

Integration Training

For all those who will continue employment through the Private Practice, ExtensisHR will be your timekeeping and benefit system (not Kronos). Prior to integration, your HR Business Partner will review which system you will use and why and may set up training sessions for ExtensisHR employees.

In some cases, Practice Managers and other key leaders will need to edit and review time sheets in ExtensisHR.

Below are a few videos that will provide an overview of ExtensisHR. Please note the most up to date versions will be found within in the ExtensisHR website.



Click the Links below to learn more about ExtensisHR:



ExtensisHR How-To Videos

1. [Clock in/out and Request/Manage PTO for Hourly Employees](#)
2. [Approve or Deny Employee PTO Request](#)
3. [Approve Your Employees Time Sheets](#)

Post Integration:

Practice Managers, you will be able to access the ExtensisHR Guide in your HR Onboarding Resource Guide for Managers.

Please reach out to your Field Leader or HR Business Partner with all ExtensisHR questions.