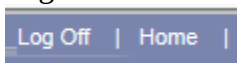
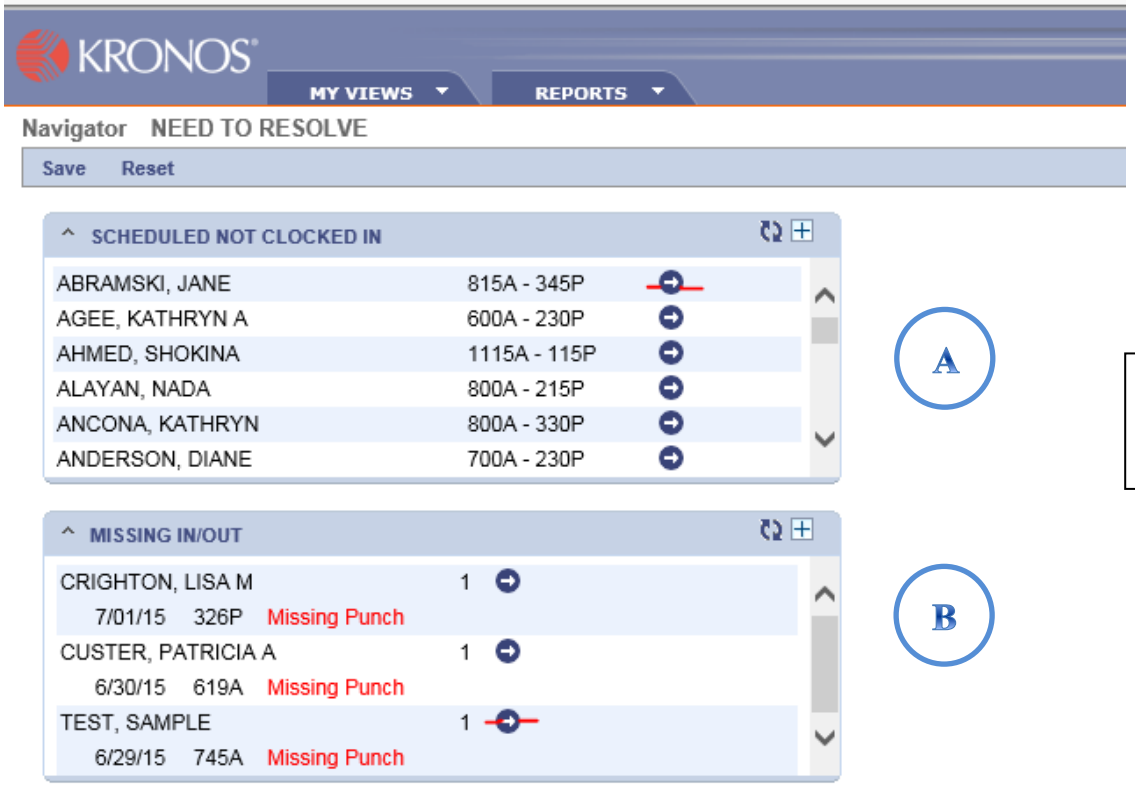
Kronos

Items Needing Resolution

Kronos will automatically default to this page when you log in so you can resolve any employee timecard issues immediately.
You can move to your “staff ” view by clicking on the tab labeled “**MY VIEWS**” and selecting “Supervisor”. Clerical verifiers will select “Secretary”. Click on “Home” in the blue bar in the upper right hand corner of the page to return to dashboard navigator.





Click on the next to the employee name to open their timecard.

A

SCHEDULED NOT CLOCKED IN. The "Scheduled Not Clocked In" section reflects employees who were scheduled to work on the ***current day***, but have not clocked in. It does not show any previous days where they did not clock in.

Timecard | Schedules

Timecard Name & ID/Badge TEST, SAMPLE 123456 / 123456789

Position to date Go Time Period 6/20/15 1200A - 7/03/15 1159P

Return Select Actions New View Punch Options

	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code
X	Monday	6/22/15				
X	Tuesday	6/23/15				
X	Wednesday	6/24/15				
X	Thursday	6/25/15				
X	Friday	6/26/15				
X	Monday	6/29/15	745A U	?		
X	Tuesday	6/30/15				
X	Wednesday	7/01/15				
X	Thursday	7/02/15				
X	Friday	7/03/15				
X	Monday	7/06/15	335P	535P	2.00	
X	Tuesday	7/07/15	325P	524P	1.54	
X	Wednesday	7/08/15	346P	546P	2.00	

Why are there so many blank lines on this timecard?

Use your daily AESOP report to add time. If the employee is scheduled to work 40 hours, there should be 40 hours on the timecard.

Click on "New" on the blue bar to add time from AESOP or edit under Actions, if the date is already displayed.

Pay Code SICK

Enter the Total Hours and Pay Code using the search icon.
Click "Save" after making any changes in the timecard.

Save

Do NOT use Clock in Time or Clock out Time to add time not "worked".

NOTE: There are many pay codes. Use the blue arrow to move through them. Codes that begin with * are for hourly staff only: latchkey, nutrition, after school locker room, preschool aides, bus drivers & bus aides.
See last page for valid pay codes.

If this employee is scheduled for 6/22/15 but not clocked in, you must add time to their timecard so they will be paid correctly.

Double click on the day of the week to add time to a specific day. In this case, double click on Monday (6/22/15).

Enter the total hours, pay code, comments, your initials and click on "Save".

Save Return

Hours type	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Pay Code	Comments
Actual	062215				2	SICK	Per AESOP report. TS
Rounded							

Only use pay codes that start with * for hourly staff (latchkey, nutrition, after school locker room, preschool aides, bus drivers & bus aides).

If the employee works part of the day and uses time from their leave bank, you will have to enter the Aesop absence in their timecard. Click on "**New**" on the blue bar to add time. Make sure the date is correct. It will default to the current date.

Timecard | Schedules

Timecard

Name & ID/Badge TEST, SAMPLE 123456 / 123456789

Position to date Go

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X	Tuesday	6/30/15				
X	Wednesday	7/01/15				
X	Thursday	7/02/15				
X	Friday	7/03/15				
X	**Monday**	7/06/15	335P	535P	**2.00**	
X	**Tuesday**	7/07/15	325P	524P	**1.54**	
X	**Wednesday**	7/08/15	346P	546P	**2.00**	

The employee will have two lines on their timecard for 7/6/15 that total 5 hours.

For example, if the employee worked 2 hours on 7/6/15 and AESOP shows 3 hours of personal business, you would enter the 3 hours as shown below. Enter the total hours, pay code, comments, your initials and click "**Save**". When adding a new record to record any type of time off, only enter total hours and minutes.

Timecard

Name & ID/Badge TEST, SAMPLE 123456 / 123456789

Time Period 6/20/15 1200A - 7/03/15 1159P

Save Return

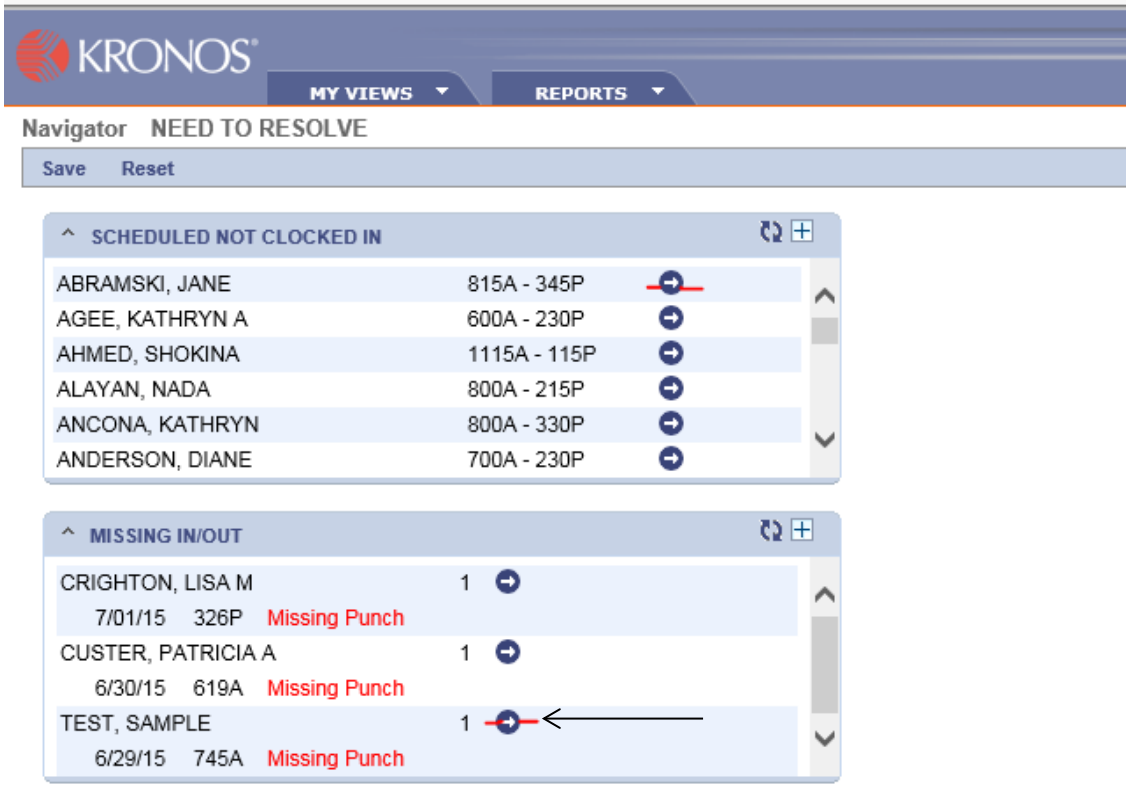
Hours type	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Pay Code	Comments
Actual	070615				3	PB	Personal business per AESOP report. TS

Now there are two lines on the employees' timecard for 7/6/15 that total 5 hours.

B

MISSING IN/OUT

Make the adjustment for a missing punch on the timecard by double clicking the day. In this case, double click on Monday (6/29/15).



Timecard | Schedules

Timecard

Name & ID/Badge TEST, SAMPLE 123456 / 123456789

Position to date Go

Time Period 6/20/15 1200A - 7/03/15 1159P

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X	Friday	7/03/15				
X	**Monday**	7/06/15	335P	535P	**2.00**	
X	**Tuesday**	7/07/15	325P	524P	**1.54**	
X	**Wednesday**	7/08/15	346P	546P	**2.00**	

In this example, enter the Clock Out Time and **enter a comment** plus your initials. Always click on "Save" after making changes.

Save Return

Hours type	Clock In Date	Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Pay Code	Comments
Actual	6/29/15	745A					
Rounded	6/29/15	745A	6/29/15	745A			

Note: Do not use a colon when entering time. Always use "A" for am and "P" for pm. (correct 745A - incorrect 7:45)
Time entered needs to be done as hours/minutes, not as hours/decimal.

If the employee worked through their lunch to leave early, you must adjust their CLOCK OUT TIME and enter a comment with your initials so the employee is properly paid.

Pay Codes Codes that start with * are for hourly staff only as noted in the description. (latchkey, nutrition, transportation)

Pay Code - Internet Explorer

http://64.88.0.80:81/timekeeper/clw0062

Position to Go

Code	Description
*BRV	BEREAVEMNT HRLY
*CLNW	CLSD NOWRK HRLY
*CMPU	CMP TM USD HRLY
*CNF	CNF-OFFSTE HRLY
*FI	FMLY ILL HRLY
*HLNW	HOL NONWRK HRLY
*JURY	JURY DUTY HRLY
*PB	PRSNL BUS HRLY
*PL	PRSNL LEVE HRLY
*REG ★	REG HRS HRLY
*SICK	SICK HRLY
*SWNW	SNW NONWRK HRLY
*UNON	UNION BUS HRLY
*VAC	VACATION HRLY
*13FI	1346 HRLY FM IL
*13SK	1346 HRLY SICK
*13UP	1346 HRLY UNPD
BRV	BEREAVEMENT
B7BAL	B7 BALANCE
CLLIN	CALL IN

Pay Code - Internet Explorer

http://64.88.0.80:81/timekeeper/clw0062

Position to Go

Code	Description
CLSNW	CLOSED NON WORK
COMPE	COMP TIME EARND
COMPU	COMP TIME USED
CONF	CONF-OFFSITE
DT ★	DOUBLETIME HRS
FI	FAMILY ILLNESS
HOLNW	HOL NON WORKED
JURY	JURY DUTY
OT ★	OVERTIME HOURS
PB	PERSONAL BUS
PL	PERSONAL LEAVE
REG ★	REGULAR HOURS
REGCN ★	REG CONTRACT
REGEX ★	REG EXTRA CONT
SHCLN	SUN/HOL CALLIN
SICK	SICK
SNONW	SNOW NON WORKED
SNOWK	SNOW DAY WORKED
TEST ★	TEST REGCN
UNION	UNION BUSINESS

Pay Code - Internet Explorer

http://64.88.0.80:81/timekeeper/clw0062

Position to Go

Code	Description
VAC	VACATION
WEAMX	WEAMX
13FI	1346 FAMLY ILL
13SCK	1346 SICK
13UNP	1346 UNPAID

★ Do not use these pay codes. They are system codes that are not used to reflect time not worked.