Supervisors and Departmental Timekeepers,

You may have noticed with the new Kronos User Interface that there is a gold START button at the top left of your screen. This is added functionality to help users customize their navigation within Kronos, rather than using the delivered menus/submenus along the top of the page.

Clicking on this button will bring up 3 categories of menus/submenus that are likely used most frequently: Pending Approvals, My Information, and Employee Information.

Within those categories are quick links to where you can approve requests, submit your own requests or view information. The number of categories, descriptions, and quicklinks can be personally customized and organized to suit your needs.

This link is to the FAQ on how to customize the START button [https://faq.uncc.edu/pages/viewpage.action?pageId=8521951](https://faq.uncc.edu/pages/viewpage.action?pageId=8521951).

Both the START button and your dashboard tabs are just different methods to help you navigate more quickly in Kronos and without using the main menus. You can use the method that works best for you.

Thanks,

Kronos Implementation Team

For questions or assistance, contact KronosTime@uncc.edu.