KRONOS TIMEKEEPING
Integration Training

TeamVision

Welcome to your new timekeeping system, Kronos Advanced Scheduler! We are excited to provide you with several resources prior to your integration to make sure you are ready to clock in on day one!

Please reach out to TeamVision Ops Managers, HR Business Partners, or your Field/Market Leader if you have any questions pre-Integration or would like a **Live Training Session!**

▶ *Click the Links below to learn more about Kronos:*

Kronos Overview

1. Training Overview (3 min)
2. Kronos vs. ExtensisHR (2 min)
3. Timekeeping Basics Deck (9 min)
4. HR Tools & Resources (3 min)

Videos by Role

Team Member

1. General Overview of Key Kronos Functions (5 min)
2. Request Time Off (2 min)
3. Daily Time-Card Approval (2 min)

Supervisors

1. Kronos Basics for Managers (3 min)
2. Submitting Time Off (2 min)
3. Approving Time Off Requests (3 min)
4. Edit Timecard (2 min)
5. Entering Pay Codes: PTO, Holiday, Etc. (1 min)
6. Payroll Sign-Off (2 min)

Kronos Scheduler
Does not need to be completed prior to Integration

1. Scheduler Basics Deck (5 min)
2. Supervisor: Master Calendar (2 min)
3. Manual Scheduling (2 min)
4. Creating a Schedule Pattern (3 min)

Reference Links

- Kronos Website URL: https://luxottica.kronos.net/wfc/logon
- Downloading the App (1 min)

2-4 Days Post Integration: (review with Trainer or onsite Ops Manager)

✓ Do all team members have their ELID & network password?

✓ Can all team members physically clock in and out?

✓ At the end of the day and week, are all team members approving their timecards?

✓ Can all team members access the Kronos Guide in Toolkit?