





Slide 1



In this training, we will review how to:

- Logging On & Signing Out
- Using Inactivity Timeout
- Using Your Navigator
- Managing the Active Workspace

Slide 2



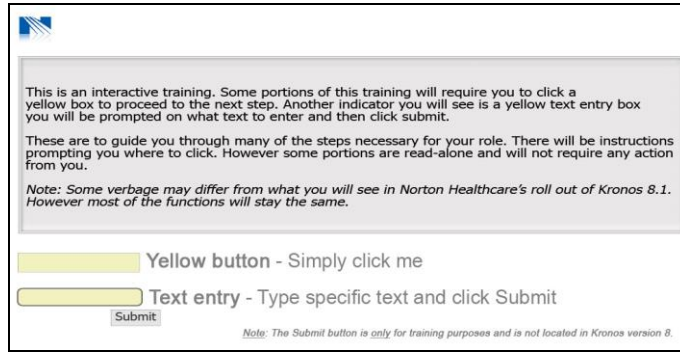
We recently communicated with you about our new Kronos Workforce Timekeeper system, which is going live on August 2nd, 2020. In order to prepare you to use the new version, we have provided this training opportunity for you.

Please complete your training by July 31st, 2020.

We are asking your management team to ensure that all managers complete their training before the system goes live. And it's also important to encourage your own employees to complete their training before the go-live date.

Thank you for helping us make this important transition!

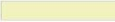
Slide 3





This is an interactive training. Some portions of this training will require you to click a yellow box to proceed to the next step. Another indicator you will see is a yellow text entry box you will be prompted on what text to enter and then click submit.

These are to guide you through many of the steps necessary for your role. There will be instructions prompting you where to click. However some portions are read-alone and will not require any action from you.

Note: Some verbage may differ from what you will see in Norton Healthcare's roll out of Kronos 8.1. However most of the functions will stay the same.

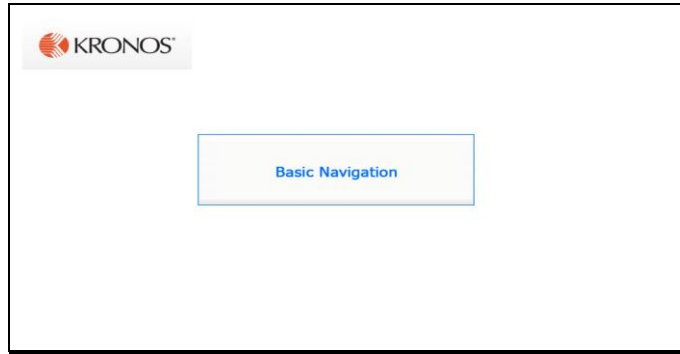
 Yellow button - Simply click me

 Text entry - Type specific text and click Submit

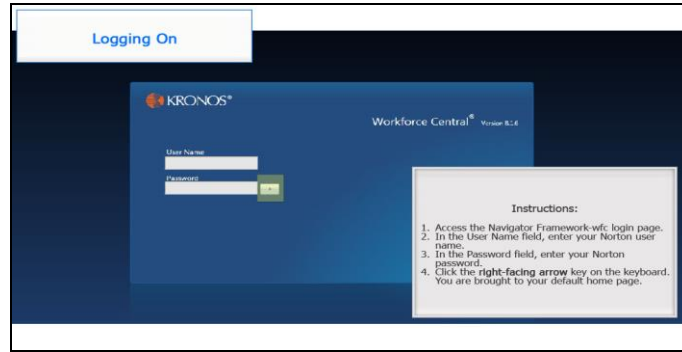
 Submit

Note: The Submit button is only for training purposes and is not located in Kronos version 8.

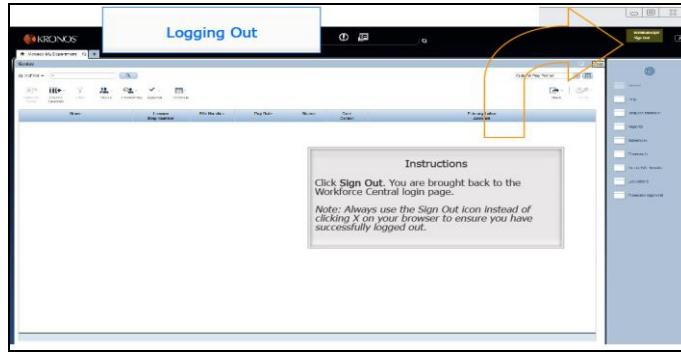
Slide 4



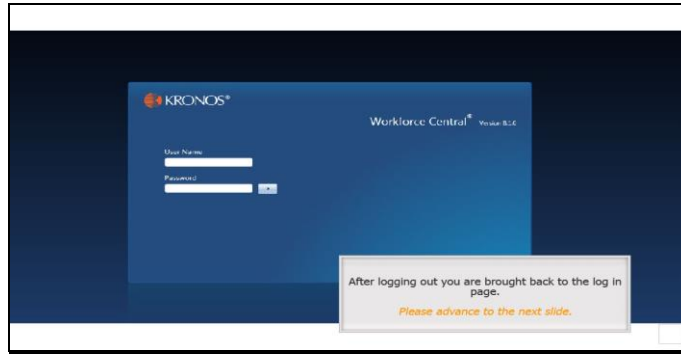
Slide 5



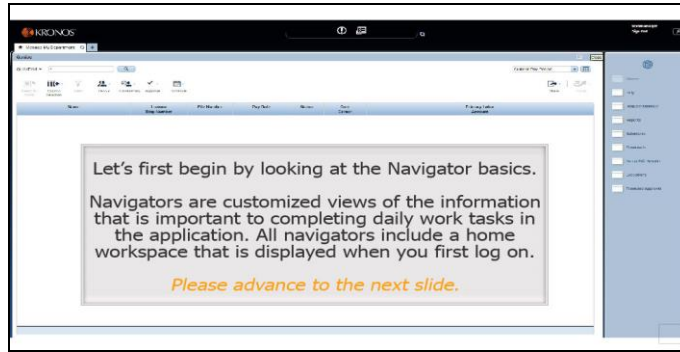
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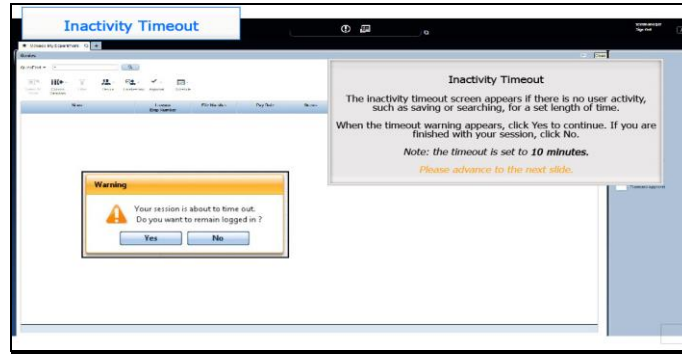


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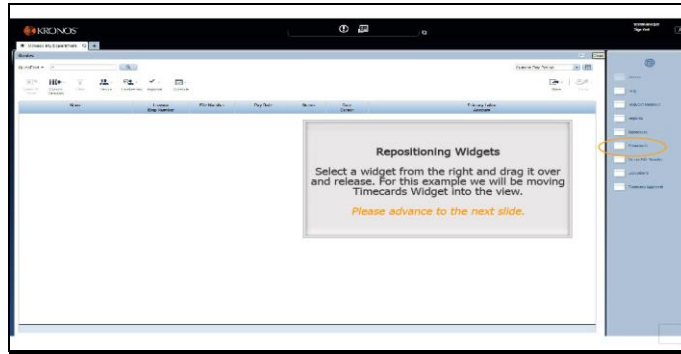
The screenshot shows the KRONOS software interface. At the top, there is a title bar with the KRONOS logo and the text 'Parts of the Navigator'. Below this is a navigation pane on the left with various icons. The main area contains a table with columns: Name, Location, Absence, Missed, Peak, Early In, Late In, Early Out, Late Out, Overtime, Gender, Price, and Scale. The table lists several items with checkmarks in the Location, Absence, and Peak columns. Below the table, there are summary statistics. On the right side, there is a sidebar with various settings and options. A text box on the right side of the screenshot contains the following text: 'Hover over each number to familiarize yourself with this tool. Once complete, please advance to the next slide.'

Name	Location	Absence	Missed	Peak	Early In	Late In	Early Out	Late Out	Overtime	Gender	Price	Scale
James, John	✓	✓										✓
James, Robert	✓	✓										✓
James, James												✓
James, Robert	✓	✓										✓
James, Robert	✓	✓										✓

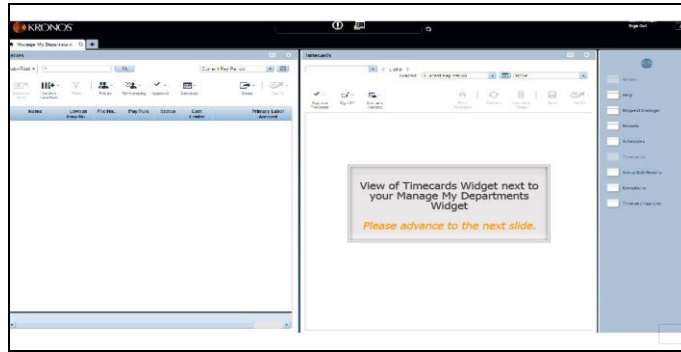
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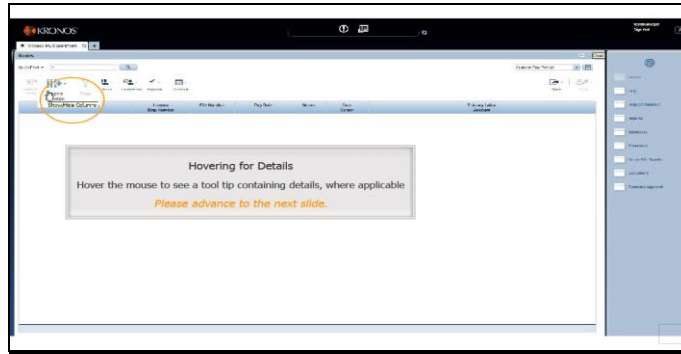
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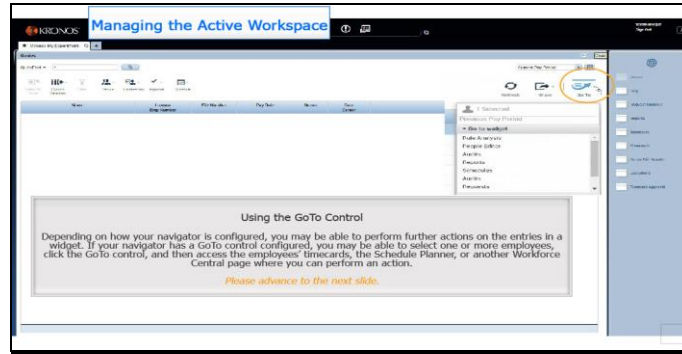
Slide 12



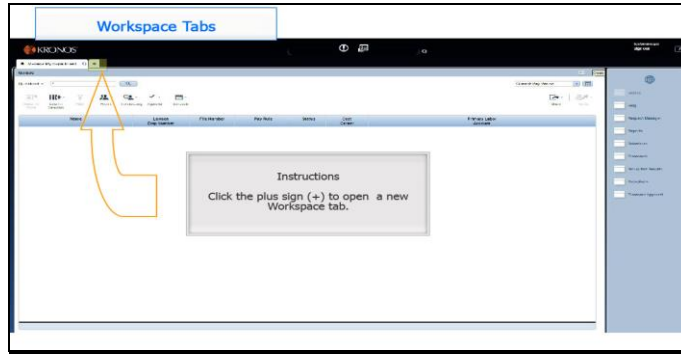
Slide 13



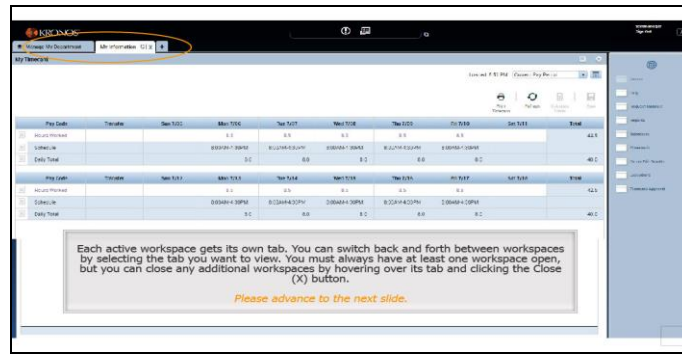
Slide 14



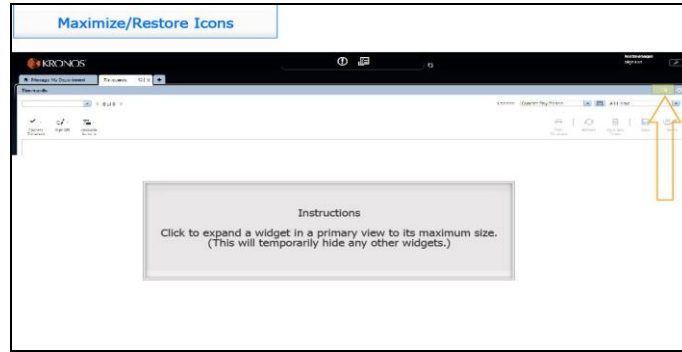
Slide 15



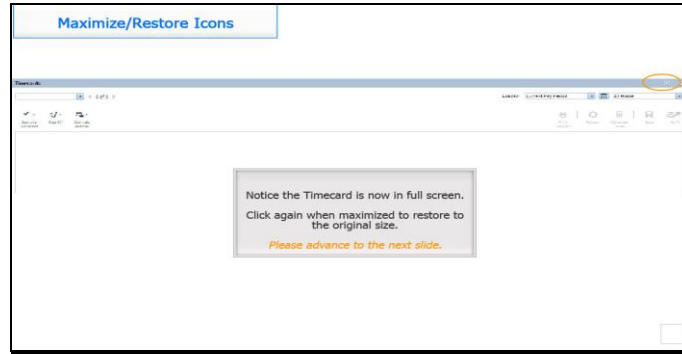
Slide 16



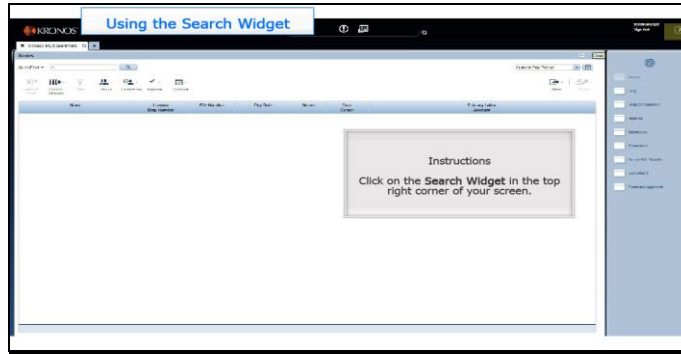
Slide 17



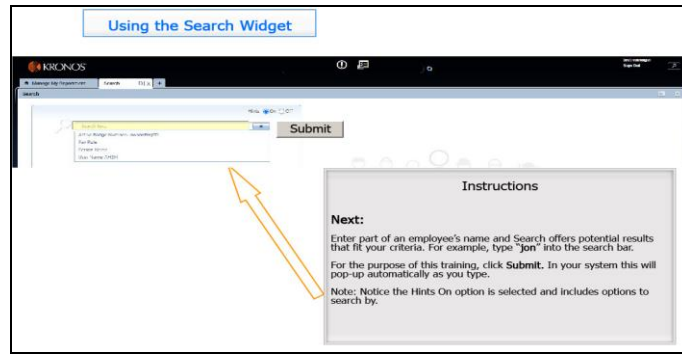
Slide 18



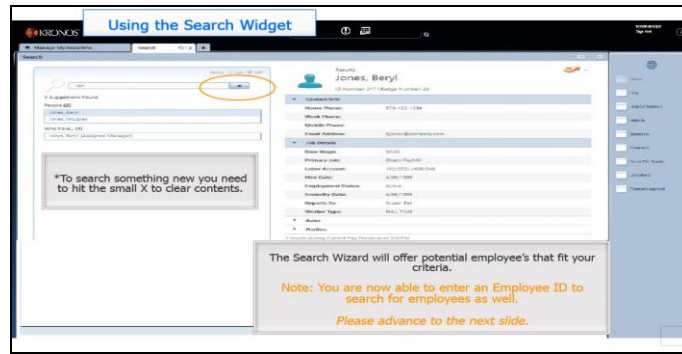
Slide 19



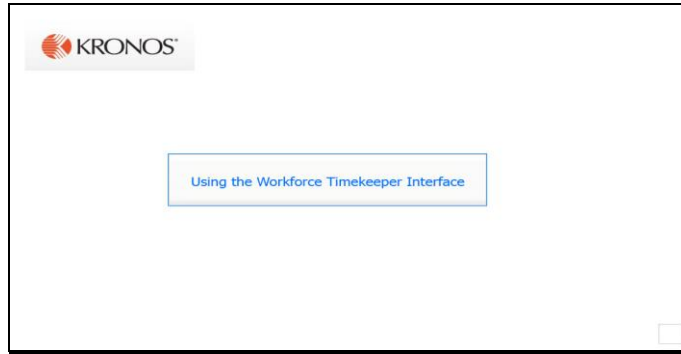
Slide 20



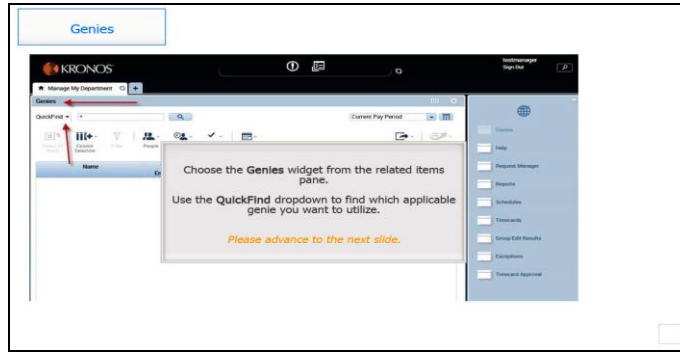
Slide 21



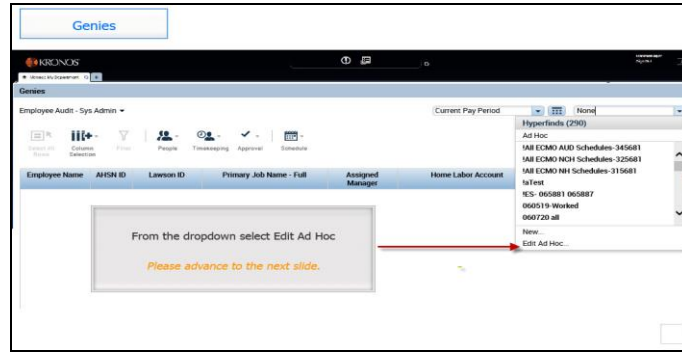
Slide 22



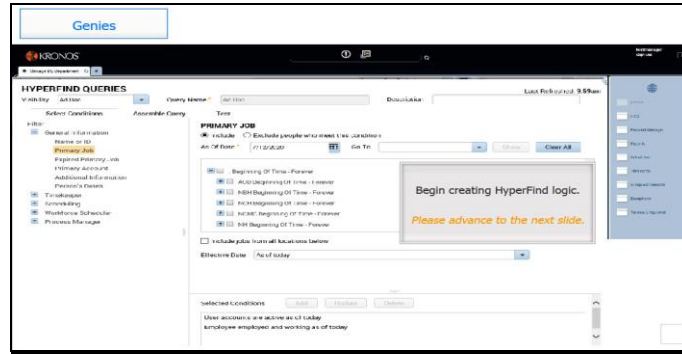
Slide 23



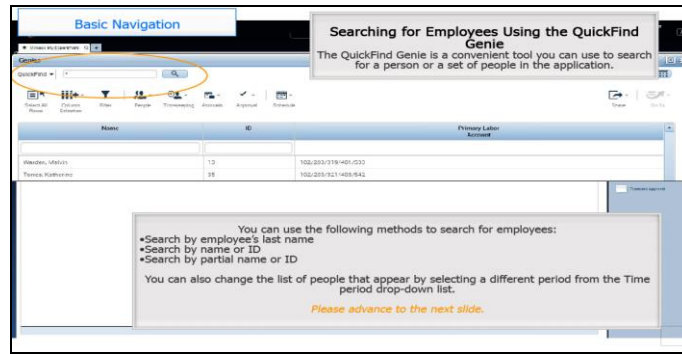
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Slide 26



Slide 27



This concludes the Kronos Workforce Navigator training. You should now be able to:

- Logging On & Signing Out
- Using the Inactivity Timeout
- Using Your Navigator
- Managing the Active Workspace

You may now exit the training.

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