**Kronos – What has changed?**

**WHERE ARE MY GENIES?** – Click the drop down on the right next to Quick Find.

**WHERE ARE MY HYPERFINDS?** Click the drop down next to “none” field.
WHERE IS THE RANGE OF DATES? Click the calendar next to defined period selection box.
WHERE IS THE TOTALS WINDOW? Is now across the bottom of the timecard view. The position can be changed to allow viewing of more of the timecard by double clicking on “show or hide more” – Splitter Bar.

Clicking on the either “ALL” drop down will change totals in the view or the columns in the view.

HOW DO I GET TO THE SCHEDULE FROM THE TIMECARD? Click the “GO TO” icon – select the Schedules.
WHY DOES MY SCHEDULE SCREEN LOOK DIFFERENT? The default view is set to Tabular, you can click on the Gantt view to see the schedule as a Gantt. Clicking on the Orange dot will resize the screen to see more days at a time. The Orange dot can be clicked multiple times to show 1 week or 2 weeks. When orange dot is not available you can also click on the dates line to adjust the days visible.

Gantt View with 2 weeks. At the bottom is an indicator separator that will open and close the hours per day and employee count.
WHAT DO THE TABS ACROSS THE TOP MEAN? Kronos now allow multiple screen to remain open to easily switch between timecards, schedule, etc.

WHERE IS THE COMMENTS TAB? Comments are now part of the Audits tab. Click the drop down and select Comments. If you hover over the blue bubble on the day with the comment it will display.
WHERE ARE THE HISTORICAL EDITS EFFECTING THE PAY PERIOD? When a historical edit has been completed that effects the pay period, “Viewing” appears when the “Totals” tab is selected. All totals – including corrections, Corrections – only historical amounts, or No Corrections – current period only, can be selected. This will be summary only.

The details will be on the Historical Corrections tab in the pay period the edit was performed. A dot will display by the date on days with Historical Corrections.
WHAT DOES THE HISTORICAL EDIT LOOK LIKE IN THE PERIOD IS WAS CORRECTING? Clicking the Historical edit tab will display the edit that was performed. The corrected pay code will be displayed on the actual timecard with a DOT next to the date. Pay codes added will not display on the time card—they are only visible in the Historical Corrections tab.