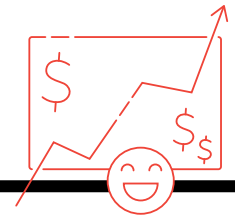


Assessment Checklist



A Kronos Optimization Assessment, often called a Gap Analysis, is a process that examines how well your current Kronos application fits or doesn't fit your needs. It examines where problems are occurring, why the problems exist, and how much those issues impact your current user adoption. Our optimization also validates if you are using Kronos in a way that supports your organization's operational requirements and business strategy.

Answering **Yes** to any of the questions in each section indicates a Kronos Optimization Assessment might be beneficial.

	YES	NO
Software Currency		
Are you two or more releases behind the current version of Kronos?		
Do you use the Classic View in Kronos?		
Are you implementing a new module or would you be interested in an assessment of what Kronos modules would benefit your users/company?		
Functionality		
Are your managers doing manual timesheet adjustments?		
Do you have multiple shifts or payrolls?		
Do you create schedules on an Excel spreadsheet?		
Do you make any manual adjustments to your payroll export file before importing it into your payroll system?		
Are you doing duplicate data-entry in Kronos and your Recruiting/HR/Payroll applications?		
Do you have collective bargaining agreements?		
If your CBAs have changed since you implemented Kronos, have you done a review of pay rules, work rules, scheduling and accruals?		
Have you reviewed the number of hyperfinds that have been created?		
Do you want to limit who has access to certain public hyperfinds?		
Are you utilizing workflow notifications?		
Have you updated any ERP applications that interface with Kronos?		
Are you following the recommended archiving schedule?		

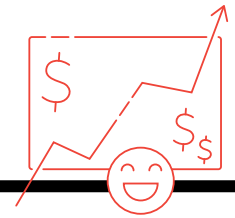
 **Improvizations** | 60401 Hanes Road | Bend, OR 97702 | 704-765-0857 | 970-396-7529 | www.improvizations.com

Kronos and the Kronos logo are registered trademarks of Kronos Incorporated or a related company. All references to Kronos or any of its software or infrastructure are hereby acknowledged by Improvizations as legally registered trademarks of Kronos, Inc. Improvizations (Improvizations, Inc.) is an independent solutions provider.

Copyright All Rights Reserved 2017.



Assessment Checklist



	YES	NO
Have you implemented new applications that need to interface with Kronos?		
Are you using custom reports?		
Are your Product Design Documents up to date with any configuration changes made post-implementation?		
Have you reviewed your policies against current FLSA rules?		
Are you comfortable with your ACA reporting compliance?		
Do your employees and managers get the actionable data they need from Kronos?		
User Adoption		
Do your employees know how to use genies?		
Do your employees understand how to use Navigators?		
Do you have an ongoing issues or wish list?		
Do you have a training process in place for new employees?		
Do you often have to contact Kronos Support with questions or issues?		
Does your company have a change plan for future Kronos releases?		
Are you getting the improvements in workflow and reporting that you were promised?		

Optimizing and automating processes leads to a more engaged and effective workforce, thereby reducing costs and improving productivity.

*Are you considering an assessment to analyze your Kronos application?
Connect with us to evaluate if an optimization assessment/gap analysis is right for you.*

 **Improvizations** | 60401 Hanes Road | Bend, OR 97702 | 704-765-0857 | 970-396-7529 | www.improvizations.com

Kronos and the Kronos logo are registered trademarks of Kronos Incorporated or a related company. All references to Kronos or any of its software or infrastructure are hereby acknowledged by Improvizations as legally registered trademarks of Kronos, Inc. Improvizations (Improvizations, Inc.) is an independent solutions provider.

Copyright All Rights Reserved 2017.



We Do Kronos®