

KRONOS LOGIN

Open Internet Explorer:

Click on Services

Click on Payroll

The screenshot shows the QCC Intranet homepage. A box labeled 'Click on Services' has an arrow pointing to the 'Services' link in the left-hand navigation menu. Another box labeled 'Click on Payroll' has an arrow pointing to the 'Payroll' link in the same menu. Below the menu, a 'Directory Quick Search' table is visible, listing staff members and their contact information. The table includes columns for names, phone numbers, and room numbers.

Search First Name:	Search Last Name:	Directory Full-Version	Refresh Listing Below
Stephen Abraham		508-853-2300, ext. 2836	
Frank Accordino		508-853-2300 x.3384	
		508-853-2300 ext. 4831	
		(508) 854-4452	61A
		(508) 853-2300 X4840	
		(508) 854-7576	365A
		(508) 854-4279	204HLC
Paul Albright		508-853-2300 x.2845	
Scott Alexander		(508) 854-2733	133A
Dale Allen		(508) 853-2300	
Laura Ames		(508) 853-2300 X4867	
Nina Andersen		(508) 854-7431	265A
Karl Anderson		(508) 854-7400	46A
Tom Anderson			

Click on Kronos

The screenshot shows the 'Quinsigamond Community College Payroll Department' website. A box labeled 'Click on Kronos' has an arrow pointing to the 'Kronos' link in the 'LINKS' section of the page. The page includes a mission statement, staff contact information, location, hours, and various links for payroll information and labor manager frequently asked questions.

OUR MISSION
The mission of the Payroll Office at Quinsigamond Community College is to process employee compensation in a timely and accurate manner. Our office is responsible for collecting and maintaining payroll documentation to ensure wages are calculated in accordance with Federal, State and Bargaining Unit guidelines. The Payroll Office is committed to providing reliable and responsive service to our college community as well as appropriate external agencies.

STAFF

Peggy Tata, Manager Phone: x4304 Email: ptata@qcc.mass.edu	Carole Coakley Phone: x2756 Email: ccoakley@qcc.mass.edu
Kathy Unibe Phone: x4401 Email: kunibe@qcc.mass.edu	Lu Costa Phone: x7519 Email: lucosta@qcc.mass.edu

LOCATION
Room 220A
Mail Box # 11
Fax: 508 854-4208

HOURS
Monday--Friday
8:00 am -- 5:00 pm

LINKS
[Kronos](#)
[Pay Info](#)

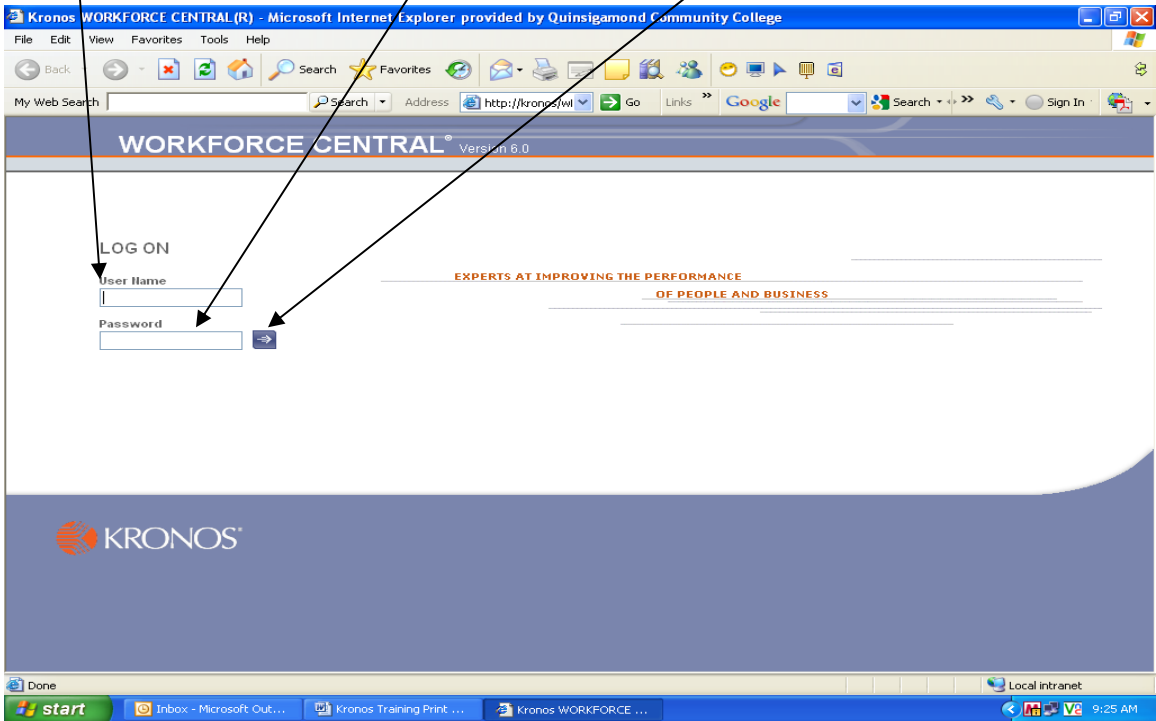
INSTRUCTIONS

01 Payroll Pay Info Instructions	01 Payroll - Understanding your Pay Advice	EZ LABOR MANAGER Frequently Asked Questions
Process for Hiring		

Type 6 digit Emplid

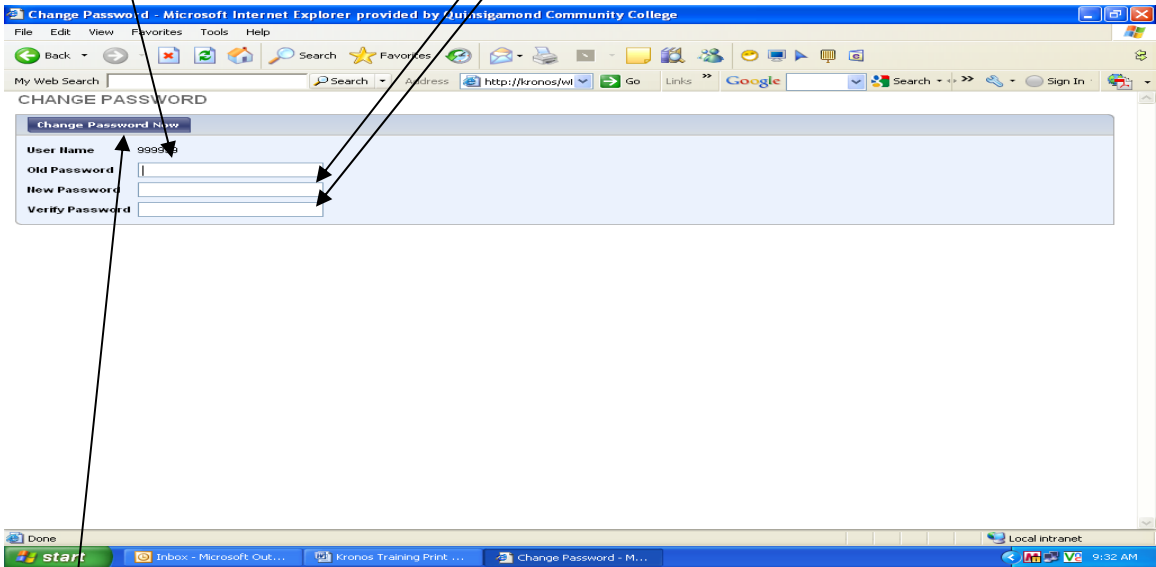
Type welcome

Click on arrow or press



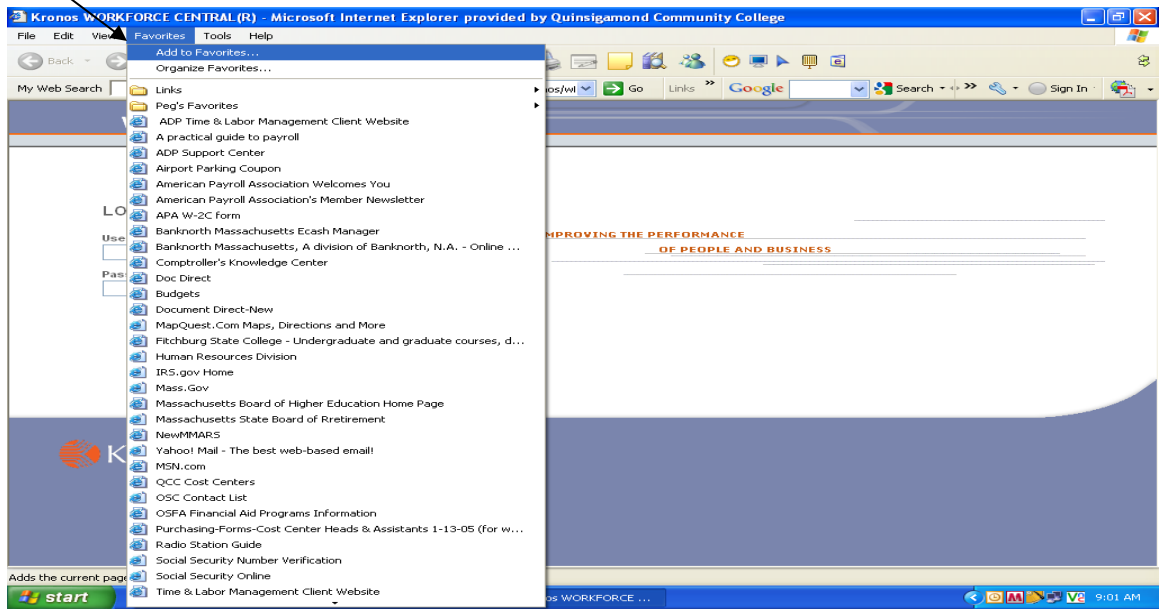
Type welcome

Type same password used for PayInfo

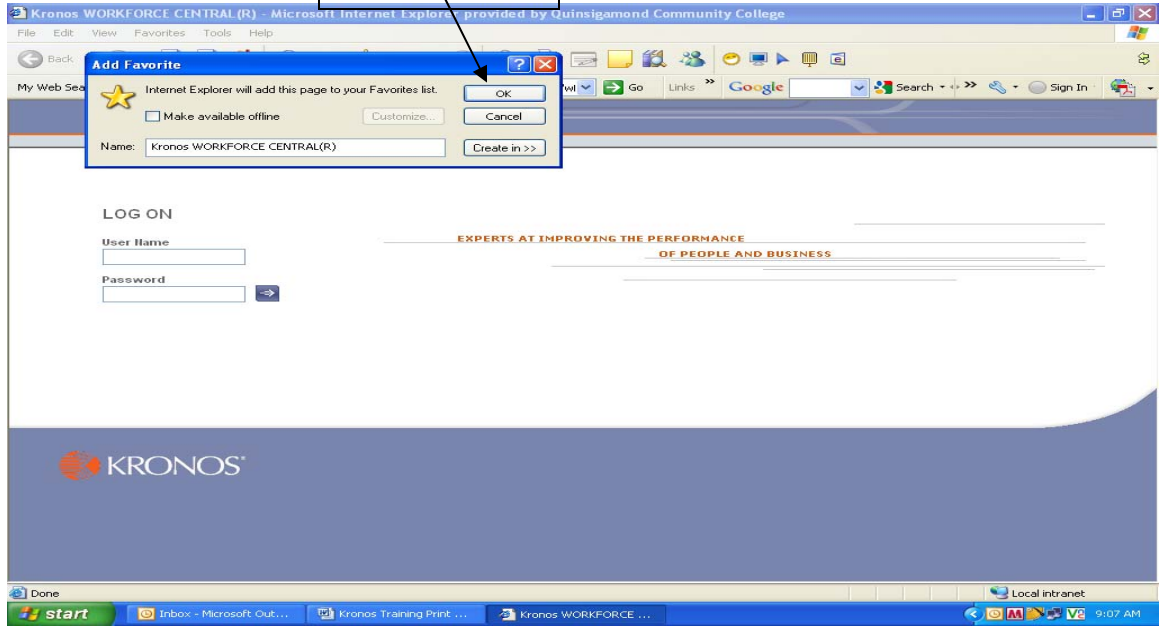


Click on Change Password Now

Add to Favorites

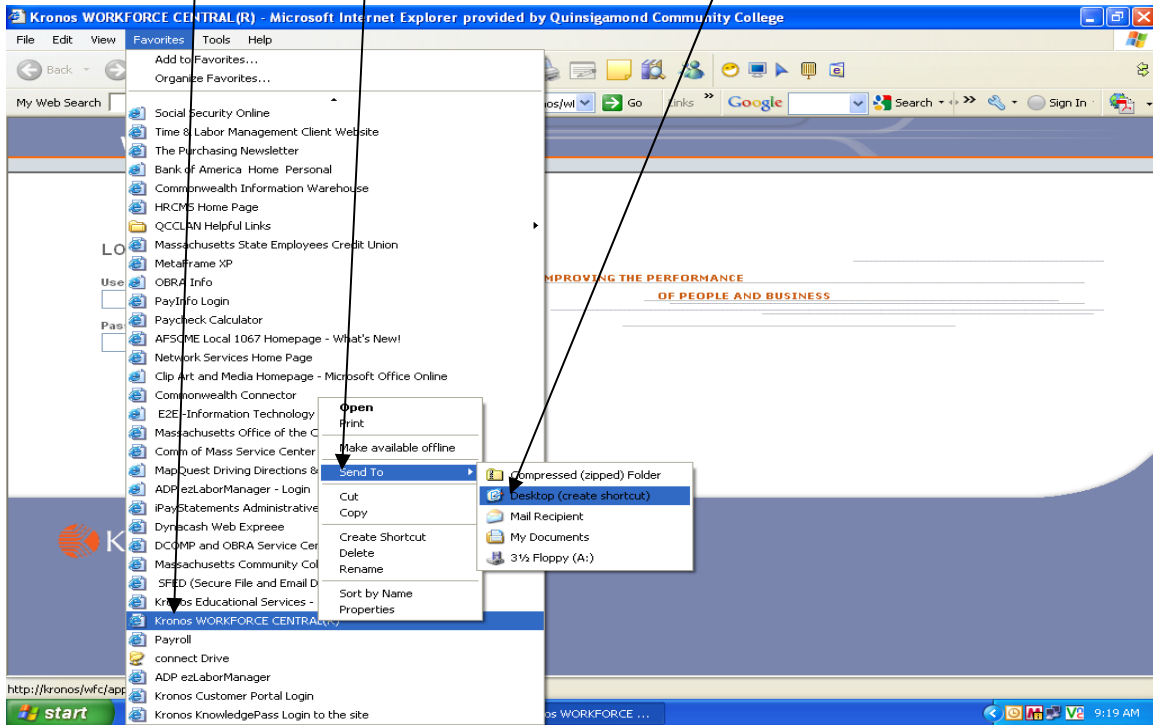


Click OK



Right click on Kronos WORKFORCE CENTRAL

Choose Send To and Desktop (create shortcut) and left click



P:\Kronos Training Documents\Kronos Training Login.doc
Last Updated January 5, 2011