SUPPLEMENTAL KRONOS TRAINING FOR EMPLOYEES

Login to Kronos

Click on the menu bar

Graphical user interface, application

Description automatically generated

Click on the single person icon, then Help

Graphical user interface, application

Description automatically generated

Click on Learning Center

Graphical user interface, application

Description automatically generated

Type “employee learning plan” into the search bar

Graphical user interface, application

Description automatically generated

Click on Employee Learning Plan

Graphical user interface, text, application

Description automatically generated

There are seven short, self-paced, learning modules for you to choose from

Graphical user interface, application

Description automatically generated

Other suggested learning modules (type the topic into the search bar):

Timesheets:

Submitting timesheet change requests

How to manage exceptions (late arrival/early dismissal)

How to print a timesheet

Time off requests:

Requesting time off

Cancelling time off requests

\*This topic has both self-paced and instructor-led modules