

TO: BSAG Members

FROM: Julie Camp, Payroll Department

RE: Kronos Upgrade Planned for May 6<sup>th</sup>

Over the last few months, EITS and Payroll have been preparing for a major upgrade of the myTime Kronos system that is used for collecting, approving, and processing work time and attendance for salaried bi-weekly and hourly bi-weekly employees. The Kronos system will be upgraded from version 6.3 to version 8.0 and will provide additional features and benefits to users.

The upgrade to Kronos version 8.0 is scheduled to begin at 5:30 pm on Friday, May 6, with planned completion on Sunday, May 8. Time clocks will collect and store punches during the upgrade but functionality such as view of time card will not work. Supervisors also will not have access to the system during the upgrade.

**The expected go live date for myTime Kronos version 8.0 will be Sunday, May 8.**

Each unit should make sure that their employees are trained to make changes to and approve timecards in the new version of Kronos by May 8th. Training & Development training classes for supervisors and approvers for the Kronos version 8.0 started April 18<sup>th</sup> and continue through May 4<sup>th</sup>. Online 24/7 training is also available through the Kronos KnowledgePass website (<https://knowledgepass.kronos.com>). To access the KnowledgePass, please contact Christine Edell at 706-542-6975 or Christy Coddington at 706-542-6971.

The development/testing system of Kronos version 8.0 can also be used to train users to enter time, approve time cards, and perform sign-offs. Any current user of Kronos can use their regular Kronos username and password to access the development/testing system at this secure URL:

<https://dev-mytime.uga.edu/wfc/navigator/logon>

***Any hours added or payroll changes made in this development system will not reflect in the current Kronos 6.3 version.***

***Please note that Adobe Flash Player is needed to access the development system and the new version 8.0 that goes live on May 8th.***

***Also, Mozilla Firefox is the recommended browser to use with myTime Kronos version 8.0.***

Please contact Christine Edell ([cedell@uga.edu](mailto:cedell@uga.edu)) or Christy Coddington ([ccodding@uga.edu](mailto:ccodding@uga.edu)) with any questions or if you have concerns about the legitimacy of this email.

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