

## How to log in:

### 1. From within Cabrini

Click the KRONOS icon on your desktop.

### OR from outside Cabrini:

In *Google Chrome*, type the URL:

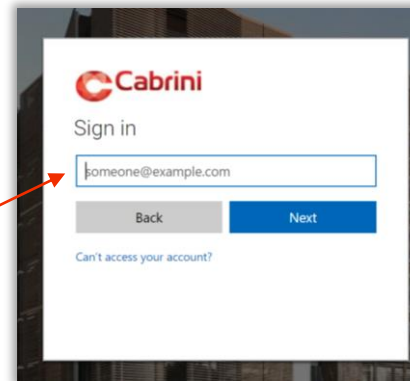
<https://cabrini.kronos.net/wfc/logon>

### 2. Enter your **Cabrini email address**

(Single sign-on will remember your email for subsequent logins on same computer)

### 3. Click the **NEXT** button

### 4. If prompted, enter your Cabrini network password.



**REMEMBER to use  
Google CHROME**

**Show Availability on Calendar**  
Click 'Visibility filter' and select  
'Employee Availability'.

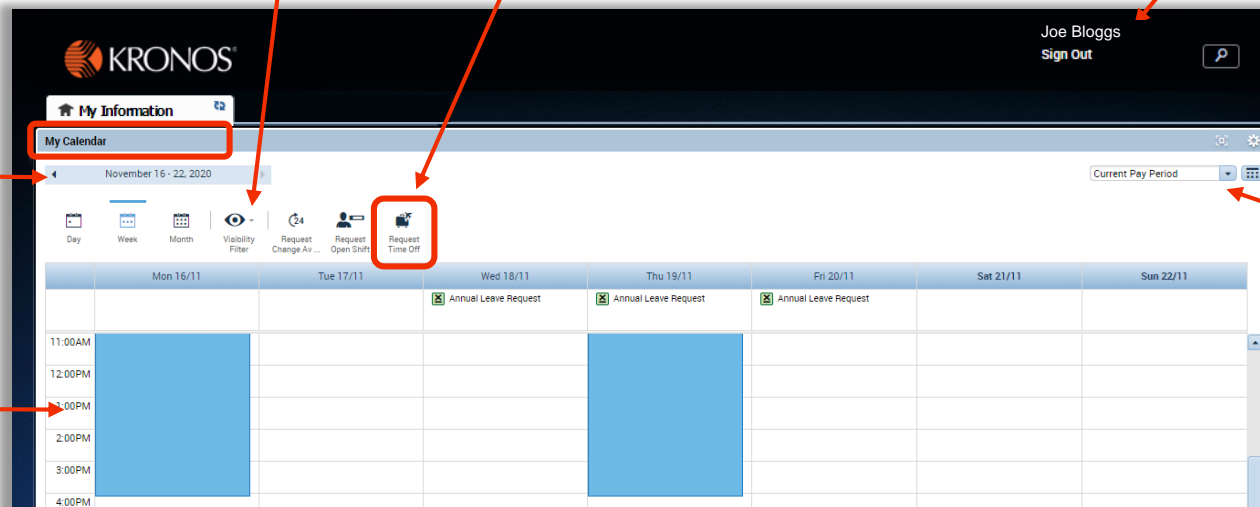
**Request Time Off**  
Click here to request leave.

**Name / Sign Out**  
Identifies user and a link to  
log out of navigator.

**Skip between weeks**  
Use the left & right arrows  
to skip between weeks in  
the period being viewed.

### YOUR SCHEDULE!

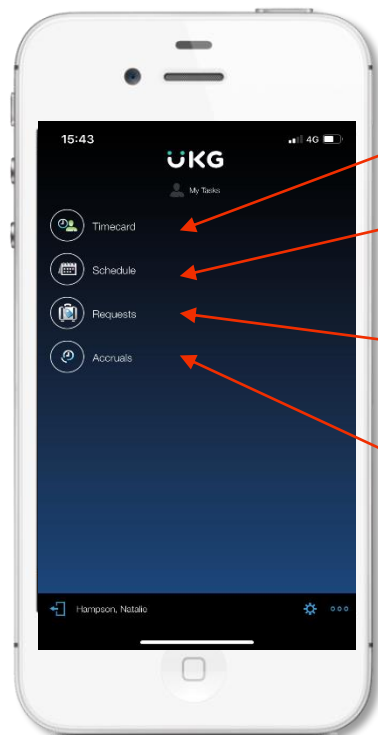
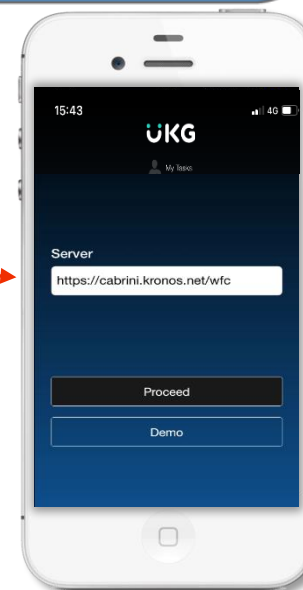
When you log in to  
KRONOS, your  
Calendar will display.  
This shows any *posted*  
schedules / rosters.



**Schedule Period / date to view**  
You can change the Schedule period  
using the drop-down and arrows or  
Calendar icon.

## How to get the App & log in:

1. Download the **UKG Workforce Central** app from your phone's App store (*KRONOS' new business name is UKG*)
2. Enter **Cabrini Server** – <https://cabrini.kronos.net/wfc> (first login only)
3. Log in with your **Cabrini email address & network password**.  
*Call 9508 1010 or email the IT Service Desk if you don't know your email/password.*



**TIMECARD** - View Timecard details for Current or Previous Pay Periods

**SCHEDULE** - View your Schedule week-by-week. If a specific period isn't showing your roster, check with your Manager.

**REQUESTS** – Click the **+** sign at top of Requests screen to select type of 'request'.

- TIME OFF: Request all types of Annual and Personal leave.
- Availability: Relevant for some part-time and casual staff. Please check with your manager.

**ACCRUALS** - View your Annual Leave and Sick Leave balance at current and projected dates.

For more detailed instructions on how to use KRONOS, please refer to:

- Job Aids & videos on [Cabinet > Staff Resources > KRONOS](#)
- Book into Kronos training via Workday Learning (for managers & supervisors)