



New User Experience Overview - 2020



Toggle Switch:

To switch or toggle between the classic user interface and the new user interface, replace "admin" with "hcm" in the URL

[https://secure3.saashr.com/ta/6044818.admin?
rnd=MEJ&showAdmin=1&Ext=clock&sft=ICVIXTSKYW](https://secure3.saashr.com/ta/6044818.admin?rnd=MEJ&showAdmin=1&Ext=clock&sft=ICVIXTSKYW)

showing in the top of the browser when you log into Kronos Workforce Ready.

To switch back to the Classic interface, replace "hcm" with "admin".

Vanderburgh County plans to switch to the new Kronos User Interface in January of 2020. The functionality will stay the same for Kronos. There are just different icons and menus when navigating.

The information below should help familiarize the Kronos users with the new interface.

Common Icons

Icons, controls and links are frequently used to display pages containing additional information or requiring additional action on the part of the user. These commonly used elements are described below.

The "hamburger" icon is a horizontal triple stacked line. When tapped, it will access your main menu.

The back arrow will take you back one page at a time.



The envelope icon is your Mailbox and will contain My To Do Items, My Notifications and My Checklists. The number indicates how many items are in your Inbox.



Under the main menu, accessed after tapping the hamburger icon, the house icon will return you to your home page anytime no matter where you are in the application.



The gear icon, when tapped, will open your region and company short name settings, should they need to be changed. Typically, this is only set once upon initial log in and your company instructs you which settings to select.



The Sign Out link should be used when exiting the application. If it is not used, your session will time out according to the number of minutes set by your company.



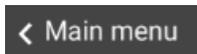
The single employee icon contains My Info menu options enabled by your company.



The multi-employee icon contains Team menu options for managers and supervisors.



The Main Menu link will return you to your main menu anytime, no matter where you are in the application.



Under the main menu, accessed after tapping the hamburger icon, your profile picture (if uploaded) will display along with your name. Tapping this will open your profile. If your picture has not been uploaded, this field will display your initials and will work the same way.



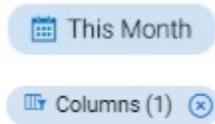
Tapping the X in the upper right corner of the main menu will close the main menu and leave you on the currently selected page.



When navigating through pages in the application, the chevron icon, when tapped, will display other menu options that are available. You can tap any of the items under the icon and navigate to that area.



Any page with a calendar indicates that the dates can be changed. Tap to open the calendar and select a different date. Other filters of the shape will appear in reports and allow you to filter the columns.



Any page with the funnel icon indicates that filtering criteria is available. Tap to open the filter settings and make a selection to change the data shown. A number next to the icon indicates the number of active filter settings.



The triple dot icon known as the Actions menu, indicates more options are available. Tap the icon to view and select an option.



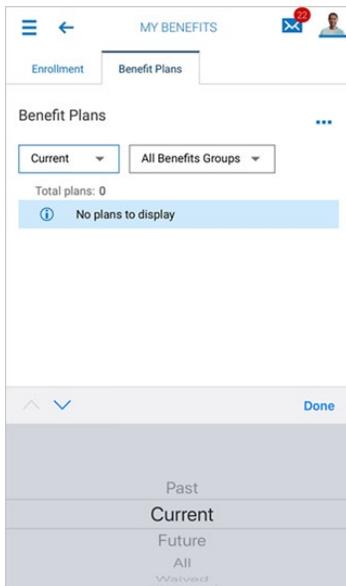
Active links will display in blue, and links with drop-down arrows indicate there are additional options. Tap to view and select.

[Timesheets](#) ▾

The Edit Information link will display when your company has authorized you to edit information for the selected page.

[Edit Information](#)

Drop-downs will display a list of options in a browse list where you will make selections. This will also display for date selections.





Desktop Experience

The options you had available in the Classic UI will be available in the New UI. The main difference will be in the navigation and familiarizing yourself and your users with some new icons. The differences provide better organized menus and easier navigation*.

Most of the same menus, options, widgets, and dashboards shown in the Desktop Experience section are also available in the Mobile Experience. You will notice that on a desktop, the options and buttons will be spread across the screen, whereas on a mobile device, due to spacing issues, more options will be accessed via drop-downs.

Employees

Items normally accessed from the Classic UI under *My Account*, *Manage Time*, *My Reports*, *Our Company* and other employee options will now be accessed under a menu designated with a single employee icon known as *My Info*.

The *Favorites* menu (Star icon) can also be enabled for employees.

Managers

Most menu items accessed by managers will be available in the New UI desktop experience. These will be menus such as timesheets, time off requests, accruals, schedules, and reports, report pages, and report listings.

Managers will be able to access their own information under the *My Info* icon menu and access to their team members information and other system information will be under a menu designated with a multi-employee icon known as *Team*.

The *Favorites* menu (Star icon) can also be enabled for managers.

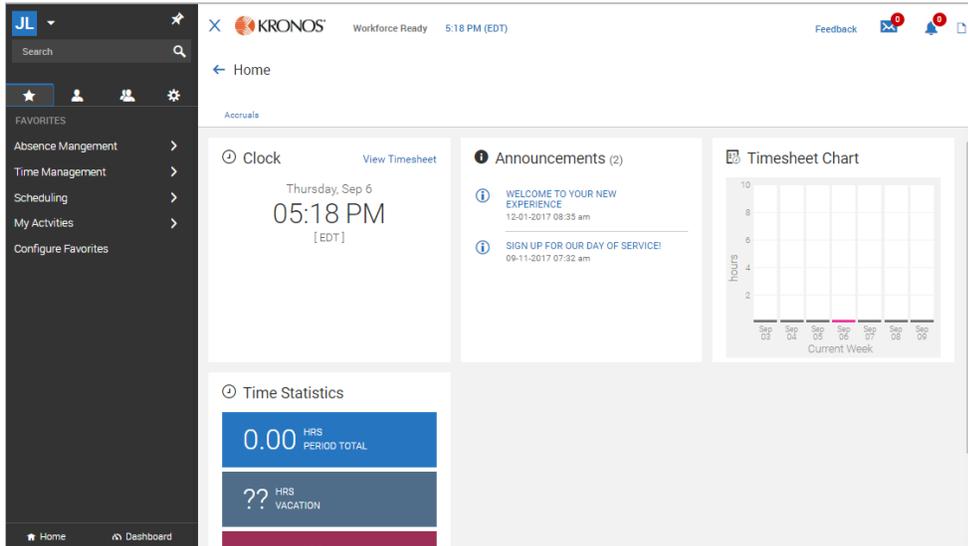
System Administrators

Most administrative menus, such as those under *Company Settings* will be shown in the Classic UI with the *Standard* theme applied. This will be accessed under the *Gear* icon. System administrators can also have the *My Info*, *Team*, and *Favorites* menus.

*Examples are shown below.

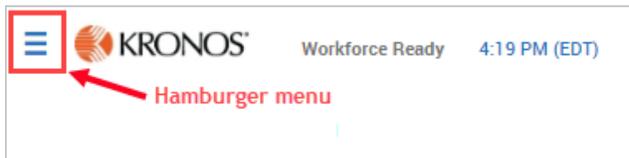


Shown below are some examples of the New UI from the perspective of a manager with high level access.



Hamburger Menu

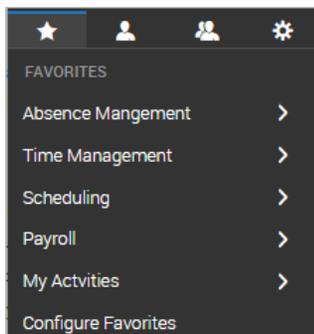
After logging in, you will see either the Home view or the Dashboard view. Your menu structure is located under a triple lined icon we refer to as the Hamburger menu.



The left panel hamburger menu contains your menu options you are familiar with. Depending on your role and permissions, you will have more or fewer options.

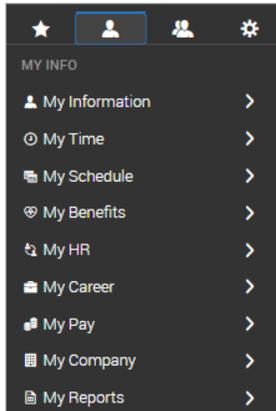
Star Icon = Favorites

This menu allows users to configure frequently used menu options within the system. This is the same functionality as the *Start* widget within the Dashboard of the Classic UI. If you already have items configured in the Classic UI, you won't need to recreate them in the New UI. Users will not be able to add items for which they do not have permission to add.



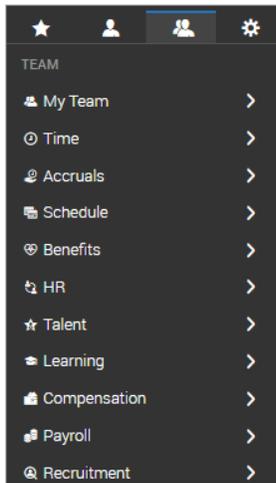
Single Employee Icon = My Info

This menu is the same as *My Account* in the Classic UI. Depending on the user's permission will determine the list available here. Whatever you and your users have access to in the Classic UI will display under this menu. Permissions are set in the security profile under the *ESS* tab.



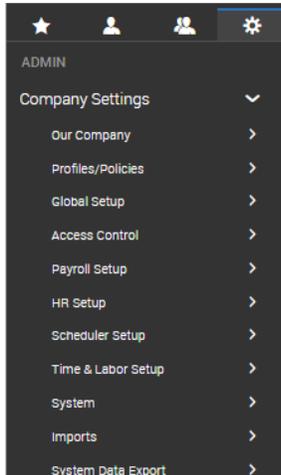
Multi-Employee Icon = Team

This menu is for managers and/or administrators and contains a manager's team members, as well as read-only report pages for various areas within the application, and other options as set within the user's security profile. The team will consist of employees assigned to the manager via Groups as set in the Classic UI.



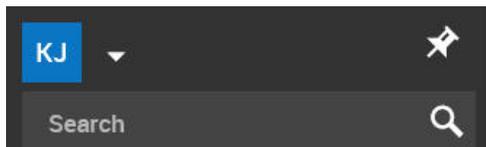
Gear Icon = Company Settings

This menu is for administrators and contains the Company Settings menu. The pages under this menu are shown only in the Classic UI with Standard theme. The theme cannot be changed back to Default within the New UI.



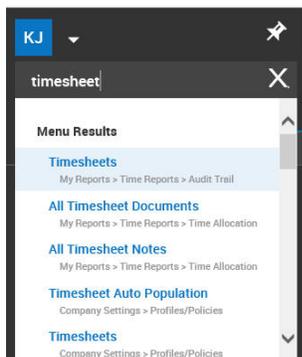
Top of Hamburger Menu

At the top of the hamburger menu are common options you are familiar with from the Classic UI, plus a couple new ones.



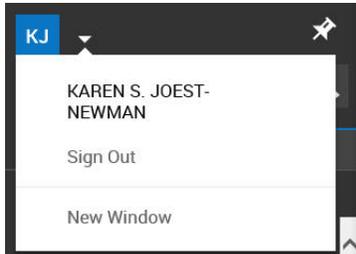
Search

This works the same as it does in the Classic UI. Type in a phrase or word(s) and selectable menu paths will display.



Drop-Down

Under the arrow are the *Sign Out*, *Close Account View*, *New Window*, and a new profile option displayed as the user's name.



My Profile

By selecting the user name, or clicking the profile picture, users can view and/or edit their employee accounts. Permission must be granted within the *Employee* widget of the *ESS* tab to edit the account. Within the *Account Demographics* widget of an employee account, a user photo can be added by an administrator.

- If the user has permission to edit their account, they can add and change their own picture. If no picture is uploaded, the picture area will instead display with the user's initials in a colored block.

If you want employees to be able to edit their own picture within *Account Demographics*, but not to make any other changes to this widget, set their security permissions as follows:

- Edit the *Demographics* setting within the *Employee* section of the *ESS* tab. Set this field to *View/Edit (Custom)*, click the *Permissions* button and then select *View* and *Edit* for the *Photo* option in the list of fields, and click *Save*.

Pin Icon

If you are navigating deep within the menu tree, make a selection, view/review/act, but you know you need to return to that same spot again and again, you don't need to reselect the menu path each time if you click the Pin. Doing this will preserve your menu until you navigate to a new area or click Home.



Desktop Examples

Home Page

The screenshot displays the Kronos Home Page dashboard with the following components:

- Navigation:** A hamburger menu icon, a "Home" button, and utility links for "Live Chat", "Community Help", "Feedback", and a notification bell.
- Clock:** Shows the current date and time: "Thursday, Oct 31 03:27 PM [CDT]". A "View Timesheet" link is present.
- Announcements (1):** A notification titled "NEW KRONOS WFR USER INTERFACE" dated "09/24/2019 02:40 pm".
- Timesheet Chart:** A bar chart showing hours worked per day for the "Current Week" (Oct 25-31). The y-axis is labeled "Hours" and ranges from 0 to 10. The bars show approximately 8 hours for Oct 25-30 and 6 hours for Oct 31.
- Time Statistics:** A summary of time categories:
 - 48.84 HRS PERIOD TOTAL
 - ?? HRS ACCRUAL VACATION
 - ?? HRS PERIOD EXTRA PAY
 - ?? HRS OVERTIME



My Dashboard Page

My Dashboard Page

Announcements

Quick Links

My Team

Employee Information

Time

Timesheets

All Timesheets

Manage Timesheets

By Pay Period

My Learning

Product Documentation

My Reports

System Reports

Auto Trial

Virtual Code Authentication

Company Settings

Profiles/Policies

Pay Periods

Security

Global Setup

My Saved Reports

Rows On Page: 15 | 7 Rows

Employees

Rows On Page: 10 | Showing: 1-10 of 544 | Page: 1 of 55

Employee Filter: All Employees

Employee ID	First Name	Last Name	Employee Status	Labor Levels(1)
3963	PAULA	MAJORS	Active	10001010
4572	MARY	JUDGE	Active	10001010
4944	STEPHANIE	HARVEY	Active	10001010
5757	TIFFANY	BROWN	Active	10001010
6104	THERESA	BASSEMER	Active	10001010
6108	ANDREA	HARRELSON	Active	10001010
6743	JESSICA	SULLIVAN-THOMAS	Active	10001010
8264	SUSAN	TAYLOR	Active	10001010
8289	ALICE	FLEESER	Active	10001010
8448	KIMBERLY	HAGAN	Active	10001010

My To Do Items

No To Dos

Dashboard (From Classic UI)

Dashboard (From Classic UI)

ANNOUNCEMENTS

QUICK LINKS

My Employees

Employee Information

Manage Time

Manage Timesheets

By Pay Period

My Reports

System

Auto Trial

Virtual Code Authentication

Our Company

Service Provider Documents

Company Settings

Profiles/Policies

Pay Periods

Security

Global Setup

Cost Centers

Workflows

EMPLOYEES

Rows On Page: 10 | Showing: 1-10 of 544 | Page: 1 of 55

Employee Filter: All Employees

EMPLOYEE ID	FIRST NAME	LAST NAME	EMPLOYEE STATUS	LABOR LEVELS(1)
3963	PAULA	MAJORS	Active	10001010
4572	MARY	JUDGE	Active	10001010
4944	STEPHANIE	HARVEY	Active	10001010
5757	TIFFANY	BROWN	Active	10001010
6104	THERESA	BASSEMER	Active	10001010
6108	ANDREA	HARRELSON	Active	10001010
6743	JESSICA	SULLIVAN-THOMAS	Active	10001010

MY TO DO ITEMS

No To Dos



New User Experience Overview

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Timesheet (My Info)

MY TIME

← Timesheet

Oct 18 - Oct 31

Raw Total: 31.56 hrs

EXPAND ALL

FRI	Oct 18	0.00 hrs
SAT	Oct 19	0.00 hrs
SUN	Oct 20	0.00 hrs
MON	Oct 21	0.00 hrs
TUE	Oct 22	0.00 hrs
WED	Oct 23	8.25 hrs
THU	Oct 24	4.70 hrs
FRI	Oct 25	8.27 hrs
SAT	Oct 26	0.00 hrs
SUN	Oct 27	0.00 hrs
MON	Oct 28	8.25 hrs
TUE	Oct 29	8.24 hrs
WED	Oct 30	8.28 hrs
THU	Oct 31	5.57 hrs

From: 07:15 am To: 12:49 pm Total: 3:57

From Date: Thu 31 To Date: Thu 31 Time Off: Labor Level: General Fund/SYSTEMS SUPE/AUDITORS OFF Cancel Lunch:

SAVE APPROVE

Time Off Request (Manager Team Menu)

TIME

← Time Off Request

Employee * CC Chris Carpenter Time Off Type * Vacation

Request Details

Request Type * Multiple Days From * 03/25/2019 To * 03/29/2019

Hours per Day * 08:00 Comment:

SUBMIT REQUEST

