

# 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 Harman 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

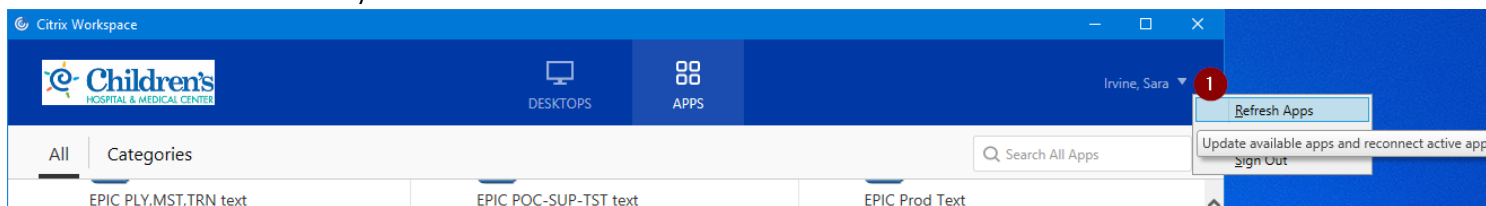
The way Kronos WFC is accessed has changed. Please review these tip sheets. If additional information is needed, please contact your manager.

[Accessing Kronos beginning 12-29-2020](#)

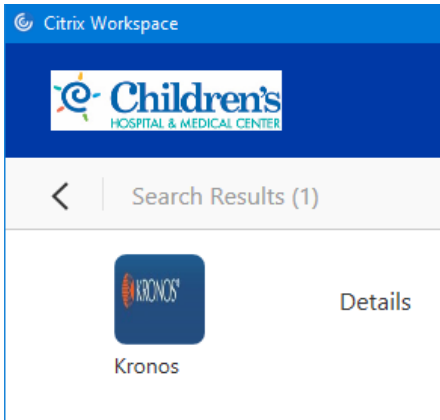
[Harman Browser Running Reports and Using Genies](#)

[Staff Portal Setup Guide](#)

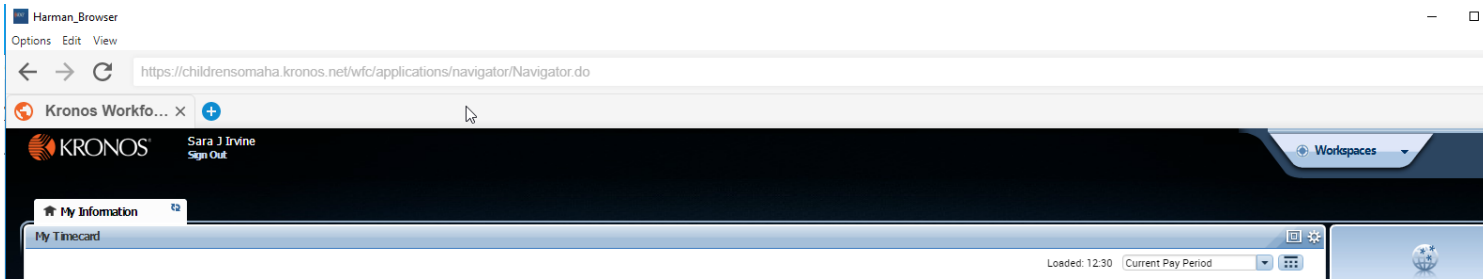
4. On the Staff Portal page, click on Children's Portal. Open the Children's Secure Access Site and login.
5. Refresh the apps by clicking on the carrot by your name, then selecting 'Refresh Apps'. (Only needs to be done once.)



6. Find the Kronos App and click on it.



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



8. Complete workflows as usual in Kronos.