



Workforce Dimensions represents the next generation of workforce technology. Every dimension—the underlying architecture, user experience, functionality, integration, data access, delivery, and support—is designed to help businesses optimize their most valuable resource: their people. It is also the first workforce management solution to incorporate a fully responsive user interface that provides the same user experience across phones, tablets, and desktops—allowing employees and managers unprecedented control over how they consume information.

What's new?

Momentum is building and the march forward continues. Workforce Dimensions Release 2 is now available with a number of exciting new features, most notably Attestation, Overtime Approvals, Historical Corrections, and Shift Swap.

Attestation

Labor laws related to meal, rest breaks, and workplace safety are becoming increasingly common and companies can face serious consequences if they do not comply. To minimize these compliance risks, you can now easily add prompts to the punch process for employees to attest to, such as asking whether they took a mandated meal break.

Built into core Workforce Dimensions setup and configuration functionality, you can create your own Attestation workflows using Activiti and the Business Process framework or you can use two out-of-the-box workflow templates. Simple to use and modify, the out-of-the-box templates help you implement the most common workflows, for example:

- **Simple_question_form template** – This workflow consists of one question and two answers. One of the answers sends a notification. For example:

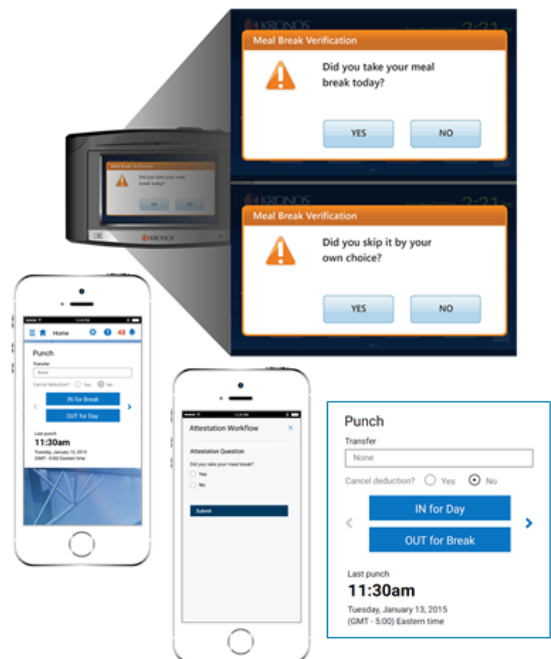
Question: "Do you feel safe at work?"

Answer 1: "Yes." The workflow ends.

Answer 2: "No." A notification is sent to the manager.

- **Complex_meal_form template** – This workflow consists of one question and two answers, one of which triggers another question with multiple answers, for example:

Question: "Did you take a meal break today?"



Answer 1: "Yes." The workflow ends.

Answer 2: "No." An additional question appears:

Question: "Why?" A number of reasons are listed.

Answer 1: "I didn't want to take a meal break." The workflow ends.

Answer 2: "I forgot to punch out." The system enters the meal deduction and sends a notification to the manager.

You define questions or prompts that are appropriate for your needs in the workflows and the conditions that trigger each question. For example, you could define a condition of **greater than 240 minutes** to trigger the question, "Did you take your meal break?" When an employee punches out after 240 minutes, the question displays and the employee must attest to whether or not a meal break was taken.

Attestation is an integrated part of Workforce Dimensions, and can seamlessly leverage the notification framework, audit functionality, reporting, and SDM. Attestation is supported across timestamp tiles, mobile timestamps, quick timestamps, and data-collection devices.

- You can create a simple generic workflow notification that can be triggered by an Attestation workflow to notify managers immediately of possible compliance issues.
- The system records an audit record of each action and the employee response.
- Two standard timekeeping reports are now available to help provide the big picture:

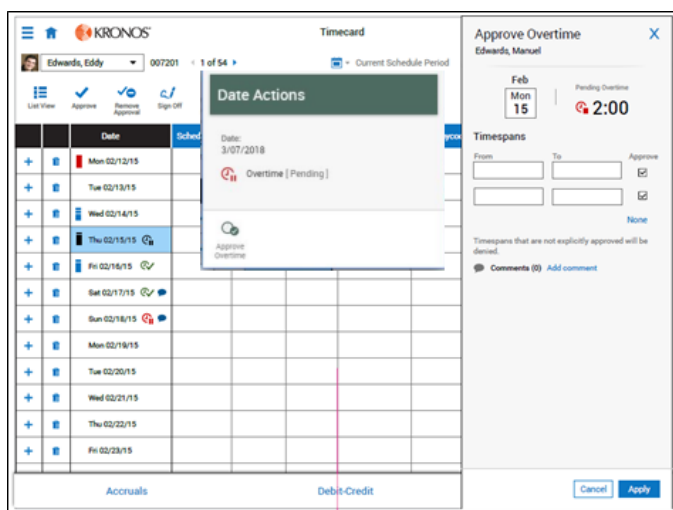
The **Attestation Daily Summary report** displays a count of the question-and-selected-answer combinations and a ratio of each question-answer combination expressed as a percent.

The **Attestation Daily Detail report** displays all questions and selected answers, the time the questions were answered and whether a punch was recorded for the selected employees and timeframe.

Also supported by SDM, the Attestation component enables you to ask the right question at the right time to the right people to minimize your compliance risks.

Overtime approvals



Overtime can be a powerful tool for meeting workload demands while minimizing costs and maximizing employee satisfaction. But overtime that is out of control can lead to higher costs, lower quality, low employee morale and increased employee turnover. To accommodate the need to manage overtime effectively, Workforce Dimensions Release 2 has delivered a streamlined approach to approving overtime.





A Date Actions glance shows the state of overtime for a day and allows for both approval and/or review actions. And an Approve Overtime panel displays the time spans and state of the approval. It also provides for:


- Improved handling of denied overtime .
- Ability to approve overtime within a specific time window .
- Ability to approve overtime within prepopulated before- and after-shift time windows .
- Ability to approve all, some, or none of the overtime by selecting or un-selecting the checkboxes beside the timespans.

You can identify overtime conditions from eye-catching icons on the desktop's timecard table or list view or from a mobile device that provide identify the state of overtime approvals and associated comment/note indicator.

-  (red) – Overtime is pending. The tooltip provides additional information.
-  (green) – Overtime is reviewed or approved. The tooltip provides additional information.

If you select the green **Overtime**  indicator and then select **Review Overtime** in the Date Actions glance, the Review Overtime panel displays the comments alphabetically and the notes in the order of their timestamp.

If you change the time charged in the timecard after approving overtime, the **Overtime**  indicator displays with a **Pending** state, but the **comments** are still flagged. If you click the red indicator, you can select **Approve Overtime** or **Review Overtime** in the Date Actions glance.

- If you select **Review Overtime**, the original comments and notes are still listed and cannot be edited.
- If you select **Approve Overtime**, the original comments and notes are no longer listed but you can add new comments and notes. After clicking **Save** in the Approve Overtime panel, the **Overtime**  indicator

changes to green. If you select this green **Overtime** indicator, then select **Review Overtime** in the Date Actions glance, all comments and notes are consolidated in the Review Overtime panel.

Historical corrections

Historical corrections

Organizations need to be able to correct timecards after a pay period has been signed off and employees have been paid. And managers need topnotch tools to make these **historical corrections** easily and with consistent results. You need to be confident that accruals are adjusted accurately and employees are paid correctly.

With Workforce Dimensions Release 2, historical corrections are processed by the callable totalizer so you can review your edits before saving them. Other key features include:

- **Automatic wage paycode corrections**

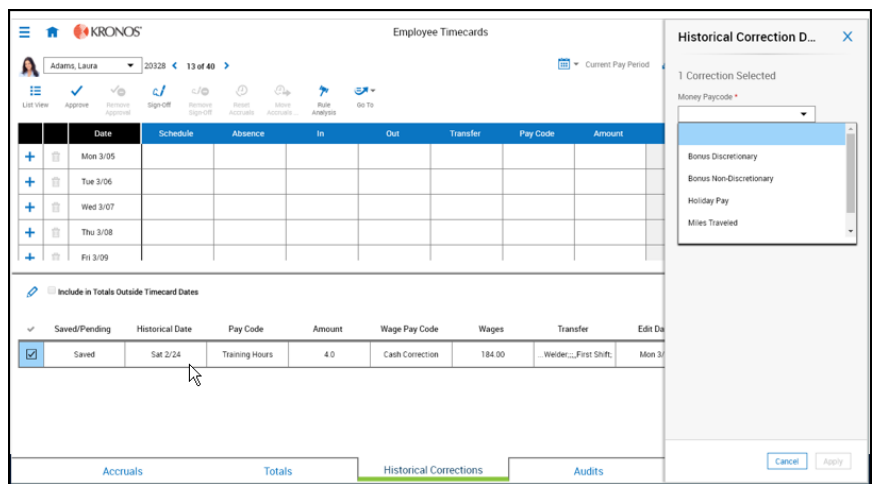
– Payment of corrections can now be tracked using new type of paycode called **wage paycodes**.

Automatic wage paycode corrections, which are controlled by administrators in System Settings or pay rule configurations, use a wage paycode to record historical corrections. Depending on how your system is configured, you may have:

- **System-wide wage paycode** – When your system is configured for system-wide automatic wage paycode corrections, all historical corrections are charged to the same money paycode called a wage paycode. The totals from this paycode can then be used by a payroll interface to extract the consolidated wage impact of the corrections.

When your system is not configured for system-wide automatic wage paycode corrections, historical corrections are recorded with the same paycode used by the correction. The hours and related wage amounts are available for payroll based on extracting from the various hours type pay codes.

- **Wage paycode assigned in pay rules** – Wage paycodes assigned in a pay rule override system-wide automatic wage paycodes.
- **Individual access rights** – People with certain access rights can override the wage paycode after the corrections are generated.



- **Accrual overdraft allowance** – Accrual edits are recorded "as they happen," regardless of the available balance and you can allow overdrafts of accrual balances during historical edits

Depending on how your system is configured, an accrual policy may disable the accrual overdraft check for timecard edits in signed-off pay periods. Because historical edits apply to past pay periods, you can use this option to not require validation in order to save changes.

This option causes a warning to display in the timecard when you exceed the number of hours specified and click **Save**. You can dismiss the warning and continue without restrictions.

- **Add-ons** – As you enter a paycode edit, the **Historical Corrections** and **Totals** add-ons update to reflect the change so you can understand the impact of the edits. At this time, you can also indicate whether the corrections should be included in totals. Then, after you save the edit, the **Accruals** add-on in the current timecard reflects the reduction in the vacation accrual balance. And the **Audits** add-on now contains a Wage Paycode column.

Shift Swap

Release 2 of Employee Self-Service (ESS) offers Shift Swap, a feature which gives employees more flexibility to work their way. Such self-directed input into their own schedules fosters employee satisfaction and engagement.

A shift swap is a two-step process:

1. An employee asks another employee to swap shifts by offering one of their own scheduled shifts in exchange for a shift that the other employee is scheduled to work. To help employees narrow down the best shifts for the swap, they can search from a calendar view by the days they want to swap. As well, they can search different jobs, different locations, or by shift start and end times. Based on these choices, the system shows only the "swappable" shifts that are appropriate candidates for swaps.
2. The requested employee accepts or rejects the request.

Your configuration sets how to notify or alert managers and employees whether as status updates or actions to take.

The approval process is streamlined in that approval can be automatic, or the employees' managers can be required to approve or refuse the shift swap.

APIs

The following operations were added to the API in Dimensions release 2.0.0:

Domain	Resource	Operation	Method	URL endpoint
Common Resources > People	Person Assignments > Attestation Profile Assignments	Retrieve All Attestation Profiles	GET	/v1/commons/persons/{person_id}/attestation_profile_assignments
Common Resources > People	Person Assignments > Attestation Profile Assignments	Assign Attestation Profile	POST	/v1/commons/persons/{person_id}/attestation_profile_assignments
Common Resources > People	Person Assignments > Attestation Profile Assignments	Retrieve All Attestation Profiles by Person Number	GET	/v1/commons/persons/attestation_profile_assignments
Common Resources > People	Person Assignments > Attestation Profile Assignments	Assign Attestation Profile by Person Number	POST	/v1/commons/persons/attestation_profile_assignments
Scheduling	Employee Swap Requests	Retrieve Shift Swap Request by ID	GET	/v1/scheduling/employee_swap/{swapRequestId}
Scheduling	Employee Swap Requests	Create Shift Swap Request	POST	/v1/scheduling/employee_swap
Scheduling	Employee Swap Requests	Retrieve Shift Swap Request Information	POST	/v1/scheduling/employee_swap/apply_read
Scheduling	Employee Swap Requests	Retrieve Shift Swap Requests	POST	/v1/scheduling/employee_swap/multi_read
Scheduling	Employee Swap Requests	Update Shift Swap Request	POST	/v1/scheduling/employee_swap/apply_update
Scheduling	Manager Swap Requests	Retrieve Shift Swap Request by ID as Manager	GET	/v1/scheduling/manager_swap/{swapRequestId}
Scheduling	Manager Swap Requests	Retrieve Rule Violations for Shift Swap Request	POST	/v1/scheduling/manager_swap/apply_read
Scheduling	Manager Swap Requests	Retrieve Shift Swap Requests as Manager	POST	/v1/scheduling/manager_swap/multi_read
Scheduling	Manager Swap Requests	Update Shift Swap Request as Manager	POST	/v1/scheduling/manager_swap/apply_update
Timekeeping	Attestation Assignments	Retrieve All Attestation Assignments	GET	/v1/timekeeping/attestation_assignments

Domain	Resource	Operation	Method	URL endpoint
Timekeeping	Attestation Assignments	Create Attestation Assignment	POST	/v1/timekeeping/attestation_assignments
Timekeeping	Attestation Assignments	Retrieve Attestation Assignment by ID	GET	/v1/timekeeping/attestation_assignments/{id}
Timekeeping	Attestation Assignments	Update Attestation Assignment by ID	PUT	/v1/timekeeping/attestation_assignments/{id}
Timekeeping	Attestation Assignments	Delete Attestation Assignment by ID	DELETE	/v1/timekeeping/attestation_assignments/{id}
Timekeeping	Attestation Buttons	Retrieve All Attestation Buttons	GET	/v1/timekeeping/attestation_buttons
Timekeeping	Attestation Buttons	Create Attestation Button	POST	/v1/timekeeping/attestation_buttons
Timekeeping	Attestation Buttons	Retrieve Attestation Button by ID	GET	/v1/timekeeping/attestation_buttons/{id}
Timekeeping	Attestation Buttons	Update Attestation Button by ID	PUT	/v1/timekeeping/attestation_buttons/{id}
Timekeeping	Attestation Buttons	Delete Attestation Button by ID	DELETE	/v1/timekeeping/attestation_buttons/{id}
Timekeeping	Attestation Daily Details	Retrieve Attestation Daily Details	POST	/v1/timekeeping/attestation/multi_read
Timekeeping	Attestation Conditions	Retrieve All Attestation Conditions	GET	/v1/timekeeping/attestation_conditions
Timekeeping	Attestation Conditions	Create Attestation Condition	POST	/v1/timekeeping/attestation_conditions
Timekeeping	Attestation Conditions	Retrieve Attestation Condition by ID	GET	/v1/timekeeping/attestation_conditions/{id}
Timekeeping	Attestation Conditions	Update Attestation Condition by ID	PUT	/v1/timekeeping/attestation_conditions/{id}
Timekeeping	Attestation Conditions	Delete Attestation Condition by ID	DELETE	/v1/timekeeping/attestation_conditions/{id}
Timekeeping	Attestation Profiles	Retrieve All Attestation Profiles	GET	/v1/timekeeping/attestation_profiles
Timekeeping	Attestation Profiles	Create Attestation Profile	POST	/v1/timekeeping/attestation_profiles

Domain	Resource	Operation	Method	URL endpoint
Timekeeping	Attestation Profiles	Retrieve Attestation Profile by ID	GET	/v1/timekeeping/attestation_profiles/{id}
Timekeeping	Attestation Profiles	Update Attestation Profile by ID	PUT	/v1/timekeeping/attestation_profiles/{id}
Timekeeping	Attestation Workflow Attributes	Set Attestation Workflow Attributes by ID	POST	/v1/timekeeping/attestation_workflow_attributes/{id}

International and customization considerations

Besides US English, Workforce Dimensions provides translation of the application into five additional languages:

- UK English
- German
- Spanish (Mexico)
- French
- French Canadian

To change the user interface to one of these languages:

1. Go to **Administration > Application Setup** from the Main Menu.
2. From the Application Setup page, select **System Configuration > Locale Policy**. The **Locale Policy** page contains regional settings (language locale, date format, number format, and currency format) that can be assigned as the tenant default or to individual users. The users' settings take precedence over the default setting for the tenant default settings. Users see the user interface in the language and regional settings assigned to them in their locale policy. The locale policy is assigned to users in **People Information**.

Name	Tenant Default	Selectable At Logon	Display Name	Description
American English	<input checked="" type="radio"/>	<input type="radio"/>	American English	American English Locale Se...
Canadian French	<input type="radio"/>	<input type="radio"/>	Français Canada	Canadian French Locale Set...
English UK	<input type="radio"/>	<input type="radio"/>	UK English	English UK Locale Settings
France French	<input type="radio"/>	<input type="radio"/>	Français France	France French Locale Settin...
German Germany	<input type="radio"/>	<input type="radio"/>	Deutsch Deutschland	Germany German Locale Se...
Mexican Spanish	<input type="radio"/>	<input type="radio"/>	Español Mexico	Mexican Spanish Locale Se...
Pseudo Locale Policy	<input type="radio"/>	<input type="radio"/>	Pseudo Locale Policy	Pseudo Locale Policy Settin...

3. To change the default setting, select one of the listed languages in the **Tenant Default** column.
4. To have one or more languages selectable from the logon page, select the applicable languages from the **Selectable at Logon** column.

5. To assign different languages for people to select at logon:
 - a. Go to **Maintenance > People Information** from the Main Menu.
 - b. Select **Access Profiles** and then select a Locale Policy from the **Locale Policy** drop-down list.

Users can then change their locale profile by clicking one of the options on the logon screen. The new locale profile is valid only during the logon session.

Translation and customization

In addition to the translations provided, you can translate and customize the user interface using a language or terminology that is familiar to your users. From the Translation Support - Locale Support page, you can:

- Extract, customize and import text strings used by the user interface.
- Extract the text strings to Excel.
- Extract text strings from selected domains of the product (for example, Timekeeping, Scheduling).
- Extract text strings in their context (for example, exceptions).
- Use find and replace functionality when editing individual property files.

For example, you want to change the name of "Employee Timecards" to "Associates Timecards."

1. On the Translation Support - Locale page:
 - a. Select **English** as the baseline language and specify the **United States** as the country.
 - b. Select the **Timekeeping** domain and then select the **wtk_web-timekeeping_timecard_strings.properties** group.
 - c. Click **Export**.
2. Open the downloaded **en_US.xls** file and locate the **html5.timecard.pages.title** key, then enter **Associates Timecards** in the TRANSLATED_VALUE column and save the file.
3. On the Translation Support - Locale page, click **Import**, then click **Choose File** and locate the **en_US.xls** file in the download folder. Click **Upload**.
4. Navigate to the Employee Timecards page, and verify that the title is now Associates Timecards.

Branding

With Workforce Dimensions, you can add your own logo to the UI pages and customize the colors of the Main Menu.

Note: Colors are defined as hexadecimal (or hex) values, which are supported in all browsers. A hexadecimal color is specified with: **#RRGGBB** where **RR** (red), **GG** (green), and **BB** (blue) are hexadecimal integers between 00 and FF, specifying the intensity of the color. For example, #0000FF is displayed as blue because the blue component is set to its highest value (FF) and the others are set to 00.

From the Main Menu, select **Administration > Application Setup > Common Setup > Branding**. The following default values are displayed:

- **Name** – The name of the branding attributes. By default, this is called **Branding**.
- **Background Color** – The background color of the main menu. By default, the color is dark gray (#a9a9a9).
- **Font Color** – The colors of the main menu labels. By default, the color is white (ffffff).
- **Hover Color** – The color of the label when you hover over it in the main menu. By default, the color is medium gray (#666666).
- **Selected Color** – The color of the label when you select it in the main menu. By default, the color is blue (#0d93f2).
- **Logo** – The logo that displays on all pages. By default, there is no logo.

To change the default values:

1. Select the **Branding** row in the table and click **Edit** .
2. As needed, change the default values for the main menu colors. Use hexadecimal values for colors.
3. To add a logo, click **Choose File** and navigate to the applicable file of your logo. Note that the file should be a .png, .gif, or .jpg file and have the following attributes. If the image that you upload is larger than these values, the system will scale the image to fit in a 25 x 150 pixel area.
 - Maximum height: 25 pixels
 - Maximum width: 150 pixels
 - Maximum size: 1 MB

When finished, click **Upload**. A success message appears when the upload is completed.

4. Click **Save** and refresh the screen.

Implementation considerations

Because Workforce Dimensions is hosted in the cloud, implementation considerations are minimal, but you should be aware of the following:

- [Workforce Dimensions device-specific support on page 12](#)
- [Workforce Dimensions supported data-collection devices \(terminals\) on page 13](#)
- [Install and use Workforce Dimensions mobile app on page 13](#)
- [Use Workforce Dimensions from the keyboard or screen reader on page 14](#)

Workforce Dimensions device-specific support

Workforce Dimensions can be accessed through browsers on desktop and laptop computers as well as through tablets and mobile devices such as smartphones.

Desktop requirements

	CPU	Memory
Recommended for best performance	4 Core Intel i7 2.3GHz or equivalent	16 GB
Minimum	2 Core Intel i5u 1.9GHz or equivalent	4 GB

Browser support by operating system

Browser	Windows 7	Windows 10	OSX	iOS	Android
Microsoft Edge		✓	NA		
Internet Explorer 11	✓	✓			
Chrome	✓	✓	✓		✓
Safari			✓	✓	
Firefox	✓	✓			

Notes:

- Browser support is for the latest version of the browser available for download, unless otherwise noted.

- Some pages (Administrative and Maintenance) are unavailable when viewing on screen sizes typically associated with a mobile phone (less than 768 pixels wide).
- Touch-screen gestures are supported on screen sizes typically associated with tablets and mobile phones (up to 1280 pixels wide).

Mobile app: operating system support by device type

- **Android phone** – Android OS with Google Services Support: v5.1, v6 and v7
- **iPhone** – iOS 11

Workforce Dimensions supported data-collection devices (terminals)

Workforce Dimensions supports the following devices:

Device Type	Part Number	Software/Firmware required
Kronos 4500	8602000-0xx	Not supported
Kronos 4500	8602004-xxx	02.03.16 - 2.X.X*
Kronos 4500	8602800-0xx through -499	02.03.16 - 2.X.X*
Kronos 4500	8602800-500 through -999	03.00.18, 03.00.20 and greater (03.00.19 is not supported)
Kronos InTouch	8609000-xxx	02.02.02 and greater
Kronos InTouch	8609100-xxx	03.00.02 and greater

*Server Initiated Communication via VPN Required.

Install and use Workforce Dimensions mobile app

For mobile devices, use the Workforce Dimensions Mobile app that is available on the iOS App Store for Apple devices and on the Google Play Store for Android devices. There is a single Workforce Dimensions Mobile app for each platform.

Install the app

You can download the app (named **WFDimensions**) from the App Store for Apple mobile devices and from the Google Play Store for Android mobile devices. During the installation, you will be prompted for the following permissions that you must accept:

- Access your location.
- Access the camera on the device.
- Access the Photo Library (or Gallery) on the device.

Note: These settings cannot be changed on an installed app. You need to delete the app and re-install to modify these settings.

Access the app

After the app is installed, simply tap the **WFDimensions** icon to launch the app.

The first time you access the system, you will need to enter a valid URL. After the URL is validated, the device is connected to the system, where you can enter your username and password. Subsequent access to the system will only require username and password.

Change the URL

If you mistype the URL or if you need to access a different URL than the one you originally entered, follow these steps for your platform.

iOS (Apple)

To change the URL on an iOS device, access the settings for the WFDimensions app. There is a single field where you can enter a new URL. Alternatively, you can delete the app and reinstall it.

Android

The WFDimensions app settings on Android devices do not contain a URL field. In the WFDimensions section of the device's Application Manager, you must tap the Force Stop box. The next time you access the app, you are presented with the URL screen where you can enter the new URL. Alternatively, you can delete the app and reinstall it.

Use Workforce Dimensions from the keyboard or screen reader

Workforce Dimensions can be accessed from the keyboard or a Non-Visual Desktop Access (NVDA) screen reader. The online help includes component-specific guidelines.

General components

The Workforce Dimensions user interface contains a number of elements and controls. Accessibility recommendations include the following:

- **Glances** – Press the spacebar on a cell within timecard, Dataviews, leave and attendance, and scheduling to access a glance. You can use this option as an alternative to navigating from the action bar above the grid.
- **Grids** – When navigating through the grids, press the up-arrow key when in the first cell in the first row followed by Shift + Tab to exit the grid so you can access other components.
- **Slide-out panels** – For the best results with NVDA, access form elements and activate secondary slide-out panels, tab through the slide-out panels in focus mode and access read-only content in browse mode.

Note that in some slide-out panels, using the Tab key (instead of arrow keys) to navigate through a list is the only way to select one or more options. Also, some radio buttons and check boxes can only be accessed using the Tab key, which will automatically populate the selection.

- **Combo boxes** – Some combo boxes within slide-out panels can only be opened using the Enter key and options can be selected by using arrow or tab keys and pressing Enter to collapse the list.
- **Check boxes** – You can navigate some check boxes and radio buttons by pressing either the Tab or arrow keys and using space to select and unselect options on slide-out panels.
- **Hyperfind** – When selecting locations in a Hyperfind, press the left arrow when focused on the drop-down list to delete a selection.
- **Drop-down menus** – On some drop down menus, there is a column header that is announced as a button when using NVDA; however, this is not an actionable element.

Refine slide-out panels

- The best way to filter, group, or calculate information when using NVDA is to press space or Enter on the **Refine** button.
- Press Tab to access the tab index of filtering types and use the left and right arrow keys to select.
- Press Tab to access the **Search** input field.
- Press Tab to access the list of filtering options.
- Use the up and down arrow keys to progress through the list of filtering options.
- Press space to expand the accordion options.
- Press Tab to access the options list and use arrow keys and press Enter to select and collapse the accordion.
- Press Tab to access the **Cancel** and **Apply** buttons and press space or Enter to modify a Dataview.

Note: There might be only one filter type on some Refine panels. The **Delete** button clears the last filter applied; this is not announced by NVDA.

Information access

When tabbing through the column headers of the Dataview Library, the submenus contain options that can sort or calculate. When you select the sum or average options, the result appears on the column header title area. Press Shift + Tab to access this information.

Note: NVDA may announce currency and time as it is displayed on the screen along with the column header title to indicate amount designation.

Leave and attendance

The **View** button located on the My Calendar and Calendar from the Attendance details page can be activated with only the Enter key and tabbing to navigate to the view options.

Scheduling

The **View** button, which is located on the **My Information > My Calendar** and **Calendar** from the Scheduling page, can be activated only with the Enter key and tabbing to navigate to the view options.

For optimum NVDA or keyboard results, access schedules in table view by pressing space or Enter on the **Table View** button

Note: The current view is not announced when using NVDA. If the button for switching views says "table view," the inaccessible Gantt view is currently being displayed. Press space on this button to display the accessible table view; the button will say "Gantt view."

When tabbing through the week day column heads within the Schedule Planner grid, tabbing leads to the first shift within the table instead of the first column or check boxes or the second column of employee names. Use the left arrow to access this information.

When you are in the employee name column, press the left arrow to select or unselect all rows. Pressing the right arrow navigates back to the employee name column header and submenu.

When activating the **Quick Action** button, press Shift + Tab to navigate to the first option in the list that appears to the left of this button.

Note: The Quick Actions menu and application to schedule shifts is not currently recommended when using NVDA. Using the glance menus while in the Schedule Planner grid accomplishes the same tasks.

When accessing events and requests in My Calendar or the calendar in general, the events and requests sometimes display the hour amount before the information and the hour amount after the actual event/request content. If using NVDA, these hour totals may be announced as times.

Swap shift slideout panel

1. From the Main Menu, go to **My Information > My Calendar**.
2. Tab to the **New Request** button on the action bar.
3. Select **Swap** to activate the Request Shift Swap slideout panel.
4. Select **Swap Auto Approve** or **Swap Manager Approve**.
5. Tab to **Apply** to open a secondary slider
6. If you are using NVDA, switch to browse mode to select a shift by using the tab and arrow keys or by pressing **H** to get to day headings from the list of options

Notes: There are two buttons that can be selected. One button contains the shift duration and the other button contains details about the shift. Tab to **OK** to escape out of the Shift details button to return to the Select Shift slideout panel.

7. Select a shift by pressing space on the **Shift Duration** button. A secondary panel opens that contains a **Comment** button and a listing of available shifts to swap. There is also a drop down to select specific employees.
8. Press space on the desired **Shift Duration** button to automatically place focus on the **Submit** button and then press **Enter**. A slideout panel containing the details of the request is displayed. You can cancel by pressing **Enter** on the **Cancel Request** button or you can confirm the request by pressing the **OK** button, which closes the slideout panel
9. The employee whose shift was selected will see a notification in the Control Center where it can be approved or refused.

Note: Press **Cancel** or **Escape** at any time during the request process to close out of this panel.

Timekeeping

For the best results with NVDA, you access the timecard in list view. The **Accruals** and **Totals** add-ons also display in a list view if this view is selected.

Use the **Tab** key to navigate through the list and press space or **Enter** on the **More Details** button to open a side panel that contains detailed information pertaining to the specific employee and date.

Note: NVDA announces time and hours the same especially when using the 24-hour clock.

Additional accessibility notes

Hyperfind selector – Except for the button associated with the ad hoc option, you can access the Hyperfind selector using the keyboard with NVDA. Currently, the Hyperfind editor that can be accessed from the Hyperfind selector is not optimized for NVDA and keyboard users.

People Information – The People Information component is not recommended for use with NVDA at this time.

Schedule Planner – The Schedule Planner grid is not currently announcing row and column headers when using NVDA. Using the arrow keys is the best method for accessing this grid.

Resolved issues

The issues below were resolved for the R2.0 release.

Common Business

[FLC-49770/](#) [WFD-1573](#) Employee and Manager process profiles were not assigned by People Import integration. The Transaction Assistant listed the following error:

"A property value is required, but was not specified. Property - employeeProcessProfileName."

The cause of this issue was that an Employee process profile was required, and the solution was to remove that requirement so that the integration can assign the appropriate process profiles.

Platform

[FLC-46801/](#) [WFD-1070](#) When employees accessed the Control Center, the **My Actions** button was displayed even though the employees were neither assigned a function access profile that allowed them to start a business process nor a process profile. This button should not appear unless employees have proper access.

[FLC-46538/](#) [WFD-1334](#) In the delegation workflow, the following error was displayed when a manager accepted or refused a delegation form another manager:

Some Internal Server Error Occurred. Please contact System Administrator.

The Manager Delegation was then emptied and the task disappeared from the central section of the Control Center.

Scheduler

[FLC-48242/](#) [WFD-1443](#) In the schedule, the abbreviation for Wednesday appeared incorrectly as "Wen".

[FLC-46810/](#) [WFD-1291](#) When users selected the Open Schedule Pattern pop-up for a group, edited the End Date, and applied the schedule pattern, the group end date was not updated.

[FLC-46596/](#) [WFD-1147](#) When users ran the Schedule Generator from the Schedule Planner user interface, Start Date/End Date fields in the slider were not matching the loaded period Start Date/End Date.

Timekeeper

- [FLC-48866/](#) [WFD-1391](#) When users created a workflow notification for Timekeeping, the only employee identifier Custom Tags available under the group Timekeeping were "Employee ID" and "Employee Name." The "Employee ID" displays the employees database ID in the notification and not the Person Number commonly seen in the user interface. In contrast, the Custom Tag for Time Off had "Employee ID" and "Employee Person Number" as available selections.
- [FLC-46825/](#) [WFD-1805](#) The "Approve" timecard option was not working for a "SERVICES-LEVEL3" user.
- [FLC-46161](#) The gold data Labor Category Profile that contains all Labor Categories was missing.

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