How to Access Kronos

ACOSTA

Step 1:

Associates should navigate Internet Explorer or Google Chrome to the Mosaic Landing page at: http://apps.mosaic.com/

Step 2:

Associates will log into the landing page with their Mosaic network credentials.

⚠️ Before you can access Mosaic systems, you must first confirm your credentials and reset your password. To do this you will need the email that came from AskHR@acosta.com. It provides your Username/Employee ID and instructions for doing this. Depending on your hire date, it was delivered on or after December 17, 2018.

❓ If you cannot locate the email, contact AskHR using the information below to request your credentials. Please allow up to 48 hours for new hires to receive their credentials email from AskHR@acosta.com.

Step 3:

Once logged in, the associate should click on the Kronos icon to access the time and attendance system.

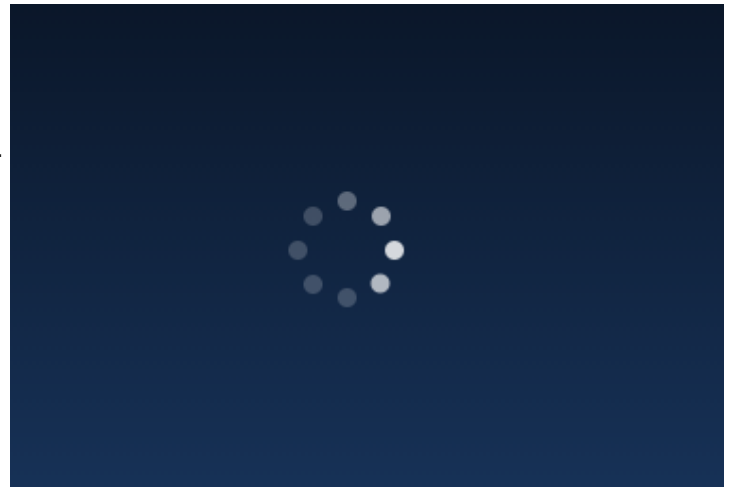Select an enterprise system to sign in

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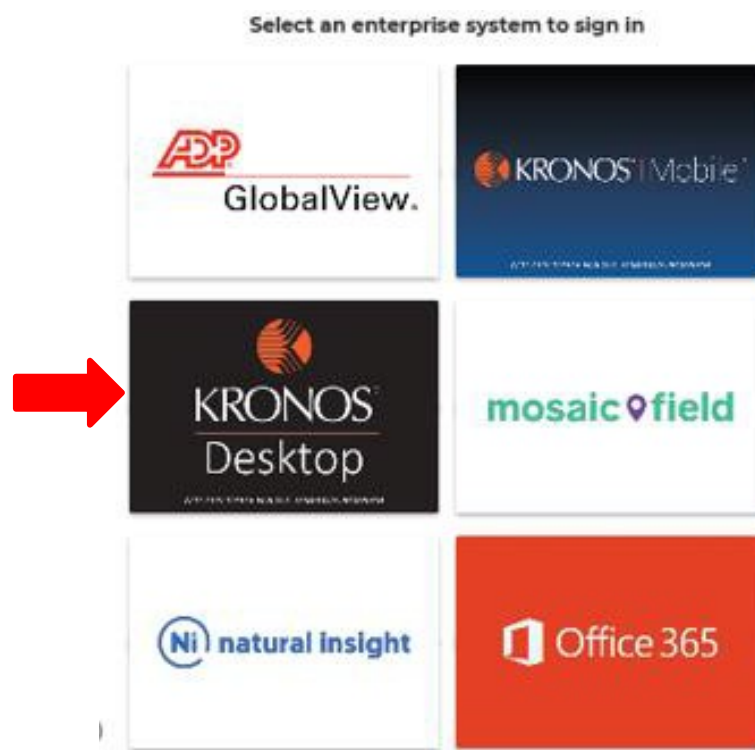
Step 4:

Associates who have already logged into the landing page and clicked on the Kronos icon will immediately connect to the time and attendance system.

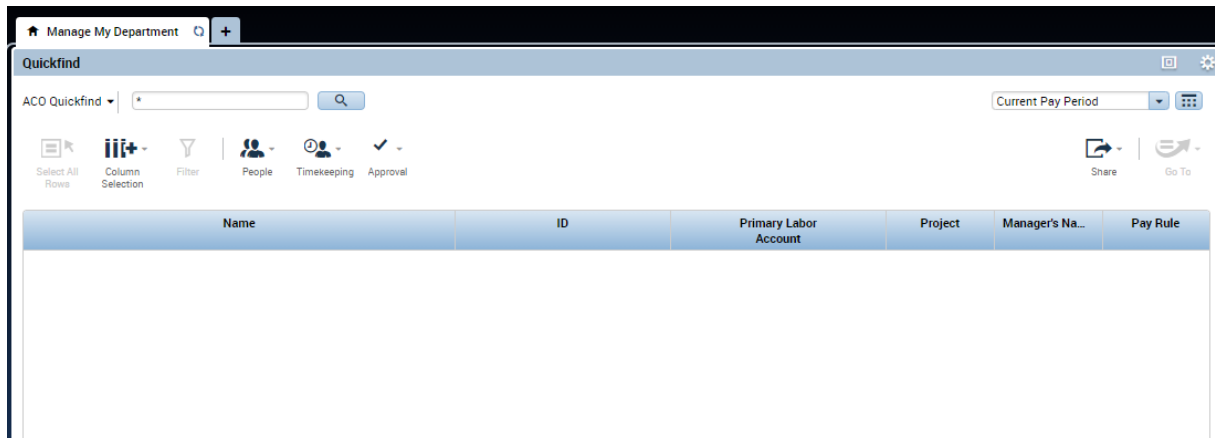⚠️ You will see this screen when Kronos launches.

Step 5:

After loading, non-exempt associates capturing time in a field system will see 'My Information' as their default view in the Kronos Navigator.

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	×	Sun 11/29									
+	×	Mon 11/30									
+	×	Tue 12/01									
+	×	Wed 12/02									
+	×	Thu 12/03									
+	×	Fri 12/04									

My Timecard — Loaded: 2:25 PM — Current Pay Period

View | Print Timecard | Refresh | Calculate Totals | Save

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Managers will see Manage My Department as their default view.

For additional support, please contact:

US Associates - Telephone: 877-992-7547   Email: askhr@acosta.com

CanadaAssociates - Email: CAN-HumanResources@mosaic.com