



# ROCKINGHAM COUNTY DEPARTMENT OF HUMAN RESOURCES

111 NORTH ROAD  
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Wednesday, October 31, 2018

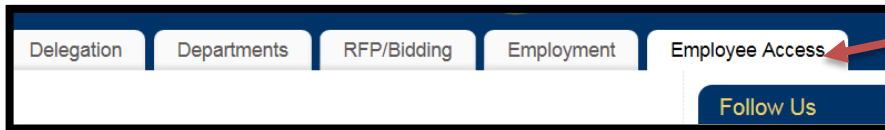
To: All Benefit Eligible Employees

Re: Accessing the Kronos Online Open Enrollment System

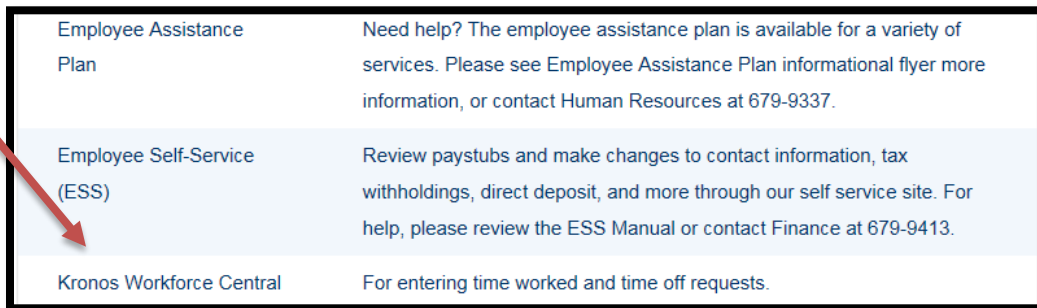
Online Open Enrollment begins on November 7, 2018, and goes through November 27, 2018. Instructions on how to access the Kronos Online Open Enrollment portal are below. Please call Human Resources at 679-9337 or Ext. 9337 if you need assistance or more detailed instructions.

### **Accessing Kronos:**

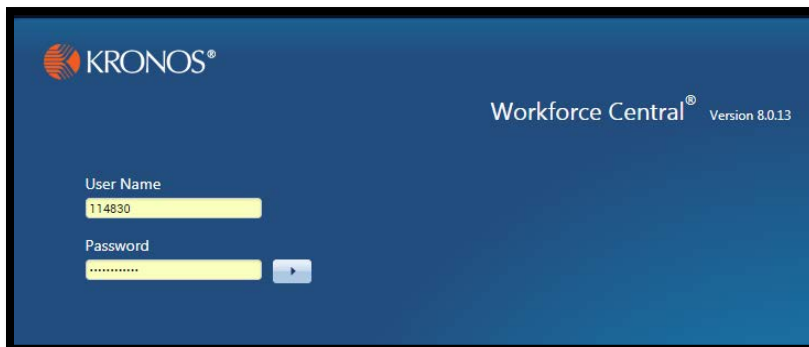
- 1) On the Rockingham County Web Page, [www.rockinghamcountynh.org](http://www.rockinghamcountynh.org), click on the Employee Access tab:



- 2) Scroll down and click on the "Kronos Workforce Central" link



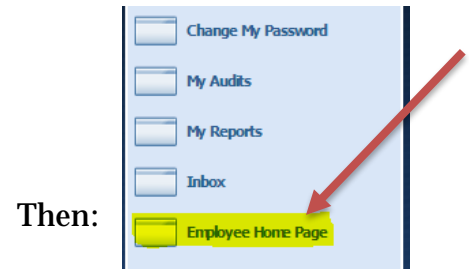
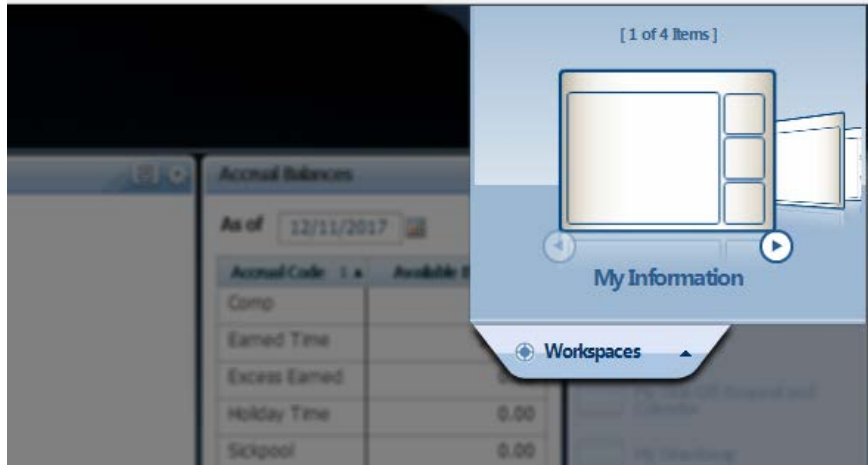
If you get an Adobe Flash Player message, click "Allow". You should then see the main Kronos login screen.



- 3) Log in as you normally would; or if it's the first time, use your Employee ID as your user name and password.

(Continued on reverse)

- 4) Once you are logged into the Kronos system, go to the Employee Home Page via the “My Information” tab.



- 5) Once you are on the Employee Home Page, you should hover over the red “Alerts” tile and click on “2019 Open Enrollment” (Non-union, Corrections Officers, and Sheriff Supervisors employees) or “2019 Union Open Enrollment” (Allegiant Care Union groups)
- 6) Under “Life Events” on the left side, click on the applicable 2019 Open Enrollment event.

## LIFE EVENTS

Welcome to the Life Events page.



- 7) Go through the Online Open Enrollment process for electing benefits effective 1/1/2019.