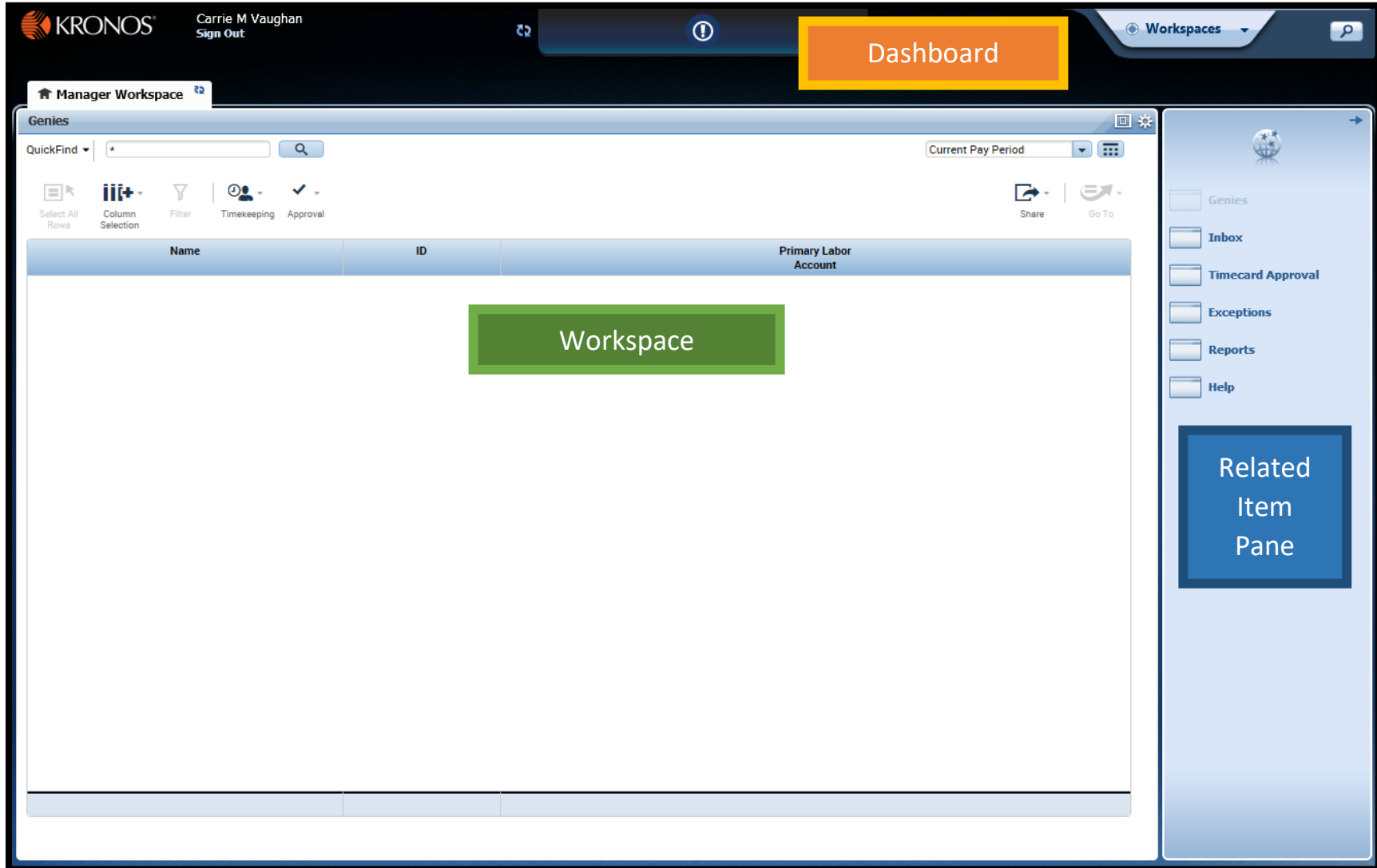


Kronos Timekeeper uses role-based profiles that include functionality and tasks specific to each profile type. The content and components contained on the page vary and are based on the user's profile within the application. The page that displays after a user logs on is called the **Navigator**. The **Navigator** provides quick and easy access to the tasks users perform on a regular basis.

The **Navigator** page for the **Org Timekeeper/Editor** profile contains three main components: 1) **Dashboard**, 2) **Workspace**, and 3) **Related Items Pane**.



[Dashboard](#)



Element	Descriptions
A = Sign Out	Signs the user out of Kronos Timekeeper. User must close all browser windows to completely exit the Kronos application.
B = Alert Refresh	Updates the alerts with the most current database information
C = Alerts	Shows the number of actionable items for the current pay period requiring your immediate attention. <ul style="list-style-type: none"> • Timecard Exceptions include: <ul style="list-style-type: none"> ○ <u>Missed Punches</u> needing to be resolved on the employee’s timecard. <p>Note: Timecard exceptions for the previous pay period are viewable by opening the Exceptions Widget in the Related Items Pane.</p>
D = Workspace Carousel	Contains inactive workspaces. The Manager Workspace is the default primary workspace for “exempt” timekeeper/editors. The primary workspace view for “non-exempt” timekeeper/editors defaults to the My Information view. “Non-exempt” timekeeper/editors will need to, switch to the Manager Workspace using the Workspace Carousel .

[Workspace and Related Items Pane](#)

The active workspace is located under the banner and spans the largest portion of the page. It contains detailed information regarding the active task on which you are working. The tab shown at the top of the workspace identifies what is selected. You will use features within the workspace to find, view, add, and modify information.

The workspace may display widgets or genies. Each provides quick and easy access to complete a specific task or set of tasks. The information and format of each is unique and navigating each is slightly different. All workspaces have at least one primary widget or genie which is where you do your work.

Inactive widgets and genies are located to the right side of the primary widget in the **Related Items** pane. An inactive item can easily be opened at any time by clicking the item from within the list, or clicking and dragging the item from the Related Items pane to your active workspace. You can minimize and maximize the Related Items pane by clicking the arrow in the upper right-corner.

Org Timekeeper/Editor – Navigation Basics

The screenshot shows the 'Manager Workspace' interface with the 'Exceptions' tab active. The main area displays a table of employee data. Callouts are placed as follows:

- A**: Points to the 'Manager Workspace' and 'Exceptions' tabs at the top.
- B**: Points to the 'Genies' widget header at the top of the table.
- C**: Points to the maximize button in the top right corner of the workspace.
- D**: Points to the 'Help' item in the 'Related Items Pane' on the right side of the screen.

Name	ID	Primary Labor Account
Aaron, Lisa A	UAB1017027	UAB/422000000/1017027/+/+/+
Abbott, Courtney	UAB1079183	UAB/275007000/1079183/+/+/+
Abdel-Rohman, Farah	UAB1058110	UAB/510003000/1058110/+/+/+
Abdoli, Sean A	UAB1076217	UAB/480300000/1076217/+/+/+
Abdoli, Susan E	UAB1044935	UAB/481300000/1044935/+/+/+
Abell, Beverly	UAB1081378	UAB/113000000/1081378/+/+/+
Abou Saleh, Tayem	UAB1078764	UAB/114402000/1078764/+/+/+
Abshire, Eric A	UAB1076454	UAB/379300000/1076454/+/+/+
Acker, Ashley	UAB1082130	UAB/212002000/1082130/+/+/+
Acklin, Timia	UAB1074892	UAB/275002010/1074892/+/+/+
Acton, Christy S	UAB1073466	UAB/311851800/1073466-3/+/+/+
Adams, Debbie E	UAB1002269	UAB/114503000/1002269/+/+/+
Adams, Glenda F	UAB1006639	UAB/114402000/1006639-2/+/+/+
Adams, Kevin L	UAB1031186	UAB/191401000/1031186/+/+/+
Adams, Laura K	UAB1043145	UAB/379801000/1043145/+/+/+
Adams, Rachel A	UAB1080322	UAB/311550000/1080322/+/+/+
Adams, Sonya L	UAB1076710	UAB/311851800/1076710/+/+/+
Adams, Tania	UAB1018812	UAB/120200000/1018812-2/+/+/+
Adamson, Kelly M	UAB1015240	UAB/311402200/1015240/+/+/+
Adamson, Matthew A	UAB1041681	UAB/181100000/1041681-2/+/+/+
Adcock, Jordan	UAB1083521	UAB/329111000/1083521/+/+/+

Element	Descriptions
A = Workspace Tabs	Each active workspace is identified with a tab. When multiple workspaces are active, you can switch between workspaces by clicking on the tab you want to view. Close workspaces by hovering over its tab and clicking the Close (X) button.
B = Primary Widget	Each workspace contains a Primary Widget . The Manager Workspace by default contains Genies for easy access to the more common Org Timekeeper/Editors functions.
C = Expand	Maximizes the active workspace. Click the maximize button a second time to return to the normal screen view. This enables you to view any other inactive widgets in the Related Items Pane.
D = Related Items Pane	To open or activate a workspace containing related genies, and widgets, click on the item. The workspace will open along with any related widgets.

Navigating the Active Workspace

As was mentioned, the primary widget may display a widget or genie. All three are easy to navigate, but provide slightly different features. The navigation for each is discussed in detail below.

Widgets

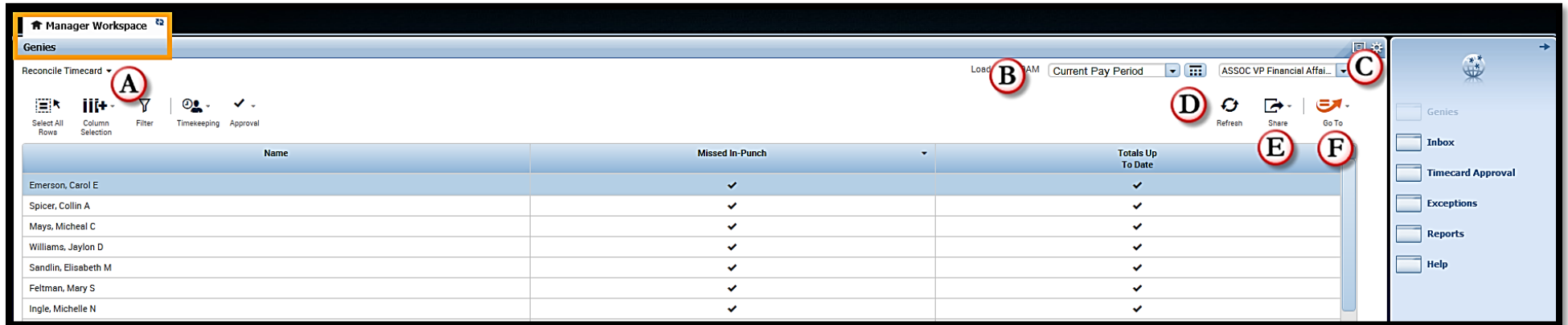
Widgets contain different types of functionality depending on the task you are trying to accomplish. When a widget is activated, the workspace updates to include information and functionality specific to the widget. Most widgets have common navigation.



Element	Descriptions
A = Search Tools	<p>Each widget is configured to support common tasks by defining which employees and time period display as the default. Different employee groups and dates may be selected from the available drop-down list or icons.</p> <ul style="list-style-type: none"> • Time Period – Determines the timeframe being viewed. The default for some widgets is Current Pay Period, other default to Previous Pay Period. The time period selected determines what information is seen in the widget. • Show – Determines which employees display in the widget. The All Home displays all employees within your organizational access. Terminated, shows all terminated employees within your organizational access.
B = Refresh	Updates the workspace with the most current database information.
C = Expand	Maximizes the primary widget. Click the maximize button a second time to return to the normal screen view.
D = Go To Navigation	Allows you to navigate to other widgets or workspaces while retaining the employee group and time period selected.

Genies

A genie is a summary view and organizes information according to common tasks you perform on a regular basis. Kronos Timekeeper includes genies to assist you in completing tasks efficiently.



Element	Descriptions
A = Genie Name	Displays the name of the active genie. The Manager Workspace defaults to the Quick Find genie. Use the drop down arrow to switch between genies. The Reconcile Timecard genie is used to quickly identify employees with timecard exceptions for the current pay period.
B = Time Period	Allows you to determine the timeframe you want to view, such as the current pay period or previous pay period.
C = Show	Determines which employees display in the workspace. All Home includes all employees within your organizational access.
D = Refresh	Updates the workspace with the most current database information.
E = Share	Allows you to print, export to Excel or CSV the content displaying in the workspace.
F = Go To Navigation	Allows you to navigate to other widgets or workspaces while retaining the employee group and time period selected.

Accessing Employee Timecards

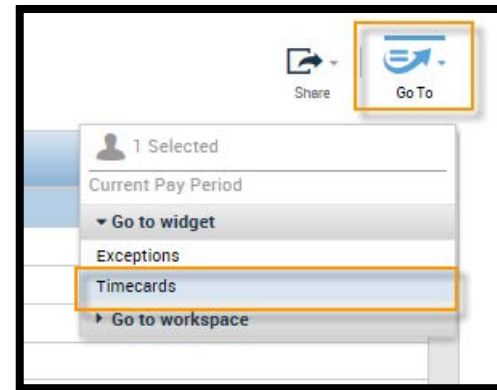
Employee Timecards can be accessed from various genies, widgets and workspaces. Timecards can be accessed individually or you can access multiple timecards in order to easily navigate from one employee's timecard to another employee's timecard.

Accessing an Individual Timecard

From the **Quick Find** genie, **Reconcile Timecard** genie or **Exceptions** widget, you can open an employee's timecard. There are two methods available to access an individual timecard:



1. Double-click on the employee's name.
2. Select employee's name, click the **Go To** navigation, and select the **Timecards** widget.



Accessing Multiple Timecards

From the **Quick Find** genie, **Reconcile Timecard** genie or **Exceptions** widget, you can quickly access multiple employee's timecards. Only one timecard displays at a time, but it is easy to navigate from one employee's timecard to another using the navigation arrows. There are three different methods available to select employees.

1. Hold the **Ctrl** key and click employee names.
2. Click an employee's name, hold the **Shift** key, and click the last employee's name in the range.

3. Click the **Select All Rows**



from the menu bar.

After selecting multiple names, click the **Go To** navigation, select the **Timecards** widget. The timecard for the first employee selected will display in the **Primary Widget** view. Use the navigation arrows to move between employee's timecards.



Printing Employee Timecards

Printing an employee's timecard is easy:

1. Click **Print Timecard**.



2. Click **Print** from the **Windows Print** box.