Guide to Kronos Upgrade 8.1 for Employees

Purpose: The purpose of this guide is to show the expected changes that will occur when Kronos is upgraded to version 8.1. The guide will show a side by side comparison for version 8 to version 8.1.

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**System Wide Changes**
The upgrade to version 8.1 primarily affects the user interface that employees use when logging into Kronos on a computer. Employees that use a time clock will not see any changes.

**Flash Removal**
A major change for Kronos is that the application will no longer use Flash. This will eliminate the need for internet browsers to continually ask for permission to download Flash or remember settings.

If you continue to receive the following message when using Chrome, then you will need to clear your browser cache.

![Flash Message](image)

**Clearing Browser Cache**

For Chrome browsers:
1. At the top right, click More.
2. Click More tools Clear browsing data.
3. At the top, choose a time range. To delete everything, select All time.
4. Next to "Cookies and other site data" and "Cached images and files," check the boxes.
5. Click Clear data.

For Firefox browsers:
1. From the History menu, select **Clear** Recent History. ...
2. From the Time range to **clear**: drop-down menu, select the desired range; to **clear your** entire **cache**, select Everything.
3. Next to "Details", click the down arrow to choose which elements of the history to **clear**; to **clear your** entire **cache**, select all items.

For Internet Explorer browsers:
1. Select Tools > **Internet** Options.
2. Click on the General tab and then **the Delete**... button.
3. Make sure to uncheck Preserve Favorites website data and check both Temporary **Internet** Files and Cookies then click **Delete**.

For Edge:
1. Select **the** Hub icon (three horizontal lines at top bar in front of a star), click **the**History menu option, and then click **Clear** history.
2. Select "Cookies and saved website data" and "**Cached** data and files". After **the** two are marked click **Clear**.
Log Out Link
Log out has moved from the left to the right side of the screen for users.

Version 8.0

Version 8.1

Changes for Employees
These changes are applicable to all employees who log into Kronos on the computer.

My Calendar

Version 8.0

Version 8.1

1. Filter: Dates - The date ranges for the calendar. The drop down includes predefined dates. The calendar allows for self selected dates.
2. Navigation: Pages - These buttons allow you to move between dates.
3. Button: Request Time Off - Opens a popup window to submit a time off request form.
4. Filter: Views - Changes how many days you view in the calendar at a time.
Request Time Off Form
The layout of the form has been modified to resemble timecards. The only functional change is the removal of draft submissions for Time Off requests.

Version 8.0

![Version 8.0 Image]

Version 8.1

![Version 8.1 Image]