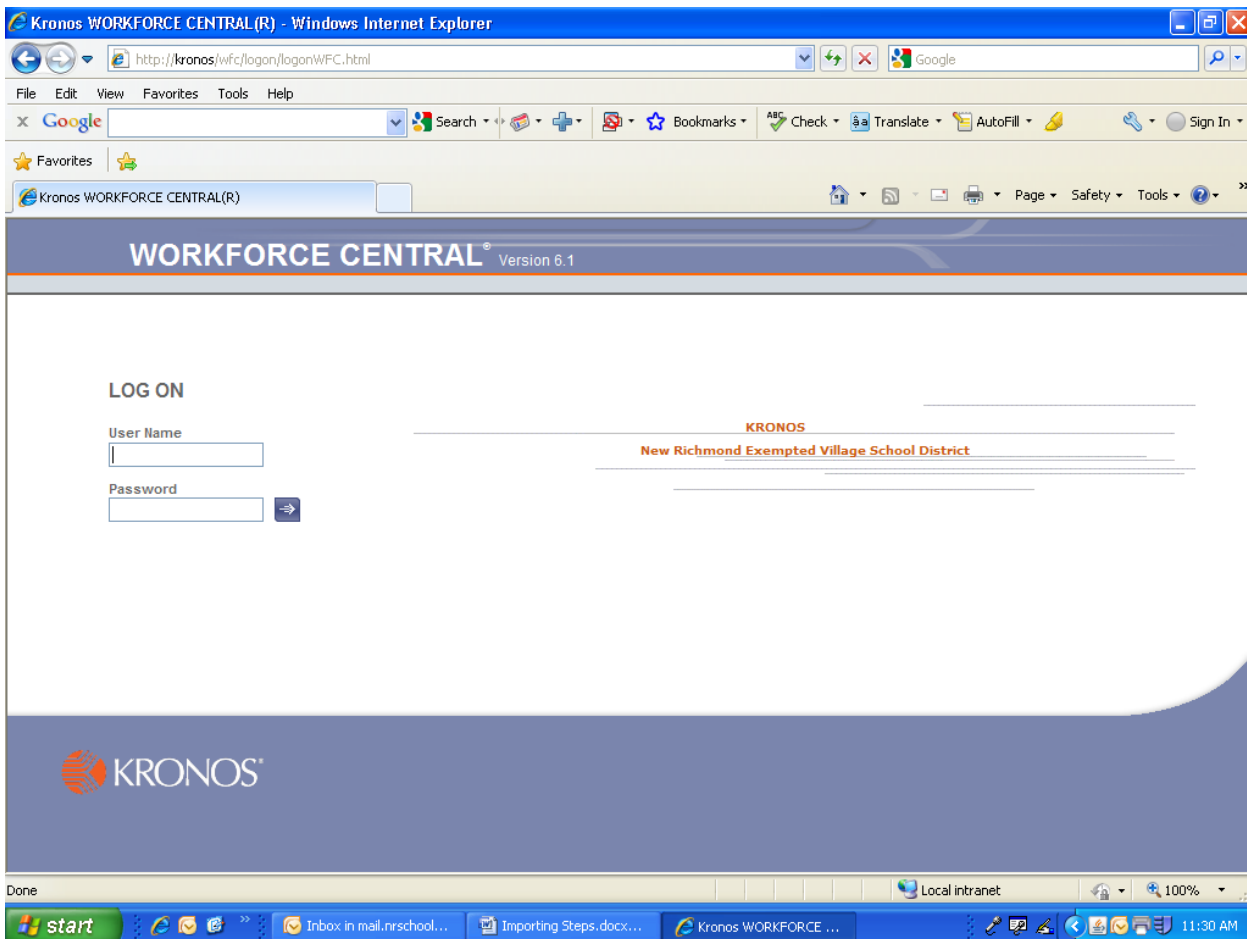


LOGGING ON TO KRONOS



1. Log on to the computer, then log on to Kronos.
2. Use **last name_first initial** for the username and enter **123456** as the password.
NOTE: You will then be asked to enter a new password.

TO VIEW TIMECARD

Choose MY INFORMATION tab and click "My Timecard"

Date	Pay Code	Amount	Accruals	Comment	Approvals	In	Transfer	Out	Shift	Daily	Cumulative
Sat 9/04											
Sun 9/05											
Mon 9/06	Labor Day	0.0									
Tue 9/07				8:20AM				3:40PM	7:33	7:33	7:33
Wed 9/08				8:20AM				3:40PM	7:33	7:33	14.67
Thu 9/09				8:20AM				3:40PM	7:33	7:33	22.0
Fri 9/10				8:20AM				3:40PM	7:33	7:33	29.33
Sat 9/11											29.33
Sun 9/12											29.33

NOTE: Make sure you choose the correct "Time Period."

TO ENTER SUPPLEMENTAL HOURS

The screenshot shows the Kronos WORKFORCE CENTRAL interface. The 'MY TIMECARD' section is active, displaying a table with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. A red circle highlights the 'Approvals' section of the table, and a red arrow points to the 'insert row' button (a plus sign in a square) in the first column of the table.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 9/04											
Sun 9/05											
Mon 9/06	Labor Day	0.0									
Tue 9/07			8:20AM		3:40PM				7.33	7.33	7.33
Tue 9/07											
Wed 9/08			8:20AM	HOME BOUND INSTRUC	3:40PM				7.33	7.33	14.67
Thu 9/09			8:20AM	HOME BOUND INSTRUC	3:40PM				7.33	7.33	22.0
Fri 9/10			8:20AM		3:40PM				7.33	7.33	29.33
Sat 9/11											29.33

1

1. Click on the 'insert row' button.
2. Enter a beginning time in the 'In' column. **NOTE:** the supplemental start time needs to be a time that is later than your "out" time as a teacher.
3. Click on the arrow of the 'Transfer' column to get a drop-down list. Click on the 'Search' button. You will then see a pop up window.

The screenshot shows the Kronos WORKFORCE CENTRAL interface with the 'Select Transfer' dialog box open. The dialog box has a search field and a list of available entries. The 'Position' button is selected, and the 'HOME BOUND INSTRUC' position is highlighted in the list.

Available Entries:	Location
CUSTODIAN,	<input type="radio"/>
CUSTODIAN 2-3,	<input type="radio"/>
CUSTODIAN P-T,	<input type="radio"/>
DETENTION,,	<input type="radio"/>
FIELD TRIP,,	<input type="radio"/>
HOME BOUND INSTRUC,,	<input checked="" type="radio"/>
LPDC,,	<input type="radio"/>
MAINTENANCE,,	<input type="radio"/>
MECHANIC,,	<input type="radio"/>
SECRETARY,,	<input type="radio"/>
	<input type="radio"/>
	<input type="radio"/>

4. Click on the 'Position' button and then scroll down and choose the correct supplemental position.
5. Click OK
6. Enter your ending time in the 'Out' column.
7. Click 'Save'. Look at the "shift" column to confirm your hours.

TO ADD A COMMENT

1. Choose the time you want to add a comment to and right click, choose 'Add Comment' and you'll see another pop-up box.
2. Choose a 'Comment' and then you can add a 'Note'.
3. Click 'OK' and then 'Save'.

The screenshot shows the Kronos Workforce Central interface in a Windows Internet Explorer browser. The user is logged in as 'Test, Teacher' (ID: 666666). The 'MY TIMECARD' section is active, showing a timecard for the 'Previous Pay Period'. The timecard table has columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The entry for Monday, 8/23, at 4:00PM is highlighted, and a context menu is open with 'Add Comment...' and 'Edit Punch...' options circled in red.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 8/21											
Sun 8/22									7.33		
Mon 8/23			8:20AM		3:40PM				1.0	8.33	8.33
Mon 8/23			4:00PM	...TOR///T Sheet R	5:00PM				7.33	7.33	15.67
Tue 8/24			8:20AM		3:40PM				7.33	7.33	23.0
Wed 8/25			8:20AM		3:40PM				7.33	7.33	30.33
Thu 8/26			8:20AM		3:40PM						

The screenshot shows the same Kronos Workforce Central interface, but with the 'Add Comment' dialog box open. The dialog has a 'Comments' list with 'Supplemental Contract' selected. Below the list is a 'Note' text area containing the text 'worked with Jane Doe'. The dialog has 'OK', 'Cancel', and 'Help' buttons. The background timecard is partially visible.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sat 8/21											
Sun 8/22									7.33		
Mon 8/23			8:20AM		3:40PM				1.0	8.33	8.33
Mon 8/23			4:00PM	...TOR///T Sheet R	5:00PM				7.33	7.33	15.67
Tue 8/24			8:20AM		3:40PM				7.33	7.33	23.0
Wed 8/25			8:20AM		3:40PM				7.33	7.33	30.33
Thu 8/26			8:20AM		3:40PM						

TO ENTER TIME OFF (only if the date missed is in the past)

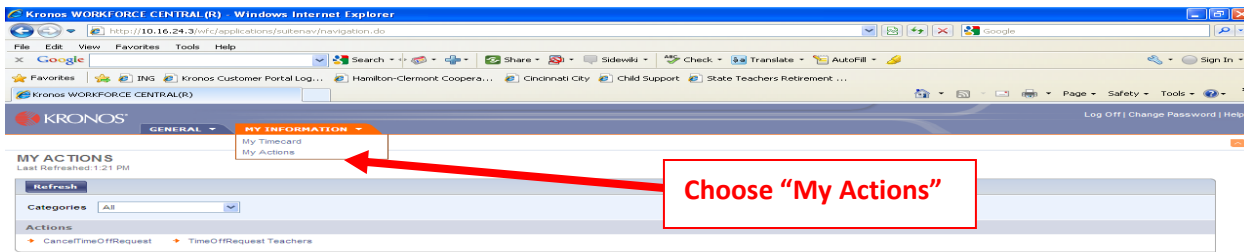
1. If you missed a whole day, choose the 'Delete Row' button and then answer yes to 'Erase Data for the Entire Row?'
2. If you missed a ½ day, enter the correct starting and ending time (**Elem:** 8:20am – 12:00pm OR 12:00pm – 3:40pm **MS:** 7:10am – 10:50am OR 10:50am – 2:30pm **HS:** 7:05am – 10:45am OR 10:45am – 2:25pm) for that day and then click on the 'Insert Row' button.

The screenshot shows the Kronos Workforce Central interface. The 'MY TIMECARD' section is visible, showing a table with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. A dialog box titled 'Workforce Central' is open, asking 'Erase data for the entire row?' with 'Yes' and 'No' buttons. Red arrows labeled '1' and '2' point to the 'Delete Row' button and the dialog box respectively.

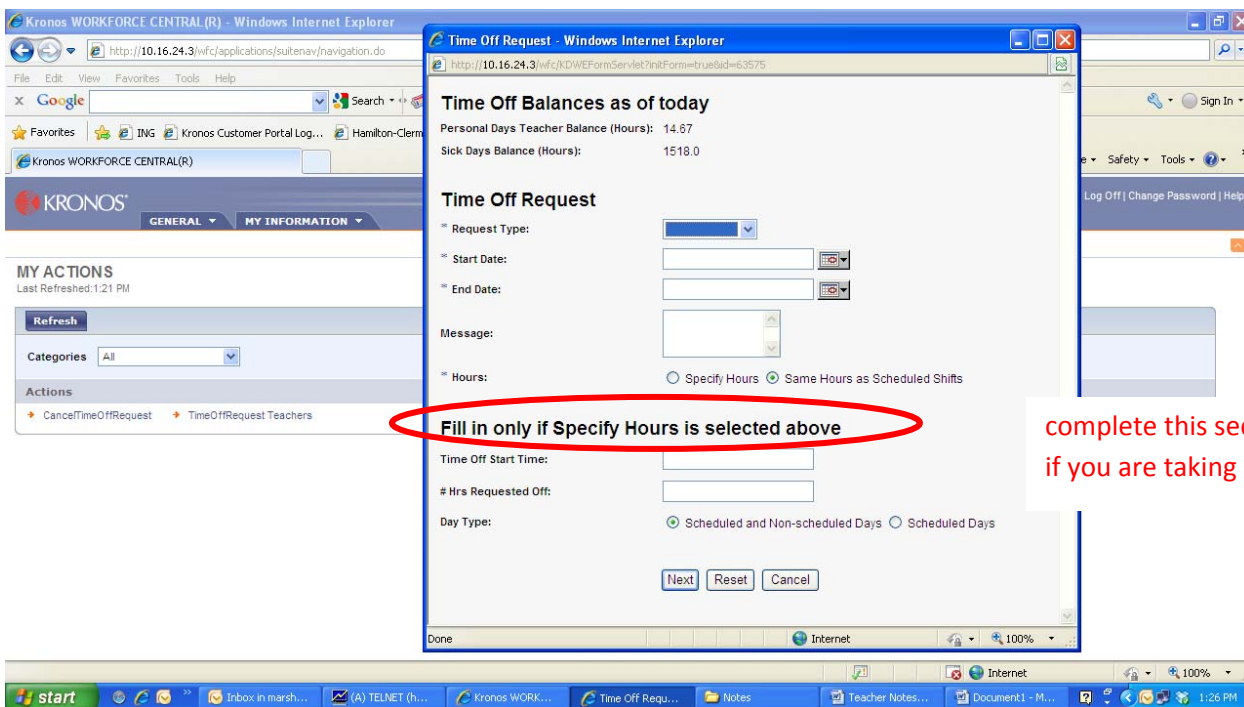
3. Click on the 'Pay Code' drop down button and choose the type of leave you took.
4. Enter the number of hours taken in the 'Amount' column (7.33 for a whole day or 3.67 for ½ day).
5. Click 'Save'. Look at the "shift" column to confirm your hours.

The screenshot shows the Kronos Workforce Central interface. The 'MY TIMECARD' section is visible, showing a table with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The 'Pay Code' dropdown menu is open, showing options like Jury, Personal, Professional, Sick Hours, Hours Worked, and Hours Worked with. The 'Amount' column is circled in red.

TO REQUEST TIME OFF



1. Choose 'MY INFORMATION' tab and click on 'My Actions'
2. Click on 'TimeOffRequest Teachers' and you'll see the following pop-up box
NOTE: Personal Days & Sick Days are noted here in hours, not days (due to the cost of programming, this was the only logistical way of handling the situation)



3. Choose the type of leave you are requesting from the drop-down list.
4. If you are only taking one day, the 'Start Date' & 'End Date' will be the same date. If you are taking off two or more **days in a row**, the 'Start Date' will be the first day missed and the 'End Date' will be the last day missed.
5. You can add a 'Message' for yourself or your supervisor. If you are taking 1/2 day, you will need to type in the time of day you will be leaving or coming in.
6. NOTE: If you are taking a half-day, click on "Specify Hours" and complete the two boxes under 'Fill in only if Specify Hours is selected above'.
7. Enter the time that your leave is to start (ex: if you are coming in late, enter the time your day usually starts (7:10am); if you are leaving early, enter the time you are leaving (10:50am).
8. Enter 3.67 and click on 'Next'.

The **Time Off Request** will be sent electronically to your Supervisor. You will receive an e-mail confirming your request and once your principal approves your time off, you will receive a reply by e-mail. The approved time off will also automatically enter into your time card and will simultaneously decrease your sick or personal balance by that amount of time.

APPROVING YOUR TIME CARD

You only need to approve your time card if you have taken any type of leave or you have supplemental time.

The screenshot shows the Kronos WORKFORCE CENTRAL(R) interface in a Windows Internet Explorer browser. The page title is "MY TIMECARD" and the user is identified as "Test, Teacher" with ID "666666". The "Time Period" is set to "Previous Pay Period".

The main table displays time card entries for the week of 8/21 to 8/28. The "Approvals" column has a dropdown menu open, with "Approve" and "Remove Approval" options visible. The "Approve" option is circled in red. The table columns include Date, Pay Code, Amount, Accruals, Comments, Approvals, Transfer, In, Out, Shift, Daily, and Cumulative.

Date	Pay Code	Amount	Accruals	Comments	Approvals	Transfer	In	Out	Shift	Daily	Cumulative
Sat 8/21											
Sun 8/22											
Mon 8/23				8:20AM				3:40PM		7.33	
Mon 8/23				4:00PM	...TOR////T Sheet R			5:00PM		1.0	8.33
Tue 8/24				8:20AM				3:40PM		7.33	15.67
Wed 8/25				8:20AM				3:40PM		7.33	23.0
Thu 8/26				8:20AM				3:40PM		7.33	30.33
Fri 8/27				8:20AM				3:40PM		7.33	37.67
Sat 8/28											

Below the table, there are sections for "TOTALS & SCHEDULE" and "COMMENTS". The "TOTALS & SCHEDULE" section shows a summary of the time card data, including "Accrual Code", "Balance on Selected Date", and "Days". The "COMMENTS" section shows a list of comments for the selected date, including "Sat 8/21".