Kronos Timekeeping Access

Website URL: https://cassia.prd.mykronos.com

Login using credentials below:

      Username: firstname.lastname (not case sensitive)
      Password: Lastname@MMYYYY
      *Capitalized first letter of last name and birth month/year upon first time login only *

You will be prompted to change your password; use your new password going forward.
If you get temporarily locked out after too many attempts, try again after 30 minutes.

Access Notes:
- *Google Chrome is the preferred internet browser, but Internet Explorer should be compatible too.*
- *To save the link on your desktop, Right Click on your desktop, then click New > Shortcut > type website URL listed above > Next > type Kronos for shortcut name > Finish.*
- *If you bookmark the link as a favorite, make sure the correct URL is bookmarked. Right Click on the bookmark, then click Edit > enter the URL listed above > Save.*

The Main Menu Icon (upper left hand corner)

Use this icon to access your timecard, personal info, pay stubs, benefits, and to sign out.

Note: Your access to the system contains sensitive personal information. Please remember to sign out when not in use.

Updated 8/2022
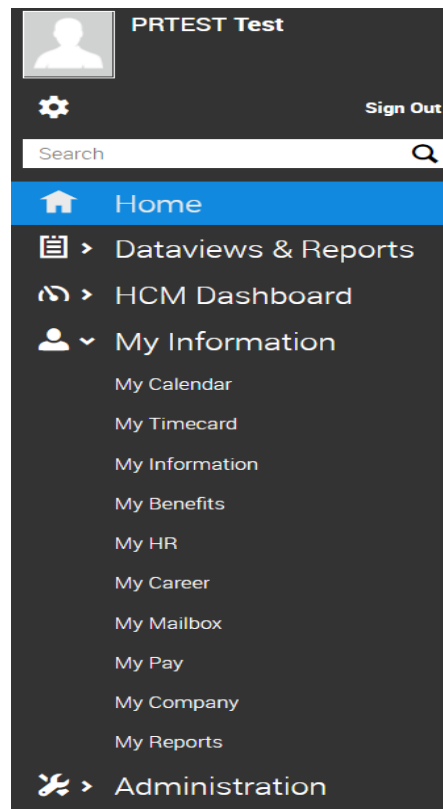
The Home Screen Icon (just left of the UKG logo)

This icon brings you back to your home screen view. **Your home screen default view should include the following tiles: Punch, Timecard, My Pay, My Benefits, and My Notifications.**
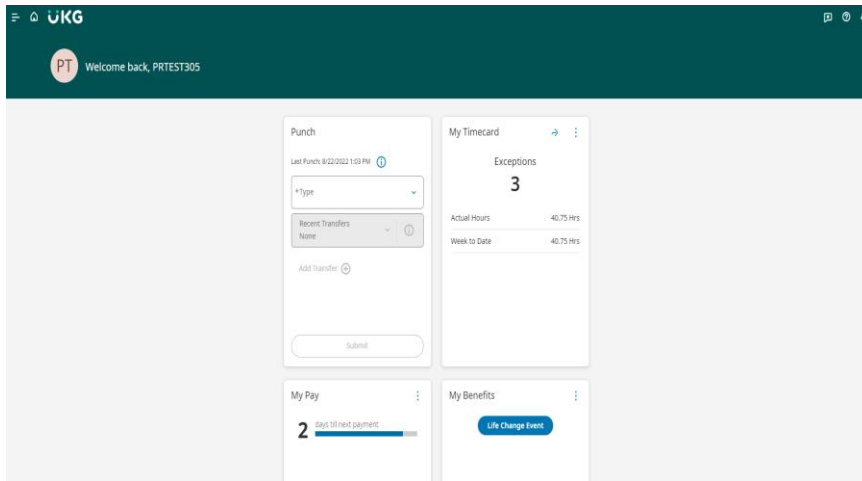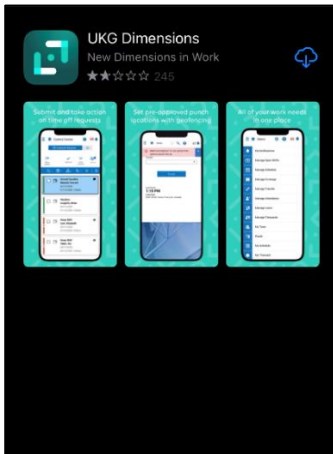
Kronos Smartphone App

While we recommend employees access the system primarily from the website using a tablet or laptop, we provide a secondary way to access the same information and functions from a smartphone App for your convenience. Please note that the App may not be as user friendly for reviewing and adjusting your timecards, but you will be able to perform all basic functions effectively.

IMPORTANT to NOTE: Your access to the App contains sensitive personal information. If you choose to use the App, please **PASSWORD PROTECT** your smartphone and sign out of the App when not in use.
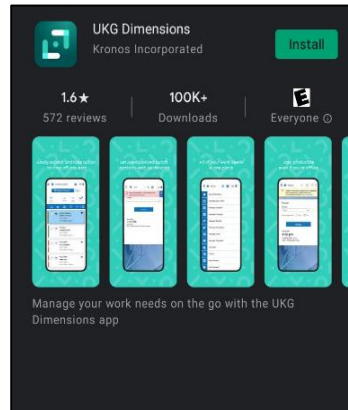
From the Apple store:	**From the Google Play store:**
1. Search for **UKG Dimensions.**	1. Search for **UKG Dimensions.**
2. Download the App to **install**.	2. Download the App to **instal**l.
3. **Open** the App on your device.	3. **Open** the App on your device.

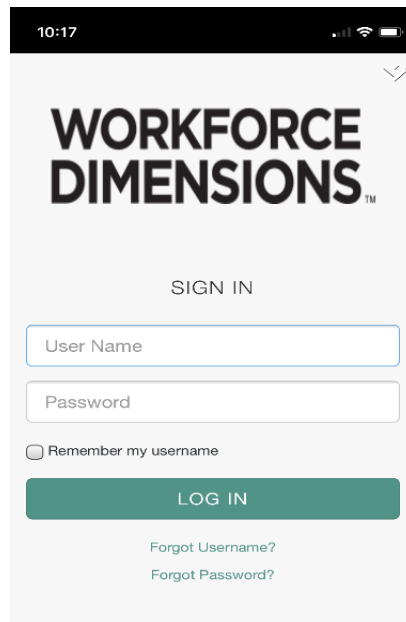**First Time Login on the Smartphone App**

1. **Open the App** on your smartphone.
2. **Enter the company-specific URL** in the Tenant URL field: **https://cassia.prd.mykronos.com**

   Note: You only need to input URL upon initial install.
3. **Tap Ok**.
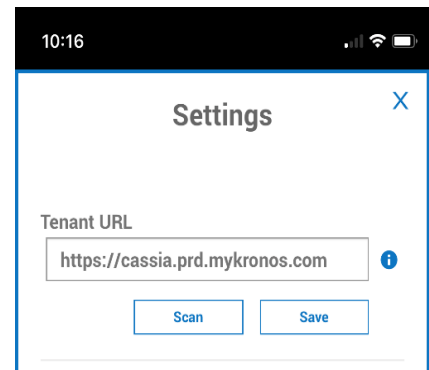
4. **Enter your username** (firstname.lastname) **and password** (Lastname@MMYYYY) in the indicated fields.

   *Capitalized first letter of last name and birth month/year upon first time login only *

5. **Tap Log In.**

6. If this is your first time logging into UKG Dimensions, you will be prompted to change your password.

7. If you forget your Username or Password, you will be able to retrieve or reset this information from the website or the app. The functions are similar in both platforms.