

Hover Over “My Timesheet” To Expand Selections



My Information



My Timesheet



My Pay Data



**My Timesheet**

My Current Timesheet

All Timesheets

My Time Off Balances

Select “My Current Timesheet” From Dropdown

Reimbursements ↗

What is the best email to reach the Reimbursements department?

Reimbursements@ssg-healthcare.com

Checklists ↗

Onboarding To-Do List  
Not Started ( 0 out of 1 )

Alabama, Para, State Requirements

General HR Team Inquiries

HR.Requests@ssg-healthcare.com, 866-759-7598, Option 1

- Kronos access or log in
- Updating your address, contact

### Supervisor/Mentor Only Entry:

1. Enter # of Individuals Supervised for Month in Supervision box
2. Click on Note icon and enter names of individuals supervised and hit Save, then Submit.

| From    | To    | Raw Total | Calc. Total | Supervision | Time Off | Cost Centers                                   | Discipline | Notes |
|---------|-------|-----------|-------------|-------------|----------|--|------------|-------|
|         |       | 0.00 hrs  | 0.00 hrs    |             |          |  |            |       |
| From am | To am | 0.00      | 0.00        | 1           |          | ZY Mentor Remote/SOUTH REMOTE MENTOR ONLY 9001 | 35 Mentor  |       |
|         |       | 0.00 hrs  | 0.00 hrs    |             |          |  |            |       |

### School-Based Placement + Supervisor/Mentor Entry:

1. Enter School-Based Placement hours per usual.
2. Click on “+” to add another line for Supervision Entry
3. Enter # of Individuals Supervised for Month in Supervision box
4. Under Cost Center column, click on browse icon and select “ZY Mentor” cost center from options
5. Under Discipline column, click on browse icon and select “35 Mentor” discipline from options
6. Click on Note icon and enter names of individuals supervised and hit Save, then Submit.

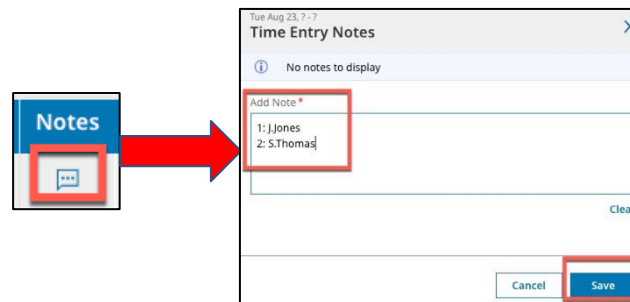
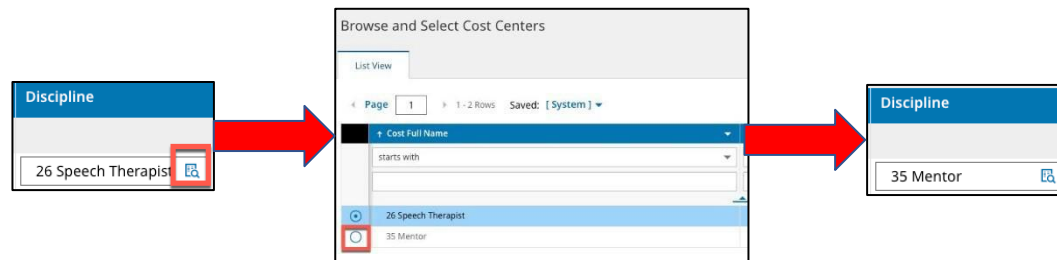
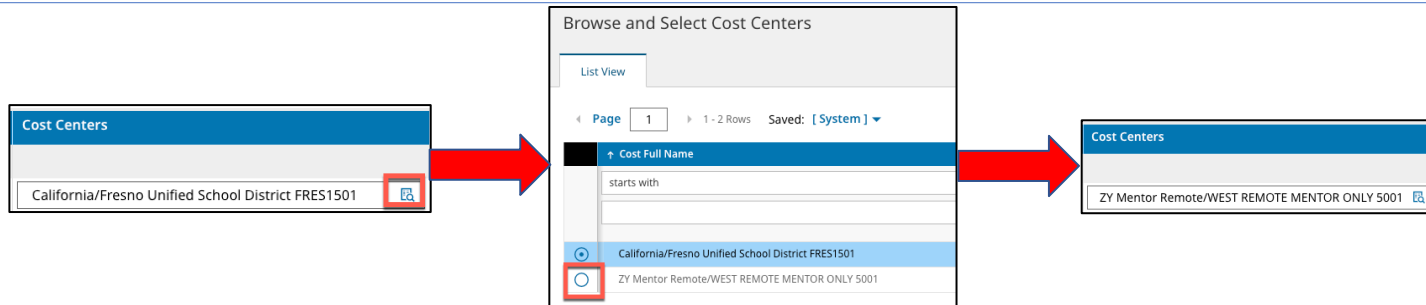
|   | From     | To       | Raw Total | Calc. Total | Supervision | Time Off | Cost Centers  | Discipline          | Notes |
|---|----------|----------|-----------|-------------|-------------|----------|---|---------------------|-------|
| + |          |          | 0.00 hrs  | 0.00 hrs    |             |          |   |                     |       |
|   | 08:00 am | 12:00 pm | 4.00      | 0.00        | 0           |          | Florida/Broward County School Board (K-12) BCSB1501 | 26 Speech Therapist |       |
|   | 12:30 pm | 03:30 pm | 3.00      | 0.00        | 0           |          | Florida/Broward County School Board (K-12) BCSB1501 | 26 Speech Therapist |       |
|   | From am  | To am    | 0.00      | 0.00        | 1           |          | ZY Mentor Remote/SOUTH REMOTE MENTOR ONLY 9001      | 35 Mentor           |       |
| + |          |          | 7.00 hrs  | 0.00 hrs    |             |          |   |                     |       |

### Per Piece Evaluation Entry + Supervisor/Mentor Entry:

1. Enter # of completed Evals in Supervision box
  - Cost Center Column= State/K12 District
  - Discipline Column = "therapist type" (ex. 26 Speech Therapist)
  - Click on Note icon and enter the student initial(s) for completed Eval(s)
2. Click on "+" to add another line for Supervision Entry
3. Enter # of Individuals Supervised for Month in Supervision box
  - Under Cost Center column, click on browse icon and select "ZY Mentor" cost center from options
  - Under Discipline column, click on browse icon and select "35 Mentor" discipline from options
  - Click on Note icon and enter names of individuals supervised and hit Save, then Submit.

|   | From | To | Raw Total | Calc. Total | Supervision | Time Off | Cost Centers  | Discipline            | Notes |
|---|------|----|-----------|-------------|-------------|----------|---|-----------------------|-------|
| + |      |    | 0.00 hrs  | 0.00 hrs    |             |          |   |                       |       |
| 🗑 | From | am |           |             | 1           | ▼        | Florida/Broward County School Board (K-12) BCSB1501 🔍 | 26 Speech Therapist 🔍 | 🗨 1   |
| 🗑 | From | am |           |             | 1           | ▼        | ZY Mentor Remote/SOUTH REMOTE MENTOR ONLY 9001 🔍      | 35 Mentor 🔍           | 🗨 1   |
| + |      |    | 0.00 hrs  | 0.00 hrs    |             |          |   |                       |       |

## Steps to Select “ZY Mentor” Cost Center, “35 Mentor” Discipline, and Note Entry



## Monthly Stipend Payroll Schedule 2025-2026

| Stipend Payment Month | Supervision Kronos Entry Due | Stipend Pay Date  |
|-----------------------|------------------------------|-------------------|
| July 2025             | July 18, 2025                | July 25, 2025     |
| August 2025           | August 29, 2025              | September 5, 2025 |
| September 2025        | September 26, 2025           | October 3, 2025   |
| October 2025          | October 24, 2025             | October 31, 2025  |
| November 2025         | November 21, 2025            | November 28, 2025 |
| December 2025         | December 19, 2025            | December 26, 2025 |
| January 2026          | January 30, 2026             | February 6, 2026  |
| February 2026         | February 27, 2026            | March 6, 2026     |
| March 2026            | March 27, 2026               | April 3, 2026     |
| April 2026            | April 24, 2026               | May 1, 2026       |
| May 2026              | May 22, 2026                 | May 29, 2026      |
| June 2026             | June 19, 2026                | June 26, 2026     |