

# FAQ: Workforce Ready New User Interface (UI)

A Revamped Experience to Our HCM Platform



## FAQ

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### How can you search timesheet to timesheet without having to filter by employee?

When you are on the page that lists timesheets, before opening any of them, click on the top box on the left of the screen to select all, or pick and choose the timesheets you want to view by scrolling through them. Now, when you click the View Timesheets button on the right., Once you are in the timesheets, there are arrows toward the left of the screen where you can scroll through the timesheets one by one.

### Where is the Start menu?

The Start menu from the classic experience is now called Favorites in the new UI and uses the same list menu as you had in your Start menu. This can be enabled in the ESS tab of the security profile. When employees log in, they'll now have a star icon in the Hamburger menu for Favorites. There will be an option below so they can customize it. In addition, if you have the classic dashboard configured in the new experience, then you will have access to the Start menu.

### How can we change the background color from white?

Currently, the only option for the background color is white.

### Will custom columns that I created in the classic reporting experience be available in the new experience?

Yes, you will still have access to your custom columns in the new reporting experience.

Would it be possible to go back to the old report listing? Having a single location that has a listing of the reports available to a user saves hunting for reports. Keeping the new tree structure would be fine, but adding back the My Reports function would help?

You can use Favorites and list all of the reports you use on a regular basis.

### What is My Company vs Our Company?

My Company can contain a list of documents, announcements, events, a company directory, and an organizational chart. Our Company is where you can create announcements and events, upload documents, and see Marketplace items (additional modules you own or can purchase).



## FAQ

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### How do you delete favorites?

This is done in the Configure Favorites area, from the star icon in the Hamburger menu. This will take you to the Start widget configuration. You will see all the items from your Start menu here. You can scroll to the item you want to delete and click the "x" to delete the item or clear out the name of the label you want to delete. Save your changes before exiting.

### Can the Hire button be added as a favorite?

The Hire and Terminate manual actions have been centralized in the employee information page. The Hire and Terminate HR Actions are configurable in the Start widget and should be available in the February 2020 release, with no reconfiguration needed.

### In the My Saved Reports screen, how do you filter based on "starts with"?

The page currently displays as a table view rather than a Report view (as it did in Classic). We will convert this back into a report in the February 2020 release.

### The saved report views don't seem to carry-over from the Classic view?

Your saved reports are carried into the new user experience. When in a report, the saved list is towards the left of the screen. When you click the Down arrow, you will see additional saved views.

### We have the premium dashboard set up for admins in the new UI. Just noticed, if you click Home instead of Dashboard on the bottom of the menu, it will bring you to the new UI dashboard. Is this correct, and can you explain why the option is there?

That is correct. The Home button at the bottom of the Hamburger menu will bring you to the new UI dashboard page. The Dashboard button will bring you to the dashboard configured in the security profile.

We will bring the two dashboard experiences back together in 2020, adding more widgets to the new experience, allowing admins to rely less on the classic, nonresponsive dashboard experience.



## FAQ

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### **Is there a way for admins to make changes to the system default reports for the various employee groups in a company?**

As an administrator, you can make a setting default for the company, but that is across the board. You can share settings to only a certain group of employees. You will find this in the Save Settings options. If you need different groups to have different settings, create the setting that you want for them, and then they can open it and make it their default going forward.

### **How can I sort on multiple columns?**

You can click on each column header to pull down the filter options that you want to filter by. Or you can click the Filter icon at the top right and select the Columns tab to enter multiple options at a time. You will have the ability to sort multiple columns in the February 2020 release.

### **Can you export the charts and graphs?**

Yes, you can print to PDF!

### **Will there be any sort of "soft" trial? Or will it all "go live" at once? It would be nice to be able to practice before we go live!**

You and your employees can try it out by enabling the toggle button. Go to Company Settings > Profiles/Policies > Security and click on the Edit Security Profile page. Find the new UI Preferences widget. Check the Display New Look toggle box.

### **Is there clock in/out button functionality in the new UI?**

The punch buttons are available on the timesheet if it is using the Display as Desktop option within the timesheet profile. If using the Display as Mobile option, the punch buttons will display on the Clock tile (part of the new UI dashboard layout profile). If using the mobile view, you can set the first page in the security profile to the new UI dashboard layout (Home). This will give employees the punch buttons as soon as they log in. You can also use the biometric option on your mobile device, which helps reduce the number of clicks needed to punch in.



## FAQ

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**In the mobile app, I see that the calendar goes from Monday to Sunday. We have several different pay weeks. Does the mobile app match the pay week that the employee is working?**

The timesheet chart on the new UI dashboard can be changed individually through a timesheet profile setting. Within the timesheet profile, click Extra Settings, then First Weekday.

**Does this change anything on timeclocks (for employees who do not use Kronos Self Service at all and just clock in/out at the timeclock in a manufacturing plant)?**

If employees are punching in using a physical timeclock, they will see no change there.

**Where is Incidents and how do we upload a document to an incident??**

If you enter "Incident" in the search box, you can easily find Incidents. If you are looking for current incidents that have been entered, that is in HR > HR Maintenance. That will list out the incidents. If you open one, there is a paperclip icon on the right where you can upload documents.

**How do you add widgets to the Home page?**

The Home page is controlled by the new UI dashboard layout profile.

**New UI dashboard layout: Which default layout setting is this in the security profile? Is this the "Premium" dashboard?**

This will depend on your company's setup. I suggest putting in a support ticket in the Kronos Community for more assistance.



## FAQ

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### **Is there any impact to custom forms within the new experience? Will they display well on mobile devices?**

There are some changes to custom forms, but they should display just fine on a mobile device or tablet. Just keep in mind the screen size of a mobile device, so it will be smaller than on a tablet or computer.

### **Can we enable mobile if we are using Bulk Timesheets – Percent?**

You can enable mobile using this profile; however, you will receive an error message if you navigate to the timesheet. The two supported timesheet profiles are Bulk Hours and Start/End (All Days). There was a recent update to the Bulk Hours timesheet that will allow you to select either TIME or PERCENTAGE, so you can have the same performance that you're used to.

### **Favorites – can you default these per security profile?**

Yes. The Start widget is originally created in the security profiles in the classic view. Whatever you have created there for each security profile will be what defaults in the new UI in Favorites.

### **Will we lose the classic in June?**

Classic will be retired by 9/16/2020. There is a rolling change to convert certain clients before then. If your company will be part of an earlier wave, you will receive notification.

### **Can we default Home to be the opening screen versus Dashboard when someone logs in?**

Yes. This can be controlled individually through the security profiles. Selecting New UI Dashboard (Home) will land your users on the Home screen.



## FAQ

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### **We do not want to burden employees to make reports we create to made as defaults. How can admins do that on their behalf?**

If an administrator creates the reports and shares them to everyone, the employees will have them all listed in My Saved Reports. Having that saved as a Favorite is an easy way for them to have access to all those reports.

### **How do we filter the My Saved Reports default setting and save that as a report, or even as multiple reports?**

At the moment, the My Saved Reports page is based on a chart build rather than a report build. This means that you won't have the same filter options. This may be changed in the future.

### **Will our saved reports transfer over to the new UI?**

Yes, all your reports will carry over!

### **Will the desktop version of the timesheet go away?**

No, this view will remain. In the timesheet profile, you can select either the Mobile or Desktop display. For new profiles, Mobile will be the default setting.