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 |
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.

Example

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

ITEM TO SHOW
- Pending Approval (Manage Time > Manage Timesheets > Pending Approval)
- Approve Time Entries (Manage Time > Manage Timesheets > Approve Time Entries)
- Time Entries Approval History (Manage Time > Manage Timesheets > Time Entries Approval History)
- Pending Approval (Manage Time > Time Off Requests > Pending Approval)

3. Click on the desired menu shortcut.

6. Click the Save button in the green ribbon menu toward the top right of the screen.

Related Articles

- How do I pay an employee overtime hours in Kronos WFR?
- What should I do when an employee’s Kronos WFR timesheet shows a Punch In and Punch Out on different lines?
- Where do I find an employee’s Change Request or modification of a Time Off Request submitted within Kronos WFR?
- What should a supervisor do if an employee clocks out when they should have clocked in or vice versa in Kronos WFR?
- How do I correct a timesheet after it has been approved in Kronos WFR?