

KRONOS TIMECLOCK INSTRUCTIONS

USING THE KRONOS TIME KEEPING PROGRAM:

The TimeClock can be accessed on any school computer by selecting the "TIMECLOCK" link. The URL to access the TimeClock from home is: <https://secure4.saashr.com/ta/6153778.login>

****Employees must record actual hours worked AND leave hours. (Leave requests will not be made through KRONOS). YOU MUST RECORD ALL HOURS ACTUALLY WORKED.**

****You do not need to clock in/out for lunch, instead you will enter your total hours for the day, less your lunch break. Example, you are scheduled to work from 7:40 am to 3:30 pm and you take a 20 minute lunch. You will record 7:30 for hours worked. LEAP STAFF MUST RECORD THE FROM AND TO TIME, and not enter total hours in the Raw column.**

****Record your hours daily. There is a phone app and you can use the KRONOS program from your home computer. Do not record your hours until you have completed your work for the day as you will NOT know your total hours until you have actually worked those hours.**

****You must submit timesheets after each week, on the following Monday.**

****PLEASE CONTACT LEXIE VAUGHAN OR TAMMY KIRKWEIG, HUMAN RESOURCE SPECIALISTS, VIA EMAIL, BY PHONE (573-392-8000) OR IN PERSON AT THE BOARD OFFICE IF YOU HAVE ANY PROBLEMS OR ISSUES WITH THE TIME CLOCK.**

LOGGING IN THE FIRST TIME

1. You will be given your User Name and the initial password is 123456. You will have to go through the Configure Virtual Code Settings process.
2. A “code” will be sent to your email or cell phone (you can choose). Enter the code in the box indicated.
3. Put a check mark in the small box below so that you will not have to go through the validation process next time you login on the same device. You will have to go through this process the first time you use a new computer or device. You will need to change your password after logging in the first time.

WORKFORCE READY

Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

i Info Message:

Email was sent successfully. Enter in the code you've received in the field below.


To eliminate this step for future logins on the current device, use the check box.

Methods: Text Message Voice Email

Email will be sent to: t*****g@eldonmustangs.org

SEND EMAIL

#2 Enter Code

 Enter Code

#3 Check this box

By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE

RECORDING TIME


1. Enter your total hours worked in the “Raw Total” box each day at the end of the work day. Time must be entered in 15 minute increments. **You will round your time to the nearest quarter hour. IE, 7:22 would round down to 7:15 and 7:23 would round up to 7:30.** If you take a lunch, you do not have to record the From and To time for lunch. You will deduct the lunch break from your total hours for the day.
2. Click the “SAVE” button after entering your time each day.

The screenshot shows the Kronos Timesheet Edit interface. At the top, there is a navigation bar with 'KRONOS' and a menu icon. Below it, the page title is 'Timesheet Edit'. A red arrow points from a callout box '2. Click the "SAVE" button.' to the 'SAVE' button in the top right navigation bar. Below the navigation bar, there is a status bar with 'Success (1)' and 'Timesheet saved.' messages. The main content area is a table with columns: 'Activities', 'To', 'Raw Total', 'Calc. Total', 'Route', 'Schedule', and 'Exceptions'. The table has four rows of data for 'COOK HS' with 'Base Pay' activity. The 'Raw Total' column shows 7:30 for the first three rows and 0:00 for the last row. A red arrow points from a callout box '1. Enter your total hours worked here.' to the 'Raw Total' input field for the first row. At the bottom of the table, there is a 'Timesheet Total' row showing 37:30 for 'Raw Total' and 37:30 for 'Calc. Total'.



3. **If you work outside your normal scheduled working hours for the week enter a note explaining the reason you worked over or under your normal working hours.** Example: you are scheduled to work 37.5 hours per week, but work 38 or 37.25. You will need to explain why. You can add the note on a daily basis or at the end of the week when you submit your timesheet.
4. Click the “Save” button to save the note.

The screenshot shows the Kronos Timesheet Edit interface with a 'Notes' dialog box open. The dialog box has a title bar 'Notes' and a close button. The main content area of the dialog box contains a text input field with the text 'Worked late to clean up a spill.' Below the text input field, there are three buttons: 'Clear', 'Cancel', and 'Save'. A red arrow points from a callout box '4. Click the "Save" button.' to the 'Save' button. In the background, the Timesheet Edit interface is visible, and a red arrow points from a callout box '3. Click this icon to enter a note.' to the plus icon in the 'Activities' table.


RECORDING TIME FOR A DIFFERENT JOB/EXTRA DUTY





1. When recording additional time for job different from your base pay, you will need to add another row to record your time. Select the  icon to add another row.




2. To record the additional hours at a different job other than your Base Job, select the List Values icon  under the Extra Duty column and select the job for which you are recording time by selecting the blue flag icon  next to the job. (Your Extra Duty Jobs may be different than the jobs listed below.) If you do not find the Extra Duty job in the list, please contact Tammy or Lexie at 573-392-8000.

Lookup

Rows On Page Rows 1-4 

↕ Cost Full Name	
	starts with <input type="text"/>
	Base Pay
	LEAP INSTRUCTOR AM-NON-CERT
	LEAP INSTRUCTOR PM - NON-CERT
	LEAP PD - NON CERTIFIED



3. Enter your total hours in the Raw Total column.
4. Click the SAVE button when you are finished.

RECORDING LEAVE HOURS (this is NOT where you request your leave; only where you record the leave hours)

1. Click on the icon under the “Time Off” column and select what type of leave you are requesting.
2. Enter the total number of leave hours requested in the “Raw Total” box.
3. Click the “SAVE” button.

The screenshot shows the Kronos Timesheet Edit interface. A callout box labeled '3. Click the "SAVE" button.' points to the 'SAVE' button in the top navigation bar. Another callout box labeled '2. Enter the amount of leave time in the "Raw Total" box.' points to the 'Raw Total' input field in the table. A third callout box labeled '1. Click here to choose which leave you would like to use.' points to the dropdown menu in the 'Time Off' column of the table.

Date	Job	Activities	Time Off	In Date	From	To	Raw Total	Calc. Total	Route	Schedule	Exceptions
WED 22	6151/5402/COOK HS	Base Pay		Wed 22			7:30	7:30		N/A	GS
Day Total:							7:30	7:30			
THU 23	6151/5402/COOK HS	Base Pay		Thu 23			7:30	7:30		N/A	GS
Day Total:							7:30	7:30			
FRI 24	6151/5402/COOK HS	Base Pay		Fri 24			7:30	7:30		N/A	GS
Day Total:							7:30	7:30			
SAT 25	6151/5402/COOK HS			Sat 25				0:00		N/A	
Day Total:							0:00	0:00			
Timesheet Total:							37:30	37:30			

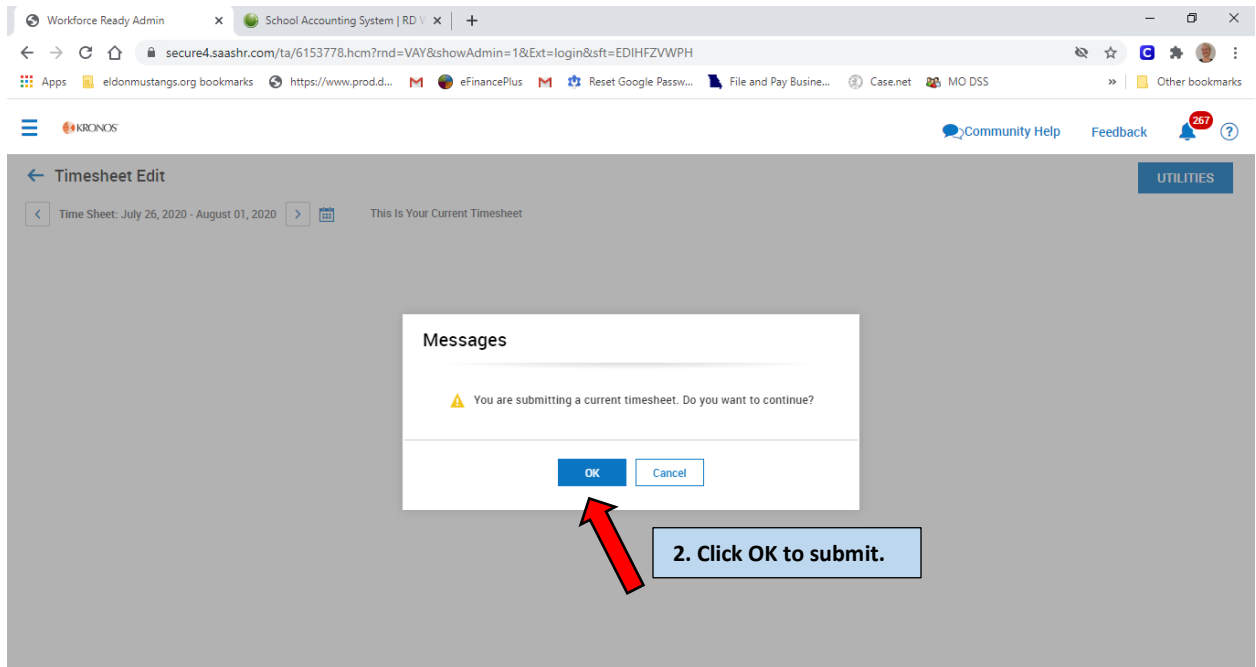
SUBMITTING TIME SHEET

1. **SUBMIT YOUR TIMESHEET FOR APPROVAL WEEKLY. SUBMIT ON THE MONDAY MORNING OF THE FOLLOWING WEEK.** Click on the “SUBMIT FOR APPROVAL” button after your timesheet is complete and ready for your Supervisors approval.

The screenshot shows the Kronos Timesheet Edit interface. A callout box labeled '1. Click "SUBMIT FOR APPROVAL".' points to the 'SUBMIT FOR APPROVAL' button in the top navigation bar.

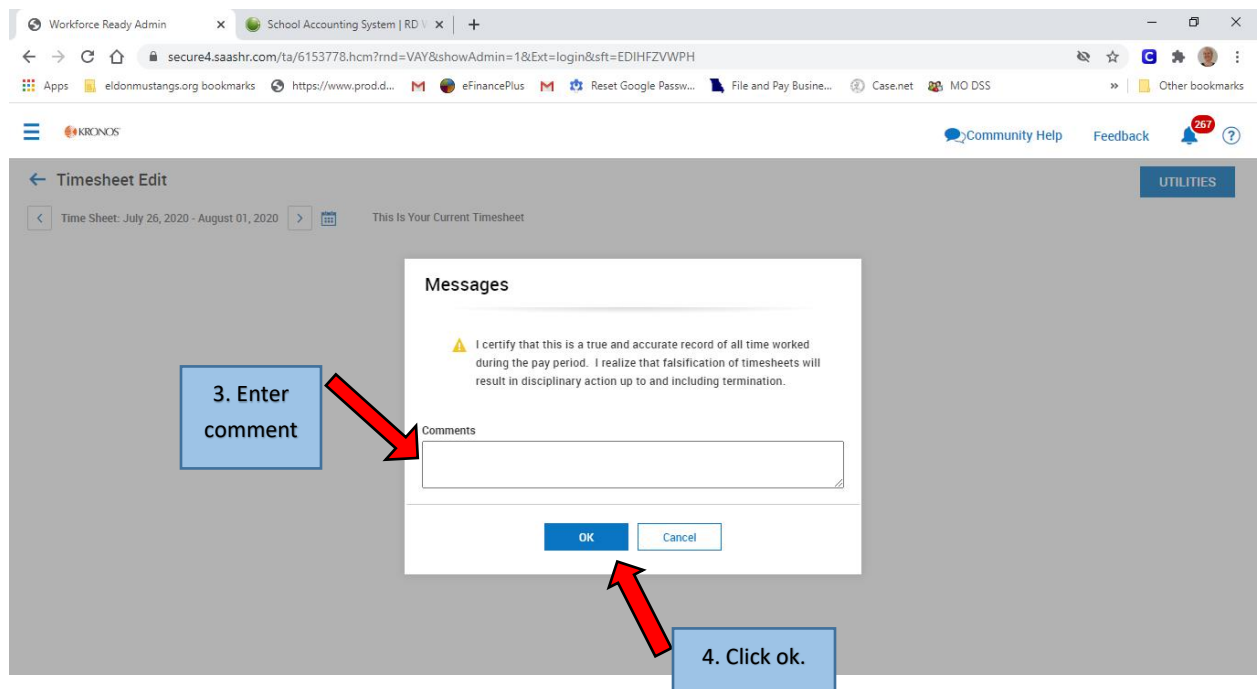
Activities	Time Off	In Date	From	To	Raw Total	Calc. Total	Route	Schedule	Exceptions
/COOK HS	Base Pay	Wed 22			7:30	7:30		N/A	GS
Day Total:					7:30	7:30			
/COOK HS	Base Pay	Thu 23			7:30	7:30		N/A	GS
Day Total:					7:30	7:30			
/COOK HS	Base Pay	Fri 24			7:30	7:30		N/A	GS
Day Total:					7:30	7:30			
/COOK HS		Sat 25				0:00		N/A	
Day Total:					0:00	0:00			
Timesheet Total:					37:30	37:30			

2. Click "OK" to submit the timesheet.



3. You should add any pertinent comments to explain your timesheet if necessary.

4. Click "OK".



5. Timesheet has been submitted for Supervisor approval. If rejected, you will receive an email to make any corrections.