current	YTD
ET1				401K Contribution			
HOLI				FUTA			
OT				FICA			
PDO				MEDI			
REG				SUTA_SC-ME			
				SUTA-ME			
Gross Pay	788.4	788.4	788.4	Total			

Deductions				Accruals			
Current	YTD	Current	YTD	Current	YTD	Current	YTD
401K Contribution				PDO			
401K Roth Contribution							
Dental Insurance-PreTax							
Short Term Disability							
Voluntary Life and A&D							
Total							

Taxes Withheld			
Taxable	Taxable YTD	Current	YTD
FIT	2567.44		
FICA	3671.57		
MEDI	100.00		
SUTA-ME	1.78		
Total			

Tax Allowance Settings			
Federal	State	Local	Other
F1	1		
Maine			

Net Pay

Checking (0271) 3671.13

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