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To: DOPM All Users <DOPMAllUsers@uabmc.edu>

Subject: DOPM I.T. (Computer) Tip of the Week -- How to Make Kronos easier to use

How to make Make Kronos easier to use

Brought to you by
Andrew Whitfield
- one of the Student
Techs in MT-111



SITUATION: You are a bi-weekly (aka “non-exempt”) employee and you now use “Kronos” 4 times a day - to record your time

SOLUTION:

1. **Right** click on an empty spot on your computer desktop
2. Click [**New**]
3. Click [**Shortcut**]
4. Copy and paste this into the box under “Type the location of the item”:
<https://shib.dpo.uab.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://uab.kronos.net/wfc/logonWithUID>
5. Type this in the “Type a name for this Shortcut” box
Kronos or **Punch In/Out** (or whatever you want to call it)
6. Click [**Finish**]

Then every time you need to punch in or out, you:

1. click that shortcut on your desktop
2. login in if needed
3. Click [**Record Timestamp**]

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