

## DHHS Human Resources and Development

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**From:** DHHS Human Resources and Development  
**Sent:** Monday, September 09, 2013 9:01 AM  
**Subject:** Kronos Upgrade Coming Next Month!

THIS MESSAGE HAS BEEN SENT TO ALL DHHS EMPLOYEES  
PLEASE SHARE THIS WITH EMPLOYEES WHO DO NOT HAVE EMAIL ACCESS



Kronos will be undergoing an upgrade next month to provide DHHS with the most recent version. This will provide all employees the ability to access web-based Kronos. Web-based means employees can access their Kronos timecard from any computer with internet access. Service area employees currently use the web-based version and will only see slight visual changes to their current timecard approval process. Facility employees, however, do not currently use web-based Kronos and will see a change to their login process.

**The upgrade is tentatively scheduled to begin mid-October.** Kronos will be unavailable for a few days to allow the upgrade to take place. During that timeframe, employees will not be able to log into Kronos or view their timecards. **Facility employees will continue to have the ability to clock in and out during the upgrade, and should continue to follow their normal clock in procedures.** The only restriction will be the ability to log into Kronos and view your timecard. You will receive a notification email once the upgrade is complete and you can again log into Kronos. Once the upgrade is complete new work instructions will be posted on the Kronos website and emailed to all employees.

Please direct any questions to Human Resources at 402-471-9240 or [DHHS.HumanResourcesandDevelopment@nebraska.gov](mailto:DHHS.HumanResourcesandDevelopment@nebraska.gov) or to your assigned [Human Resources Representative](#).