

Kronos WFR new My Learning menu effective 8/21/17:

Easier way to access the Kronos WFR training content in My Learning:

1. Select **My Account** > **My Learning** and the following menu now appears:





















2. Select the category that best reflects your role as a WFR user such as Employee, Manager, or Administrator and you will see content specific to your level. All content is filtered to the specific modules that Vanderburgh County is currently using in Kronos WFR and will be updated with new content on a monthly basis.

3. If **Employee** is selected, the following training options appear:























1. NAVIGATION OVERVIEW	
	Logging In and Out Virtual Code Authentication (VCA)
	Logging In and Out Virtual Code Authentication (VCA)
	Using the Quick Search Feature
2. GENERAL TASKS	
	Clocking In and Out
	Viewing Announcements
	Accessing My Timesheet
	Viewing My Schedule
	Viewing My Profile
	Requesting Time Off
	Viewing my time off request history
	Canceling My Time Off Request
	Viewing my time off calendar
	Making Timesheet Change Requests
	Viewing My Historical Timesheets
	Viewing My Accruals History
	Responding To Meal/Work Time/Injury Prompts- Web Punch
	Responding To Meal/Work Time/Injury Prompts- InTouch
	Modifying Pending Time Off Requests
	Modifying Approved Time Off Requests
	Requesting leave of absence
	Accessing the Mobile Application

Keep in mind that your department may not be utilizing some of the features listed above.

4. If **Manager** is selected, then the following options are available for training:

BACK		Home > My Account > My Learning > Manager
1. GENERAL TASKS		
		Overview of the User Interface
		Navigation overview
		Common Tasks for Department Managers
		Accessing Employee Information
		Changing an employee's password
		Modifying the Dashboard
		Resetting an employee's password
		Quick Search Feature
		Managing My Delegations
		Viewing Accrual History
		Viewing Accrual Balances
2. WORKING WITH REPORTS		
		Applying Custom Settings to Reports
		Accessing Attestation Reports
3. USING TIME AND LABOR		
		Using Mobile, Dashboards, Timesheets, Calculation Tabs, Approve/Reject Time
		Using Delegations, Scheduling, Timesheet Change Requests, & T.O. Requests
		Time Management
4. MANAGING EMPLOYEES' TIME		
		Viewing Employee Timesheets
		Editing Employee Timesheets

Be sure and scroll down to the bottom of the screen to see all available options:

	Entering Transfers
	Entering Time Off Into A Timesheet
	Viewing Calculation Detail
	Viewing Summary By Day
	Entering Extra Pay
	Entering Adjustments
	Canceling a Lunch In An Employee's Timesheet
	Managing Exceptions
	Approving Timesheets
	Approving Timesheets with To Do Items
	Printing Timesheets
	Approving Timesheet Change Requests with To Do Items
 	Approve/Reject Time Entries Using Secure Tokens
5. MANAGING EMPLOYEE SCHEDULES	
	Adding a Daily Schedule To An Employee's Schedule
	Creating Multiple Schedules Shifts Per Day Per Employee And Creating On The Fly Schedules
	Creating On The Fly Schedules That Cross Midnight
	Mass Editing Schedules For Multiple Employees
	Modifying Schedule Preferences
6. MANAGING TIME OFF	
	Requesting Time Off For an Employee
	Managing Time Off Requests
	Managing Time Off Requests with Workflows

Notice that the areas flagged with  denotes a new or updated topic.

5. Selecting General Administration will show the following topics:

The screenshot displays a user interface with a top navigation bar containing a red 'START' button and three tabs: 'My Account' (selected), 'My Employees', and 'Manage Time'. Below the navigation bar is a breadcrumb trail: 'Home > My Account > My Learning > Administrator--General'. The main content area is organized into four sections, each with a header and a list of items:

- 1. ACCESS AND NAVIGATION**
 - Virtual Code Authentication Configuration
- 2. COMPANY MAINTENANCE**
 - Mass Editing Employee Information
 - Managing Employee Workflow Delegations
 - Hiring employees
 - Rehiring employees
 - Terminating Employees
 - Deleting employees
- 3. WORKING WITH REPORTS**
 - Viewing Audit Trails
- 4. MAINTAINING ANNOUNCEMENTS AND EVENTS**
 - Creating Company Announcements