



INFORMATION SERVICES NEWS



Tech News: Kronos Clocks Down for Maintenance

Kronos clocks located across various buildings and campuses will undergo necessary maintenance according to the schedule below. During this time, the clocks might not record clock-in and clock-out punches.

Action Required

- Please review the maintenance schedule below.
- During maintenance hours, employees are encouraged to use the [Kronos](#) application on computers for clocking in/out.
- Employees will need to notify their leaders for any missed time.
- Leaders will need to submit timekeeping adjustment forms, as needed.
- Leaders, please make sure your employees are aware of this maintenance, especially those without regular access to email.

Schedule (May 2024)

Phase I - Impacted Location	Maintenance Schedule
West Campus	Thursday, May 30 @ 5 p.m. – 11 p.m. Friday, May 31 @ 5 p.m. – 11 p.m.
Woodlands Hospital	Thursday, May 30 @ 5 p.m. – 11 p.m. Friday, May 31 @ 5 p.m. – 11 p.m.

Schedule (June 2024)

Phase II - Impacted Location	Maintenance Schedule
610 HP	Thursday, June 13 @ 5 p.m. – 11 p.m. Friday, June 14 @ 5 p.m. – 11 p.m.
Legacy Tower	Thursday, June 13 @ 5 p.m. – 11 p.m. Friday, June 14 @ 5 p.m. – 11 p.m.
Pavilion for Women	Thursday, June 13 @ 5 p.m. – 11 p.m. Friday, June 14 @ 5 p.m. – 11 p.m.
Pavilion Tower II	Thursday, June 13 @ 5 p.m. – 11 p.m. Friday, June 14 @ 5 p.m. – 11 p.m.

Phase III - Impacted Location	Maintenance Schedule
Abercrombie	Thursday, June 27 @ 5 p.m. – 11 p.m. Friday, June 28 @ 5 p.m. – 11 p.m.

El Rio Warehouse	Thursday, June 27 @ 5 p.m. – 11 p.m. Friday, June 28 @ 5 p.m. – 11 p.m.
Feigin	Thursday, June 27 @ 5 p.m. – 11 p.m. Friday, June 28 @ 5 p.m. – 11 p.m.
Meyer	Thursday, June 27 @ 5 p.m. – 11 p.m. Friday, June 28 @ 5 p.m.– 11 p.m.
Mark Wallace Tower	Thursday, June 27 @ 5 p.m. – 11 p.m. Friday, June 28 @ 5 p.m. – 11 p.m.
NRI	Thursday, June 27 @ 5 p.m. – 11 p.m. Friday, June 28 @ 5 p.m. – 11 p.m.
West Tower	Thursday, June 27 @ 5 p.m. – 11 p.m. Friday, June 28 @ 5 p.m. – 11 p.m.

Schedule (July 2024)

Phase IV - Impacted Location	Maintenance Schedule
Austin	Thursday, July 11 @ 5 p.m. – 11 p.m. Friday, July 12 @ 5 p.m. – 11 p.m.
Austin Specialty Care	Thursday, July 11 @ 5 p.m. – 11 p.m. Friday, July 12 @ 5 p.m. – 11 p.m.

Questions?

If you have questions, you can:

- Contact the IS Service Desk at Ext. 4-3512 (external 832-824-3512)
- Visit the [IS Service Portal](#) and submit a self-service ticket for assistance by choosing Get Help.

Thank you for your partnership.

Information Services

Please do not respond to this email; IS does not monitor the mailbox.