



5 Key Focus Areas in Your iSeries Upgrade

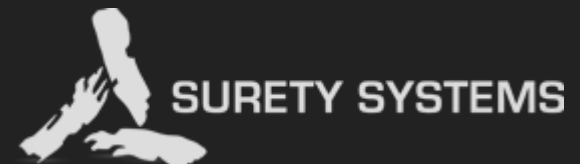
How to **PREPARE, PLAN**, and **UPGRADE** smoothly...and
avoid surprise disasters

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Presenter: Holly Ladd

Holly has over 16 years of experience with all versions of Kronos software dating from version 4 with specific expertise with the iSeries product.

Holly has experience in over 200 Kronos upgrades as both a Project Manager and as an Account Consultant in multiple industries including manufacturing, healthcare, retail, government and education.

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SURETY SYSTEMS

5 Key Focus Areas in Your Kronos iSeries Upgrade

1. Security
2. HTML
3. Job Descriptions
4. COCRT
5. Enhancements / New Features

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SURETY SYSTEMS

Key Focus - Security

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Security

Upgrading from version prior to 6.0 - *Security is Totally Revamped*

User Settings - Moves to Function Access Profiles (FAP)

- Need to define different types of users that must be assigned.
- Does not convert cleanly from old version to new version. There are too many new options that did not exist in the old version.
- Start by creating each profile, then assign each user to the appropriate FAP.

Lessons Learned

Casino: Decided to upgrade without addressing security. It resulted in 3 days worth of work during go live, while supervisors could not log in until security was resolved.

Hospital: Chose not to address security, causing them to have to roll back to their previous version. This delayed their go-live by 4 weeks, while addressing security concerns.

Security

Upgrading from version 6.0 or newer - *New Functions Added*

Navigators and Widgets. New tools that give the supervisors the ability to monitor and address employee time issues.

The screenshot displays the Kronos Surety Systems interface. At the top, there is a navigation bar with the Kronos logo and links for Log Off, Home, Change Company, My Profile, and Help. Below the navigation bar, there are tabs for MY VIEWS, TIMEKEEPING, SCHEDULING, REPORTS, and SETUP. The main content area is titled "Navigator EXAMPLE" and contains several widgets:

- SCHEDULED NOT CLOCKED IN:** A table listing employees and their scheduled times.

Employee	Time
Mary Adams	8:00 - 16:00
Peggy Allison	8:00 - 16:00
Sam Baker	8:00 - 16:00
Susie Baker	8:00 - 16:00
Ruby Binley	8:00 - 16:00
Lisa Blake	8:00 - 16:00
- EXCEPTIONS:** A table listing exceptions for Susie Baker.

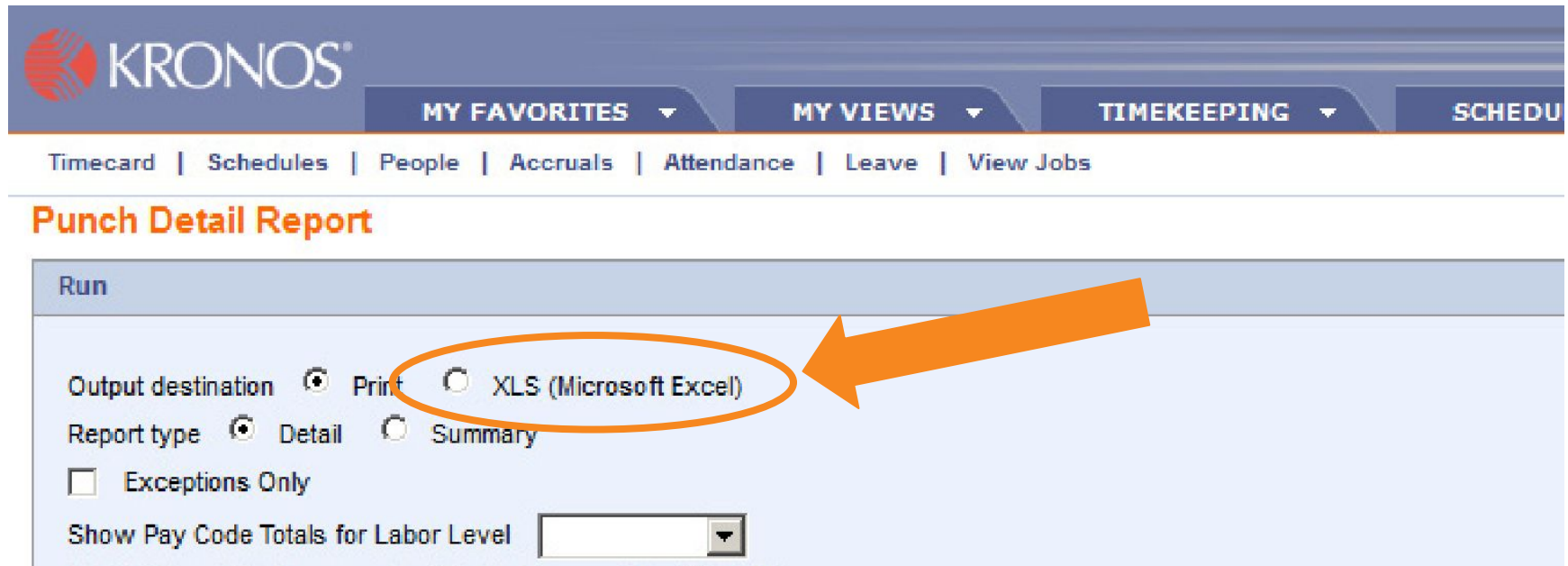
Date	Time	Exception
1/05/09	9:00	Late In
1/05/09	9:00	Late Out
1/05/09	9:00	Long Interval
1/05/09	9:00	Not Home Labor Level 1 (compan
1/05/09	9:00	Not Home Labor Level 2 (compan
- APPROACHING OT (DAILY):** A message stating "There were no records selected to be displayed."
- EXPIRED CERTIFICATION:** A message stating "There were no records selected to be displayed."
- TIME OFF REQUESTS:** A section titled "My People" with a search icon.
- APPROVAL/ATTESTATION:** A message stating "There were no records selected to be displayed."
- BIRTHDAYS:** A message stating "There were no records selected to be displayed."
- ANNIVERSARIES:** A table listing anniversaries.

Employee	Date	Years
Ruby Binley	07/22/95	17 Year(s)
Jan Caldwell	07/22/04	8 Year(s)

Security

Upgrading from version 6.0 or newer - *New Functions Added (cont.)*

Exporting Reports. Gives you the ability to export Punch Detail, Total Hours and other reports to Excel



The screenshot displays the Kronos Surety Systems interface. At the top, the Kronos logo is visible on the left, and navigation tabs for 'MY FAVORITES', 'MY VIEWS', 'TIMEKEEPING', and 'SCHEDULES' are on the right. Below these, a secondary navigation bar includes links for 'Timecard', 'Schedules', 'People', 'Accruals', 'Attendance', 'Leave', and 'View Jobs'. The main content area is titled 'Punch Detail Report' in orange. Underneath, there is a 'Run' section with several configuration options: 'Output destination' with radio buttons for 'Print' (selected) and 'XLS (Microsoft Excel)' (circled in orange with an arrow); 'Report type' with radio buttons for 'Detail' (selected) and 'Summary'; a checkbox for 'Exceptions Only'; and a dropdown menu for 'Show Pay Code Totals for Labor Level'.

Key Focus - HTML

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SURETY SYSTEMS

HTML

First Time Installs – Be Aware of OS levels!

Server Requirements - OS Level - V5R4M0 0

Kronos iSeries Central 6.2.0 requires at least V5R4M0 of the iSeries operating system. DO NOT attempt to load the accompanying software if your system runs an earlier version of the operating system.

- IBM AS/400 or iSeries Server running OS/400 V5R4M0 or higher
- DB2/400 or IBM UDB (Universal Database)
- Apache server configuration (required for web-access and Smartview transaction processing)

NOTE: V5R4 PTF LEVEL NOTIFICATION

Kronos iSeries Central 6.2.0 was created using the IBM i5/OS level of V6R1 and saved to the V5R4 level. Because Kronos objects have undergone a conversion when they were upgraded to V6R1 they must be converted back if they are restored to a V5R4 system.

IBM has developed the following PTFs to address the necessary object conversion.

THE APPLICABLE PTF MUST BE APPLIED BEFORE VERSION 6.1 CAN BE RESTORED.

- IF YOU ARE ON V5R4M0, YOU WILL NEED PTF - MF40520
- IF YOU ARE ON V5R4M5, YOU WILL NEED PTF - MF42655

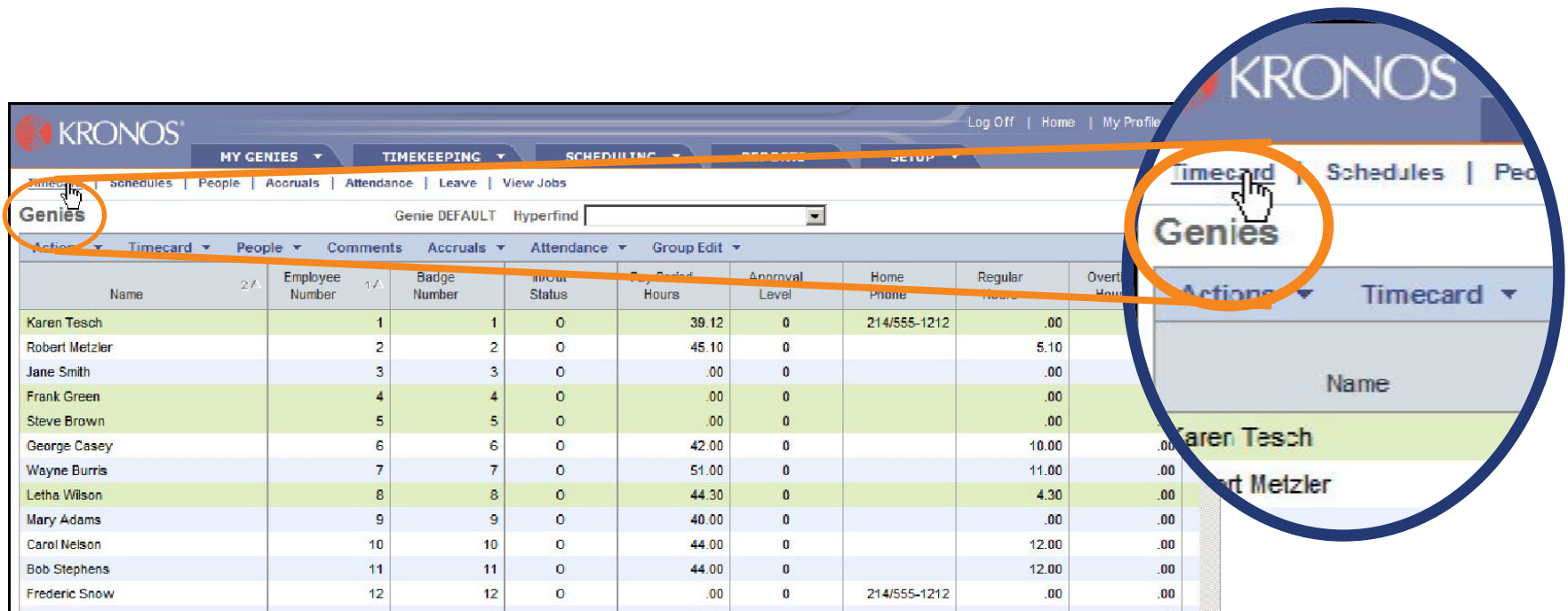
Ensure Apache administration can be accessed prior to install

LESSONS LEARNED: A Hotel Resort property did not verify that they could access the Apache Admin Server and during the install had errors that required them to work with IBM to fix some issues, which pushed the install 2 months.

HTML

Beneficial genies/navigators make HTML more accessible

- Genies control which employees you will have access to and assist in navigation.
- Navigators allow supervisors to manage their employees in a more timely fashion.



The screenshot displays the KRONOS web application interface. The top navigation bar includes the KRONOS logo, a user profile section with 'Log Off | Home | My Profile', and several main menu items: 'MY GENIES', 'TIMEKEEPING', 'SCHEDULING', 'PERSONNEL', and 'SETUP'. Below this, a secondary navigation bar contains 'Timecard', 'Schedules', and 'People'. A search bar for 'Genie' is set to 'DEFAULT' with a 'Hyperfind' button. A table lists employee details with columns for Name, Employee Number, Badge Number, In/out Status, Hours, Approval Level, Home Phone, Regular Hours, and Overtime Hours. A blue circle highlights the 'Genies' menu item, and an orange circle highlights the 'Timecard' menu item. A hand cursor is shown over the 'Genies' menu item.

Name	2A Employee Number	1A Badge Number	In/out Status	Pay Period Hours	Approval Level	Home Phone	Regular Hours	Overtime Hours
Karen Tesch	1	1	0	39.12	0	214/555-1212	.00	.00
Robert Metzler	2	2	0	45.10	0		5.10	.00
Jane Smith	3	3	0	.00	0		.00	.00
Frank Green	4	4	0	.00	0		.00	.00
Steve Brown	5	5	0	.00	0		.00	.00
George Casey	6	6	0	42.00	0		10.00	.00
Wayne Burris	7	7	0	51.00	0		11.00	.00
Letha Wilson	8	8	0	44.30	0		4.30	.00
Mary Adams	9	9	0	40.00	0		.00	.00
Carol Nelson	10	10	0	44.00	0		12.00	.00
Bob Stephens	11	11	0	44.00	0		12.00	.00
Frederic Snow	12	12	0	.00	0	214/555-1212	.00	.00

Key Focus – Job Descriptions

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Job Descriptions & AS400 Security

Must run valid and unique job descriptions within each company

- When you run reports or jobs within Kronos it uses the job description.
If the libraries are not specified it could run from the wrong libraries.

Library lists and version selection must be correct inside of Company create control maintenance (COCRT)

- When you sign into Kronos it uses the library list inside of COCRT to pull the correct libraries.

Green screen Users must be assigned to KRONOSGRP in their supplemental groups in their AS400 User Profile setup.

- If they are not assigned correctly, *they will not be able to access Kronos.*

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COCRT (Company Create)

Company create control maintenance is very important with new version

- Must have correct version listed
- Library list must be correct

3/27/10
16:38:03

CLKCDB-01
USERID

Company Database Maintenance

Position: Options: 1=Select 4=Delete

Opt	Company ID	Company Name	Default or User Defined Library List	Database Type
_	ST1	5.2 EXAMPLE	D	P

F3=Exit F6=Create

Bottom

Key Focus – Enhancements / New Features

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Enhancements / New Features

Take Time to Understand and Deploy These to Improve Your System...

- ❑ **HTML** Allows users to access software via an internet browser.
- ❑ **Navigators** Enhanced functionality for supervisors to view/maintain employee time.
- ❑ **Enhanced Genie functionality**
 - Historical Genies
 - Date Selection
 - Export
- ❑ **Time Off Requests** Allows employees to request time off either at the clock or via Employee Self Service.
- ❑ **Attestation** Allows employees to “Attest” that their time is correct, either via the Employee Self Service module or at the clock.
- ❑ **Leave** New Module which assists in tracking Leave requests. FMLA, STD, etc.
- ❑ **Exporting Reports** Allows HTML users to export certain reports to Excel

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Q & A

Questions? Ask now...

After this presentation, feel free to email me with:

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SURETY SYSTEMS



Kronos Practice Group

Providing senior-level consultants while allowing clients to maintain project ownership and control.

Surety Systems is a consulting firm solving clients' challenges across the ERP spectrum. Each of our practice groups grow expertise in specific technologies including Lawson, JD Edwards, SAP, Tax Technology, and Healthcare Integration (HL7/X12).

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