

# Getting Started

## Purpose:

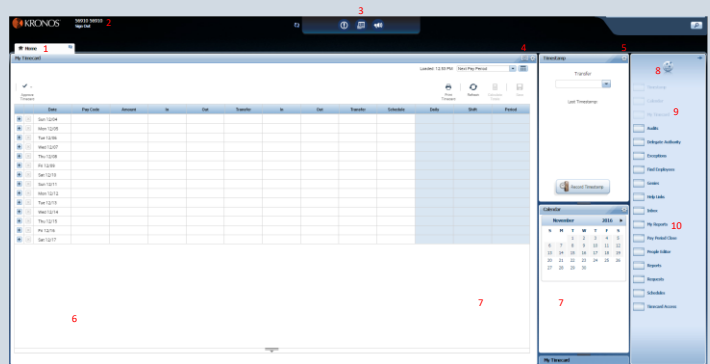
This job aid will help you get started Navigating in Kronos

## Steps

### 1. Kronos Navigator Overview

1. Active Bar - Displays active workspaces; click title to bring a workspace into focus. (Home is the only one in this example).
2. Name/Sign Out - Identifies user and a link to log out.
3. Alerts - Icons enabling you to quickly view the type and number of tasks and issues that you need to address.
4. Maximize/Restore Icon - Click to expand a primary widget to its maximum size. Click again when maximized to restore to the original size.
5. Gear Icon - Click for options to view & move the widget, Close or Pop-out.
6. Workspaces - Displays one or more widgets and the Related Items. The Home workspace is your default workspace at log in.
7. Widgets - A widget is a task oriented tool or view. The primary widget is the main widget in your workspace. There may also be one or more smaller sized secondary widgets.
8. Related Items – Includes additional widgets for common tasks.
9. Active Widgets – Widgets already active are grayed out in related items
10. Open Widgets – To open a widget, simply click it

## Screenshots



## Steps

## Screenshots

### 4. Scheduling tasks for employees

Quick reference table of the tasks employees need to complete on a daily or weekly basis.

#### Daily

##### Clock In or Out

- Hourly employees must clock in and out at the beginning and end of each shift segment
- Clock In – Beginning of day
- Clock Out – End of work day
- Clock In/Out for additional shift segments as appropriate

##### Review and Edit Timecards

- Work with manager for corrections to timecard within current pay period
- Work with manager for corrections to time reported in a prior period
- If a punch is missed, contact your manager by sending them an email on the same day as the missed punch/correction, so that the punch can be corrected

#### As Needed

##### Review Availability

- Update manager of any upcoming changes to availability – permanent or temporary

##### Submit Requests

- Time off
- Swap shifts, cover shifts or temporary change to availability through Employee Self-Service

##### Review Inbox

- Check inbox for any new messages

#### Weekly

##### Review Schedule

- Schedules are posted three weeks in advance

#### Bi-Weekly

##### Approve Timecards

- **ONLY** Approve Timecards at the **end of each pay period**
- Approving Timecards before the end of the pay period may result in locked timecards, preventing clock in/out functionality
- Managers will need to **Unapprove** timecards if approved before the end of the pay period