Kronos Navigation™ v7.0

Navigating Kronos

Course Guide
Version 1.0

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Document Revision	Product Version	Release Date
A	Kronos 7.0	April 2014

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Accessing Kronos

Logging On

Purpose

The My Apps link on the State of West Virginia intranet provides access to all the features of the Kronos application where you perform your time, scheduling and leave tasks.

Example

You, as the supervisor, log on to the Kronos application at least once a day to review and work with your employees' time and scheduling data.

Steps		
1	Double-click the **Internet Explorer** icon.	
2	Type in the URL: **https://myapps.wvsao.gov/apps/ default.aspx**.	Sign in to your account Email Address: Password: Sign In
3	Enter your **Email Address** and **Password**. Click **Sign In**.	
4	Click the **Kronos Time and Leave** link.	KRC Time and Leave

> **Business Practice**
>
> If you or an employee using Kronos forgets the user name or password, contact the wvOASIS Help Desk.

> **Tip**
>
> Passwords are case sensitive.

The Inactivity Timeout

Purpose

Kronos provides security to prevent other people from accessing your information. It also helps keep your employees' information confidential.

Regaining access after the inactivity timeout

Inactivity timeout protects sensitive information in the application. If the application does not detect activity within a specific amount of time, it attempts to automatically log you off. To regain access to the application, you must click **Yes** when asked to remain logged in. When you regain access, the application restores the last page you were viewing.
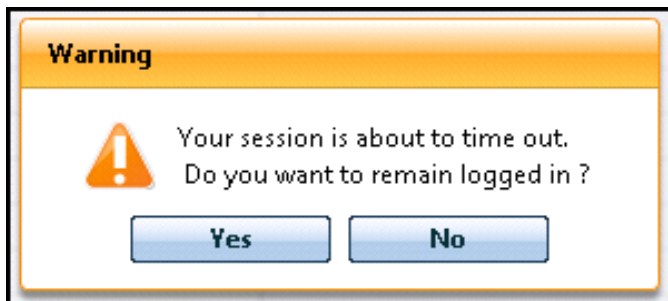
> **Caution**
>
> If you do not click **Yes** after receiving the inactivity timeout, you are logged out of the application. You will lose all unsaved edits.

	Business Practice
	The inactivity timeout screen appears if there is no activity for 20 minutes.

Signing Out of Kronos

Purpose

Upon completion of your tasks, you must sign out of Kronos to ensure that your employees' information remains confidential.
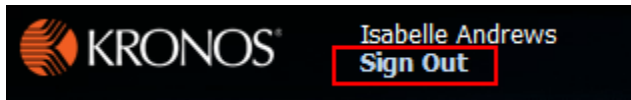
	Caution
(!)	Clicking the Close (X) button without first signing out can leave your connection to the application open, which might allow unauthorized people to view and edit information.

Navigating Kronos

Introducing the Navigator

Purpose

After you log on to Kronos, your Navigator appears. The Navigator is a customized view of the time and labor information that is important to completing your daily work tasks. The Navigator is designed to be simple and intuitive with easy-to-use views. You should take a few minutes to get acquainted with its navigation features.

Navigator Components

The Navigator consists of five main components:

- Alerts
- Workspace
- Workspaces carousel
- Workspace tabs
- Related Items Pane

Navigator Component	Description
Alerts	A Navigator can contain one or more alerts configured to notify you when specific events or conditions occur. Because the alerts always appear in your Navigator, you'll know immediately if something requires your attention.
Workspace	A Navigator can contain one or more workspaces. A workspace is a layout designed to accommodate a specific business need. If a Navigator has more than one workspace, one will be configured as the default or "home" workspace.
Workspaces carousel	If a supervisor's Navigator is configured to include more than one workspace, all workspaces other than the home workspace are listed in the Workspaces carousel. You can display additional workspaces in your Navigator by selecting them in the Workspaces carousel.
Workspace tabs	When a workspace is displayed in the Navigator, it will have an associated tab. You can use the workspace tabs to switch between or to close displayed workspaces.
Related Items Pane	Displays a list of inactive widgets. An inactive item can be opened by clicking the item from within the list.

Tip

Kronos is a browser-based application. However, you should not use the browser's navigation controls - the Back button on the toolbar, for example. Only use the links inside of Kronos to do your work.

Using Alerts

Alerts display at the top of the Navigator, and notify you about timecard exceptions, time-off requests, and more.

The numbers displayed in the upper-right corner of each alert indicate the number of employees with notifications for that alert.

To get more information about the notifications associated with an alert, click the alert.
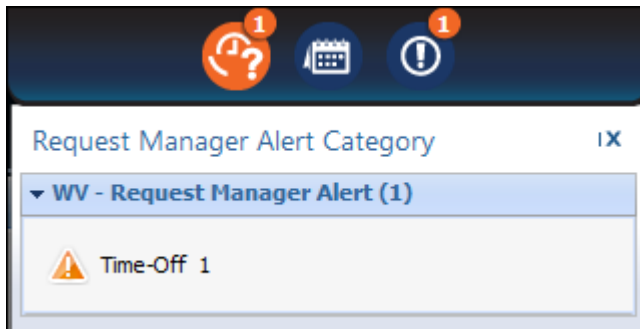
The system automatically updates the alerts. The refresh rate, a parameter defined by your administrator, is typically every 60 minutes. To manually update alerts, click the **Refresh Alerts** control.

Viewing Workspaces

Purpose

If your Navigator is configured to provide more than one workspace, you can select which workspaces to display. Workspaces include:

- My Information – displays employee self service information.

Steps		
1	To open the Workspaces carousel, click the **Workspaces** tab.	
2	Click the arrows to rotate through the available workspaces.	
3	To select a workspace, click it. **Note:** To close the Workspaces carousel without selecting a workspace, click the **Workspaces** tab again.	
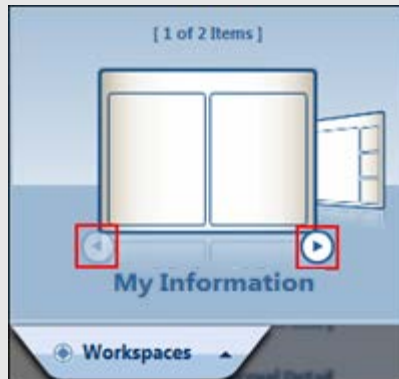
The selected workspace opens and a tab for the workspace is added. The Workspaces carousel closes.
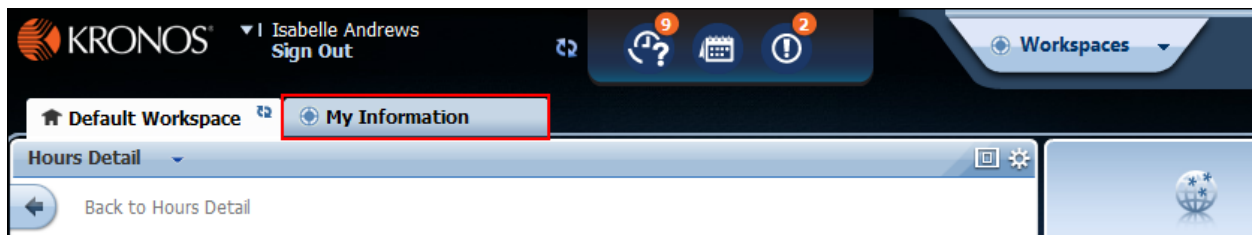
Switching between workspaces

After selecting a workspace from the workspaces carousel, you can switch to a different workspace by selecting the associated tab. Note that your home workspace will be indicated by a 🏠 in the tab.

Closing a workspace

To close a workspace and return it to the carousel, hover the cursor over the workspace's tab and click **X**.

Using Goto

Goto navigation is only available within some workspaces. It allows you to select employees from the current workspace and navigate to other workspaces or widgets using the **Goto** button.
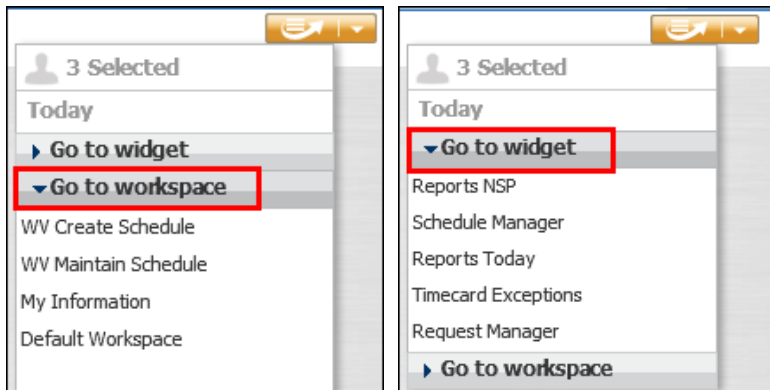
Side by Side Widgets

Some workspaces display multiple widgets within the workspace.

Widgets

A widget can be closed by clicking the gear icon in the upper-right corner of a widget and selecting **Close**.
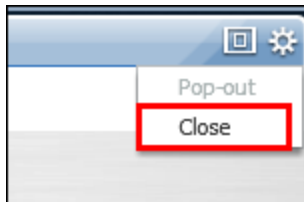
The Related Items pane

Click the arrow in the upper-right corner to open and close the Related Items pane. To retrieve a widget from the Related Items pane, drag it from the pane into the workspace. Or, to open it in a temporary workspace, single-click it.

Navigating Widgets in Kronos

Purpose

Kronos pages allow you to perform less common or more complex tasks. You can use widgets in Kronos to display these pages and complete these tasks.

The key areas of Kronos pages

Kronos pages contain three main areas: search tools, the action bar, and the workspace.

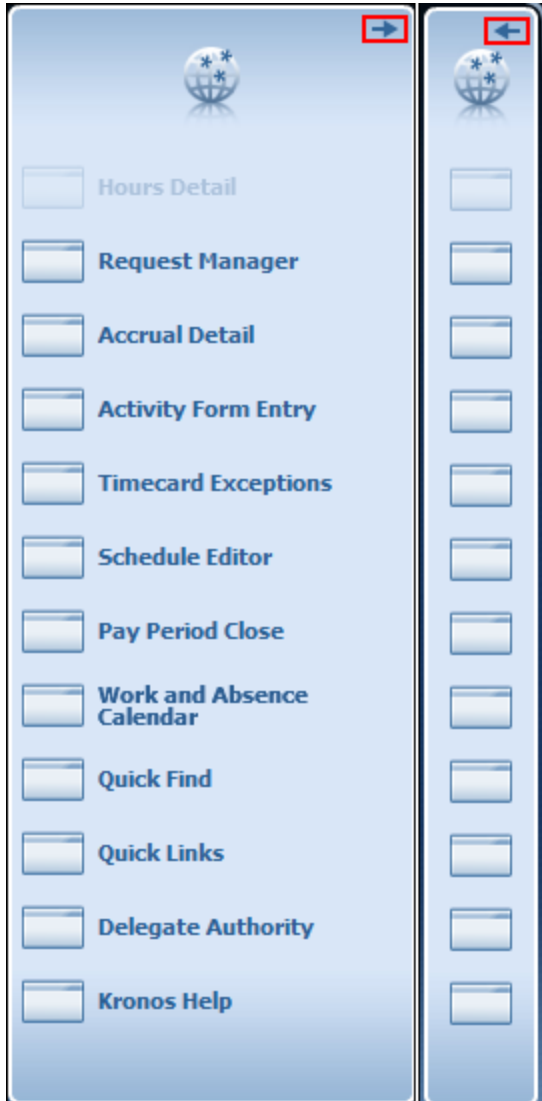| Areas	Description
Search tools	Include: • **Show** field where you can select a specific set of employees • **Time Period** field where you select the timeframe for which you want to view schedules and timecard data
Action bar	Allows you to perform tasks to selected employees such as editing punches, approving timecards, and other common tasks
Workspace	Work area contains detailed information about the employees in the selected time period, as well as the action bar, which contains selections for modifying data

Using the tools within a Kronos Timekeeper page

The Show field allows you to display a group of employees. The default setting for the Show field when you log on is None. You can use the Show field to select employees in a specific group, such as only those employees who report to you or are working in a particular area.

The Time Period field allows you to set the timeframe you want to view, such as the current pay period or a particular timeframe in the past. The time period you select determines what you will see on that page.


The Action Bar contains tasks that you can perform on the page. Each Action Bar is specific to the page that you are currently viewing and your role within the system.

Using the shortcut menu

When one or more employee records are selected, you can right-click to display a shortcut menu. From the menu, you can quickly access four key tools:

Timecard | Schedule | People | Reports
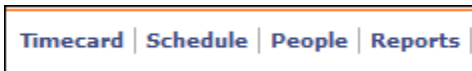
- Timecard
- Schedule
- People
- Reports

Tool	Description
Timecard	Launches the timecard(s) for the selected employee(s).
Schedule	Launches the Schedule Editor for the selected employee(s). The Schedule Editor is used to view and update employee schedules.
People	Launches the People Editor for the selected employee(s). The People Editor is used to view personal and employment information for employees.
Reports	Launches the Reports workspace. If you run a report, it will contain information only for the selected employee(s).

Steps	
1	In the workspace area, highlight the employees for whom you need to access data.
2	Which system component do you want to access? • To access timecards for the selected employees, right-click and then select **Timecard**. • To access the Schedule Editor for the selected employees, right-click and then select **Schedule**. • To access the People Editor for the selected employees, right-click and then select **People**. • To access the Reports for the selected employees, right-click and then select **Reports**.

> **Tip**
>
> There are various ways to select employees:
>
> - Use the **Ctrl** key and single-click each person to select more than one employee not listed next to each other
> - Use the **Shift** key and single-click the first and last employees in a range of employees grouped together
> - Click and drag the mouse to select a range of contiguous employees

Saving Information in a Widget

Purpose

Some edits that you perform in Kronos Timekeeper and Scheduler will be saved automatically. Other changes that you make will *not* be applied until you click a **Save** button. If a widget requires you to save changes manually, you'll find a **Save** and related buttons in the widget.

When you first access a widget that requires you to save changes, the **Save** and **Cancel** buttons are gray and disabled.
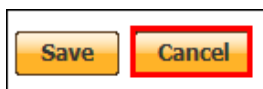

As soon as you edit something in the widget, the **Save** and **Cancel** buttons turn yellow-orange and become enabled.
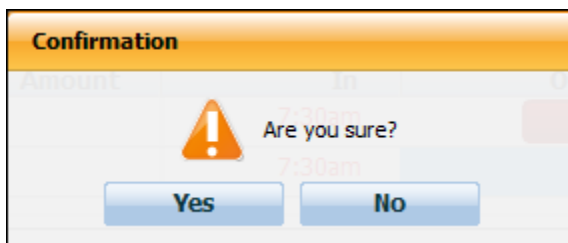
To save your changes, click **Save**.
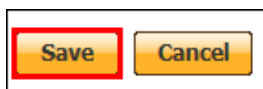
To cancel your edits, click **Cancel**.

If you click **Cancel**, the widget displays a warning asking you to confirm your action.

> **Tip**
>
> In most instances, when you attempt to navigate away from a widget without saving your edits, a warning message will appear. However, even if you don't see the message when you navigate away from a widget, the warning message will always be displayed when you attempt to sign out with unsaved edits.

Refreshing Data

Because other users or other systems may have modified data since you loaded a widget, you may occasionally need to refresh your displayed data.

Widgets enable you to refresh your displayed data; you simply click the **Refresh** button.

Timecard Exceptions
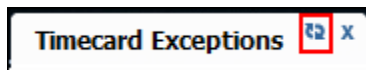
> **Tip**
>
> If you click **Refresh** without saving your edits, a warning message will appear.