

## Separation Checklist

- Manager submits UKG Kronos HR Action: Termination to HR. Confirm employee's address, phone number & email is updated, if changing due to relocation, inside of the HR Action.**
- Uniform returned
- Locker cleaned and cleared
- Keys turned in/codes changed – contact Facility Management x7671
- All other company property returned
- Credit Card canceled- contact Purchasing
- Cell Phone canceled- contact Purchasing
- Bank counted with supervisor present and return to Auditing, if applicable
- Housing department notified, if applicable - 970-922-9001
- IT notified- submit form to Help Desk online; call IT at x7170 if items from profile are needed

### **HR Reminders**

- For any questions about leaving the company, please reach out to your HR representative. Our HR Department contact list can be found [HERE](#).
- If enrolled in health insurance, **coverage will end the last day of the month.** COBRA enrollment information will be sent within 14 days of your termination date, to the mailing address on file. HR can provide monthly cost of COBRA benefits. You have 60 days to enroll in COBRA following your last day of coverage. Effective date of COBRA coverage will be the first day following your last day of coverage by the employer.
- 401(k) Plan – Fidelity: Please contact Fidelity to discuss options of how to handle your a 401(k) account balance.  
800-835-5095
- Unused Vacation hours will be paid out to you following your last payroll check. These hours will typically be paid out via a live check and mailed to the address on file.
- We invite you to conduct an Exit Interview with your HR representative and share feedback about your experience working for ASC.

*Attached is a list of all our Benefit Vendors including the Benefits Center for any additional questions on your current benefits. Also attached is a how-to guide for accessing your UKG Kronos account after your termination date.*

Contact Information

ASC Employee Benefits Contacts

Provider	Services Information	Contact Details
<b>Allegiance Medical</b>	Coverage details and network guidance	855-999-7761 <a href="https://www.askallegiance.com/">https://www.askallegiance.com/</a>
<b>Express Scripts</b>	Pharmacy benefit details and network guidance	866-349-6606
<b>Triad Employee Assistance Program</b>	Discuss grief, anxiety, depression, stress, relationship issues, sleep problems, or substance abuse challenges.	(877) 679-1100, (970) 242-9536 <a href="http://triadeap.com">triadeap.com</a> User Name: aspen Password: skiing
<b>Meru</b>	Treatment program for depression, anxiety and burnout	(833) 940-1385 <a href="http://meruhealth.com/aspenskico">meruhealth.com/aspenskico</a>
<b>ASC Employee Benefits Center</b>	Enrollment Support Monday through Friday 7:30 AM to 5:30 PM MT.	(866) 507-7058
<b>Cigna Dental</b>	Coverage details and network guidance. Account Number: 3335885 Group Name: Aspen Skiing Company	(800) 244-6224 <a href="http://mycigna.com">mycigna.com</a>
<b>VSP</b>	Vision coverage details and guidance.	(800) 216-6248 <a href="http://vsp.com">vsp.com</a>
<b>NYL Life</b>	Basic life, AD&D, and Voluntary life Basic Life Plan#: FLX969493 Basic AD&D Plan#: OK970923 Voluntary Life Plan#: FLX969494	(888) 842-4462 <a href="http://myNYLGBS.com">myNYLGBS.com</a>
<b>NYL Disability</b>	Short and Long Term Disability LTD Plan#: LK966284 STD Plan#: SHD963442	(888) 842-4462 <a href="http://myNYLGBS.com">myNYLGBS.com</a>
<b>Aflac</b>	Group Accident, Critical Illness and Hospital Indemnity Insurance Plan#: 20565	(303) 400-1424 <a href="http://aspensnowmass.maestroedge.com">aspensnowmass.maestroedge.com</a> E-mail: <a href="mailto:admin@priceassociates.net">admin@priceassociates.net</a>
<b>Norton LifeLock</b>	Identity Theft Protection	(800) 607-9174 <a href="http://My.Norton.com">My.Norton.com</a>
<b>Fidelity</b>	Fidelity Retirement Plan#: 40035	(800) 835-5095 <a href="http://401k.com">401k.com</a>

# Logging Into Employee Self-Service (ESS) For Terminated Employees

Updated | 4/20/22

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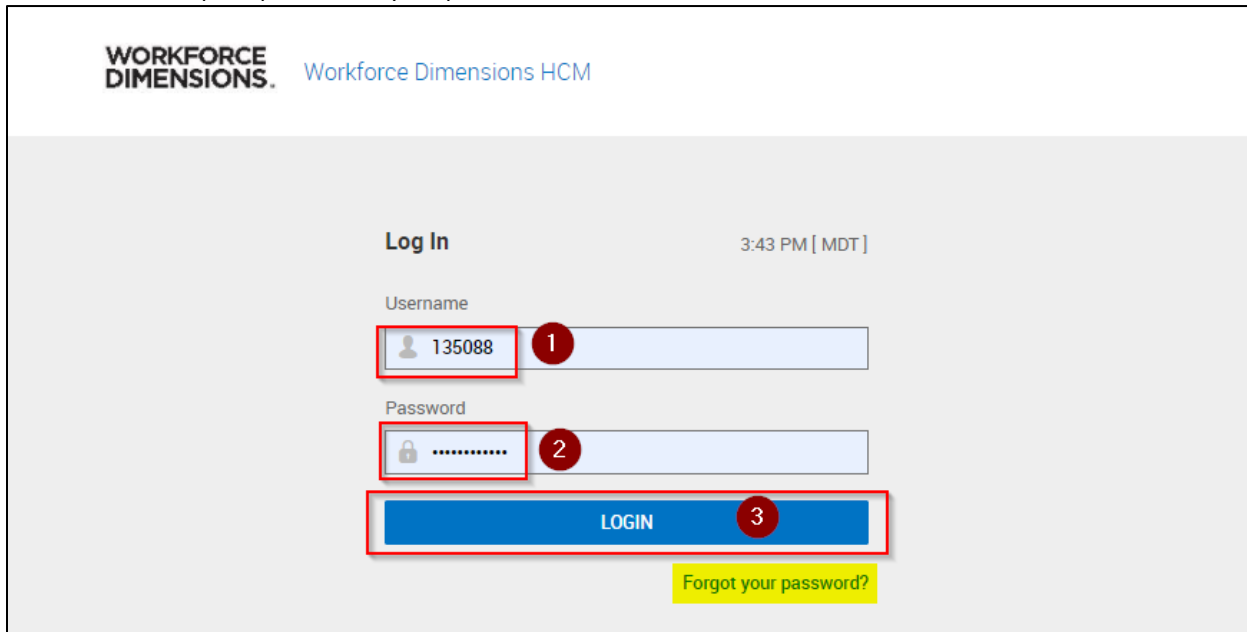
1. [Before You Begin](#)
2. [Accessing ESS For Terminated EEs](#)

## Before You Begin

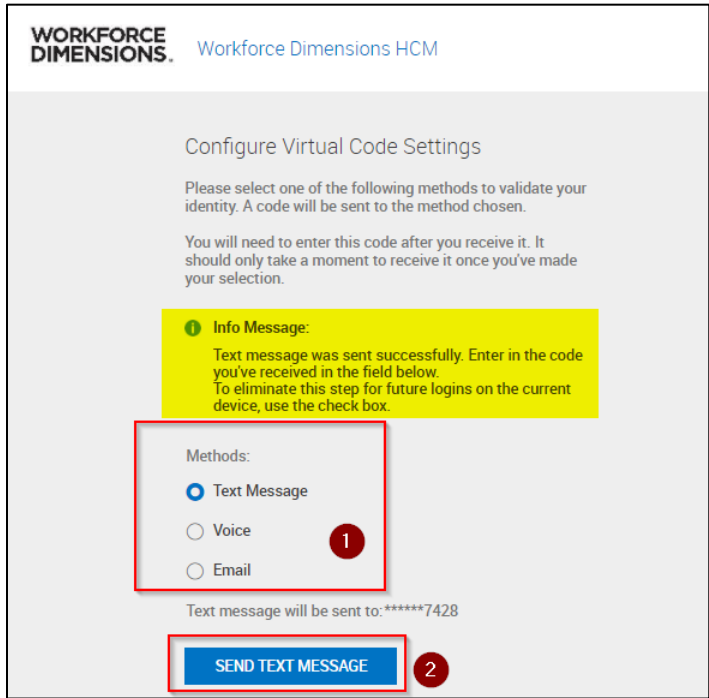
1. This login method should be used by Terminated employees ONLY
2. Beginning 4/20/22, Inactive (Leave & Seasonal Separation) employees can access ESS via [single sign-on](#), which is the same login method used by Active employees
3. For assistance getting logged in, reach out to IT Support ([Mountain & Parent Company](#), [Hospitality](#)) or [Human Resources](#)
4. The below instructions are intended for accessing employee self-service via the web, not mobile
  - a. **Note:** Google Chrome is the recommended browser
  - b. **Note:** Incognito browser windows are not recommended as they may cause issues with your two-step authentication

## Accessing ESS For Terminated EEs

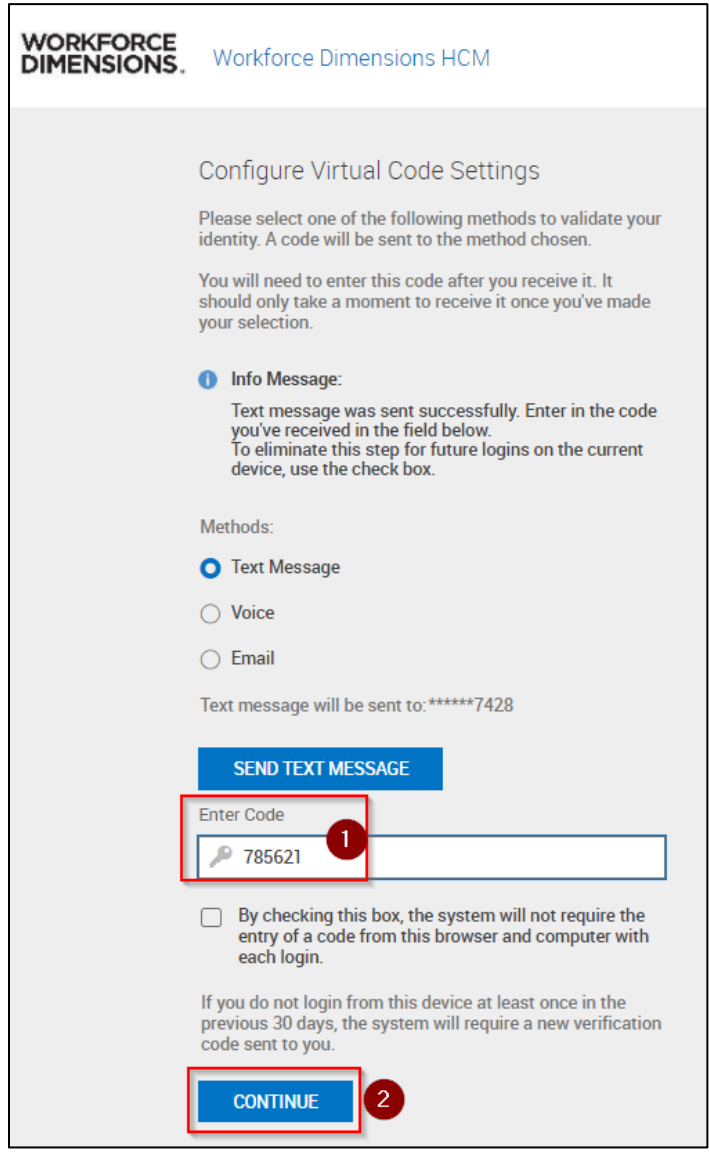
1. Log into Kronos HCM using the following URL: <https://prd01-hcm01.npr.mykronos.com/ta/6036623.login?NoRedirect=1>
2. On the Workforce Dimensions HCM login page, enter your employee ID as your username and your unique password, then click 'Login'
  - a. **Note:** If you're unsure of your employee ID, please connect with IT Support ([Mountain & Parent Company](#), [Hospitality](#)) or [Human Resources](#)
  - b. **Note:** If you don't know your password, click the 'Forgot your password?' hyperlink located beneath the blue 'Login' button and follow the prompts to reset your password



3. Complete your two-step authentication by selecting a delivery method to receive a virtual code either by Text, Voice, or Email, then click the blue 'SEND' action button
  - a. **Note:** The contact details for each delivery method will populate based off of the contact details tied to your record in Kronos HR, however, if you do not have a cell phone (Text delivery method), home phone (Voice delivery method), or primary email address (Email delivery method) on file, you can enter these contact details prior to choosing your delivery method
  - b. **Note:** After clicking 'SEND', you should see an informational message pop up above the 'Methods' section confirming that your code was sent successfully and / or if there was an error with the code delivery method



- 4. Once you receive your virtual code, enter it into the text box provided, then click 'Continue'
  - a. **Note:** If you choose to receive your virtual code via email, the message will be sent from [noreply@kronos.com](mailto:noreply@kronos.com) with the subject 'ACTION REQUIRED By User'



5. One you're logged in, navigate to your 'Self-Service' dashboard and click 'My Account' under the 'Start' widget to expand your self-service menu shortcuts

