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How to make
Make Kronos easier to use

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

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Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage and
Computer Tech in MT-403

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SITUATION:
You are a bi-weekly (aka "non-exempt") employee and you use "Kronos" 4 times a day - to record your in/out 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

To see an archive of past Tips of the Week: http://www.uab.edu/medicine/dopm/help/totw