Kronos: Manager Navigation

As a manager, your view of Kronos will be different to that of an employee as you will need to complete additional activities in Kronos. When launching Kronos, your Home tab will open with the current pay period as default. The Kronos Home screen is made up of a Primary Widget, Secondary Widgets and a Related Items pane.

Leave Request Alert
Notifies you of a leave request which requires actioning

Exceptions Alert
Notifies you of staff timecard exceptions which need to be managed

Identifies the user logged in, and Sign Out link

Workspaces
Enables you to switch workspace to My Information (your Timecard)

QuickFind
Perform a search for a staff member by using surname

Pay Period
Current pay period displays as default, but can be changed using the drop down

Kronos Functions
These functions will display as an additional tab next to the Home tab

Primary Widget
Opening Kronos displays your Home tab

Genies Widget
The default widget displayed are Genies

Related Items Pane
This pane displays additional functions available in Kronos

Secondary Widgets
These widgets can be displayed within the primary widget screen

Kronos: Manager Navigation

Navigating to your Timecard and Calendar

While your view may be different to that of an employee, you will still need to complete activities such as your timecard.

Navigating to your Timecard and Calendar can be selected a new tab.

1. Click the + symbol, select **My Information** from the drop-down list.
2. Your My Information workspace will display, which contains your Timecard. This workspace will now display as another tab, next to your Home tab.
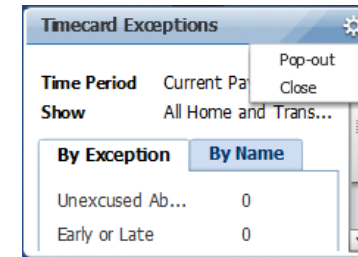

My Information
This will open as a new tab which can be closed by clicking on the X.

(See Employee Quick Reference Guides on further information about your Timecard and Calendar.)

Using Secondary Widgets

As a manager, you have access to a number of secondary widgets which you can use to view information.

To access any of the secondary widgets:

1. Click on the cog ⚙ icon at the top right hand corner of the relevant widget.
2. Select **Pop Out**.

3. The widget will display within the Home tab. The Genies widget is then available amongst the secondary widgets.