

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.

The screenshot shows the Kronos Manager Navigation interface. At the top, the user is identified as Darrell L. Rose with a 'Sign Out' link. There are two alert icons: a 'Leave Request Alert' (12) and an 'Exceptions Alert' (1). The 'Workspaces' dropdown is visible. The main area is divided into a 'Primary Widget' (Genies) and 'Secondary Widgets' (Schedules, Timecard Exceptions, Request Manager). A 'Related Items Pane' on the right lists various functions like Schedules, Timecard Exceptions, Request Manager, Genies, Timecards, Timecard Approval, Work and Absence Summary, Reports, Group Edit Results, Inbox, Manager Delegation, and Help.

Primary Widget
Opening Kronos displays your Home tab

Genies Widget
The default widget displayed are Genies

QuickFind
Perform a search for a staff member by using surname

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

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

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

Related Items Pane
This pane displays additional functions available in Kronos

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

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

Name	Employee Number	Worker Type	Primary Labor Account
Phuong			
Banderam, HariPriya			
Rose, Darrell L			

Timecard Exceptions

By Exception	By Name
Unexcused Ab...	0
Early or Late	2

Request Manager

Last Refreshed	7:58
Time Period	Current Schedule Pe.
Time-Off	1

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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.



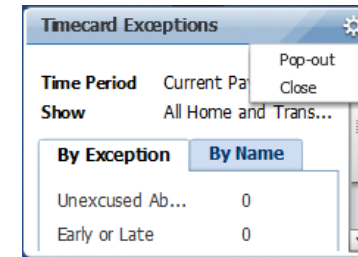
(See Employee Quick Reference Guides on further information about your Timecard and Calendar.)

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.

