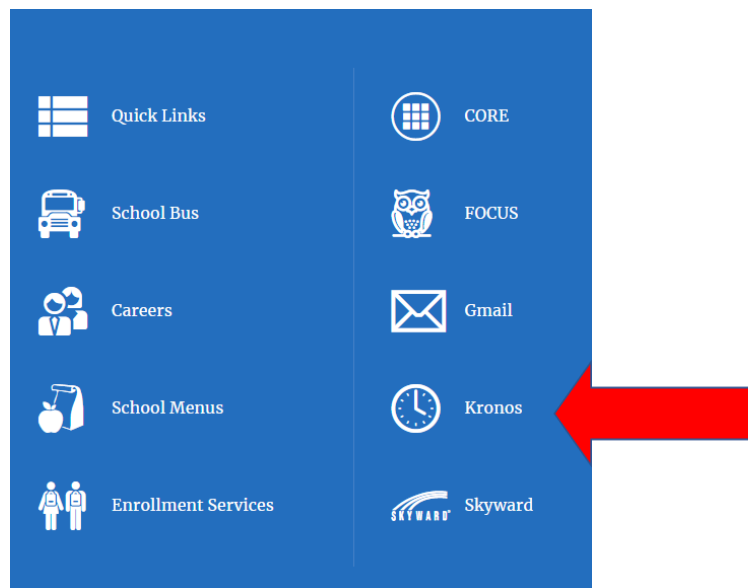


How to access: You can access Kronos from the District [website](#).



The following actions can be completed whether or not you are on the District network. However, your view **WILL** look different depending on whether or not you're connected to the District network with location settings on.

- 1) [View Accruals](#)
- 2) [Request Leave](#)
- 3) [Checking to See if Your Leave has been Approved \(and how to make edits or delete it\)](#)
- 4) [Submit Change Request](#)
- 5) [Review/Submit Timesheets](#)

Dashboard view:

Your view when NOT connected to the District

Your view when connected to the District network:

Clock

⚠️ Access Profile does not allow using clock options from your current location.

Monday, Jul 29
02:32PM
[CDT]
🕒 You clocked in at 07:56am

🕒 Clock In
🕒 Clock Out
➔ Extra Duty

Clock

Monday, Aug 5
09:44AM
[CDT]

🕒 Clock In
🕒 Clock Out
➔ Extra Duty

[View my timesheet](#)

Timesheet view:

Your view when NOT connected to the District

My Time > Timesheet > Current Timesheet

← Timesheet Edit

Save Submit Approve Change Request ...

🕒 Clock In 🕒 Clock Out ➔ Extra Duty

July 29, 2024 - August 04, 2024

Time Entry Internal Funds Exceptions Calc Detail Calc Summary Counters Summary By Day

11:00 hrs
Total Paid Hours

⚠️ Access Profile does not allow using clock options from your current location.

Your view when connected to the District network:

My Time > Timesheet > Current Timesheet

← Timesheet Edit

Save Submit Change Request ...

🕒 Clock In 🕒 Clock Out ➔ Extra Duty

July 29, 2024 - August 04, 2024

Time Entry Internal Funds Exceptions Calc Detail Calc Summary Counters Summary By Day

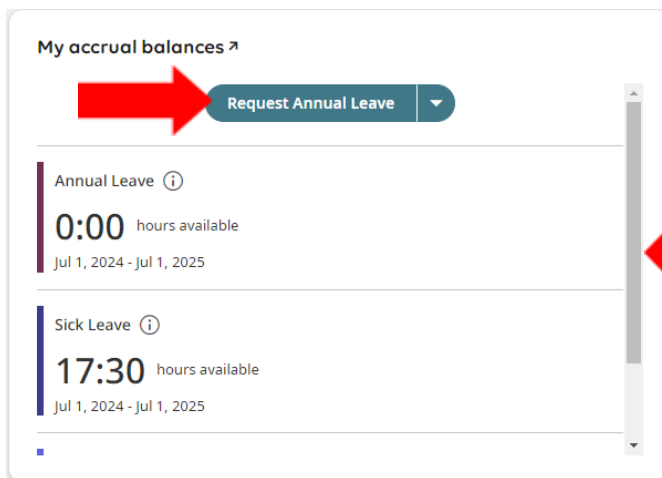
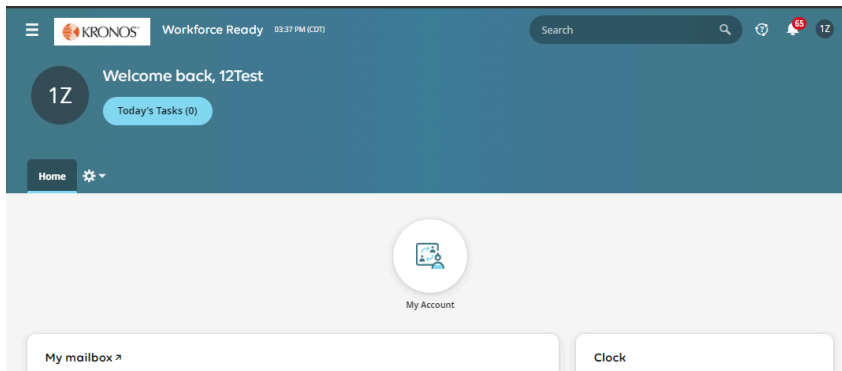
07:30 hrs
Total Paid Hours

Date	From	To	Raw Total	Calc. Total	In Date	School/Department	Extra Duty	Exceptions	Notes
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1) View Accruals

You have the ability to view your Accruals to see how many Leave hours you have available if you are in an accrual-eligible position. The steps to access and the view will be the same regardless of whether you are on the District network or not.

On your DASHBOARD, to view your Accruals, scroll down to the “My Accrual Balances” section. You will see how many applicable leave hours you have available by clicking on “My accrual balances” or by scrolling down.



← Time Off Balances

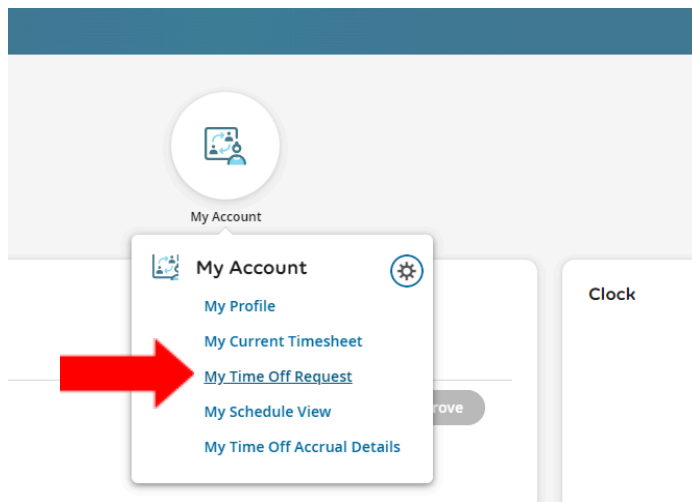
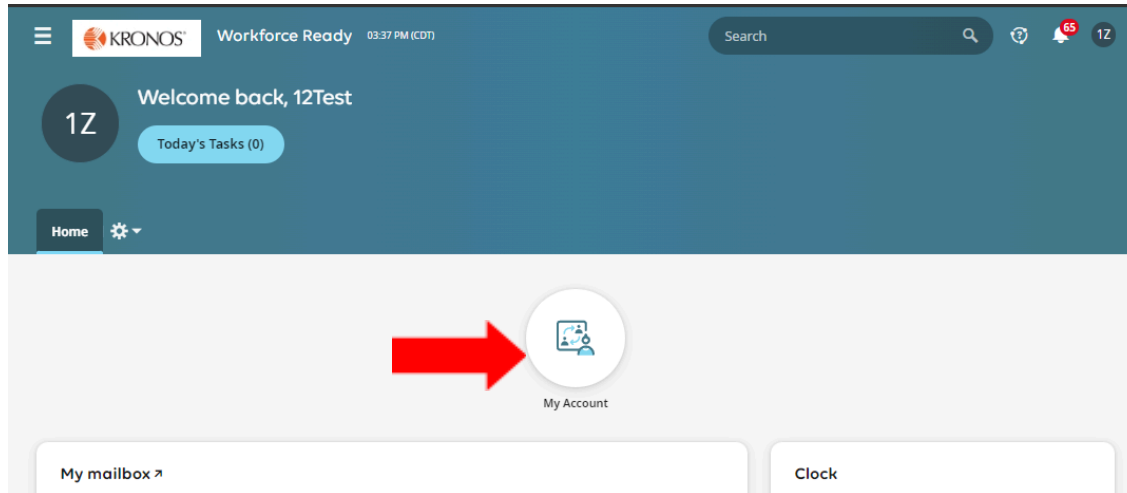
Hour

Annual Leave	Sick Leave	Sick Transfer
<p>current</p> <p>00:00 hours</p> <p>Jul 1, 2024 - Jul 1, 2025</p>	<p>current</p> <p>17:30 hours</p> <p>Jul 1, 2024 - Jul 1, 2025</p>	<p>current</p> <p>00:00 hours</p> <p>Mar 1, 2021 - Mar 1, 2022</p>
Accrued To: Aug 1, 2024	Accrued To: Aug 1, 2024	Accrued To: Apr 1, 2021
Current Accrued: 00:00 hrs	Current Accrued: 17:30 hrs	Current Accrued: 00:00 hrs
Taken: 00:00 hrs	Taken: 00:00 hrs	Taken: 00:00 hrs
Current Balance: 00:00 hrs	Current Balance: 17:30 hrs	Current Balance: 00:00 hrs
Scheduled: 00:00 hrs	Scheduled: 00:00 hrs	Scheduled: 00:00 hrs
Pending Approval: 00:00 hrs	Pending Approval: 00:00 hrs	Pending Approval: 00:00 hrs
Request	Request	

2) Request Leave

Please note that not every employee gets the same types and/or amount of Leave. There are four types of leave possible: Annual, Comp Time, Sick, and Temporary. For more information on when leave is allocated and applicable Master Contract information, please refer to the "[Leave Information](#)" tab of the Payroll website. To see available leave options per type, please see "[Leave Request Types](#)".

On your DASHBOARD, to Request Leave, go to the "My Account" icon and select "My Time Off Request".



In the “Time Off Type”section, select the browse icon and then select the applicable Leave you want to request.

← Time Off Request

Time Off Type
[Choose...]  

▼ Accrued Balances Details

Aug 1, 2024 Annual Leave ▼

00:00 hrs Current Accrued 00:00 hrs Taken 00:00 hrs Current Balance 00:00 hrs Scheduled 00:00 hrs Pending Approval

← JUL 2024 ▶ Today

MON	TUE	WED	THU	FRI
1	2	3	4 Holiday (07:30 hrs)	5
8	9	10	11	12

Browse and Select



Page 1 of 1 | 1 - 18 of 18 Rows

Search 

	Name	Full Path
<input type="radio"/>	Annual Leave	Annual Leave
<input type="radio"/>	Death of Relative	Sick Leave/Death of Relative
<input type="radio"/>	Family Care	Sick Leave/Family Care
<input type="radio"/>	Field Trip-In County	Temporary Duty/Field Trip-In County
<input type="radio"/>	Illness	Sick Leave/Illness
<input type="radio"/>	Jury Duty	Temporary Duty/Jury Duty
<input type="radio"/>	Maternity	Sick Leave/Maternity
<input type="radio"/>	Parent Conference	Temporary Duty/Parent Conference
<input type="radio"/>	Personal	Sick Leave/Personal

Close

Once the type of Leave has been selected, click on “Start Request”.

My Time > Time Off > Request

← Time Off Request

Time Off Type

Illness  

Start Request 

A “Request Time Off” screen will pop up. Select the “Request Type” to choose how long you are requesting to be on Leave and then choose the date you want to request the leave for. As a reminder, Leave must be taken in 15min increments. (You can request 3hrs and 15min but not 3hrs and 5min).

- “Full Day” - the total amount of time will be calculated by how many hours you normally work in a day (Standard Work Hours). If you are a 7 1/2hr employee, it will be recorded as 7:30.
- “Hours” - specific amount of time you need to take off.
- “Multiple Days” - If you know you will be out for a series of days, then you can enter the first and last day and the time will be entered based on your Standard Work Hours.
- “Partial Day (Start/Stop)” - If you are going to be out at specific times in the day, then this option can be used to indicate this.

You can leave a comment and then click “Submit Request”.

The image displays two views of the "Request Time Off" form. The left view shows the form with a red arrow pointing to the "Time Off Type" dropdown menu, which is currently set to "Illness". Another red arrow points to the "Request Type" dropdown menu, which is open and showing options: "Full Day", "Hours", "Multiple Days", and "Partial Day (Start/Stop)". The right view shows the form with a red arrow pointing to the "Submit Request" button at the bottom right. The form includes fields for "Time Off Type", "Request Type", "Date", "Duration", "Total Hours", and a "Comment" field. The "Date" field is set to "07/31/2024" and the "Total Hours" field is set to "03:00".

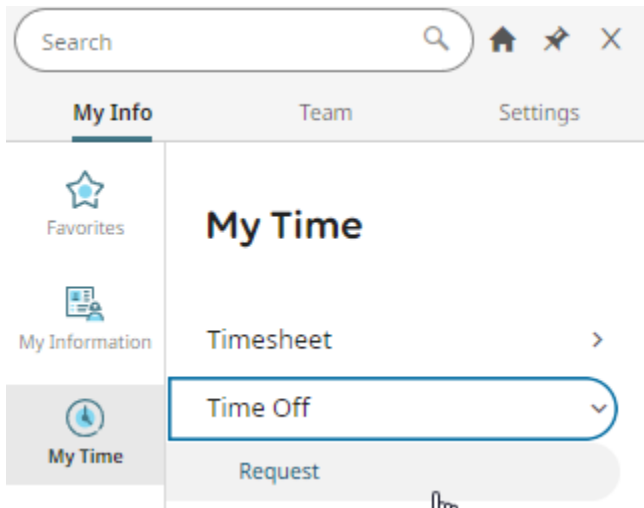
After you submit your leave request(s), your Supervisor will be notified. Once your Supervisor approves the leave request(s), the leave will populate onto your timesheet.

3) Checking to See if Your Leave has been Approved (and how to make edits or delete it)

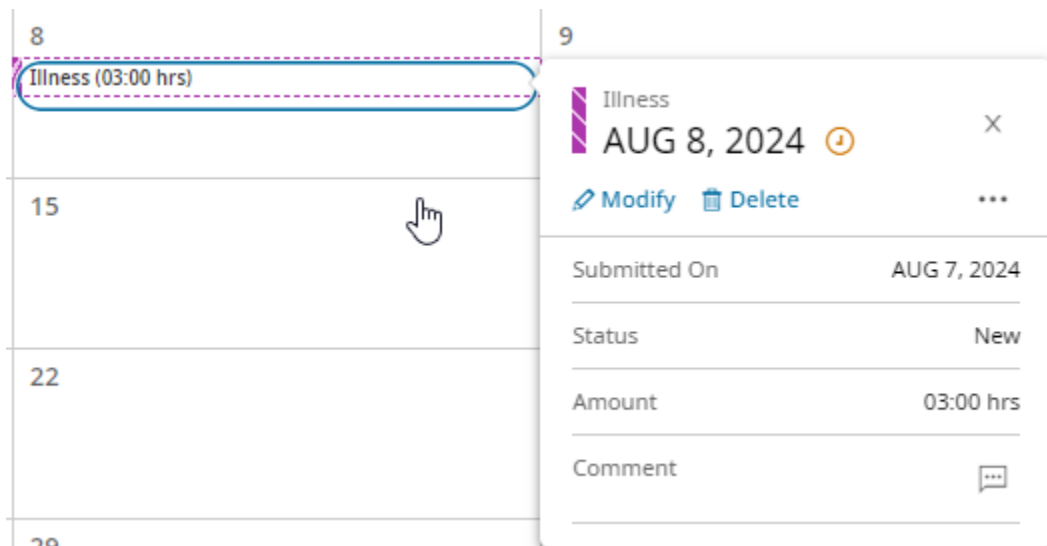
On your DASHBOARD, go to the three horizontal lines in the top left-corner by the “KRONOS” icon.



Your view may differ from the one shown below, but you are clicking on “My Info” > “My Time” > “Time Off” > “Request”.



Not having a solid line indicates that the Time Off request has NOT been approved and can be modified or deleted.



Once approved, there will be a solid line on your calendar and it will also show on your timesheet. if you need to Cancel or Modify the Time Off, you will need to do so by submitting a Change Request.

8
Illness (03:00 hrs)
15
22
29

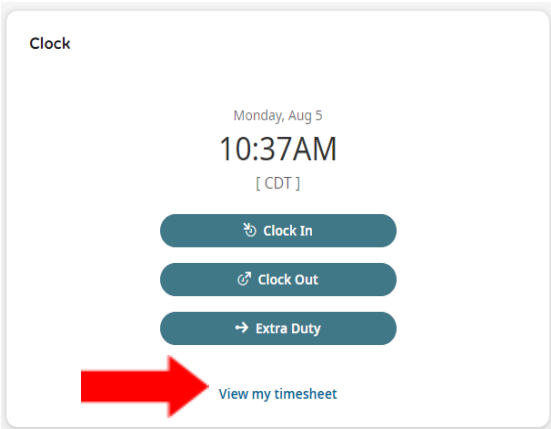
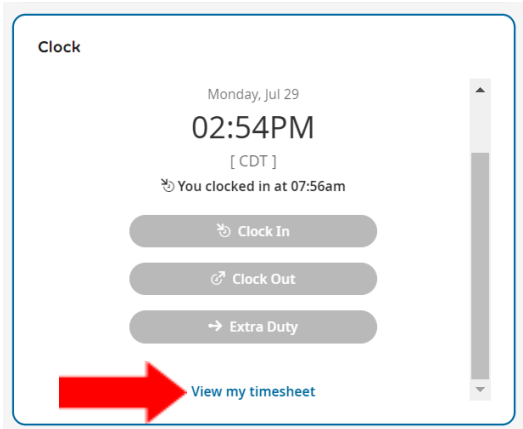
THU Aug 8		From am	To am	03:00	03:00	THU Aug 8	Sick Leave/Illness
Afternoon Teacher - ...	+			03:00 hrs	03:00 hrs		

4) Submit Change Request

On your DASHBOARD, go to the “Clock” section and click “View my timesheet” to go to your timesheet. As a reminder, when you are away from the District network, your buttons to Clock In, Clock Out, and Extra Duty will not be activated (will be grayed out) but your ability to “View my timesheet” will still be available.

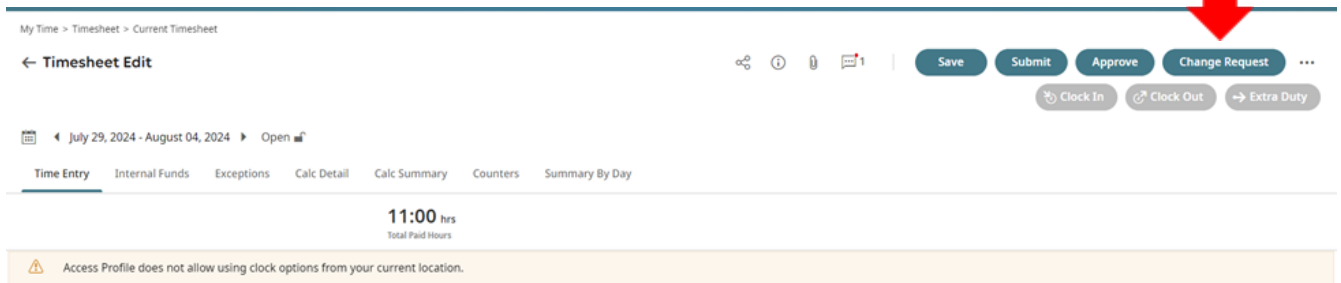
Your view when NOT connected to the District

Your view when connected to the District network:

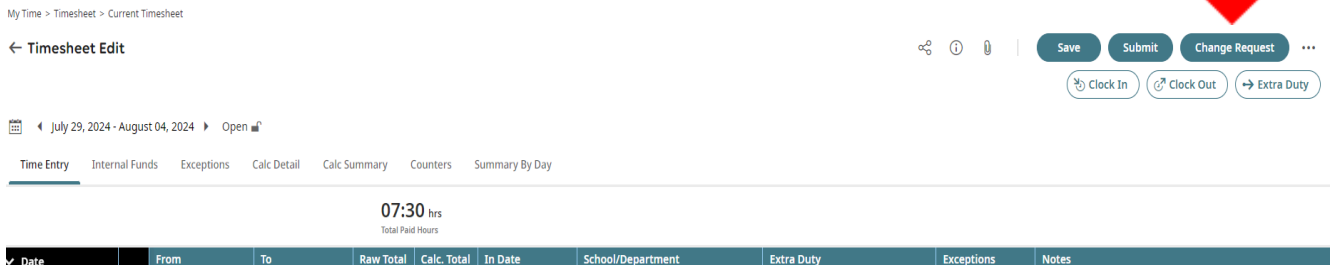


In the timesheet, click the “Change Request” button.

Your view when NOT connected to the District

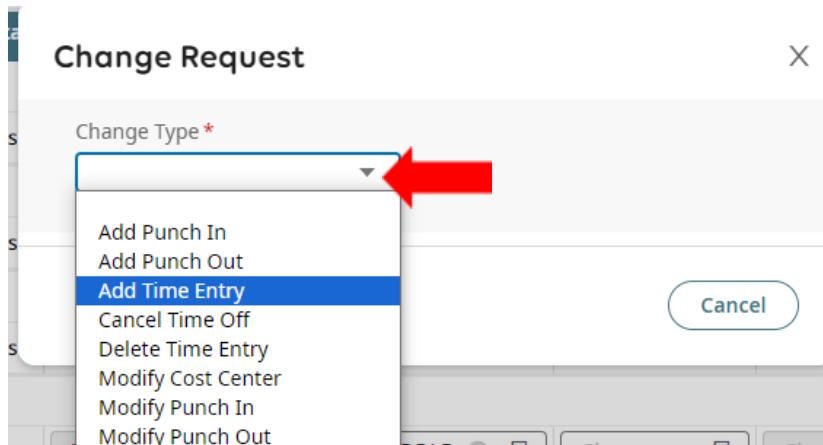


Your view when connected to the District network:

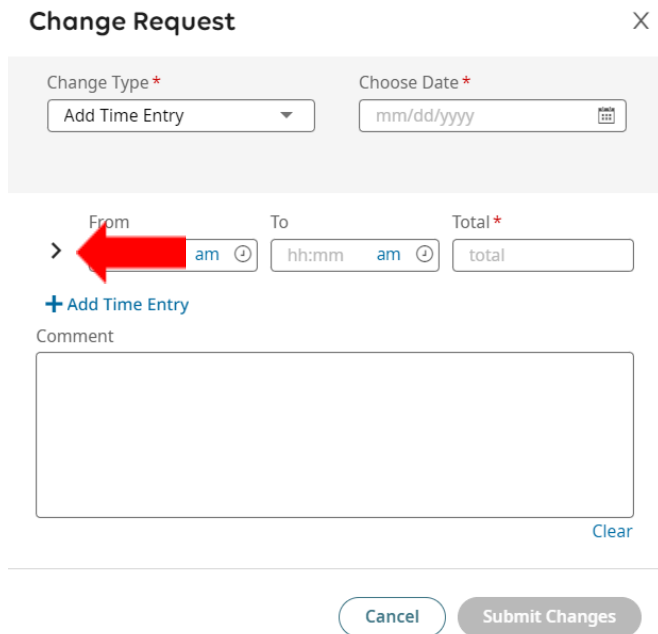


A screen will pop up and here you select the applicable change - an explanation of the different Change Types available to you are found [here](#). Choose the applicable Change Type, complete the necessary information, add a comment, and then click “Submit Changes”.

As an example, below are instructions for the option to “Add Time Entry” which is most commonly used to submit an Extra Duty that occurs after hours or that you forgot to clock in for during the workday.



Expand the fields by clicking this icon.



To select your Extra Duty, click on the drop down triangle and select “Browse...”

Change Request [X]

Change Type* [Add Time Entry] Choose Date* [07/30/2024]

From [02:00 pm] To [04:30 pm] Total* [02:30]

School/Department [PLEASANT GROVE ELEME] Extra Duty [Browse...]

Exceptions []

Hide Details

+ Add Time Entry

Comment []

Cancel Submit Changes

The type of employee you are (ESP, Professional, Instructional) determines which Extra Duty options are available to you. **Make sure you select the correct Extra Duty as instructed. Selecting the wrong one may result in a delay for payment as the error has to be understood and corrected.**

When browsing, you can:

- Click here to scroll page by page
- Start entering the Extra Duty name, or change the filter from “starts with” to “like” for a broader search.

Browse and Select Cost Centers [X]

List view

Page [1] [] [] Current: [Sys]

Cost Full Name [starts with]

Pro-tip: Click on this icon to expand the view and have filtering options.

This is an example of a completed Change Request to add an Extra Duty - it includes:

- Date
- Start Time (AM/PM noted)
- End Time (AM/PM noted)
- School/Department location
- Extra Duty entry
- Comment

The screenshot shows a 'Change Request' form with the following fields and annotations:

- Change Type ***: A dropdown menu with 'Add Time Entry' selected.
- Choose Date ***: A date picker showing '07/30/2024'. A red arrow points to this field.
- From**: A time picker showing '02:00 pm'. A red arrow points to this field.
- To**: A time picker showing '04:30 pm'. A red arrow points to this field.
- Total ***: A numeric input field.
- School/Department**: A dropdown menu with 'PLEASANT GROVE ELEME' selected. A red arrow points to this field.
- Extra Duty**: A dropdown menu with 'SCIENCE - Workshop Hot' selected. A red arrow points to this field.
- Exceptions**: An empty dropdown menu.
- Account**: An empty dropdown menu.
- Hide Details**: A blue link with an upward arrow.
- + Add Time Entry**: A blue link.
- Comment**: A text area containing the text 'Science is elementary workshop.' A red arrow points to this field.
- Buttons**: 'Cancel' and 'Submit Changes' buttons at the bottom.

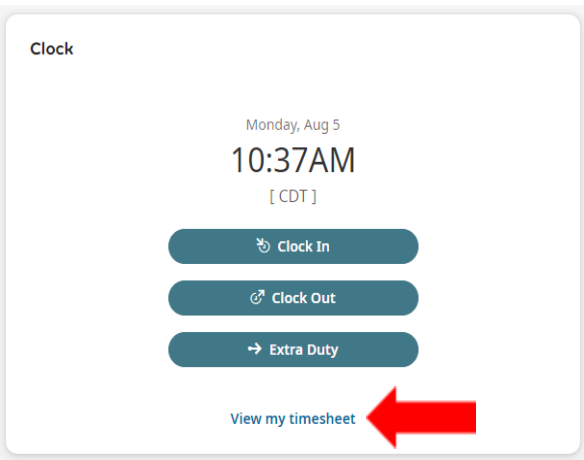
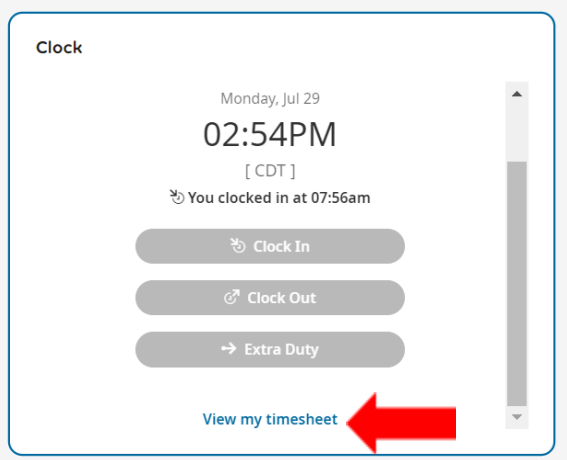
It can now be submitted for review/approval by your default/home Timekeeper/Supervisor.

5) Review/Submit Timesheets

On your DASHBOARD, go to the “Clock” section and click “View my timesheet” to go to your timesheet. As a reminder, when you are away from the District network, your buttons to Clock In, Clock Out, and Extra Duty will not be activated (will be grayed out) but your ability to “View my timesheet” will still be available. This is a great way to ensure that you submit your Timesheet in time for Payroll.

Your view when NOT connected to the District

Your view when connected to the District network:



In your timesheet, under the “Notes” header you can click the icon to enter a note for a specific line. Enter your note in the pop up window and click “Save”


Your view when NOT connected to the District

July 22, 2024 - July 28, 2024 | Open

Time Entry | Internal Funds | Exceptions | Calc Detail | Calc Summary | Counters | Summary By Day

02:45 hrs
Total Paid Hours

Access Profile does not allow using clock options from your current location.

Date	From	To	Raw Total	Calc. Total	In Date	School/Department	Extra Duty	Exceptions	Notes
MON Jul 22 Teacher - Floating 7.5...	01:00 pm	03:45 pm	02:45	02:45	MON Jul 22	BELLVIEW MIDDLE	TITLE 2 - Workshop Hourly	Choose...	

Time Entry Notes

Mon Jul 22, 01:00 pm - 03:45 pm

Time Entry Notes

No notes to display

Add Note*

"Great Starts" workshop

Clear


Cancel Save

Your view when connected to the District network:

July 15, 2024 - July 21, 2024 | Open

Time Entry | Internal Funds | Exceptions | Calc Detail | Calc Summary | Counters | Summary By Day

33:00 hrs
Total Paid Hours

Date	From	To	Raw Total	Calc. Total	In Date	School/Department	Extra Duty	Exceptions	Notes
MON Jul 15 Teacher - Floating 7.5...	07:00 am	03:30 pm	08:30	08:30	MON Jul 15	BELLVIEW MIDDLE	Choose...	Choose...	

Mon Jul 22, 01:00 pm - 03:45 pm

Time Entry Notes

No notes to display

Add Note*

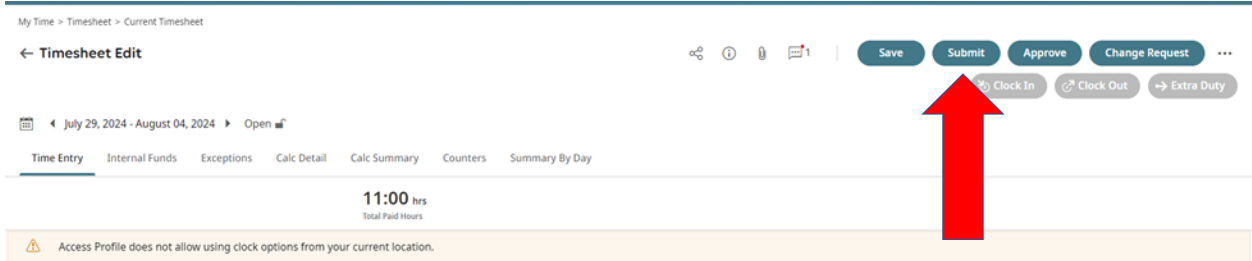
"Great Starts" workshop

Clear

Cancel Save

Once your timesheet is ready to be submitted, click the “Submit” button.

Your view when NOT connected to the District



Your view when connected to the District network:

