HERITAGE BENEFITS

Kronos Login and Benefit Enrollment

LOGIN TO KRONOS

To login, visit https://secure4.entertimeonline.com/ta/6076112.login. You can also find the Kronos link on our website at heritage1886.org/benefits. Your username is your initials followed by your 5-digit employee number. The temporary password is Iloveheritage#1. Once logged in, you must change your password to something only you will remember.

CURRENT BENEFITS

Take the path My Benefits > Benefit Plans to view the current plans in which you're enrolled and their associated coverages/costs.

QUALIFYING LIFE EVENTS

For qualifying life change events, you have 30 days from the event date to make changes to your benefits. After 30 days, you won't be able to change your coverage until the next open enrollment period. Please provide proof of the life change event to the Benefits Team at benefits@heritage1886.org.

NEW HIRE OR LIFE CHANGE

To enroll in benefits or update benefit information, click on the ≡ icon in the top, left corner of your browser window. From there, click the > symbol taking the path My Benefits > Enrollment. If you qualify to enroll, you'll see the options of "Life Change Event" or "New Employee Enrollment." Click "Start" under the appropriate option. This will take you to the page where you will select or waive each benefit.

ANNUAL OPEN ENROLLMENT

Employees have the ability to make benefit changes for the upcoming year during the "open enrollment" timeframe. To enroll in benefits or update benefit information, click on the ≡ icon in the top, left corner of your browser window. From there, click the > symbol taking the path My Benefits > Enrollment. Click "Start" on Open Enrollment and continue through enrollment process.

DEPENDENTS & BENEFICIARIES

It is important to review and update beneficiary information for any life insurance benefits and dependent information for other coverages as applicable.

You likely have dependents, spouse, or other beneficiaries set up within Kronos. Select "Add Existing" to add existing dependent and/or beneficiary info. If you would like to add a new beneficiary or dependent select "Add New."

HAVING TROUBLE?

If you have any difficulties or if logging on to Kronos proves problematic, we're here to help! Contact the Benefits Office at (716) 338-0129 and someone will walk you through login and enrollment.