How do I view and/or modify the start button shortcuts in Kronos WFR?

Tell Me

Use the Start button to quickly navigate to commonly used menu locations. Default locations have been set and can be customized.

1. Click the Start button to see the default shortcuts.

2. Click the gear icon to access Settings and change the default shortcuts.

3. Choose from the Categories drop-down menu to select how many categories of shortcuts to configure.

4. Change the default category names by typing over the default shown.

5. Modify shortcuts.

| Remove shortcut | Change shortcut position | Add a shortcut |
Click the Remove icon.  

Click the up or down arrow.

1. Click the Choose button in the Resources column.  
2. In the Search box, start typing the page name or keyword information that describes the page location.

3. Click on the desired menu shortcut.

Example

Type “approv” in the Search box and a list of options appears.

How do I request advance leave in Kronos WFR?  
Why is a lunch punch that is less than 30 minutes considered a paid lunch in Kronos WFR?  
What does the red e beside time entries on my Kronos WFR timesheet mean?  
How do I pay an employee overtime hours in Kronos WFR?  
How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?