

This job aide provides a general navigation overview for Employees.

Notes

- For new employee log-in information, please contact your local HR Partner.
- Website:

How to Sign In to Kronos

- Enter your User Name (not case sensitive)
- Enter your Password (case sensitive)

Home Screen

The home screen shows three Widgets - My Calendar in the main view and My Timestamp and My Timecard off to the right-hand side.

- My Profile Tile: change your password
- My Notifications Tile: summary of alerts regarding time-off requests and timekeeping issues
- Punch Tile: record in / out punch
- My Timecard: view time worked and time off entries
- My Schedule: view schedule and request time-off

