

Easy way to go directly to Kronos “punch screen”

This is an **encore** Tip of the Week.
Re-sending it because it’s potentially
so useful to so many people.

Brought to you by
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This Tip of the Week was inspired by one of your co-workers (a non-IT person who works here at DOPM). Do **YOU** have an idea for a future Tip of the Week, that others might benefit from? (If so, please let us know at dopmHelp@uabmc.edu or 205-934-7662.)

SITUATION/QUESTION:

I go to Kronos 4 times a day for punching-in and for punching-out.

Is there an easy way to get there, without having to open up a web-browser, and then go to the AdminSys webpage, and then finding the Kronos button in the sea of buttons, and then clicking it?

Something like a shortcut on my desktop that goes directly to the Kronos “punch screen” would be helpful to avoid all that clicking. Is that possible?

SOLUTION/ANSWER:

Yes.

It takes just a minute to set it up, and it saves so much time in the long run when you realize you go to Kronos to record a punch, literally a thousand times a year. Here’s how to set that up:

1. Right-click on any blank spot on your desktop
2. Select **New**
3. Select **Shortcut**
4. Copy and paste the following text into the “location of the item” box

<https://shib.dpo.uab.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://uab.kronos.net/wfc/logonWithUID>

Type the location of the item:

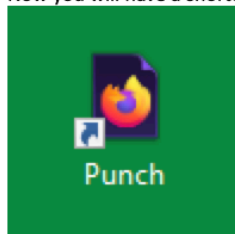
<https://shib.dpo.uab.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=h>

5. Click **Next**
6. Name it anything you want here. In this example I name it “*Punch*”; name it whatever makes sense to you.

Type a name for this shortcut:

New Internet Shortcut

7. Click **Finish**
8. Now you will have a shortcut on your desktop that looks something like this



All you have to do is click that for all future times you need to punch in or out.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?
Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <https://www.uab.edu/medicine/dopm/dopm-it/weekly-tips>