

## Accessing Kronos Beginning 12/29/2020

Intended Audience: All Children's employees using Kronos

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

Expectations:

- 1. The workaround to access Kronos will be in place until the final payroll is processed out of the current platform, Workforce Central. The go-live for the new timekeeping platform, Dimensions, is 2/14/2021.
- 2. The Harman browser is used to access Kronos 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 Kronos are disabled.
- 4. Kronos support will be provided during normal business hours.

## When Off-Site (Requires Remote Access)

Follow the steps below to access Kronos.

- 1. Go to the staff portal on childrensomaha.org
- 2. Click on the Kronos Scheduler tab
- 3. Open the staff portal guide set-up link and complete the needed steps. (This only needs to be completed the first time.)
  - Kronos Scheduler

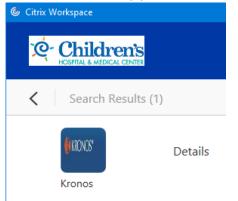
The way Kronos WFC is accessed has changed. Please review these tip sheets. If additional information is needed, please contact you manager.

Accessing Kronos beginning 12-29-2020 Harman Browser Running Reports and Using Genies Staff Portal Setup Guide

- 4. On the Staff Portal page, click on Children's Portal. Open the Children's Secure Access Site and login.
- 5. Refresh the apps by clicking on the carrot by your name, then selecting 'Refresh Apps'. (Only needs to be done once.)

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6. Find the Kronos App and click on it.



7. The Harman Browser will open and Kronos will start.

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8. Complete workflows as usual in Kronos.