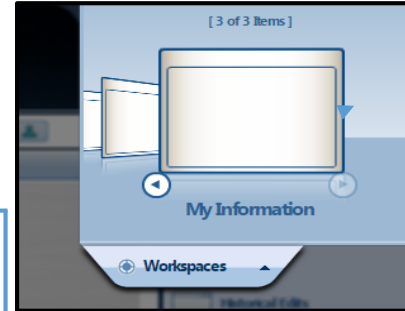
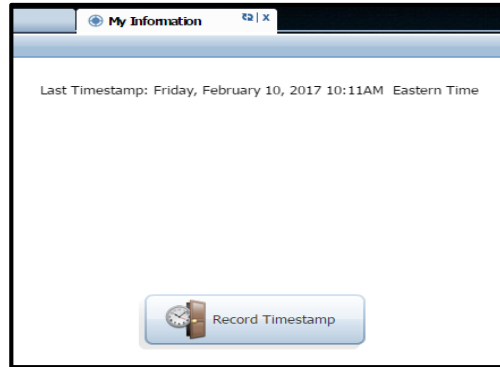


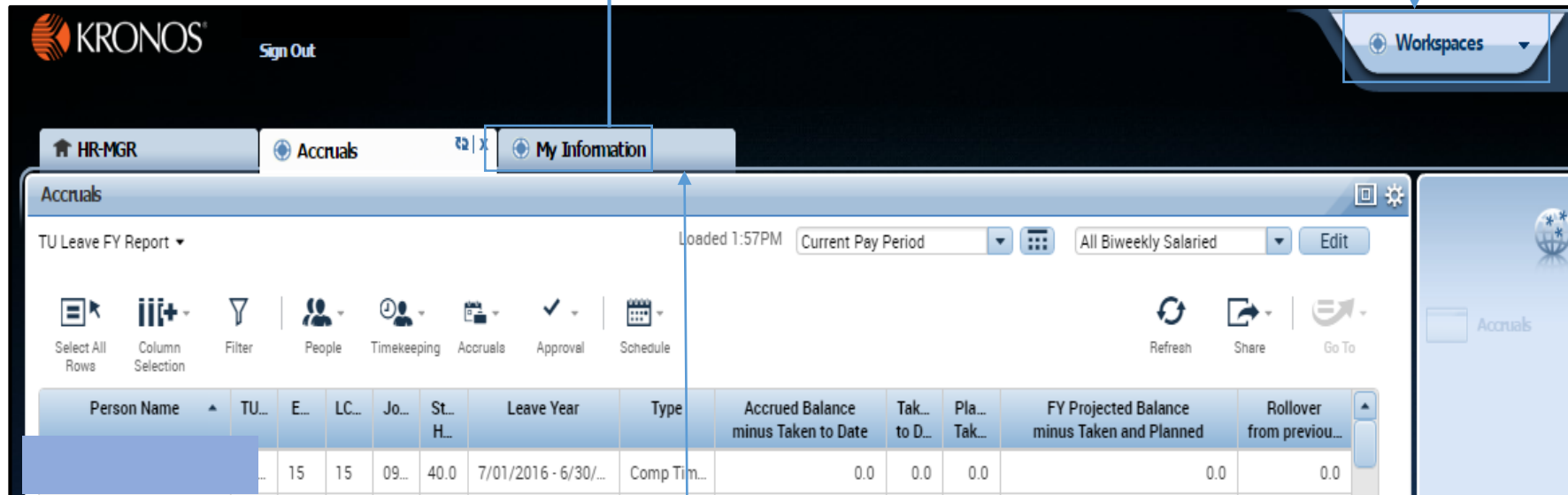
Navigating Workspace Carousel

My Information Workspace



The **Workspace Carousel** is used to navigate through different home screens dependent on your access level. You can cycle through workspace tabs to open a specific workspace.

i.e. **My Information, Accruals, Manage My Department**

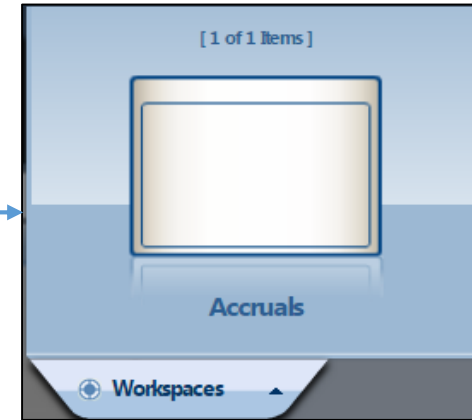


A screenshot of the Kronos HR-MGR interface. The top navigation bar includes the Kronos logo, 'Sign Out', and a 'Workspaces' dropdown menu. Below the navigation bar, there are three workspace tabs: 'HR-MGR', 'Accruals', and 'My Information'. The 'Accruals' workspace is active, displaying a 'TU Leave FY Report' table. The table has columns for 'Person Name', 'TU...', 'E...', 'LC...', 'Jo...', 'St. H.', 'Leave Year', 'Type', 'Accrued Balance minus Taken to Date', 'Tak... to D...', 'Pla... Tak...', 'FY Projected Balance minus Taken and Planned', and 'Rollover from previou...'. The table contains one row of data with values: 15, 15, 09..., 40.0, 7/01/2016 - 6/30/..., Comp Tim..., 0.0, 0.0, 0.0, 0.0, 0.0.

You will see your open **Workspace Tabs** in the activities bar as you open them from your **Workspace Carousel**.

Accrual Workspace

You can access the **Accruals Workspace** through your **Workspace Carousel**. Here you will find all your employee leave totals based on E-Class, employee start date, and time in service.

A screenshot of the "Accruals" workspace in a software application. The top navigation bar includes "Dept Manager" and "Accruals". The main area is titled "TU Leave FY Report" and shows a table with columns for "Person Name", "TUID", "Emp CL", "LCat", "Job Be...", "Std We... Hours", "Leave Year", "Type", "Accrued Balance minus Taken to Date", "Taken to Date", "Planned Takings", "FY Projected Balance minus Taken and Planned", and "Ro llover from previous Leave Ye...". The table contains four rows of data. Above the table is a toolbar with icons for "Select All Rows", "Column Selection", "Filter", "Timekeeping", "Approval", and "Schedule". To the right of the table are "Refresh" and "Share" buttons. A context menu is open over the "Share" button, showing options: "Print", "Export to Excel", and "Export to CSV".

Person Name	TUID	Emp CL	LCat	Job Be...	Std We... Hours	Leave Year	Type	Accrued Balance minus Taken to Date	Taken to Date	Planned Takings	FY Projected Balance minus Taken and Planned	Ro llover from previous Leave Ye...
	45	45	07/01/...		35.0	7/01/2016 - 6/30/2017	Winter Holiday	28.0	0.0	0.0	28.0	0.0
	45	45	07/01/...		35.0	7/01/2016 - 6/30/2017	Vacation-	27.0	85.0	0.0		0.0
	45	45	07/01/...		35.0	7/01/2016 - 6/30/2017	Sick-	980.0	14.0	0.0		0.0
	45	45	07/01/...		35.0	7/01/2016 - 6/30/2017	Personal-	14.0	7.0	0.0		0.0

You can use the **Select All Rows** and/or the **Column Selection** icons to view specific employees.

You can either **Print** the selected sections or **Export** to either Excel or CSV formats.