Kronos: Employee Navigation
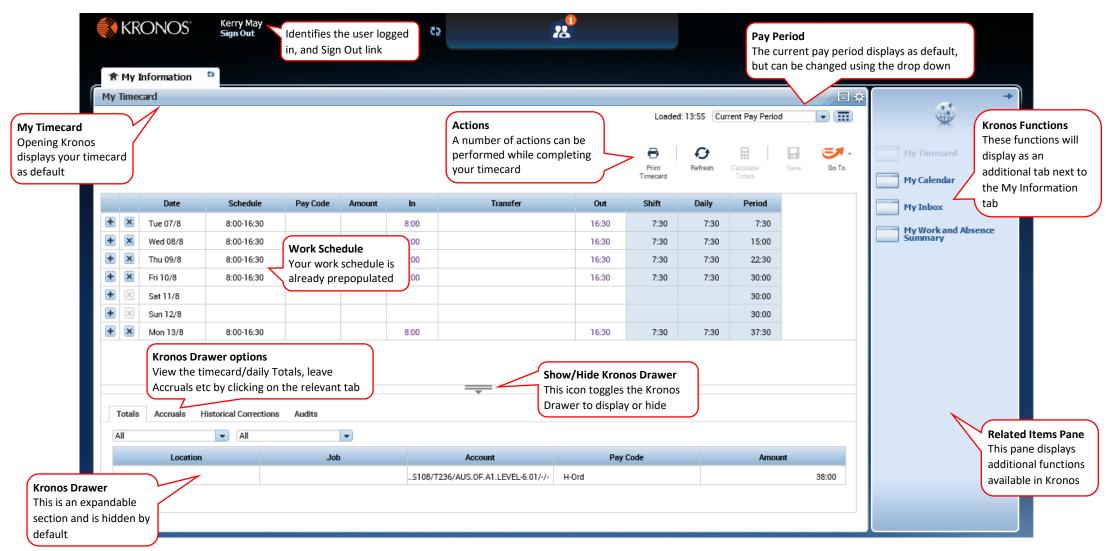
As an employee, when launching Kronos, your timecard will open with the current pay period as default.

Identifies the user logged in, and Sign Out link

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

My Timecard
Opening Kronos displays your timecard as default

Actions
A number of actions can be performed while completing your timecard

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

Work Schedule
Your work schedule is already prepopulated

Kronos Drawer options
View the timecard/daily Totals, leave Accruals etc by clicking on the relevant tab

Show/Hide Kronos Drawer
This icon toggles the Kronos Drawer to display or hide

Related Items Pane
This pane displays additional functions available in Kronos

Kronos Drawer
This is an expandable section and is hidden by default

Kronos: Employee Navigation

Your My Calendar can be displayed in order to view upcoming leave, and to request leave/cancel (if approved) or retract previous requests (if not approved)

Identifies the user logged in, and Sign Out link

Leave Request Alert
Notifies staff that a submitted leave request has been actioned by a manager

View Options
Allows staff to select from multiple view options

Request Time Off
Allows staff to apply for leave electronically

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

Upcoming Leave
Allows staff to view any upcoming requested leave – Right Click to cancel / retract

Work Schedule
Displays your work schedule