Introducing Kronos, Time and Attendance @ Pace University

Kronos, Inc. is the leading provider of frontline labor management products. Their web based time and attendance software applications and hardware devices help you to collect basic Time and Attendance data directly from the source, the employee. The system transforms that data to valuable information and delivers it to the employees & managers throughout the organization.

Pace University has contracted with Kronos, Inc. to install a web based time and attendance system, Workforce Central. This system will enable the University to more efficiently capture hours worked and leave time (i.e. sick days, vacation, leaves of absence, etc.) for the processing of semi-monthly payrolls. The Kronos system will be phased in over the next several months for all non-instructional staff and students.

We will need assistance from all Information Management Officers (IMOs) to guarantee the successful integration of the Kronos web based Time and Attendance system. There are minimum requirements for the client PC that will ensure proper functionality of the system. We are asking that the Information Management Officers (IMOs) assist us in establishing that the personal computers located in their respective offices meet the minimum requirements set forth in the application guidelines.

Browser PC:

A browser PC is a client system that is used by employees to record their time, or supervisors/department managers to modify the timecards of their employees, modify the schedules of their employees, and /or approve their employees’ timecard.

<table>
<thead>
<tr>
<th>Component</th>
<th>Recommended Configuration</th>
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<tbody>
<tr>
<td>Operating System</td>
<td>Windows 95, Windows 98, Windows NT 4.0, Workstation or Server (SP 6A+), Windows 2000 Professional (SP1+), Windows XP Professional</td>
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</table>
Monitor | 800x600 resolution minimum; 1024x768 resolution recommended

Adobe Acrobat Reader | This software is required to view and/or print Workforce Central reports. Versions 4.0.5 and 5.0 are supported

**Browser** | **Microsoft Internet Explorer v5.0, v5.5 and v6.0**

* Pace University will not support Kronos Workforce Central on Netscape Navigator

Attached is a form to collect the requested requirements within your department