

# Kronos 8 Upgrade FAQs

- **What significant changes can users expect to see with the Kronos upgrade?**

- Java will no longer be required.
- The system can be accessed through any browser (Safari, Mozilla Firefox, Internet Explorer, Chrome, etc.)
- Most of the changes are navigational only and departmental payroll processes will not change.

- **What changes to the timecards will users notice?**

- Users will no longer see red or blue outlined boxes.
  - Exceptions will appear as a red upside down exclamation mark (i) or a blue candy cane symbol.
- For full-time employees, the schedule is no longer located at the lower right corner of the timecard; this information will be located on the timecard.
- The Pay Code Column has been moved to the middle of the timecard.
- The Save button is now located on the right of the timecard.

	Date	Schedule	In	Out	Tran...	Pay Code	Amount	Shift	Daily	Period
	Fri 10/26									
	Sat 10/27									
	Sun 10/28									
	Mon 10/29					ANNLV-ANNUAL LEAVE	7.5		7.5	7.5
	Tue 10/30	8:00AM-4:00PM								
	Tue 10/30	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	15.0
	Wed 10/31	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	22.5
	Thu 11/01	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	30.0
	Fri 11/02	8:00AM-4:00PM	8:00AM	4:00PM				7.5	7.5	37.5

- **What do the columns mean on the Accruals tab?**

- Accrual Leave Balance – Leave balance available for use
- Accrual Taken to Date – Amount of leave used from January 1<sup>st</sup> through present (this amount is reset the first of each year)
- Accrual Planned Takings – Amount of encumbered future leave

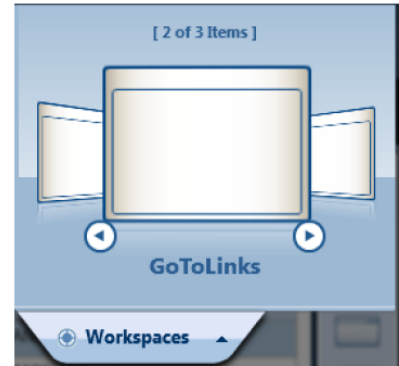
Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Taken to Date	Accrual Planned Takings
Annual Leave	17.95	Hour	Mon 1/01 - Mon 12/31	59.0	29.0
Comp Time	2.5	Hour	Mon 1/01 - Mon 12/31	8.0	0.0
Donated Leave	0.0	Hour	Mon 1/01 - Mon 12/31	0.0	0.0
Executive Order Bank	0.0	Hour	Mon 1/01 - Mon 12/31	0.0	0.0
Holiday Bank	0.0	Hour	Mon 1/01 - Mon 12/31	0.0	0.0
Sick Leave	15.35	Hour	Mon 1/01 - Mon 12/31	67.0	0.0

- **How will I know if my timecard has been approved?**

- Instead of the timecard populating with the Sign Offs tab, the background of the timecard will be colored as follows:
  - Employee approval – the background will be yellow
  - Supervisor approval – the background will be green
  - Payroll approval – the background will be gray

- **What changes will be noticeable only to Supervisors?**

- Supervisors will access leave requests differently in Kronos 8. There will be two ways to view leave requests.
  - Option 1 - Instead of using the Request Manager selection in the Related Items Panel, the supervisors will need to select the GoToLinks option on the Workspace Carousel. This selection will take you to the Request Manager. Here you will be able to view the leave requests for your direct reports.



Request Manager

Current Schedule Period: 0947 Time-Off: Submitted

Details Edit Approve Refuse Pending Retract Request Time Off

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
hodgeg	Time Off Request	7/13/2018 10:25AM	Submitted	HODGE, GREGORY E	11/19/2018	HODGE, GREGORY E	11/19/2018	ANNLV-ANNUAL L...	
hodgeg	Time Off Request	7/13/2018 10:25AM	Submitted	HODGE, GREGORY E	11/20/2018	HODGE, GREGORY E	11/20/2018	ANNLV-ANNUAL L...	
hodgeg	Time Off Request	7/13/2018 10:26AM	Submitted	HODGE, GREGORY E	11/21/2018	HODGE, GREGORY E	11/21/2018	ANNLV-ANNUAL L...	

- Option 2 – From the Hours Detail page, highlight the employee you want to see and click GoTo. From there, you can select Request Manager to view all time off requests for this employee.

Genies

Hours Detail

Loaded 12:12PM Current Pay Period: 0947 Edit

Select All Rows Column Selection Filter People Timekeeping Accruals Activity Forms Approval Schedule Absence Refresh Share Go To

Person Name	P.	Primary La...	Pay Rule	St. Period	Tot...	Reg	OT	Te...	Co...	Ho...	Ho... Balanc	HO...	An...	Sic...	Fa...	B
ANKNER, STEPHANIE L	0...	0947-0947/...	EU3N2...	75.0	67.5	45.0				22.5	0.0					
CARPER, DAVID S	0...	0947-0947/...	EU3N2...	75.0	37.5	30.0				7.5	0.0					
CARROLL JR, RANDY L	0...	0947-0947/...	EU3B2...	75.0	37.5	30.0				7.5	0.0					
COMER, LISA A	0...	0947-0947/...	EU3N2...	75.0	37.5	30.0				7.5	0.0					
DOLIN, NORA A	0...	0947-0947/...	EU3B2...	75.0	36.0	28.5				7.5	0.0					
DOLIN, RICHARD M	0...	0947-0947/...	EU3B2...	75.0	45.0	37.5				7.5	0.0					
DYE, ERIC S	0...	0947-0947/...	EU3B2...	75.0	37.5	30.0				7.5	0.0					
FILSON, MATTHEW M	0...	0947-0947/...	EU3N2...	75.0	37.5	30.0				7.5	0.0					

1 Selected  
Current Pay Period  
Go to widget  
Rule Analysis  
Timecard Exceptions  
Timecards  
Quick Leave Editor  
New Leave Case  
Leave Case List  
Request Manager  
Go to workspace