POST ORIENTATION ACTION STEPS

COBORNS INC est.1921 employee owned | COBORN'S | CASH WISE | MarketPlace FOODS | Tadych's MarketPlace FOODS | Hornbacher's | SULLIVANS FOODS

ACE The helpful place. | ANDY'S LIQUOR SINCE 1934 | Caribou COFFEE | Captain Jack's | Country Floral Gifts & Greenhouse | DUNN BROS COFFEE | Embers Grill & Bakery | Godfather's Pizza Express | LittleDUKES | PET SUPPLIES PLUS | 1908 CLEANERS

ACCESSING THE INTRANET

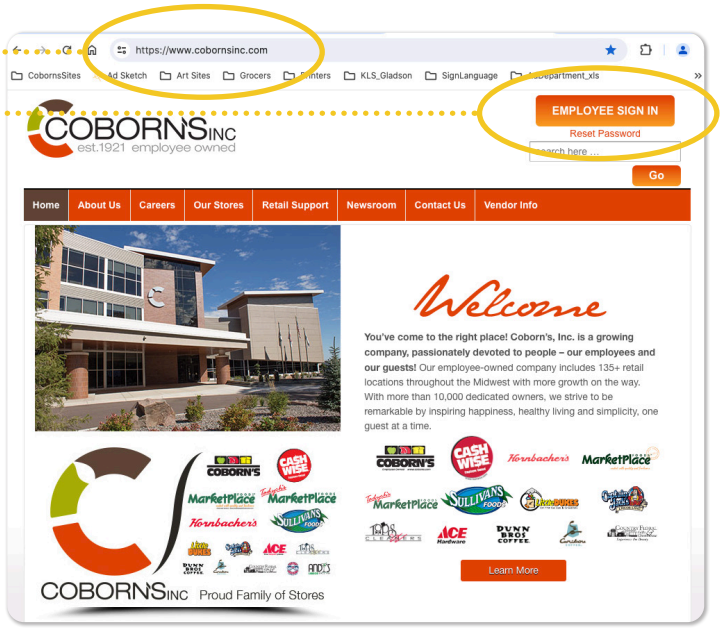
Step 1 Go to **www.cobornsinc.com**

Step 2 Select "**Employee Sign In**"

- Username: firstname.lastname@cobornsinc.com *(Example: Jane.Doe@cobornsinc.com)*
- Password: First 3 digits of your Employee ID Number followed by the first two letters of your first name (Lower Case) followed by the last three digits of your Employee ID Number followed by the first two letters of your last name (Upper Case) and then adding the last four digits of your Social Security Number.

  (Example: Jane Doe, Employee ID # 123456 SSN XXX-XX-9999 Username: 123456 Password: 123ja456DO9999)

*NOTE if there is any leading zeros, these get dropped in Automate.



LOCATE EMPLOYEE HANDBOOK

Hover over "**Resources**" and select "**Employee Handbook**"

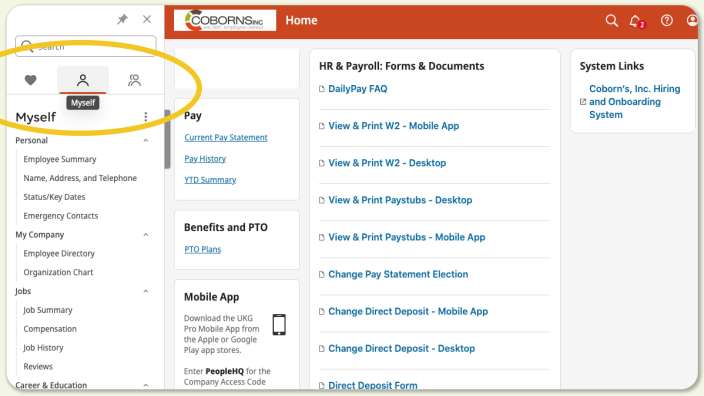
- If you would like a hard copy, please let your location Manager or HR at HR.Hotline@Cobornsinc.com know as they are available upon request.

CONNECT LOYALTY REWARDS ACCOUNT TO YOUR EMPLOYEE PROFILE

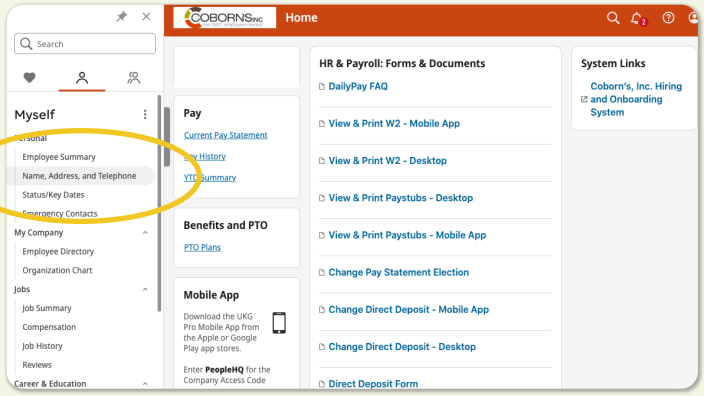
To ensure you are receiving the Coborn's Inc. Employee Discount you must add your loyalty rewards number into your profile by selecting PeopleHQ quick link from the main page on the Coborn's Intranet.

Step 1 Select the "**Menu**"

Step 2 Select "**Myself**" Everything down the left-hand side of the screen is what you have the ability to see and/or change.



Step 3 Select "**Name Address and Telephone**" ensure the information is correct and enter in your loyalty rewards number in this section. This is not your phone number, rather your direct loyalty number.

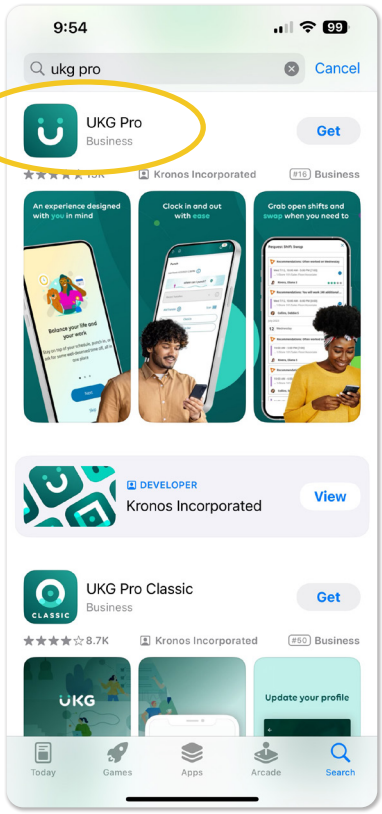


PeopleHQ is our HR system where you can access and maintain your personal information, payroll tax withholdings, direct deposit information, view payroll history, access learnings, view schedules and update your availability, and more. Additionally, when policies are updated, new documents are communicated through PeopleHQ and you'll sign off with acknowledgment through the system.

DOWNLOAD AND ACCESS UKG PRO APP

PeopleHQ

UKG Pro (or PeopleHQ as we call it) has an app! If you choose to download the app, you can get notifications when you're paid, check your paid time off balance, see your schedule, update your personal information and so much more!



Mobile App Instructions

Step 1 Install the UKG Pro Mobile App

Go to the Apple App Store or Google Play Store on your mobile device and download the UKG Pro App.

Step 2 Enter the Company Access Code

Company Access Code "**PeopleHQ**"

Step 3 Sign In

Use the SSO button, to get directed to the microsoft SSO login page. Enter the username and password you use to log into the Intranet.

Once you've set up the UKG Pro App, be sure to review and update your availability in the scheduling system. All time off requests can also be submitted through this App as well.

SIGN UP FOR COBORN'S PULSE

Employee Engagement Portal

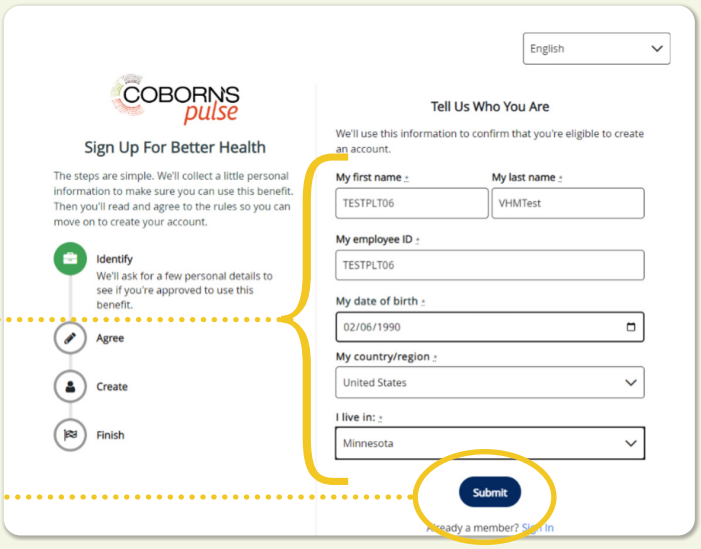
Step 1 Access the Following URL: **https://join.virginpulse.com/CobornsPulse**

a. Google Chrome is recommended.

Step 2 Enter Your Information

a. Name
b. Employee ID Number
c. Date of Birth
d. Country
e. State

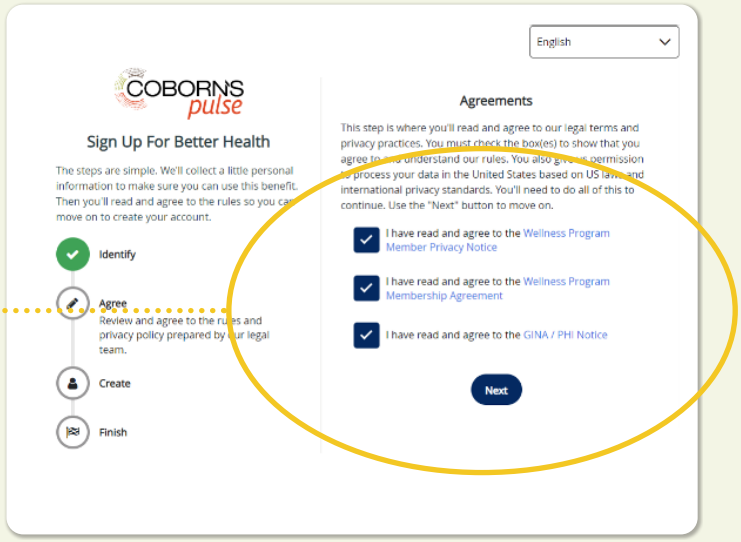
Step 3 Select "**Submit**":



COBORN'S PULSE

(Continued)

Step 4 Open, Read, and Agree to the Agreements/Notices and select "**Next**"



Step 5 On the next page, enter the following:

a. Email Address

b. New Password:

   i. At least one uppercase letter

   ii. At least one lowercase letter

   iii. At least one number

   iv. At least one special character !#$%()*+-@_

   v. Must be between 8 and 50 characters

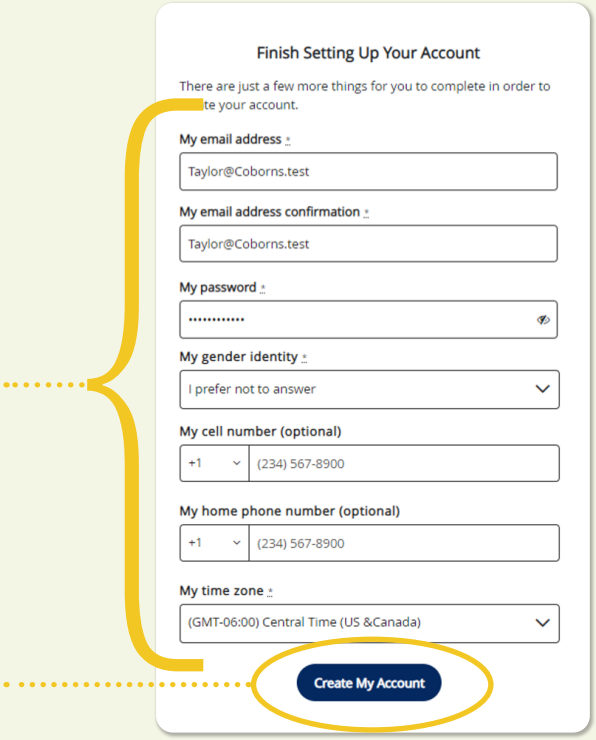
c. Gender Identity Preference

d. Cell Number (Optional)

e. Home Number (Optional)

f. Time zone

g. Select "**Create My Account**"

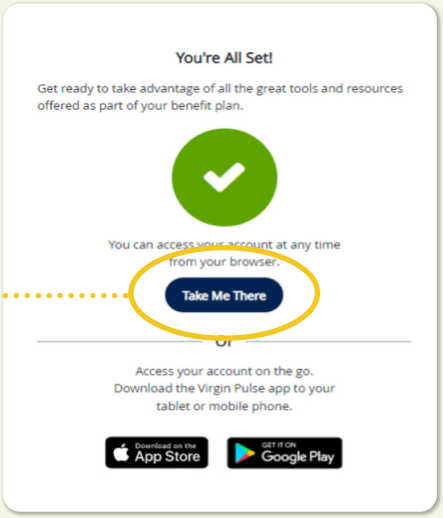


Step 6 Enter The Platform!

a. Press "**Take Me There**"

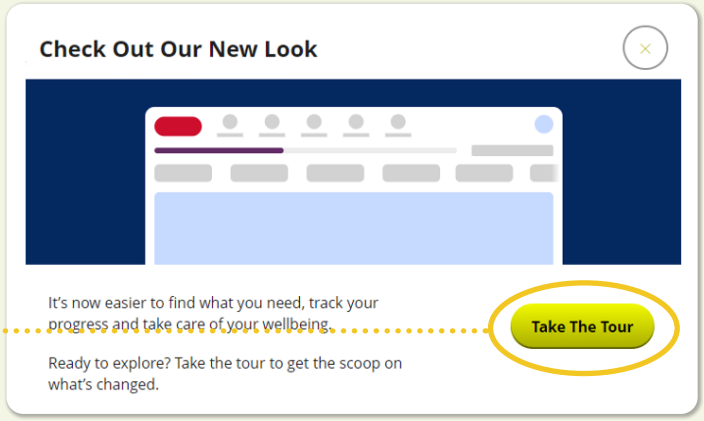
Or

b. Download the Virgin Pulse App to your Mobile Phone or Tablet (Optional)



Note: Virgin Pulse also will provide a Tour when entering the platform!

Select "**Take The Tour**"



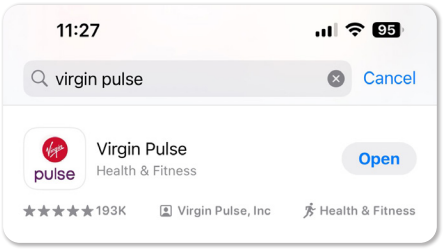
DOWNLOAD MOBILE APP AND ACCESS COBORN'S PULSE

Employee Engagement Portal

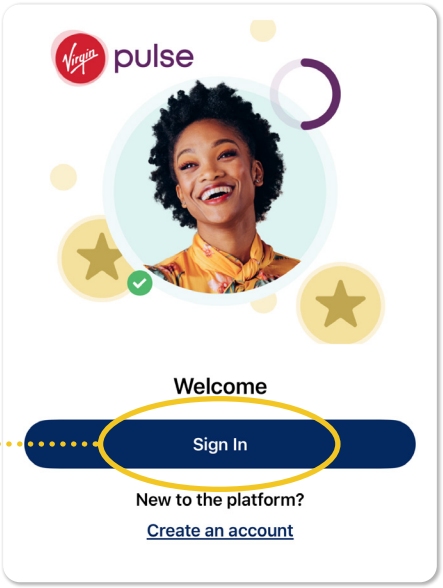
Logging Into Coborn's Pulse

Virgin Pulse Mobile App

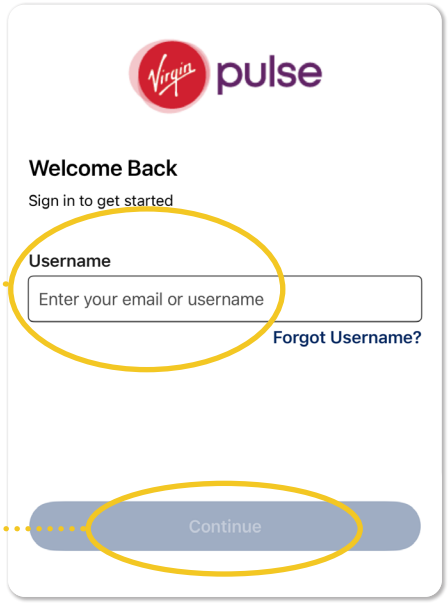
Step 1 Download the Virgin Pulse app to your mobile device from the App Store or Play Store



Step 2 Select "**Sign In**"



Step 3 Enter the email address you registered to Virgin Pulse with under "Username" and select "**Continue**"

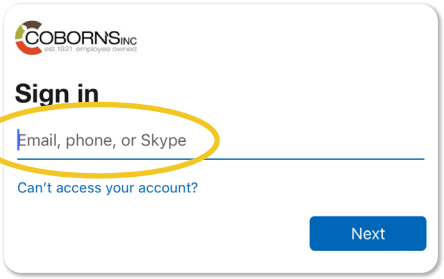


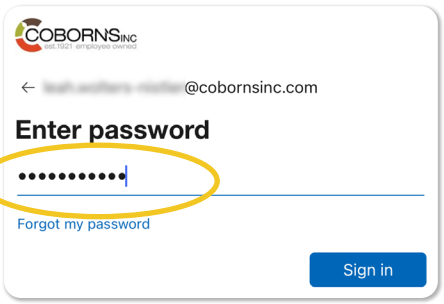
Step 4 Coborn's, Inc. Single Sign on will appear on the next screen.

You will be asked to enter your Coborn's, Inc. SSO Credentials

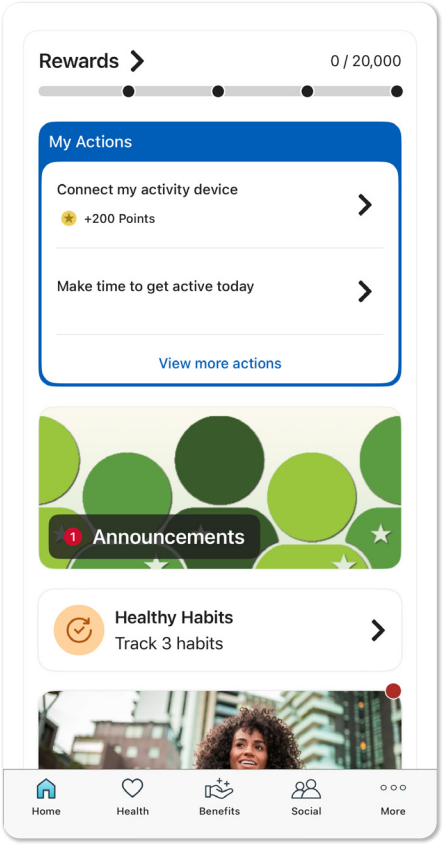
a. This is the same information you use to login to the intranet

b. Login with your Coborn's, Inc. SSO Credentials





Step 5 You will be logged into Coborn's Pulse!



Try sending a shoutout to one of your coworkers!

If you encounter any issues, please email the HR.Hotline@cobornsinc.com and/or Support@Cobornsinc.com with more information and screenshots.

PASSWORD RESET

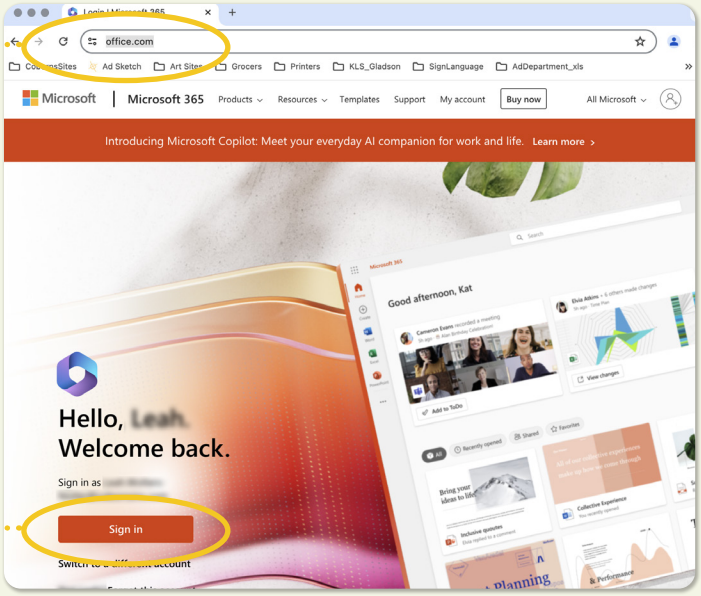
Resetting your password

This password reset process will work for

- Coborn's intranet and UKG Pro Mobile App
- Computer login
- Coborn's email
- Any other active directory or single sign-on enabled applications.

You will be required to set up security questions on your first login. To reset your password will also require security questions. This process is outlined in "job aid - setting up security questions"

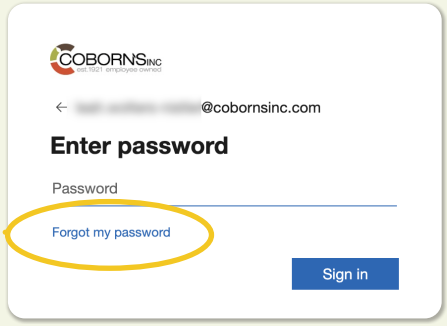
Step 1 Navigate to office.com



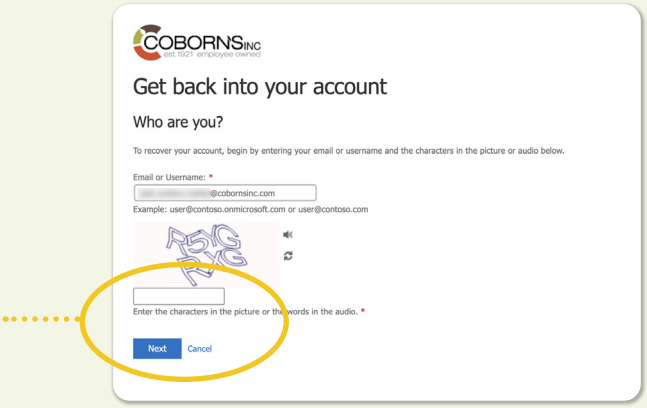
Step 2 Click the "**Sign In**" button

Step 3 Type in firstname.lastname@cobornsinc.com, then click "**Next**"

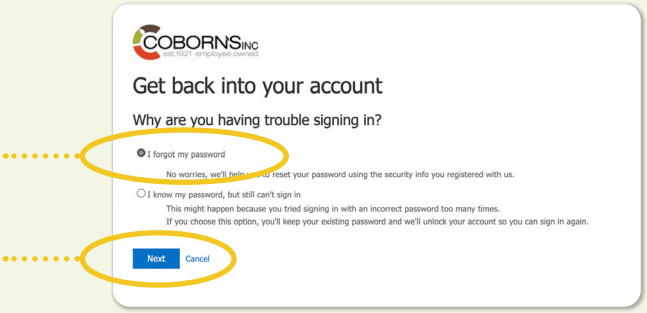
Step 4 Click forgot my password



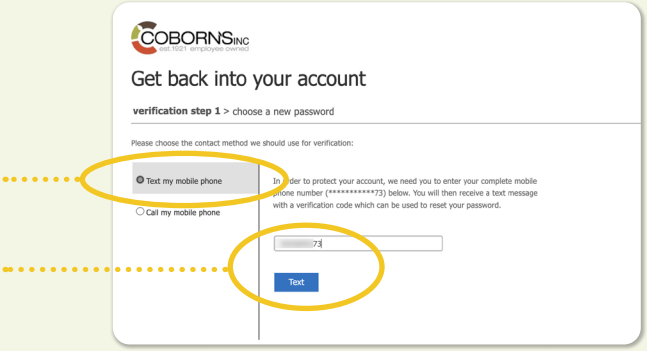
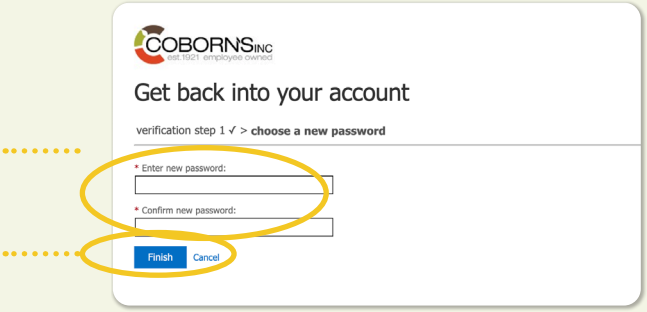
Step 5 Enter the characters from the picture into the bottom text box, then click "**Next**"



Step 6 Keep I forgot my password checked, then click "**Next**"



Step 7 Type in my phone number, then click "**Next**"



Step 8 Choose your new password and confirm it, then click "**Finish**"