Kronos Basic Navigation

Open the Quick Find drop down menu to choose a specific Genie.

Access Accruals, Tools, My Information

Time Period drop down menu allows timekeepers to specify which Pay Period they are viewing.

Show drop down menu allows timekeepers to filter by Employee Type.

To Approve an employee’s timecard, click on the Approval Icon and select Approve Timecard. You can also access this to Remove Timecard Approvals as well.

Related Items Pane will allow timekeepers to complete certain tasks within ALL employee(s) timecard(s).