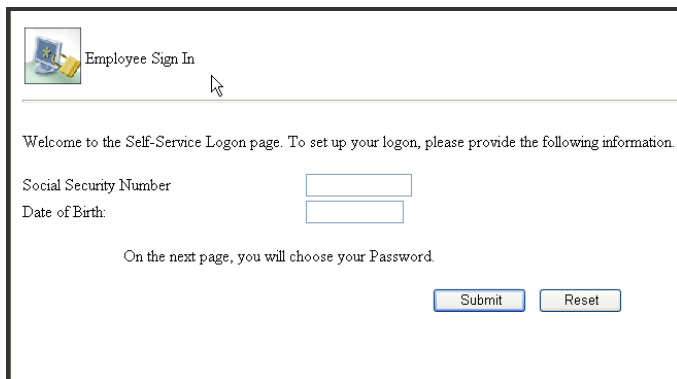


Password Setup

Enter the site by clicking on or typing the following web address

<http://hr.freshdirect.com/selfservice/>

Create a user name and password by clicking on the section on the bottom left of the screen labeled “***First time here? – Create a new account...***”. The system will take you to the employee sign in screen where you will be prompted to enter your Social Security Number and Date of Birth. The date is formatted M/D/YYYY



Employee Sign In

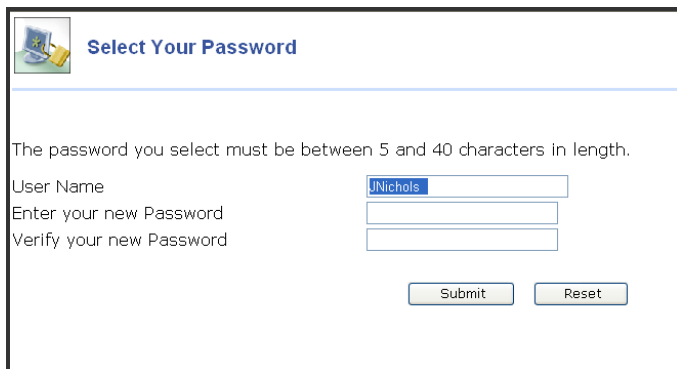
Welcome to the Self-Service Logon page. To set up your logon, please provide the following information.

Social Security Number

Date of Birth:

On the next page, you will choose your Password.

The next screen is where you will setup your password for self service login. You cannot change your username, but here is where you put in a password (at least 5 digits) that you will be able to remember. Then click submit. This will take you the initial Employee Self Service screen.



Select Your Password

The password you select must be between 5 and 40 characters in length.

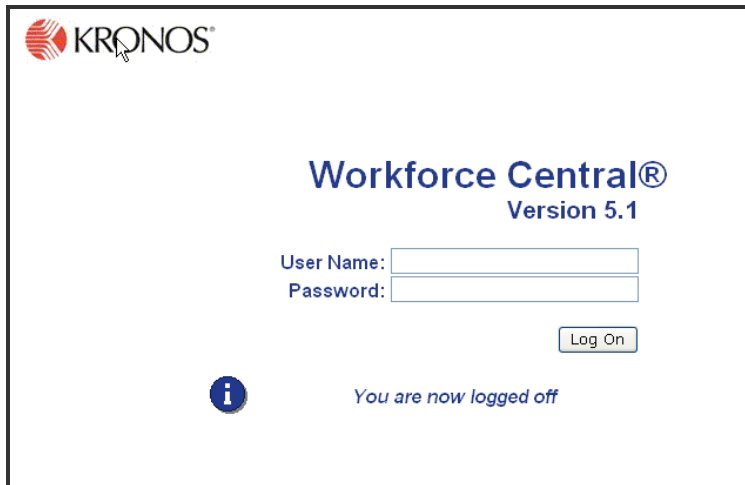
User Name

Enter your new Password

Verify your new Password

Signing on

Enter your username and password



The login screen for Kronos Workforce Central Version 5.1. It features the Kronos logo at the top left. The main heading is "Workforce Central® Version 5.1". Below this are two input fields: "User Name:" and "Password:". A "Log On" button is positioned to the right of the password field. At the bottom left is an information icon (i), and at the bottom center is the text "You are now logged off".

The system automatically places you into Employee Self Service. In this screen you can do things like edit your personal information, add emergency contacts, or review your benefits. You will also notice in the upper left hand corner a button called "Go to Manager Home Page". This page will transfer you from Employee Self-Service (ESS) to Manager Self-Service (MSS).

Note: You can always tell which self service screens you are in by the scrolling note at the top of the page.



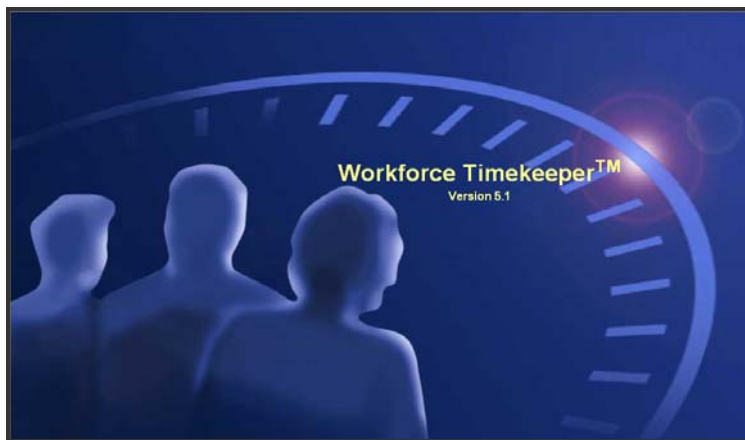
The FreshDirect Employee Self Service dashboard. The top navigation bar includes the Kronos logo, "FreshDirect", and links for "Home | Log Off | Customize | About". A welcome message "Welcome to Fresh Direct Employee Self Service" is displayed. The left sidebar contains a "Go to Manager Home Page" button, a "Welcome, Anthony Onesto." message, a login success timestamp, and an "Employee Notifications" link. The main content area is organized into several sections: "Company Information" (Company Directory, Company Handbook, Job Openings, Suggestions and Awards), "My Information" (Employee Goals, Labor Management, Life Events, Performance Review List, Time Off, Training), "Personal Information" (Personal Information, Address and Phone, Change Password, Email Address, Emergency Contacts), "Additional Notifications" (Actions List, Inbox), and "Reference" (Current, Personal, Paycheck).

In MSS you will notice that the scrolling message now shows “Manager Self Service”

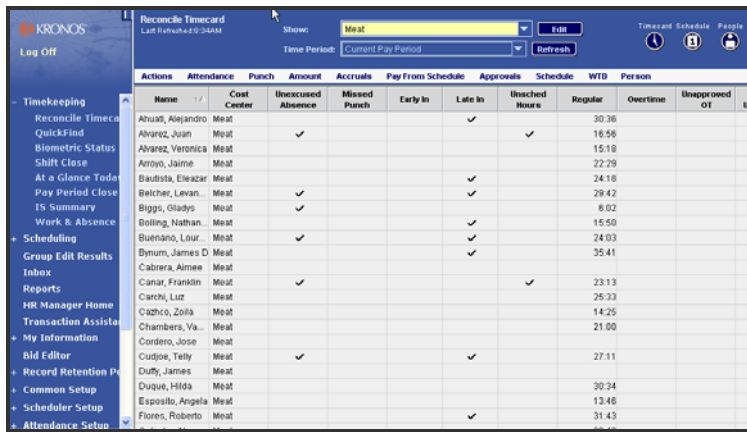


In this screen you can review the compensation for those employees who report to you, look at employee information (e.g. addresses, phone numbers) and link to the timekeeper side of Kronos.

By clicking the Labor Management icon in either ESS or MSS, it will take you to your department’s timekeeper (timesheets). You will see the screen below for 2 seconds and then you will be placed into the timekeeper solution.



In timekeeper you will be able to edit timesheets, run reports, and manage your workforce. Please refer to your training book and the guideline cheat sheets we provided.



Actions	Attendance	Punch	Amount	Accruals	Pay From Schedule	Approvals	Schedule	WTD	Person
Name	Cost Center	Unexcused Absence	Missed Punch	Early In	Late In	Unsched Hours	Regular	Overtime	Unapproved OT
Ahuat, Alejandro	Meat						30.36		
Alvarez, Juan	Meat	✓				✓	16.56		
Alvarez, Veronica	Meat						15.10		
Arroyo, Jaime	Meat						22.29		
Bautista, Eleazar	Meat				✓		24.10		
Beitcher, Levan	Meat	✓			✓		29.42		
Biggs, Oladys	Meat	✓					6.02		
Bolling, Nathan	Meat				✓		15.50		
Buonano, Lour	Meat	✓			✓		24.03		
Bynum, James D	Meat				✓		35.41		
Cabrera, Aimee	Meat								
Canar, Franklin	Meat	✓				✓	23.13		
Carchi, Luz	Meat						25.33		
Cazhco, Zoila	Meat						14.25		
Chambers, Va	Meat						21.00		
Cordero, Jose	Meat								
Cudjoe, Telly	Meat	✓			✓		27.11		
Duffy, James	Meat								
Duque, Hilda	Meat						30.34		
Esposito, Angela	Meat						13.46		
Flores, Roberto	Meat				✓		31.43		

NOTE: There are advance functionalities within MSS and ESS that have not been turned on yet. These will be configured and turned on in phases.

For information view the following Kronos Guides:

- Kronos Guide – Assigning an Employee to a Schedule Group
- Kronos Guide – Payroll and Hours Management