

## **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 KIRKWEG, HUMAN RESOURCE SPECIALISTS, VIA EMAIL, BY PHONE (573-392-8000) OR IN PERSON AT THE BOARD OFFICE.**

## LOGGING IN THE FIRST TIME

You will be given your User Name and the password is 123456. You will have to go through a validation process. A “code” will be sent to your email or cell phone (you can choose). Enter the code in the box indicated, 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. You will need to change your password.

## 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.

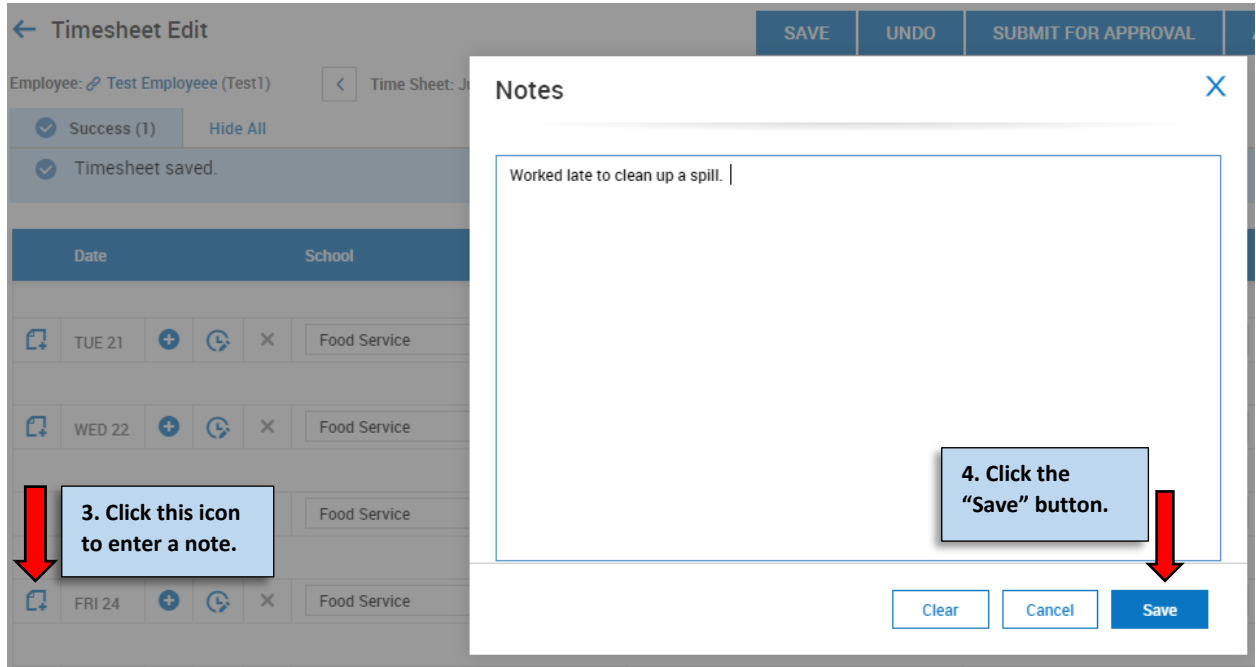
The screenshot shows the Kronos Timesheet Edit interface. At the top, there is a navigation bar with the Kronos logo, a 'Timesheet Edit' breadcrumb, and buttons for 'SAVE', 'UNDO', 'SUBMIT FOR APPROVAL', 'APPROVE', 'DOCS', 'UTILITIES', and 'INFO'. A red arrow points from a callout box to the 'SAVE' button. Below the navigation bar, there is a success message: 'Success (1) Hide All' and 'Timesheet saved.' The main area is a table with columns: 'Activities', 'To', 'Raw Total', 'Calc. Total', 'Route', 'Schedule', and 'Exceptions'. The table contains four rows of data for different days. A red arrow points from a callout box to the 'Raw Total' column for the first row. The 'Timesheet Total' row at the bottom shows a total of 37:30 for both 'Raw Total' and 'Calc. Total'.

**2. Click the “SAVE” button.**

**1. Enter your total hours worked here.**

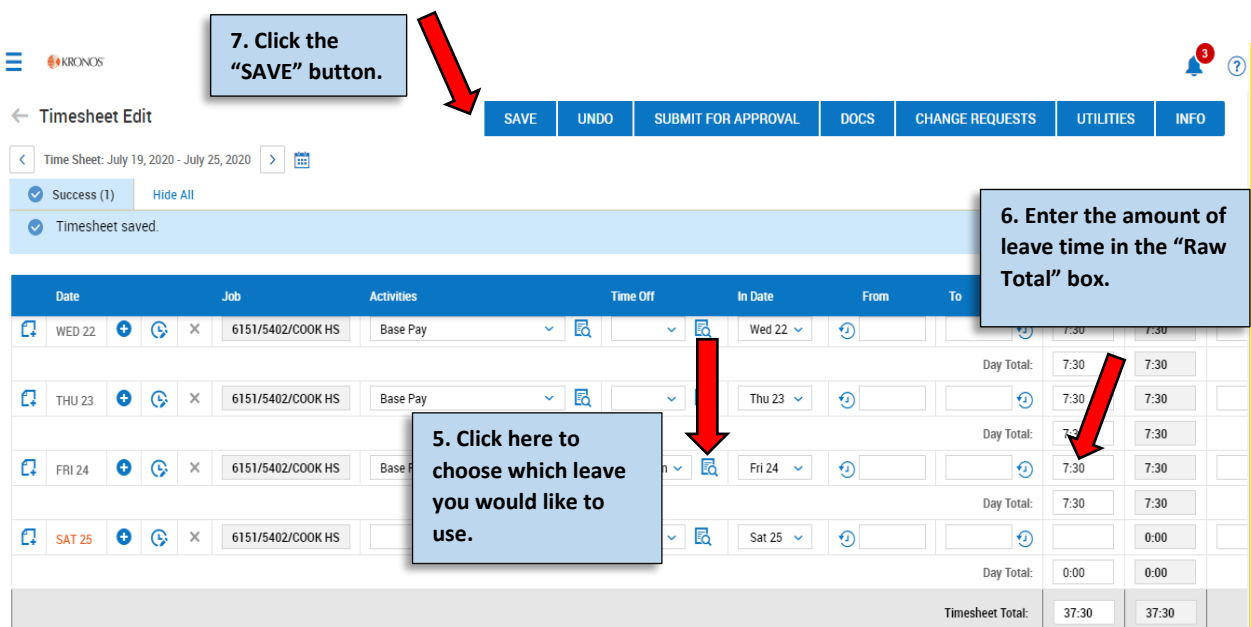
Activities	To	Raw Total	Calc. Total	Route	Schedule	Exceptions
/COOK HS Base Pay		7:30	7:30		N/A	GS
Day Total:		7:30	7:30			
/COOK HS Base Pay	Thu 23	7:30	7:30		N/A	GS
Day Total:		7:30	7:30			
/COOK HS Base Pay	Fri 24	7:30	7:30		N/A	GS
Day Total:		7:30	7:30			
/COOK HS	Sat 25		0:00		N/A	
Day Total:		0:00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

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.



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

5. Click on the icon under the "Time Off" column and select what type of leave you are requesting.
6. Enter the total number of leave hours requested in the "Raw Total" box.
7. Click the "SAVE" button.



## SUBMITTING TIME SHEET

8. **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.

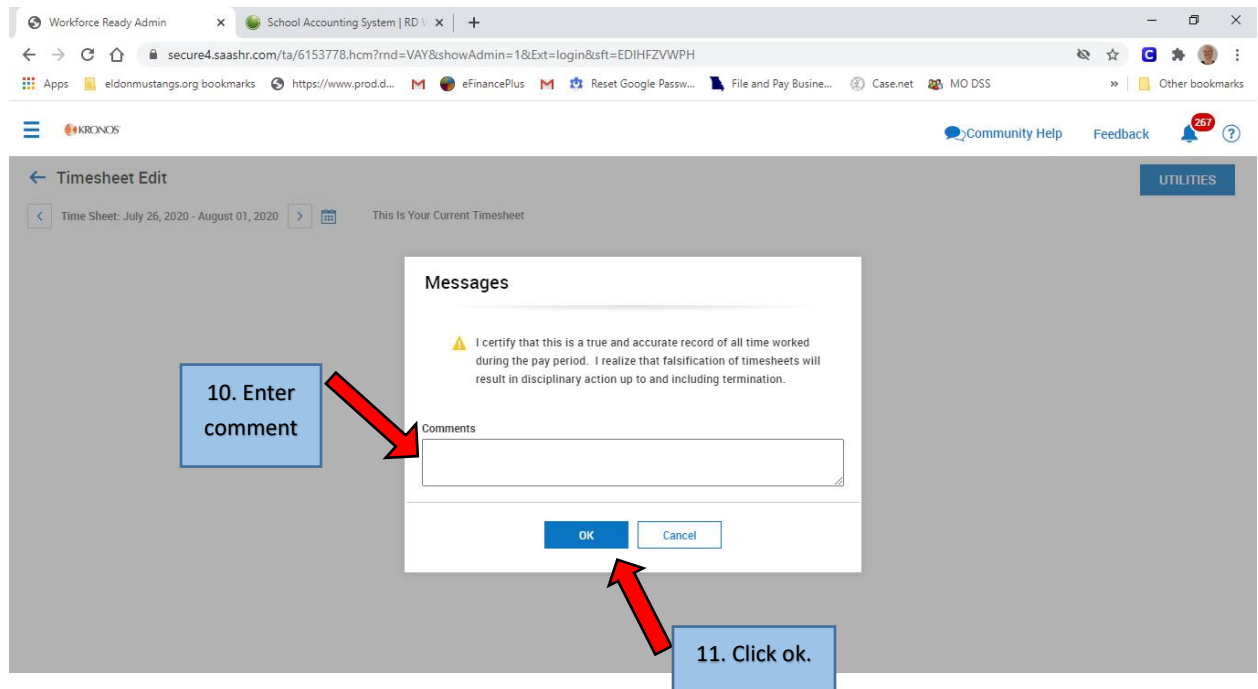
The screenshot shows the Kronos Timesheet Edit interface. At the top, there are navigation buttons: SAVE, UNDO, SUBMIT FOR APPROVAL, APPROVE, DOCS, UTILITIES, and INFO. A red arrow points to the 'SUBMIT FOR APPROVAL' button, which is highlighted with a blue callout box containing the text: "8. Click 'SUBMIT FOR APPROVAL'". Below the buttons, there is a table with columns: Activities, Time Off, In Date, From, To, Raw Total, Calc. Total, Route, Schedule, and Exceptions. The table contains data for several days, including Wed 22, Thu 23, Fri 24, and Sat 25. The 'Timesheet Total' row shows a Raw Total of 37:30 and a Calc. Total of 37:30.

9. Click "OK" to submit the timesheet.

The screenshot shows the Kronos Timesheet Edit interface with a confirmation dialog box open. The dialog box has a title "Messages" and a warning icon with the text: "You are submitting a current timesheet. Do you want to continue?". Below the text are two buttons: "OK" and "Cancel". A red arrow points to the "OK" button, which is highlighted with a blue callout box containing the text: "9. Click OK to submit.".

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

11. Click “OK”.



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