Accessing your My Information page

When you log into Kronos, the Manage My Department page appears by default for supervisors and timekeepers. If you need to manage your own time and leave, you must first navigate to the My Information page.

1. To access your My Information page, click on Add Workspace command (the blue plus (+) sign) just to the right of the Manage My Department tab.

2. A dropdown menu appears, where you can click on the My Information link.

3. The My Information page appears as a separate tab.