Guide to Kronos Upgrade 8.1 (9/10/19)

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.

Reference Guide Details

<table>
<thead>
<tr>
<th>Guide Objectives</th>
<th>Upon completion, the user will know/understand:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• which visual differences will be made</td>
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<td>• which functional differences will happen</td>
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<td></td>
<td>• changes specific to roles</td>
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<td>• system wide changes</td>
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<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>none</th>
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<tbody>
<tr>
<td>Kronos Role</td>
<td>All</td>
</tr>
<tr>
<td>Revision Date</td>
<td>9/5/2019</td>
</tr>
</tbody>
</table>

System Wide Changes

1. Flash Removal
2. Clearing Browser Cache
3. Log Out Link

Changes for Supervisors

1. Workspaces - Carousel Replaced by Tabs
2. Alert Widget Removal
3. Requests Buttons (in the Requests tab)
4. Time Off Request Screen Layout

Changes for Employees

1. My Calendar
2. Request Time Off Form
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 the application will no longer be reliant on 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.

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

![Log Out Link in Version 8.0](image)

Version 8.1

![Log Out Link in Version 8.1](image)
Changes for Supervisors
Some changes are specific to supervisors. These changes were made to improve the system performance and remove persistent error messages. Other changes are due to the changes with Flash.

1. Workspaces - Carousel Replaced by Tabs
   For supervisors to change functionality between supervisor and employee functions, the employee will now click on the “+” sign in the tab to open the “My Information” workspace. The “My Information” workspace will continue to be where ALL employees should go to access time off request forms from their calendars.

Version 8.0

Version 8.1
2. Alert Widget Removal

The Alert Widget carousel was displayed in the middle top of the screen for supervisors in version 8.0. This displayed an orange number for the number of open requests. The widget is tied to the persistent notification server error that occurs at each log in for supervisors. This widget is being removed and supervisors should access requests to review through the link in the blue navigation panel on the right side of the screen.

Version 8.0

Version 8.1
3. Requests Buttons (in the Requests tab)

The buttons and layouts in the time off requests screen have been updated to be more consistent with those used in timecards. The layout has also been arranged to better match the layout used with timecards. The filters have rearranged and shifted to the sides and the buttons have converted to icons. The functionality has remained the same.

Version 8.0

![Requests Button Image]

Version 8.1

![Requests Button Image]

1. Filter: Request Type - This will default to Time-Off
2. Filter: Request Status - There are multiple statuses including: All (formerly Multiple), Approved, Cancel Approved, Cancel Pending, Cancel Refused, Cancel Submitted, Offer Refused, Offered, Pending, Refused, Retracted, Submitted, Suspended.
3. Filter: Request Dates - The date range for the requests. The drop down includes predefined dates. The calendar allows for self selected dates.
4. Hyperfind Query dropdown: The list of requests can be filtered by using personal or public hyperfind queries.
5. Button: Details - Displays a popup window to display detailed information about a request.
6. Button: Edit - Opens a popup window to edit specific details on a requests (very limited).
7. Button: Add Request (formerly Request Time Off) - Opens a popup window to submit a time off request.
8. Button: Approve - Opens a popup window with the request details and an option to approve.
9. Button: Refuse - Opens a popup window with the request details and an option to refuse.
10. Button: Pending - Opens a popup window with the request details and an option to place on hold.
11. Button: Retract - Opens a popup window with the request details and an option to retract.
12. Button: Refresh - Refreshes the query list
13. Button: Go To - Navigates to selected options.
4. **Time Off Request Screen Layout**

The layout for the Time Off Request screens have been modified to more closely align with the layout of timecards. In version 8.1 the information is displayed vertically and the employee’s accruals will be displayed directly below the details.

**Version 8.0**

![Image of Version 8.0 Time Off Request Screen]

**Version 8.1**

![Image of Version 8.1 Time Off Request Screen]
Changes for Employees
These changes are applicable to all employees who log into Kronos on the computer.

My Calendar

Version 8.0

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.

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 Request Time Off Form](image)

Version 8.1

![Version 8.1 Request Time Off Form](image)