KRONOS TRAINING

CT EMPLOYEE

AGENDA

Getting Started
- Swiping in with Bio-Metrics
- Understanding Kronos Navigator

Availability and Requests
- Review and Edit Time Cards
- Review Your Availability
- Request time off

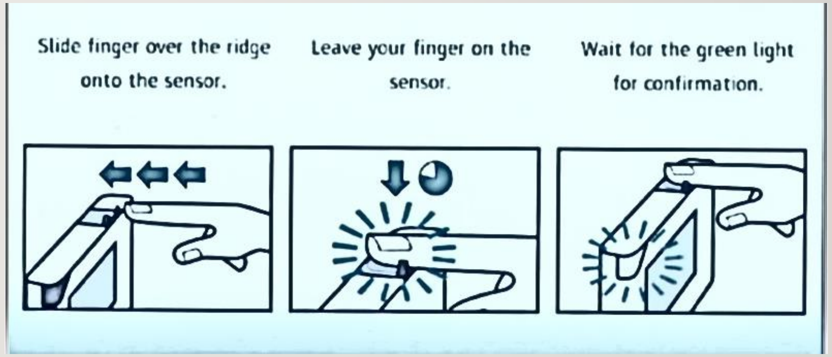
Widgets
- Using Widgets to complete tasks

Time Card Approval
- Approving your time card for submission

GETTING STARTED

SECTION 1: GETTING STARTED – BIOMETRIC SWIPING

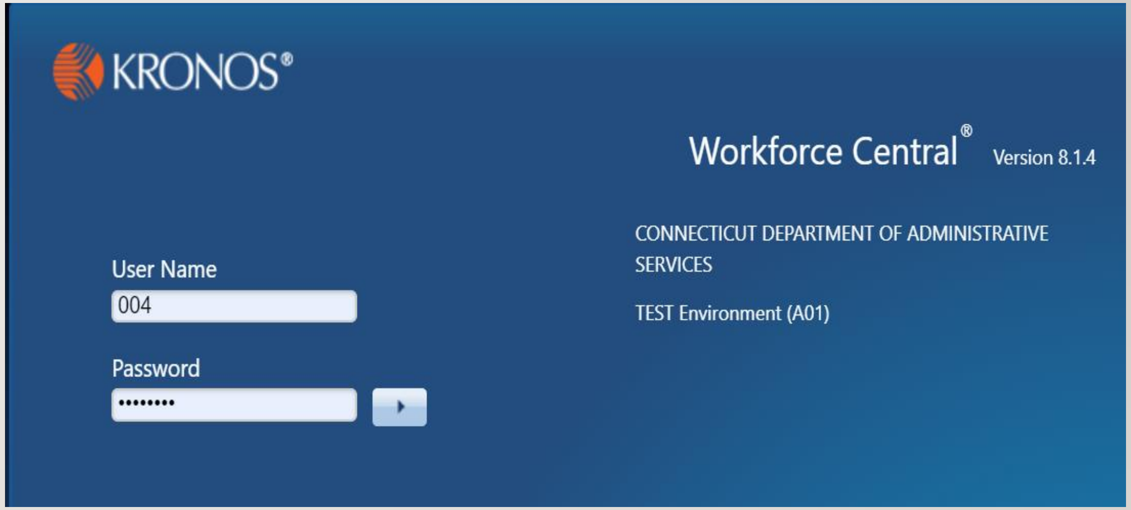
1. Your supervisor or local office champion should have already registered your bio-metrics. If you have not been registered speak with your supervisor.
2. When you arrive at work, swipe in at the terminal clock that is closest to your primary work location.
3. Make sure you use enough pressure for the clock to recognize your biometrics. You will hear a ping and see a green light once your punch has been accepted.



Note: Biometric registration is optional and available for your convenience

GETTING STARTED – SIGNING IN

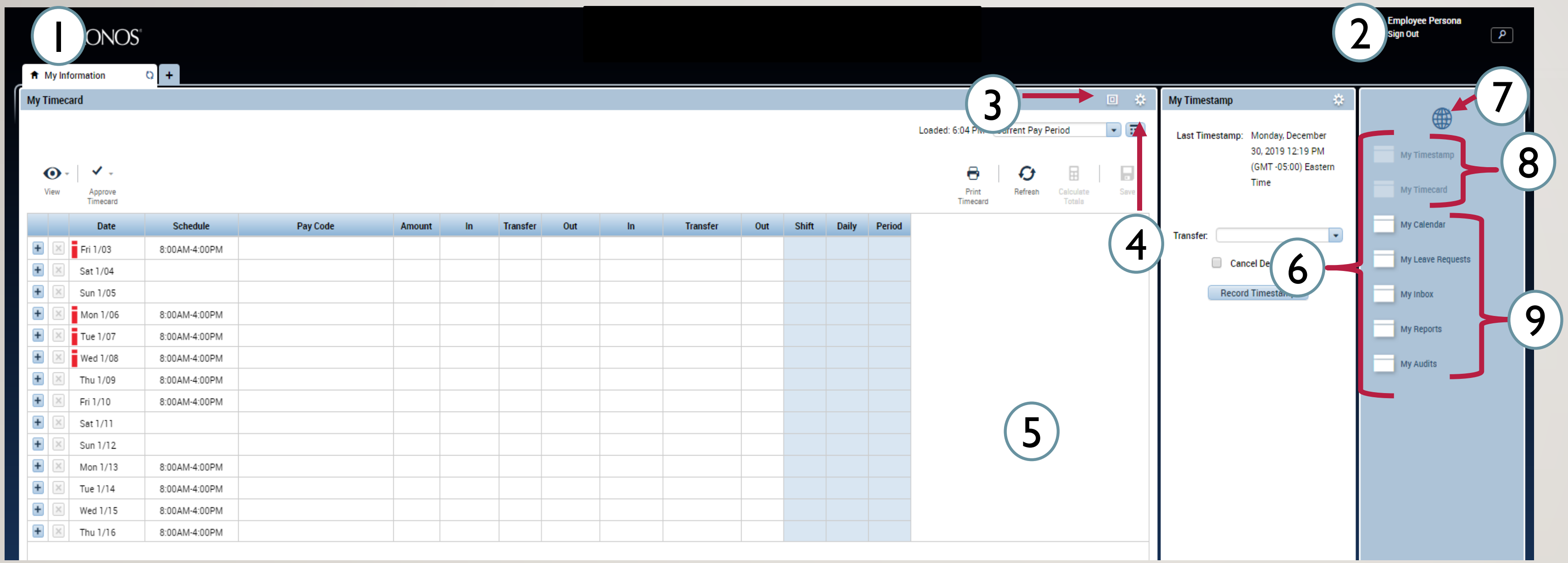
- Now that you have successfully swiped let's log on to Kronos.
- Open a web browser and enter: https://ctgov.kronos.net/wfc/logon
- Enter your username and password



Notes:

- If you're viewing this before the system has gone live only view the training in its entirety, after the system has gone live you will be able to sign in and view all the functionality firsthand.
- Single sign on is enabled when you on the State network using a state device and the log in is associated with your Windows account, and will utilize your State of Connecticut email and password to automatically log you into Kronos.
- This slide shows the procedure to sign in on approved when you are outside the State of Connecticut network. Please check with DCF leadership to ensure when it is appropriate to log in from a personal device.

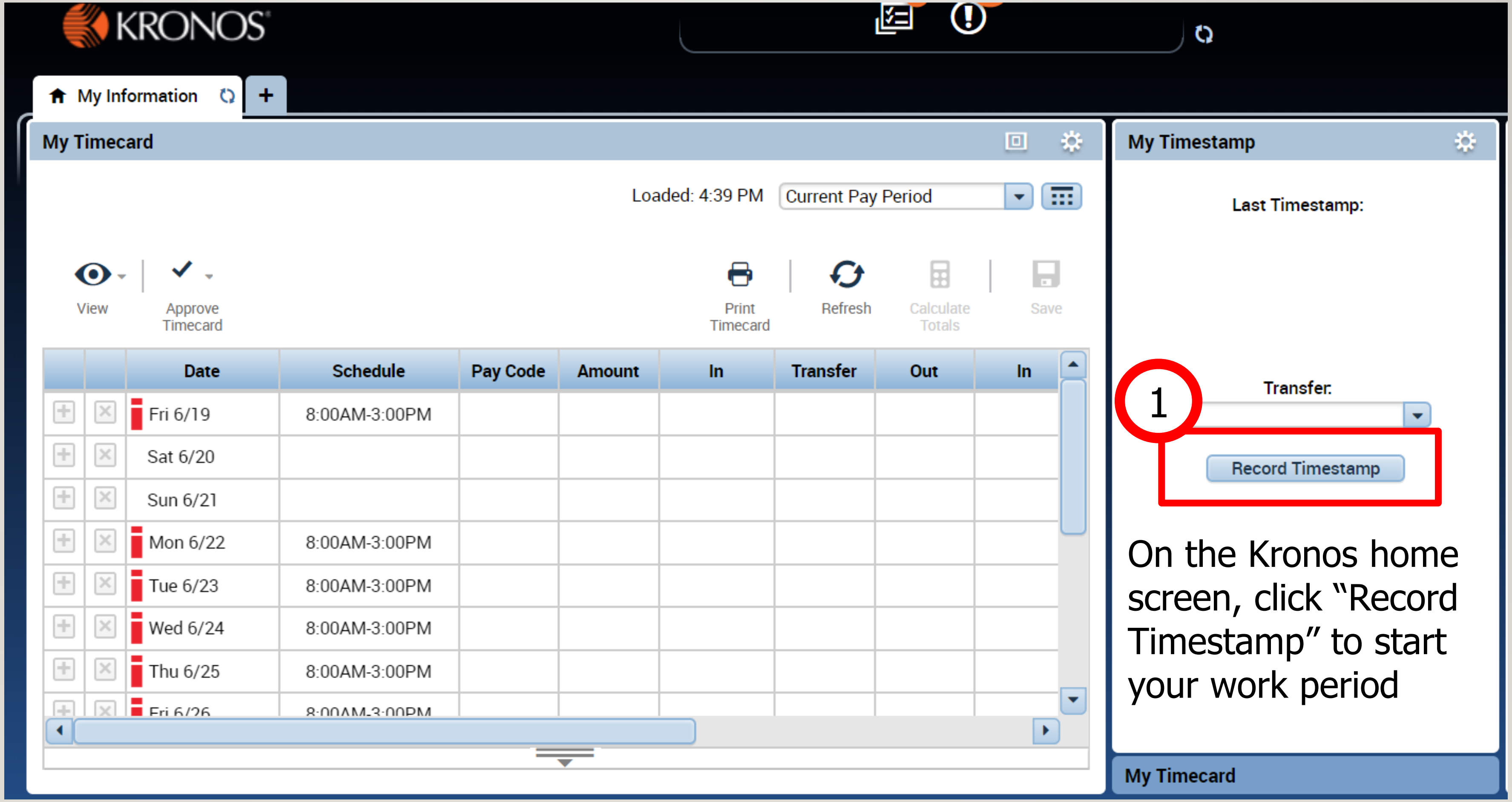
GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR



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. Maximize/Restore Icon - Click to expand a primary widget to its maximum size. Click again when maximized to restore to the original size.
4. Gear Icon - Click for options to view & move the widget, Close or Pop-out.
5. Workspaces - Displays one or more widgets and the Related Items. The Home workspace is your default workspace at log in.
6. 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.
7. Related Items – Includes additional widgets for common tasks.
8. Active Widgets – Widgets already active are grayed out in related items
9. Available Widgets – To open a widget, simply click it

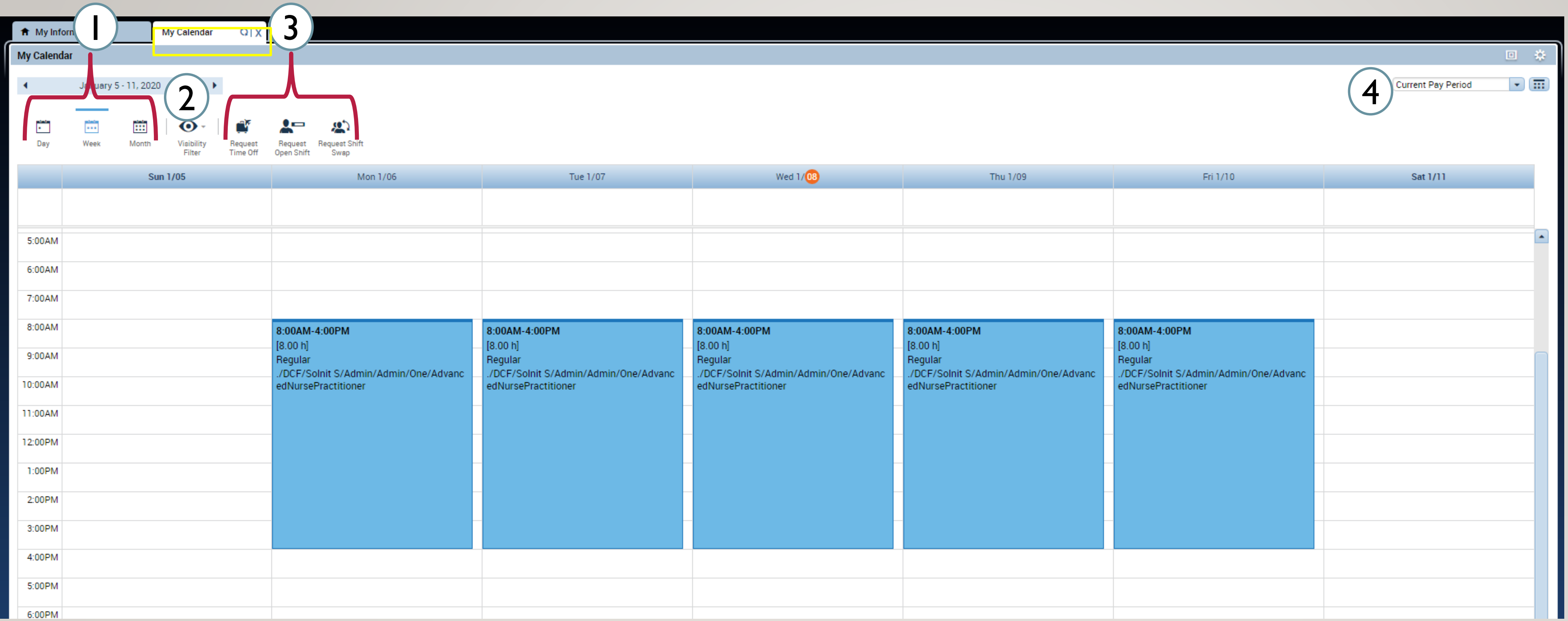
SECTION 1: GETTING STARTED – PUNCHING IN

When you sign in, you can use the My Timestamp widget and press the **Record Timestamp** button to punch in and out of your shift. This method can be used instead of biometric if you wish.



REQUESTS
& MY CALENDAR

SECTION 2: REQUESTS & MY CALENDAR

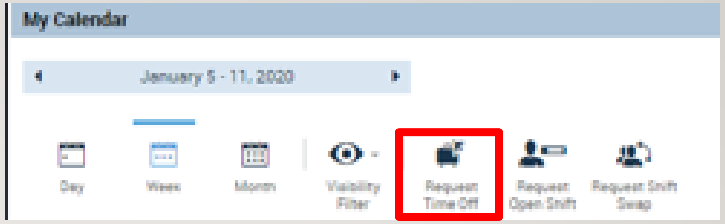


1. **Time View –** a way to view the calendar by day, week or month
2. **Filters –** Allow you to select what is displayed on the calendar.
3. **Requests –** Enable you to make requests for time off, to fill an open shift, or to request a shift swap with a coworker
4. **Time period –** Allows you to select different pay periods to either view your schedule or to make a request.

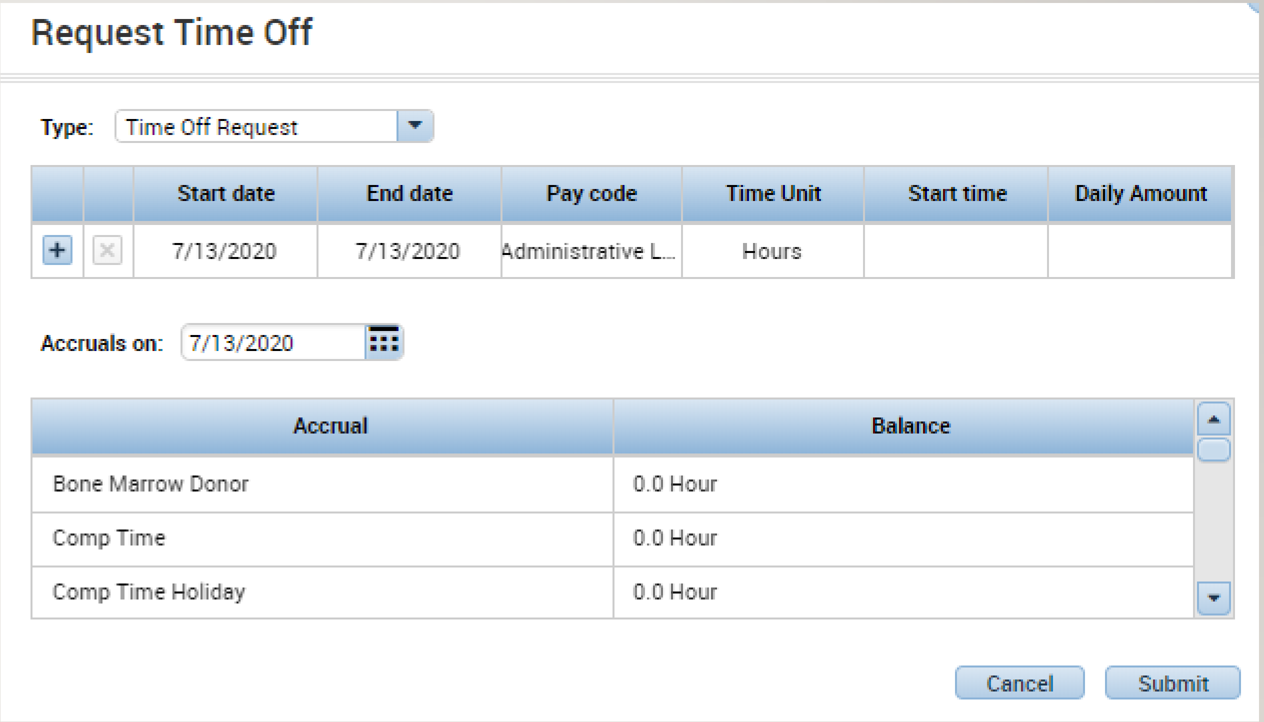
Notes:

1. This view is found in the **My Calendar** widget in the Kronos Navigator
2. Availability relates more to Advanced Scheduler employees and will be covered in a separate E-learning

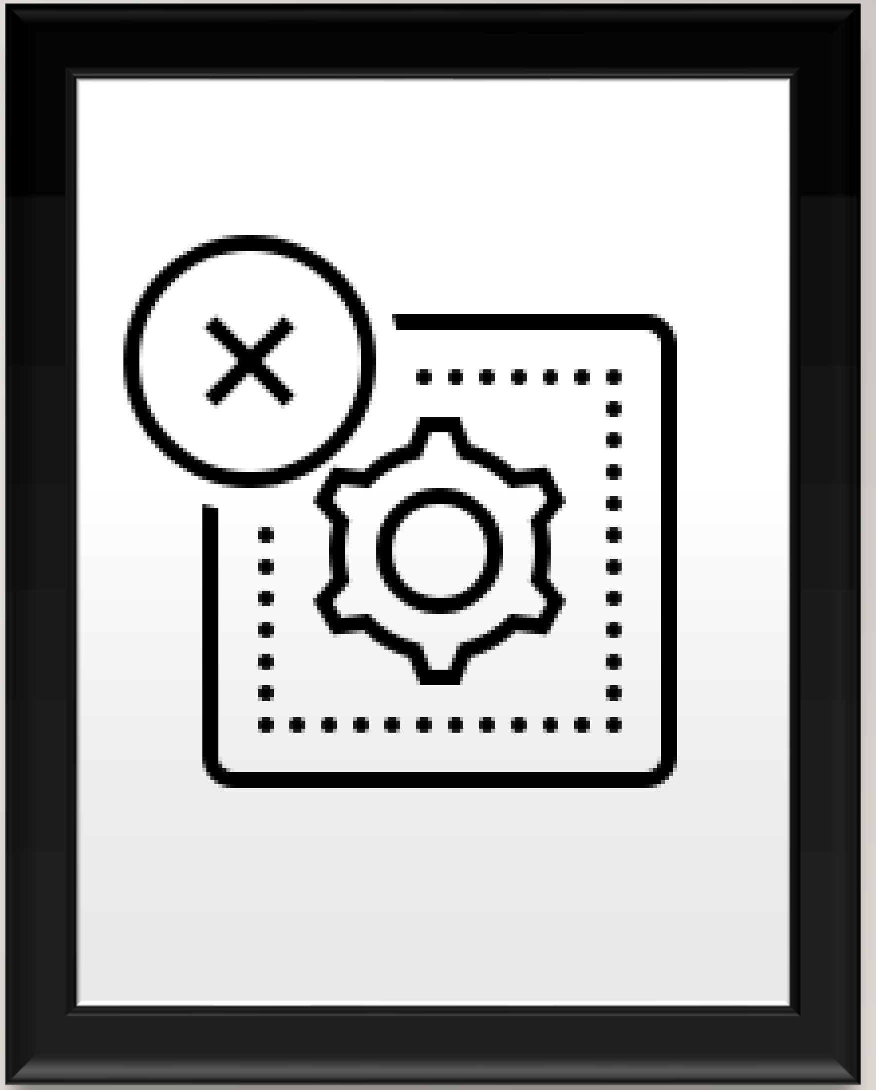
SECTION 2: REQUESTS



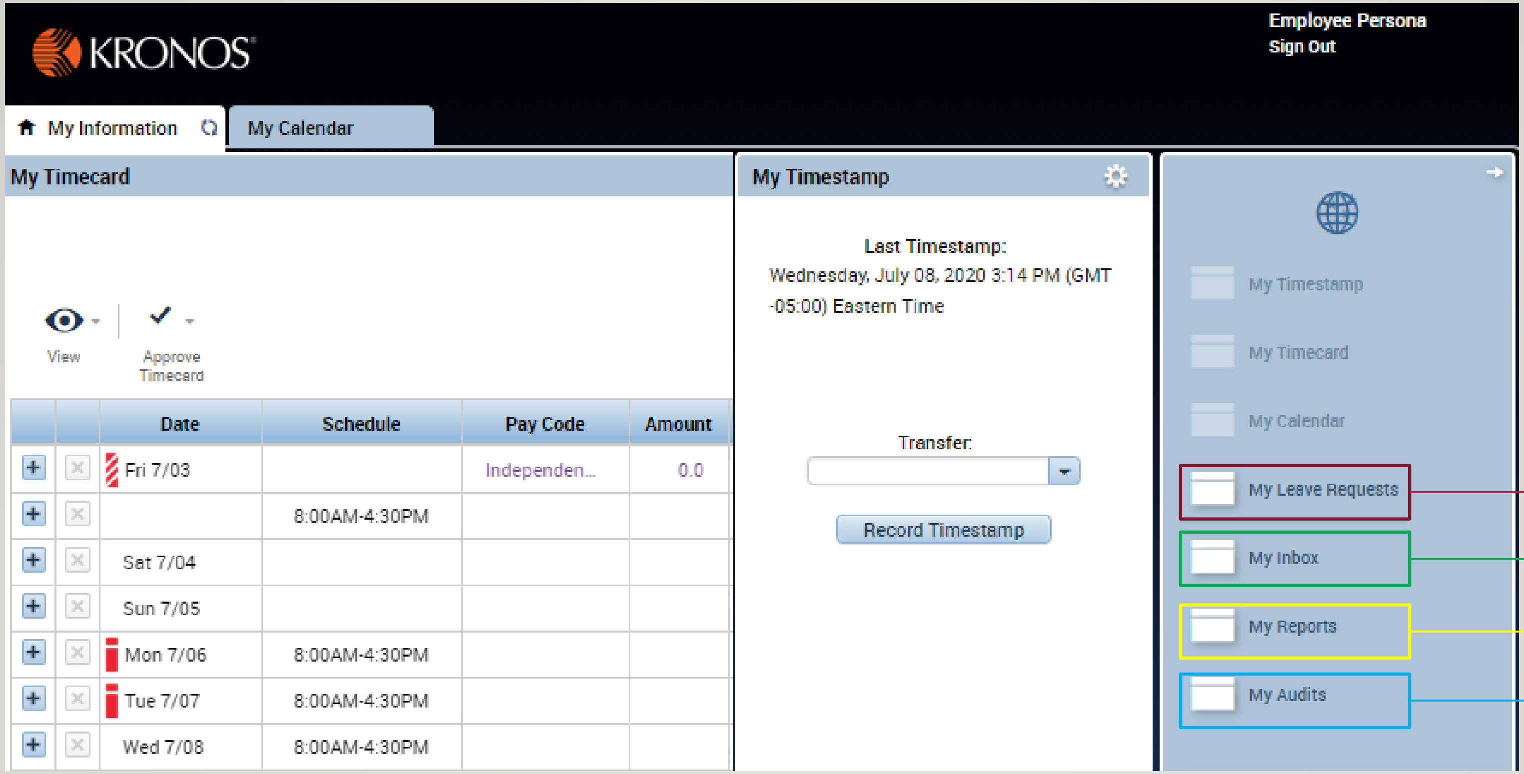
1. After clicking the **Request Time Off** button, the following window will populate
2. Here you can select the type of request, the duration of your request before clicking Submit
3. Use the Accruals section on the bottom to validate that you have the required accrual balance for your request



USING OTHER WIDGETS



SECTION 3: USING OTHER WIDGETS

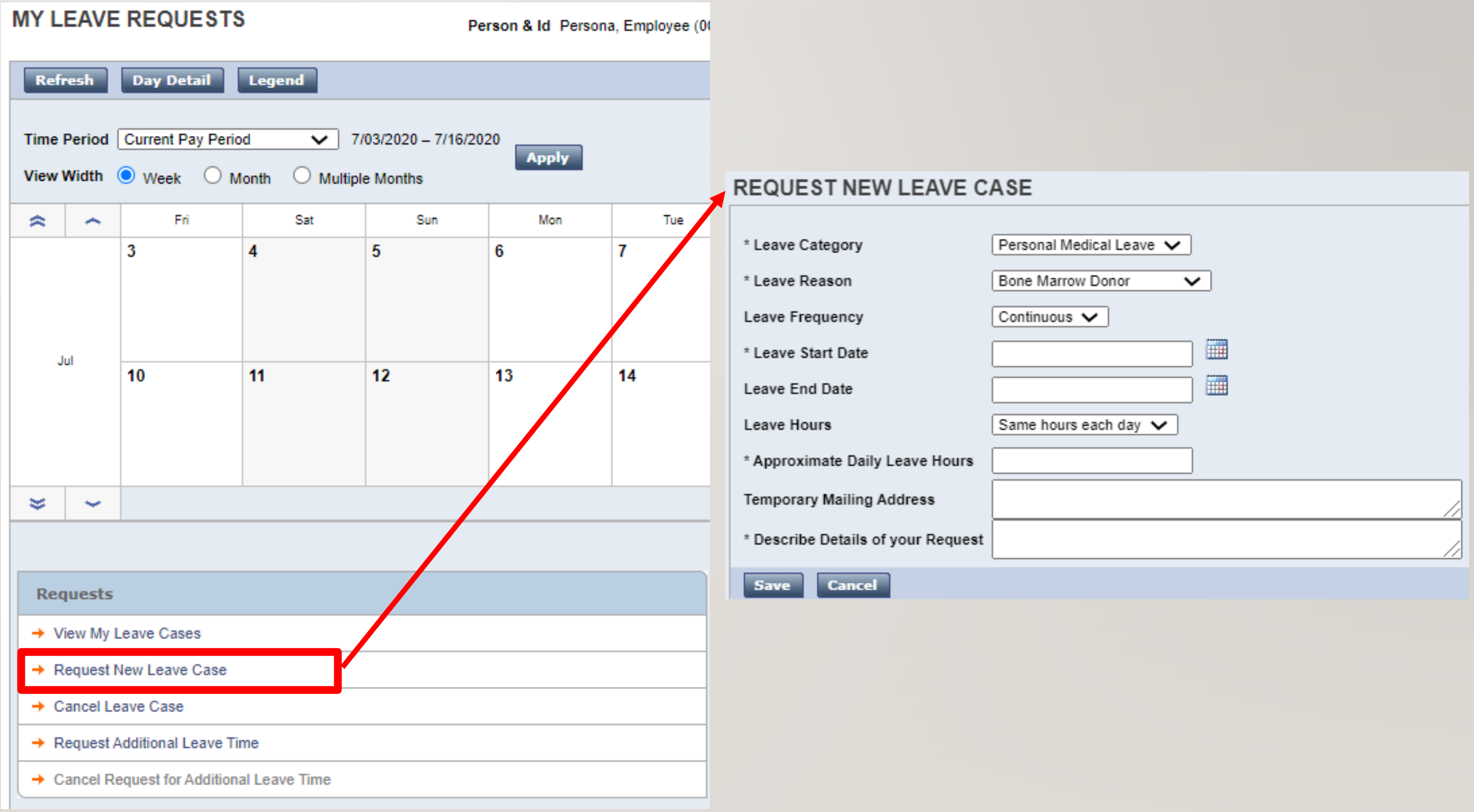


Now lets looks at the other remaining widgets. We will highlight each widget separately in the next few slides

1. My Leave Requests – Allows you to submit short and long term leave requests
2. My Inbox – Displays messages regarding requests and time cards
3. My Reports – Allows you to run reports such as accrual balances
4. My Audits – Allows you to review your historical data such as punch information

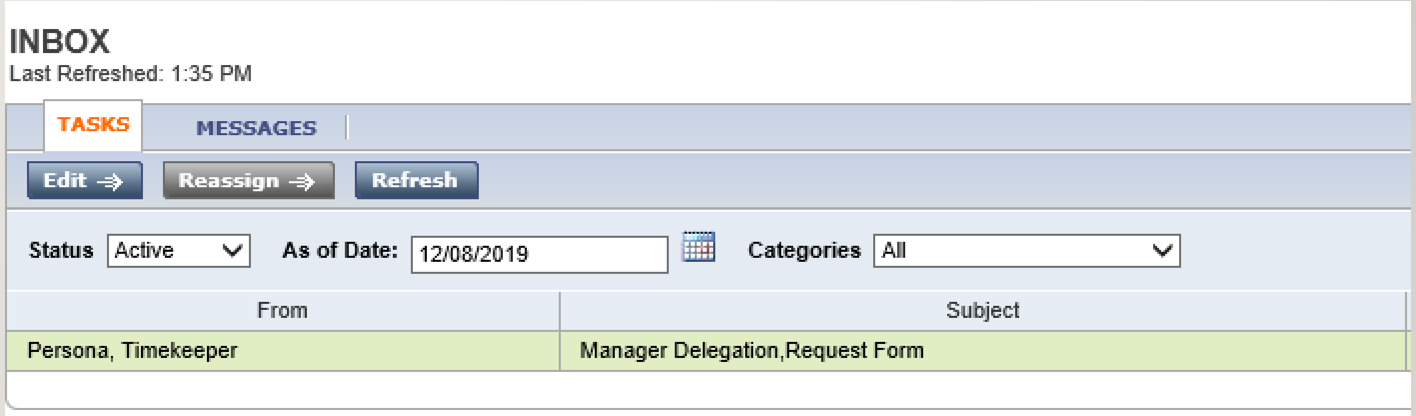
SECTION 3 – MY LEAVE REQUESTS

- My leave requests shows you the status of any leave case submitted, shows you taken leave on the calendar and allows you to request leave changes.
- You can also request a new leave case, here you would enter some of the basic information such as the type and the duration and then submit it to HR for review.



SECTION 3 – MY INBOX

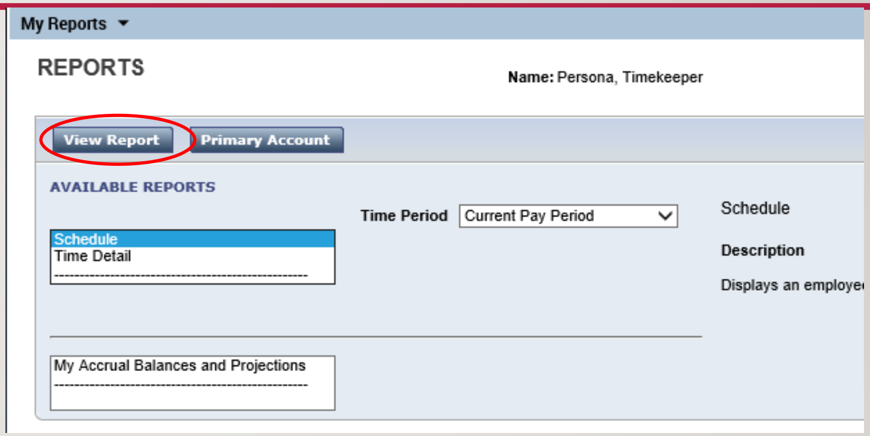
- Through the My Inbox widget you can see all your tasks and messages
- Messages can be notifications from supervisors or updates about timecards/requests



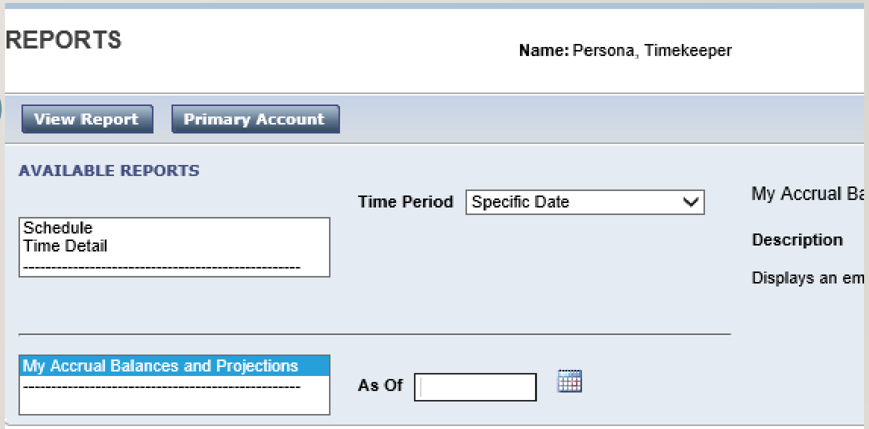
SECTION 3 – MY REPORTS

1. In the My Reports widget Schedule and Time Detail can be viewed by selecting the report and the Time Period and click View Report
2. To view My Accrual Balances and Projections select the report and fill in the As Of date then click View Report

1

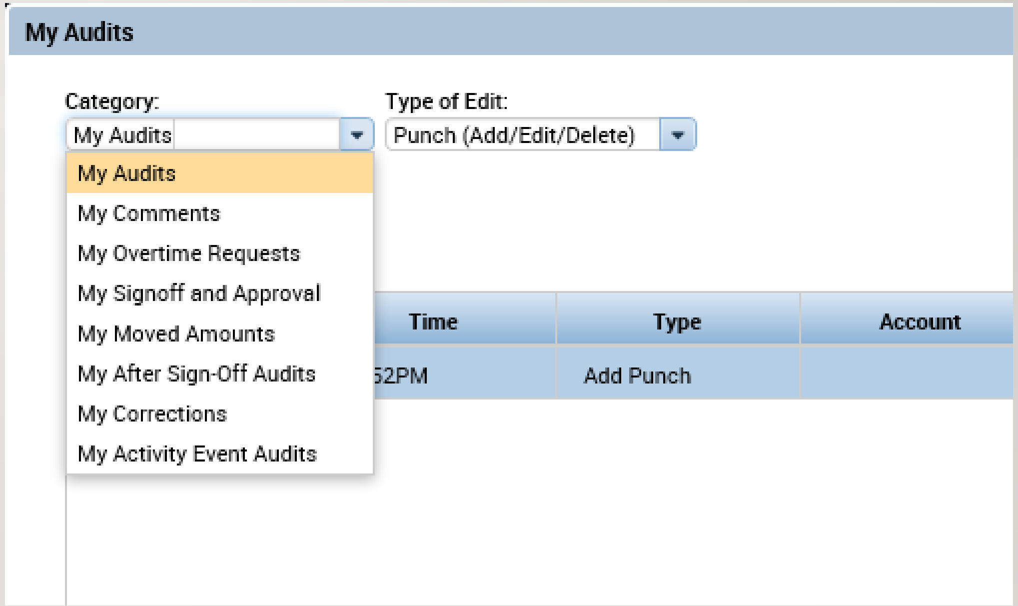


2



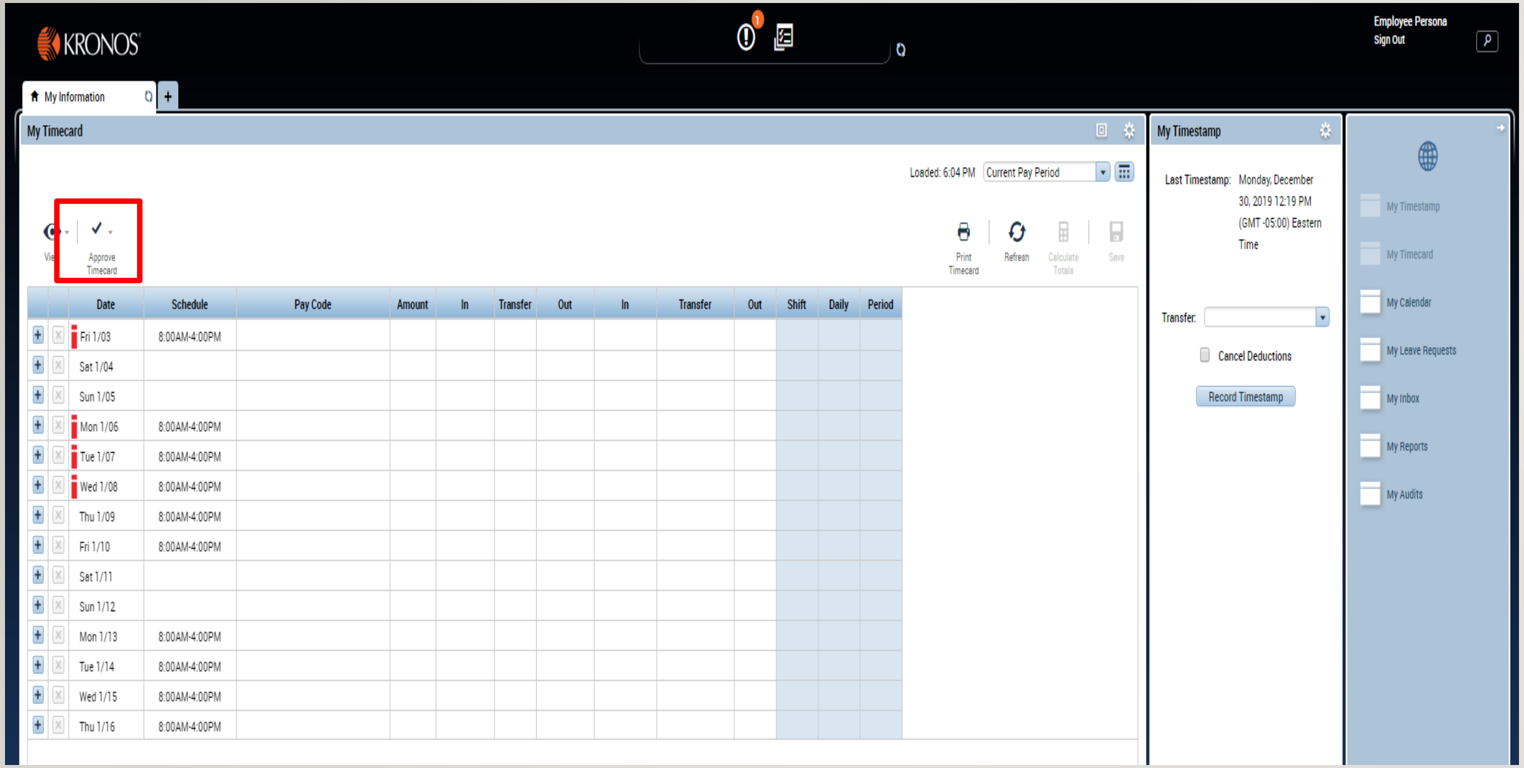
SECTION 3 – MY AUDITS

Through the My Audits widget you can view different reports and record of various actions such as punching in as shown on the right, or all the categories listed on the drop down



APPROVING YOUR TIMECARD

SECTION4: APPROVING YOUR TIMECARD



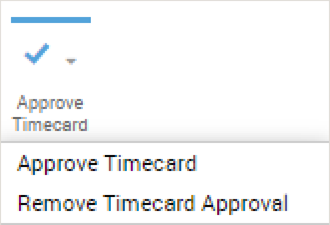
In order to properly submit your timecard you must:

- Check the accuracy of time entered and the pay codes used
- If there are any exceptions present communicate pertinent information to your manager/supervisor
- Approve on time by selecting the approve timecard button and selecting approve timecard from the drop down menu. Once approved the time card will turn yellow as shown.

SECTION4: APPROVING YOUR TIMECARD

- After you approve the timecard, you will see a timestamp with the approval information, and the data will become uneditable

- You have the option to unapproved your timecard in order to make corrections, but this would need to be done before supervisor approval and payroll sign off



CLOSING

- Explore the software
- Refer to the available job aids
- Don't be afraid to ask for help
- You got this!
- Thank you