

How to log in:

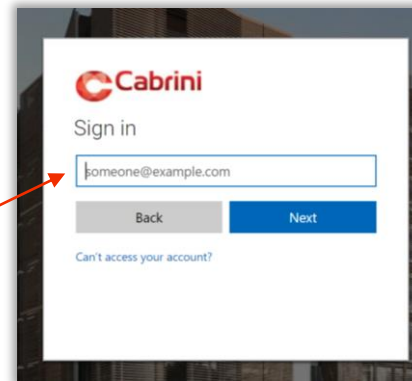
1. From within Cabrini

Click the KRONOS icon on your desktop.

OR from outside Cabrini:

In *Google Chrome*, type the URL:

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



REMEMBER to use Google CHROME

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**.

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

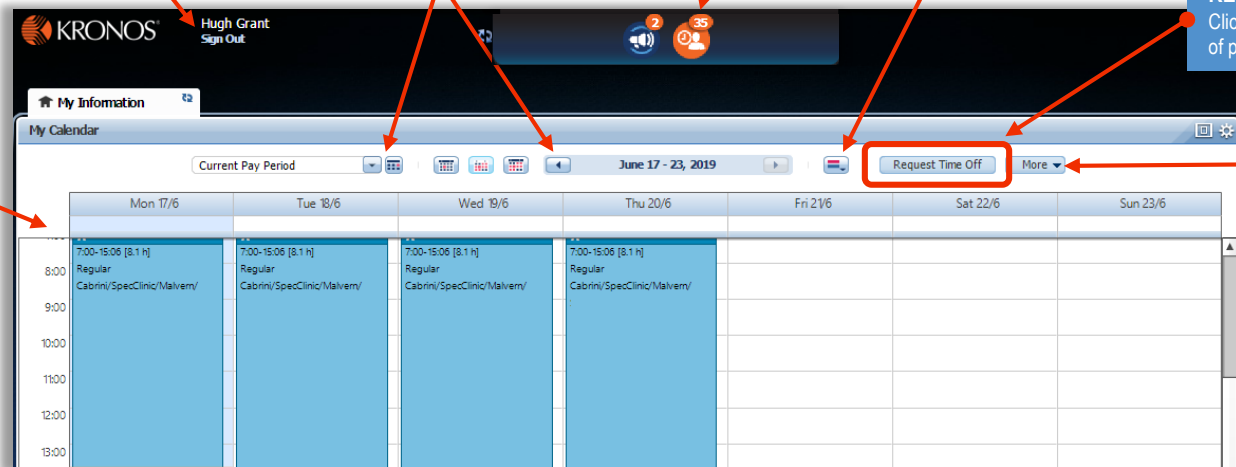
Schedule Period
You can change the period you're viewing with the drop-down, the calendar icon and the arrows.

ALERTS
Notifications about Time Off requests

Show Availability on Calendar
Click here and select 'Employee Availability'.

REQUEST TIME OFF
Click here to request all types of personal leave.

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

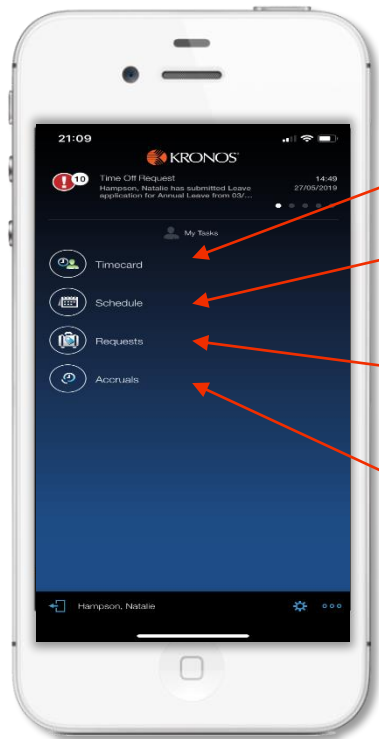
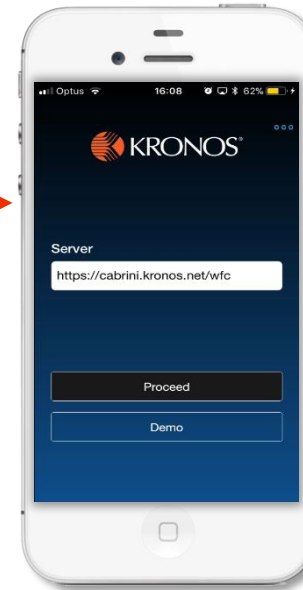


MORE > Manage your Availability for EXTRA shifts
Click here to make a change to your availability; this advises your Manager when you are/are not available to pick up extra shifts.
Speak to your manager to see if this is relevant for your local work practices.

How to access the KRONOS mobile app

How to get the App & log in:

1. Download the KRONOS Mobile™ app from your phone's App store
2. Enter Cabrini Server – <https://cabrini.kronos.net/wfc> (first login only)
3. Log in with your Cabrini email address & network password.
Call x1010 or email the 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:

- User guides and videos at [Cabinet > Staff Resources > KRONOS](#).

For technical support contact the Service Desk on x1010. For specific leave queries, please contact Payroll.