**New Kronos Time-Keeping FAQ:**

Q: When is the roll out of the new Kronos?

A: On April 24th the new system will go live. Staff and students will need to begin clocking in and out using the new system when they arrive to work on that day.  **There will be a period of time on April 24th where the time clocks will not be available.** Staff will need to use the computer or their mobile app to clock in (and out) during that period of time. More information will sent regarding the times the time clocks will be unavailable on that day.

Q: What if my student workers or staff cannot use the computer or their mobile app to clock in or out during the period of time the time clocks are unavailable on April 24th?

A: Managers will be able to update the time sheets via the computer or mobile app. There is also a new feature that allows staff and students to send the manager a request to approve a missed time punch or to make an edit to their time card.

Q: Will staff and students be able to use the mobile app for clocking in and out?

A: Yes, however they will be limited to using the clocking in and out feature only when they are on campus.

Q: Will managers have access to use the mobile app off campus?

A: Yes, managers can now use the mobile app from anywhere! You will be able to view time sheets, make edits, approve time off requests and approve time cards on your mobile device.

Q: Since the new Kronos is a web link, what prevents employees and students from clocking in and out from anywhere?

A: Employees will not be able to access the clock in and clock out features on the web link, unless they are on campus.

Q: Can managers access the Kronos web link off campus?

A: Yes, managers will be able to access the web link and use all functions from anywhere.

Q: I can’t see my vacation and sick leave accrual balances in the new system.

A: Accruals will not be available to view in the new Kronos from April 24th – April 30th.

Q: If I made a time off request in the “old Kronos” for a date(s) after April 23rd, will these time off requests transfer over to the new system?

A: No, unfortunately these time off requests will not transfer to the new system. You will need to resubmit the time off requests in the new Kronos on April 24th or later.

Q: If I have a manager delegate set up in the “old Kronos,” will these delegates transfer over to the new system?

A: No, they will not. You will need to set up delegates in the new system.