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.

Example
The default setting has 3 categories.

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

Example
Type over the default, Pending Approvals, to change the desired category name to something else.

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.
3. Click on the desired menu shortcut.

**Example**

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

<table>
<thead>
<tr>
<th>Search Menu Item</th>
<th>ITEM TO SHOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pending Approval (Manage Time &gt; Manage Timesheets &gt; Pending Approval)</td>
</tr>
<tr>
<td></td>
<td>Approve Time Entries (Manage Time &gt; Manage Timesheets &gt; Approve Time Entries)</td>
</tr>
<tr>
<td></td>
<td>Approve Extra Pay Entries (Manage Time &gt; Manage Timesheets &gt; Approve Extra Pay Entries)</td>
</tr>
<tr>
<td></td>
<td>Timesheets Approval History (Manage Time &gt; Manage Timesheets &gt; Timesheets Approval History)</td>
</tr>
</tbody>
</table>

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

**Related Articles**

- How do I change my employee’s work schedule in Kronos WFR?
- How do I add Holiday Premium Pay to an employee’s timesheet in Kronos WFR?
- What should I review before I submit my Kronos WFR timesheet at the end of the biweekly period?
- What should I look for when reviewing a Non-Exempt employee’s timesheet for approval in Kronos WFR?
- How do I pay an employee overtime hours in Kronos WFR?