



Pay Stubs & W-2 System Setup Instructions

IMPORTANT NOTE

For Kindred employees that have a company computer login username and password. For all other employees, please begin at page 5.

Pay Stubs & W-2 System

ACCESSING THE SYSTEM

The Kindred Pay Stubs & W-2 system is easily accessible from a desktop icon or Knect on a company computer. From a personal computer, you can access the system from Kindred for Me or our company website. You may also launch your internet browser from any computer or mobile device* and visit:



Pay Stubs & W-2s

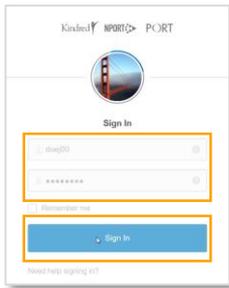
<https://ess.kindred.com/sf>

INITIAL REGISTRATION

Each time you access the Pay Stubs & W-2 system, you'll be asked to validate your identity using a second authentication factor such as an automated voice call or an SMS text message. This identity verification process is similar to the security protection you might use when accessing your personal bank account information online for the first time. **When you first log in, you must complete a registration process to setup this authentication method. Initial registration must occur from a company computer on the company network or a personal device connected to Kindred public Wi-Fi.**

1

Enter your domain **username and password**. This is the same username and password you use to log into your company computer. Click **Sign In**.



2

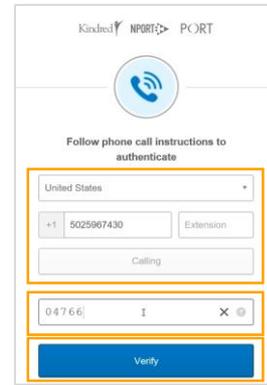
Click the **Configure Factor** button.

3

Enter a valid telephone number that can be used for an initial automated telephone verification process. Click **Call**.

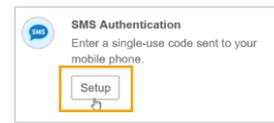
4

Answer the call and make note of the security code provided during the automated call. **Hang up and then enter this code** in the designated field. Click **Verify**.



5

If desired, choose an additional method to validate your identity each time you access the Pay Stubs & W-2 system. Click the **Setup** button. If no method is selected, you will be required to use the automated telephone system to confirm your identity each time you want to view your employee financial records.



(continued on next page)

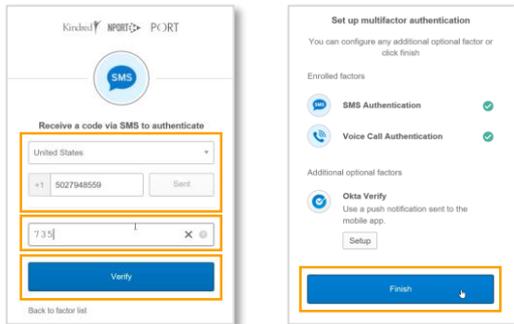
Pay Stubs & W-2 System

INITIAL REGISTRATION (continued)

6

If you choose SMS Text Messaging as your option, **enter your mobile telephone number**. Click **Send Code**. When you receive the confirmation text, **enter the provided code** in the designated field and then click **Verify**.

Click **Finish**.



7

Enter a secondary e-mail address that you use regularly, such as a personal e-mail address.

8

Select a password security question and provide an answer. This will be used in the event that you need to reset your system password. The answer to the question **MUST** be at least 6 characters in length.

9

Choose a personal security image for your profile.

10

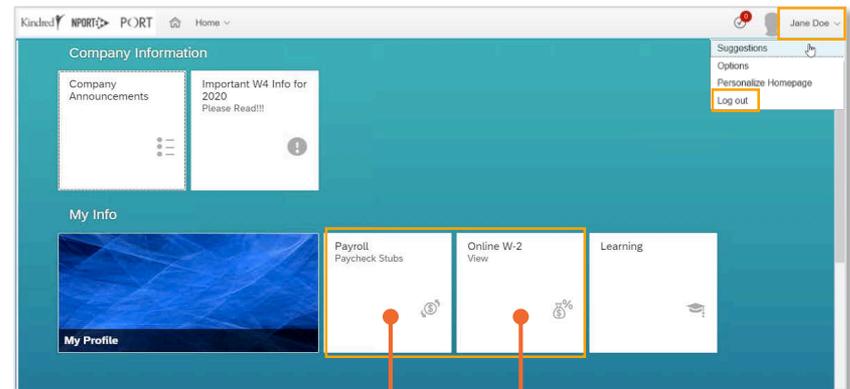
Click **Create My Account**.

The Pay Stubs & W-2 system will then load where you can easily view, print, and save your employee financial documents.

NAVIGATING THE SYSTEM

You can quickly view your pay stubs or W-2 tax forms by clicking the designated tiles from the main page.

When you are finished using the system, be sure to log out by **clicking your name** in the upper right-hand corner and then choose **Log out**.



Click to view, print, and save your W-2 tax forms.



Click to view, print, and save your paycheck stubs.

Pay Stubs & W-2 System

VIEWING PAY STUBS

From the main page, **click the Payroll – Paycheck Stubs tile**.
By default, your most recent pay stub will appear.

To view previous pay stubs, **click a pay period from the left-hand listing**.

To save or print your Pay Stub, click **Open as PDF**. Here, you can **click the appropriate buttons to save or print the document**.

Paystubs (2)

Search

23/2017 1,097.08 USD
Regular payroll run
10/22/2017 - 11/04/2017

21/2017 892.93 USD
Regular payroll run
09/30/2017 - 10/13/2017

Regular payroll run - 23/2017
1,097.08
Take Home Pay in USD
Deductions: 502.92 USD
Gross Pay: 1,600.00 USD
Payroll Period: October 22, 2017 - November 4, 2017
Pay Date: November 10, 2017

Kindred
HEALTHCARE

Pay Date: 11/10/2017 - Regular Page 1 of 2

Kindred Healthcare Operating, Inc.
880 South Fourth Street
Louisville KY 40202
(502)996-7300

Jane Doe
1234 Main Street
Louisville KY 40299

Personnel No. 00123456
Personnel Area 4696 Kindred Healthcare, Inc.
Cost Center 004696986
FLSA Status Non Exempt

Pay Advice # 000009046007
Period Begin Date 10/22/2017
Period End Date 11/04/2017
Pay Frequency B-weekly

| Tax Information | State Codes | Marital Status | Allowances | Additional Amounts |
|-----------------|-------------|----------------|------------|--------------------|
| Federal | | Single | 0 | 0 |
| Primary State | KY | Head House | 2 | 0 |
| Secondary State | | | 0 | 0 |
| Local | | | 0 | 0 |

Messages
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Habes, inquam. Certe formam enim, de quibus loquar, philosophorum. Nisi sane. Utium igitur lib
litteram videtur an totas paginas commovere. At Zeno eum non beatum modo, sed etiam divitem dicere ausus est. Roges enim Aristotem, bonane et
videantur haec: vacuata doloris, divitiae, validudo. Duo Reges: constructio interrete. Ita promiss, inquam: ageremus, inquit, vixse beatum et eundem
supremam diem, scribetur haec. Nescio quo modo praestentur oratio. Cuiusmodi, inquit Plato, est in nobis sensus accensus, quibus sapientiam non
certimus.

| Hours and Earnings | Rate | Hours/Units | Hours/Units YTD | This Period | YTD |
|--------------------|-------|-------------|-----------------|-------------|-----------|
| Regular | 36.00 | 30.00 | 157.00 | 4,745.70 | 87,567.90 |

Open as PDF KAH Clinician Report

*Indicates the pay period for a year.



VIEWING W-2 TAX FORMS

From the main page, **click the Online W-2 tile**.

Select the Year you want to view. **Click Search**. **Click once on the W-2 form** you want to view. Click **Display**. Your selected document will display below.

Click the appropriate buttons to save or print the document.

Online Forms W-2

Filter for Available Online Forms W-2

Search Criteria

Tax Company Name is not
Year is 2019

Search Reset to Default

Search Results for Online Forms W-2

Display

| Tax Company Name | Year | Form Description | Created On |
|-----------------------------|------|------------------------------|------------|
| Kindred Hospitals East, LLC | 2019 | W-2 - Wage and Tax Statement | 01/06/2020 |

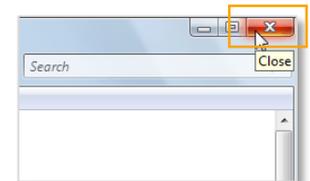
Display W-2

Department of the Treasury - Internal Revenue Service

| | | | |
|----------------|-----------------------------------|-------------------------------|---------------|
| Control number | 1 Wages, tips, other compensation | 2 Federal income tax withheld | 3 Control no. |
| 00113725 | 94468.33 | 14983.61 | 0011 |

CLOSING WINDOWS

When you are finished viewing any document, **always be sure to close the viewing window by clicking the red X** in the upper right-hand corner of the screen.





Pay Stubs & W-2 System Setup Instructions

IMPORTANT NOTE

For Kindred employees who **do not** have a company computer login username and password.

Pay Stubs & W-2 System

SYSTEM REGISTRATION

Each time you access the Pay Stubs & W-2 system, you'll be asked to login and then validate your identity using a second authentication factor such as a an automated voice call or an SMS text message. This identity verification process is similar to the security protection you might use when accessing your personal bank account information online for the first time. **Before using the system, you must complete a registration process to setup your account and this authentication method. Initial registration must occur from a company computer on the company network or a personal device connected to Kindred public Wi-Fi.**

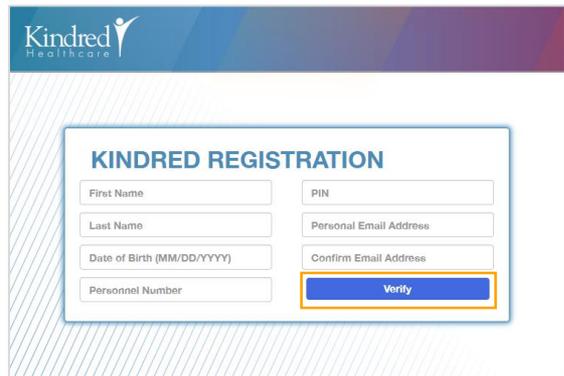
1

From any computer (personal- or company-owned) or mobile device, open a web browser (i.e. Internet Explorer, Edge, Chrome, Safari) and visit:

<https://register.kindred.com>

2

Fill out all the fields presented on the registration screen. Your Personnel Number and PIN can be found on the letters that will be mailed to your home address. Click the **Verify** button when finished.



A verification e-mail will be sent to the Personal E-mail Address you specified in the registration field.

3

Open your personal e-mail and then **open the e-mail message** with the subject of: "Important Kindred Application Registration Information." **Click the link** to activate your account. Be sure to make note of the username provided in the e-mail.

Your organization is using Okta to manage your web applications. This means you can conveniently access all the applications you normally use, through a single, secure home page.

Your system administrator has created an Okta user account for you.

Click the following link to activate your Okta account. This link expires in 7 days.

https://shealth.okta.com/welcome/PH5zqidx1_LzwFoTnZHB

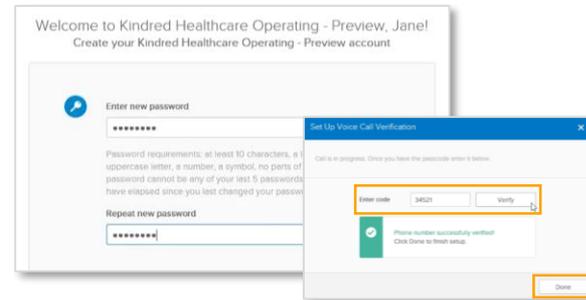
Your username is cashj00

If you experience difficulties accessing your account, please contact IS Customer Support:

Transitional Care Hospitals (877) 836-2674
Kindred Rehabilitation Services (877) 836-2678
Kindred at Home (800) 944-4357
Support Center (502) 596-2626 / (877) 836-2626
Centerre (615) 846-9528

4

Complete the various fields regarding your account security: Choose a password and confirm it. Select a security question and provide an answer (it must be at least six characters in length). Add a mobile number or a telephone number to be used to reset your password. Each number provided must be verified during setup. Finally, choose a security image.



When finished, click **Create My Account**.

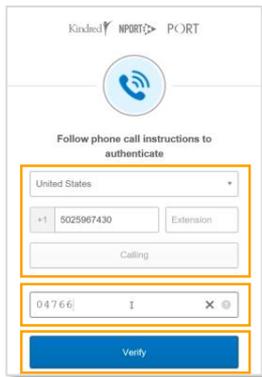
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Pay Stubs & W-2 System

VERIFICATION SETUP

Once your account is created, you will need to complete the setup for the verification method you will use each time you access the Pay Stubs & W-2 System. By default, the system will setup the automated telephone system as one of your verification methods.

- 5 Click the **Configure Factor** button.
- 6 **Enter a valid telephone number** that can be used for an initial automated telephone verification process. Click **Call**.
- 7 Answer the call and make note of the security code provided during the automated call. **Hang up and then enter this code** in the designated field. Click **Verify**.



Kindred NPORT PORT

Follow phone call instructions to authenticate

United States

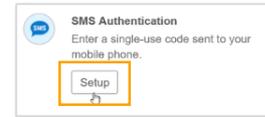
+1 5025967430 Extension

Calling

04766

Verify

- 8 **If desired, choose an additional method to validate your identity** each time you access the Pay Stubs & W-2 system. Click the **Setup** button. If no method is selected, you will be required to use the automated telephone system to confirm your identity each time you want to view your employee financial records.



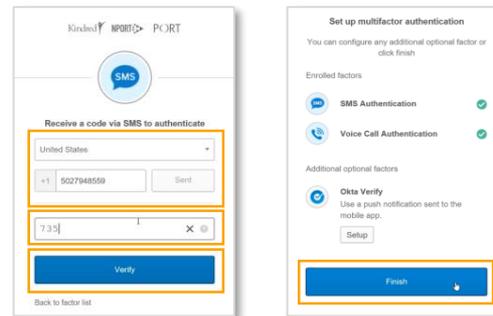
SMS Authentication

Enter a single-use code sent to your mobile phone.

Setup

- 9 If you choose SMS Text Messaging as your option, **enter your mobile telephone number**. Click **Send Code**. When you receive the confirmation text, **enter the provided code** in the designated field and then click **Verify**.

Click **Finish**.



Kindred NPORT PORT

Receive a code via SMS to authenticate

United States

+1 5027948559 Send

735

Verify

Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

- SMS Authentication
- Voice Call Authentication

Additional optional factors

- Okta Verify

Finish

The Pay Stubs & W-2 system will then load where you can easily view, print, and save your employee financial documents.

Pay Stubs & W-2 System

ACCESSING THE SYSTEM

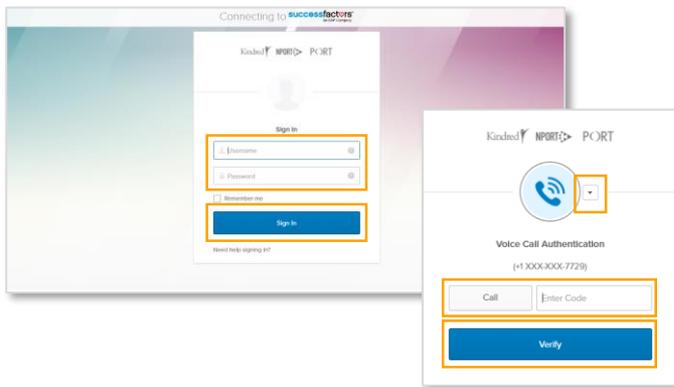
The Kindred Pay Stubs & W-2 system is easily accessible from a desktop icon or Knect on a company computer. From a personal computer, you can access the system from Kindred for Me or our company website. You may also launch your internet browser from any computer or mobile device* and visit:



Pay Stubs & W-2s

<https://ess.kindred.com/sf>

- 1 Enter your **username** provided in your registration e-mail and the **password** you setup during initial registration. Click **Sign In**.

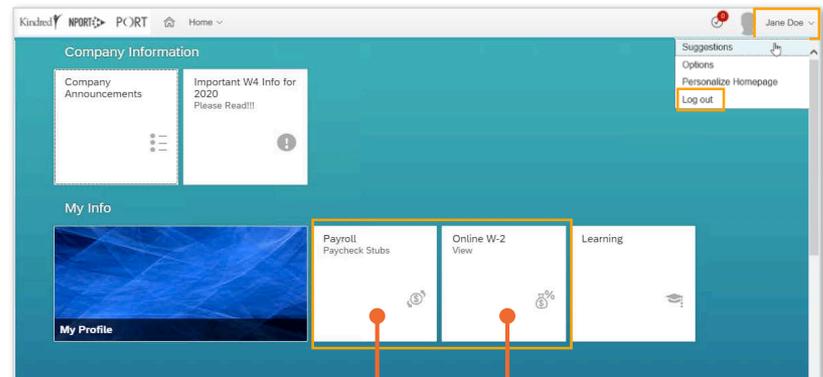


- 2 **Choose your identification verification method** from the drop down and then complete the verification process by **clicking Call/Send Text**. **Enter the code** and then click **Verify**.

NAVIGATING THE SYSTEM

You can quickly view your pay stubs or W-2 tax forms by clicking the designated tiles from the main page.

When you are finished using the system, be sure to log out by **clicking your name** in the upper right-hand corner and then choose **Log out**.



 Click to view, print, and save your W-2 tax forms.

 Click to view, print, and save your paycheck stubs.

(continued on next page)

Pay Stubs & W-2 System

VIEWING PAY STUBS

From the main page, **click the Payroll – Paycheck Stubs tile**. By default, your most recent pay stub will appear.

To view previous pay stubs, **click a pay period from the left-hand listing**.

To save or print your Pay Stub, click **Open as PDF**. Here, you can **click the appropriate buttons to save or print the document**.

The screenshot shows a web interface for viewing pay stubs. On the left, there is a list of pay stubs with columns for date and amount. The selected stub is for 23/2017, amounting to 1,097.08 USD. The main area displays the details for this stub, including the company name (Kindred Healthcare), employee name (Jane Doe), and various tax and earnings information. At the bottom right of the main area, there is a button labeled "Open as PDF".

*Indicates the pay period for a year.



VIEWING W-2 TAX FORMS

From the main page, **click the Online W-2 tile**.

Select the Year you want to view. **Click Search**. **Click once on the W-2 form** you want to view. Click **Display**. Your selected document will display below.

Click the appropriate buttons to save or print the document.

The screenshot shows a web interface for viewing W-2 tax forms. It includes a search filter for available forms, search criteria (Tax Company Name, Year), search results for online forms, and a display button. Below the search results, there is a preview of a W-2 form for Kindred Hospitals East, LLC for the year 2019.

CLOSING WINDOWS

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