

Kronos Access

The Workforce Central logon page provides access to all features in the Workforce Timekeeper application to which you have been given access. You can use either Internet Explorer 11, Mozilla Firefox, or Google Chrome as your search engine. If you need updates or install of any of these browsers, please submit a ticket to TRC.

To access Workforce Timekeeper, go to <https://scllogistics.kronos.net/wfc/logon>

Logging on to Workforce Timekeeper

Enter your **user name** (Saddle Creek Employee ID number, without any leading zeros)

First time **password** is kronos (lower case)

Now you are required to create a new password. Passwords must be at least six characters, either alpha and/or numeric, but no symbols or capital letters are required.

Click Save.

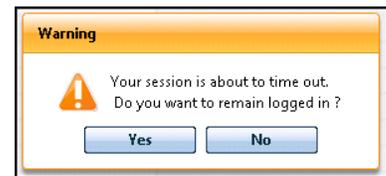
Setting Security Questions

You must select and answer three security questions. Remember your answers and the manner in which you typed them. One or more of these questions will be asked if you click on the Forgot Password and want to reset your password.

Using the Inactivity Timeout

The inactivity timeout screen appears if there is no user activity, such as saving or searching. The current inactivity timeout is set for 30 minutes.

When the timeout warning appears, click **“Yes”** to continue. If you are finished with your session, click **“No.”**



Recommended Practice

Be sure to click **“Yes”** if you want to remain logged in. If you do not click **“Yes”** after receiving the inactivity timeout message, the system will log out of the application and will lose all unsaved edits.

Signing Out of Workforce Timekeeper:

- Closes your session
- Signals the application that you no longer require access to any of its components
- Prevents other people from accessing your information



To log off Workforce Timekeeper, click the **Sign Out** link that appears below your name in top left-hand corner, next to Kronos.

Tip:

Save the Workforce Central URL as a “favorite” in your web browser or a shortcut on your desktop, for quick access.