

Key Features of Kronos 8.1

Henry Ford Health System will be upgrading the Kronos environment to version 8.1 on April 21, 2019. Below are some key features that have been enhanced with the newer version.

Daily Approval of timecard by employee

- Currently the employee can log into Kronos and approve their timecard daily by clicking on the Approve or Reject icons located on the timecard.

Days to approve: 0

Daily Approvals

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 3/...							0.0	0.0
Mon 4...	7:30A...						0.0	0.0
Tue 4/...	7:30A...						0.0	0.0

The updated version does not show the Approve or Reject icons until the date is highlighted in the timecard.

Time Review

Employee:

Days to approve: 5

Daily Approvals

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 3/...							0.0	0.0
Mon...	7:30A...			7:30AM		4:00PM	8.0	8.0
Tue 4...	7:30A...			7:30AM		4:00PM	8.0	16.0
Wed...	7:30A...			7:30AM		4:00PM	8.0	24.0
Thu 4...	7:30A...			7:30AM		4:00PM	8.0	32.0
Fri 4/...	7:30A...			7:30AM		4:00PM	8.0	40.0

Time Review

Employee:

Days to approve: 5

Daily Approvals

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 3/...							0.0	0.0
Mon...	7:30A...			7:30AM		4:00PM	8.0	8.0
Tue 4...	7:30A...			7:30AM		4:00PM	8.0	16.0
Wed...	7:30A...			7:30AM		4:00PM	8.0	24.0
Thu 4...	7:30A...			7:30AM		4:00PM	8.0	32.0
Fri 4/...	7:30A...			7:30AM		4:00PM	8.0	40.0

Time off requests for hourly and salaried employees

- The Request Time Off is now an icon in the menu bar of the calendar.

My Calendar

April 14 - 20, 2019

Day Week Month Visibility Filter **Request Time Off** Request Open Shift

- The layout of the request has a new look but with the same functionality.

Request Time Off

Type: 1-Time Off 8 Hour Request

Start date: 4/18/2019

End date: 4/18/2019

Pay code: CTO Requested

Time Unit: Full day

Accruals on: 4/18/2019

Accrual	Balance
CTO	54.37 Hour
PERSONAL	0.0 Hour
SICK	0.0 Hour
VACATION	0.0 Hour

Notes (Optional)

Request Time Off

Type: 1-Time Off 8 Hour Request

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
4/18/2019	4/18/2019	CTO Requested	Full day	8.00AM	8.0

Accruals on: 4/18/2019

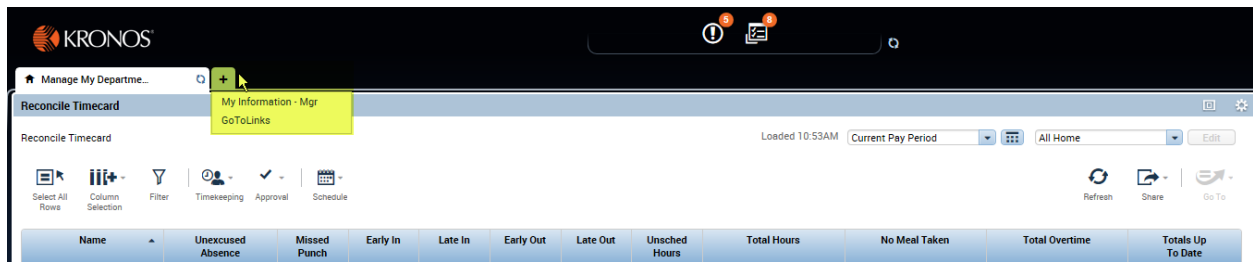
Accrual	Balance
CTO	82.38 Hour
PERSONAL	0.0 Hour
SICK	0.0 Hour

Note (optional)

Type a note (optional)

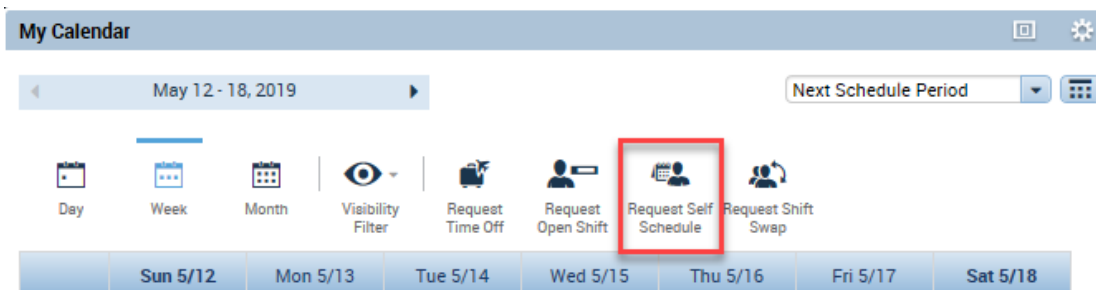
The Workspace Carousel

- The Workspace carousel has been removed and you can access the workspaces from the menu bar.



Self-Scheduling for Advanced Scheduling units

- The Request Self Schedule is now an icon on the menu bar of the calendar.



- The layout of the request has a new look but with the same functionality.

