



7 Kronos Admin Training Essentials

A Kronos Administrator position should never be empty or underdeveloped. If you find yourself with a Kronos knowledge gap, here are the essential areas of expertise needed to ensure success:

1. User Display Interface

Your Kronos user display interface is an employee's first impression when working within Kronos Software. The goal when creating the end user display is to give each type of user the most concise, yet complete, view of the information.

It's equally important to remember that users' needs are dynamic with changes to workforces, regulations and internal policies, requiring an Admin to be flexible and receptive to new information.

2. Data Integration

Onboarding new hires, perfecting payroll exports and monitoring external data exchanges all fall under the umbrella of data integration. This flow of information is a constant work in progress that your Kronos Admin must be able to tweak as new interface data is requested.

3. Timeclock Functionality

Your employees rely on timeclocks to punch in and out for the day, ensuring they are paid correctly and on-time. Timeclocks are the beginning and end of your employee's day... every day. Your Kronos Admin is the only person with the ability to make it a stress-free activity.

4. Access and Permissions

Accessibility is the "Who, What and Where" of the Kronos Admin job, making sure that the right people, have the right information, at the right location.

5. Rules and Policies

Troubleshooting is the thread that connects all the changing rules and policies that organizations are bound to run into year after year. While Kronos software is built to be flexible, every new feature requires detailed attention to arrive at a desired end state with no issues.

6. Configuration

Admins are in a constant state of modifying and creating a range of configuration changes, such as Pay Codes, Accrual Policies, Attendance Policies, Shift Templates and Schedule Patterns, then turning it into a consumable report for managers to track trends within their Navigator Workspaces.

7. Change Management

Kronos Admins are lead trainers, walking through new systems with managers to set visions for future Kronos functionality. This includes maintaining a constant state of feedback, development, and testing. Admins are also taking on interpersonal challenges to explain why certain changes are necessary, making it important for your Kronos Admin to be well informed and ready to meet roadblocks head on.

Need a Kronos Admin? We've got you covered.

If you need to close this critical staffing gap or simply augment your existing Kronos Admin team, Improv can help. Our Kronos Admin Staffing solution can help your team knock out daily system snags quickly and consistently so that your workforce can perform at peak efficiency 24/7. Call us today, and let's talk about the best path to amplifying your team's Kronos confidence and efficiency in 2021!

Contact us today!

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