

HCPS OPEN ENROLLMENT 2018

October 25, 2017 – November 15, 2017

KRONOS Self Service Guide

<https://hanovercounty.kronos.net>

1. Enter Log in name
2. Enter password
3. From top right drop down From Workspaces select “My Information”
4. From right column menu, choose “Employee Home Page”
5. From Employee Menu, hover over ALERTS ! box and click on “Open Enrollment 2018”
6. Click on “Open Enrollment 2018” and follow prompts to complete Enrollment Elections/Changes.
7. Print your Benefits Summary.
8. Click “Submit” to finalize your elections.