Cyborg Navigation

The Kronos Time and Attendance screens are located on Cyborg’s ‘Employee Resourcing’ menu under the Kronos Time and Attendance sub-menu as seen in the figure 1.

There are five screens that need to be completed. In some cases fields will be read-only and in other cases there will be pick list to choose from.

Note: If help is required completing the data in the Cyborg screens please contact Payroll Central at Payroll@broward.org or 954-357-7190.

Kronos Supervisor Input Screen (Cyborg Screen Name: XKSSCR)

This screen is used by the Division’s Payroll and HR Liaison as well as Payroll Central Staff to add or modify an employee’s supervisor; this information is transmitted to Kronos on a nightly basis in order to ensure that each employee has a valid time card approver. Figure 2 displays a sample of the Kronos Supervisor Input screen.

Kronos Supervisor Inquiry Only Screen (Cyborg Screen Name: XKISCR)

This screen is used by the Division’s Payroll and HR Liaison as well as Payroll Central Staff to view an employee’s supervisor, to ensure that the correct information is transmitted to Kronos on a nightly basis in order to ensure that each employee has a valid time card approver. Figure 3 displays a sample of the Kronos Supervisor Inquiry screen.
Maintenance of Kronos Data in Cyborg

Kronos Pay Rule Screen
(Cyborg Screen Name: XKPSCR)

This screen is used by the Division’s Payroll and HR Liaison as well as Payroll Central Staff to update the following fields as applicable ‘Shift Assignment’, ‘Weekend Shift’ and ‘Transist Extra Board’, to ensure that the correct information is transmitted to Kronos on a nightly basis. Figure 4 displays a sample of the Kronos Pay Rule screen.

Kronos Maintenance Screen
(Cyborg Screen Name: XKMSCR)

This screen is used by the Division’s Payroll and HR Liaison as well as Payroll Central Staff to update all fields except the ‘Email Address’ and ‘Active Directory User Name’ field to ensure that the correct information is transmitted to Kronos on a nightly basis. Figure 5 displays a sample of the Kronos Maintenance screen.

Kronos Work Address Screen
(Cyborg Screen Name: XKASCR)

This screen is used by the Division’s Payroll and HR Liaison as well as Payroll Central Staff to add or modify an employee’s supervisor, this information is transmitted to Kronos on a nightly basis in order to ensure that each employee has a valid time card approver. Figure 2 displays a sample of the Kronos Supervisor Input screen.

Need Help? Contact ETS Service Desk

Self Service Xpress  selfhelp@broward.org  954-357-8600

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