Accessing Kronos Beginning 12/29/2020

Intended Audience: All Children's employees using Kronos Workforce Central

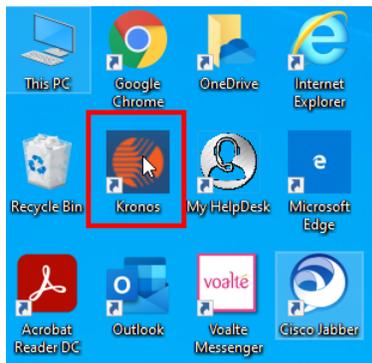**Purpose:** Learn how to access Kronos Workforce Central beginning 12/29/2020.

Expectations:

1. The workaround to access Kronos Workforce Central (WFC) will be in place until the final payroll is processed out of WFC. The new timekeeping platform, Workforce Dimensions (WFD) go-live is 2/14/2021.
2. The Harman browser is used to access WFC as the workaround. It is slower to launch and process than is typical. This is expected; please be patient for these few weeks while the workaround is in place.
3. The Harman browser allows the use of Adobe Flash which is unsupported as of 1/1/2021. To safeguard the organization from the security risks of Adobe Flash in the Harmon browser, printing and saving files out of WFC are disabled.
4. Shortcuts created by individuals on desktops or in web browsers will no longer work when the web browsers discontinue using Adobe Flash.
5. WFC support will be provided during normal business hours.

When On-Site

Follow the steps below to access Kronos Workforce Central (WFC).

1. To load the new desktop shortcut, logout and back into the computer. (This only needs to be done once per computer.)
2. Find the Kronos shortcut on the desktop and double click on it.

When Using Virtual Desktop

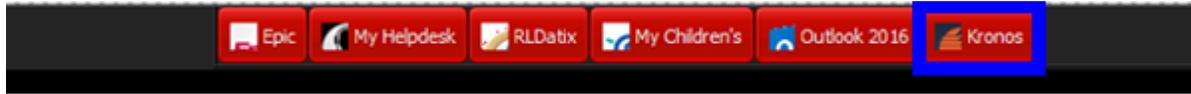Follow the steps below to access Kronos Workforce Central (WFC).

1. To load the published applications, logout and back into the virtual desktop. (This only needs to be done once.)
2. Open the Apps folder.
3. Find the Kronos shortcut in the list and double click on it.

When Using a Tap N Go Machine

Follow the steps below to access Kronos Workforce Central (WFC).

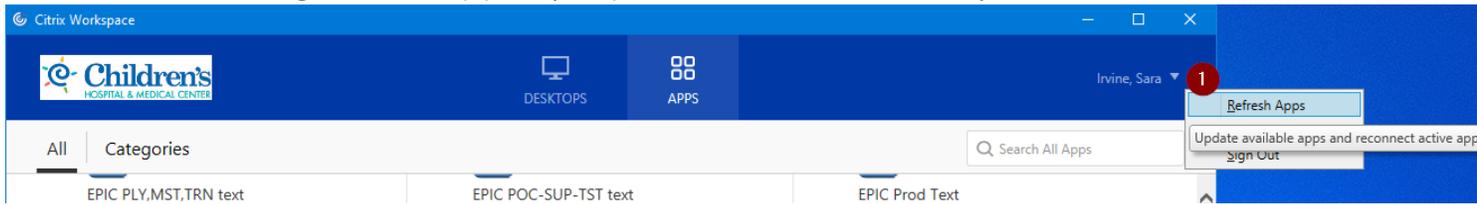1. Click on Kronos in the toolbar.

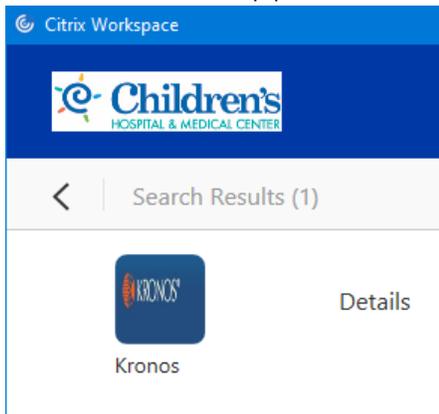# When Off-Site (Requires Remote Access)

Follow the steps below to access Kronos Workforce Central (WFC).

For those new to Remote Access, please utilize the resources available on MyChildren's to begin using the Staff Portal. https://mychildrens.chsomaha.org/employee-tip-sheets/

1. Login to the Children's Secure Access Site and refresh the apps by clicking on the carrot by your name, then selecting 'Refresh Apps'. (Only needs to be done once.)

2. Find the Kronos App and click on it.

3. The Harman Browser will open and WFC will start.