Time and Attendance System Training Manual

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LOG IN TO KRONOS USING YOUR COMPUTER

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Warren Consolidated Schools
31300 Anita | Warren, MI 48093 | 1-888-4WCS-KIDS (1-888-492-7543)

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Creating Dynamic Futures

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Click on Kronos

OUR MISSION:

The mission of the Warren Consolidated Schools, in partnership with families and community, is to achieve a level of excellence in teaching and learning which enables all students to become knowledgeable, productive, ethical, and successful citizens.

OUR VISION:

We're creating a collaborative culture of stakeholders committed to scholarship and creating success for our staff and students.

MICHIGAN BLUE RIBBON EXEMPLARY SCHOOL · STATE BOARD OF EDUCATION · 1849

Highest percentage of Blue Ribbon Schools in Macomb County

Kronos iSeries Central - Employee Self Service® 06.20.004

Server Date 06/23/14 MONDAY 2:00:27 PM

ID

ID = your 6 digit employee ID number plus the last 3 digits of your social security number

PIN (if required)

Leave blank

The Human Resources office will make every effort to have your information programmed into Kronos prior to the start of your first shift.

If you are not able to log in, please notify your building Kronos verifier (in most cases, this will be the building/department secretary).

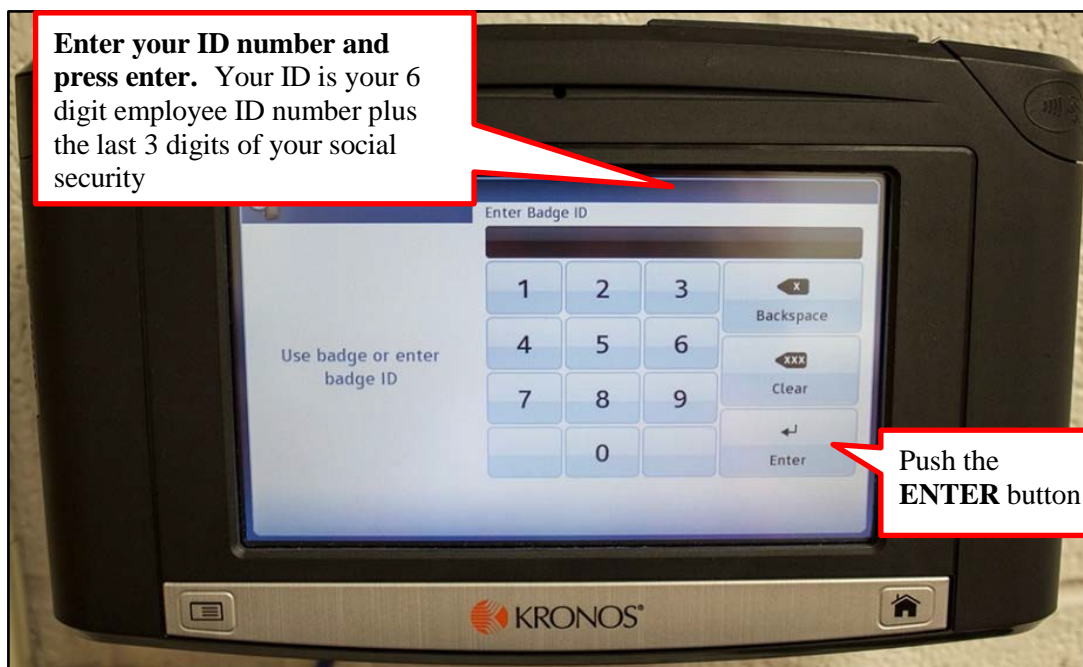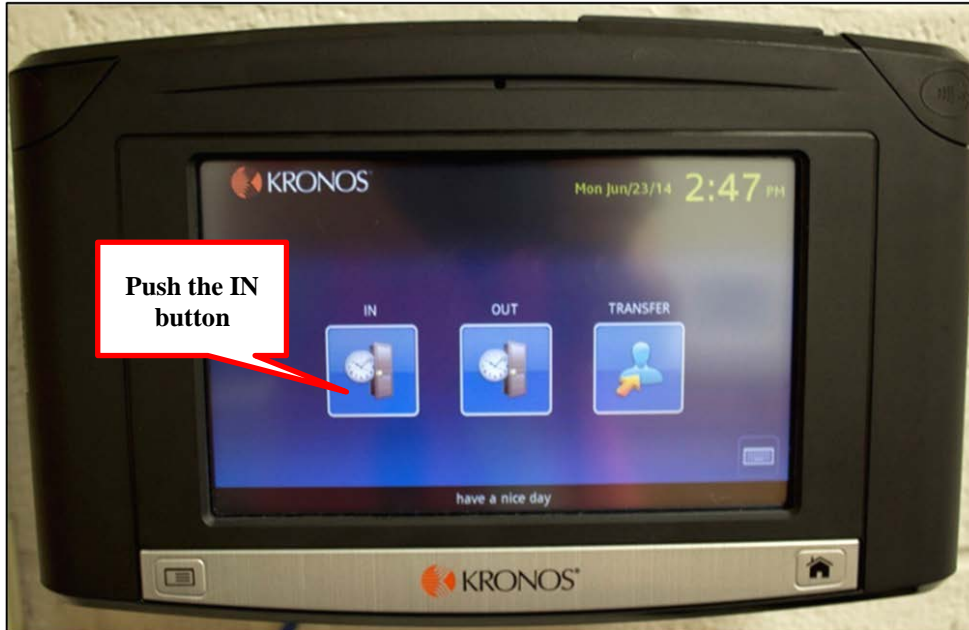# LOG IN TO KRONOS USING YOUR COMPUTER

Select this button

Save
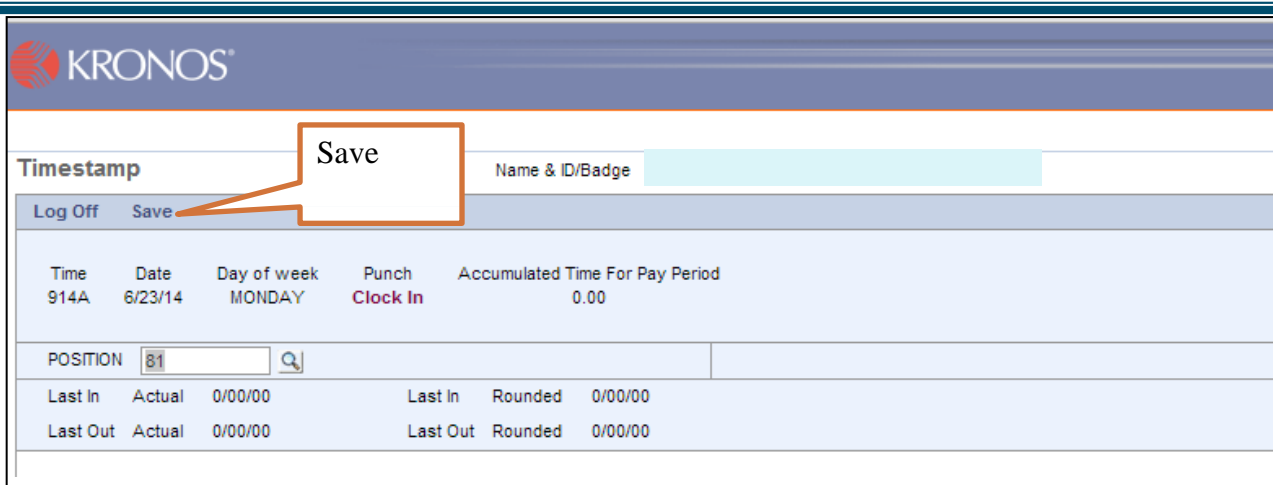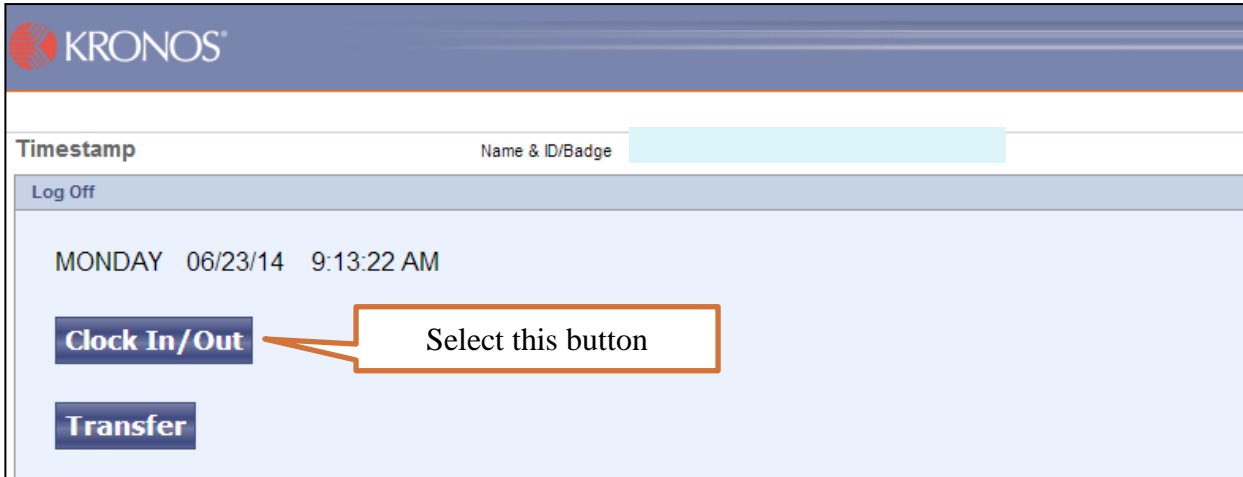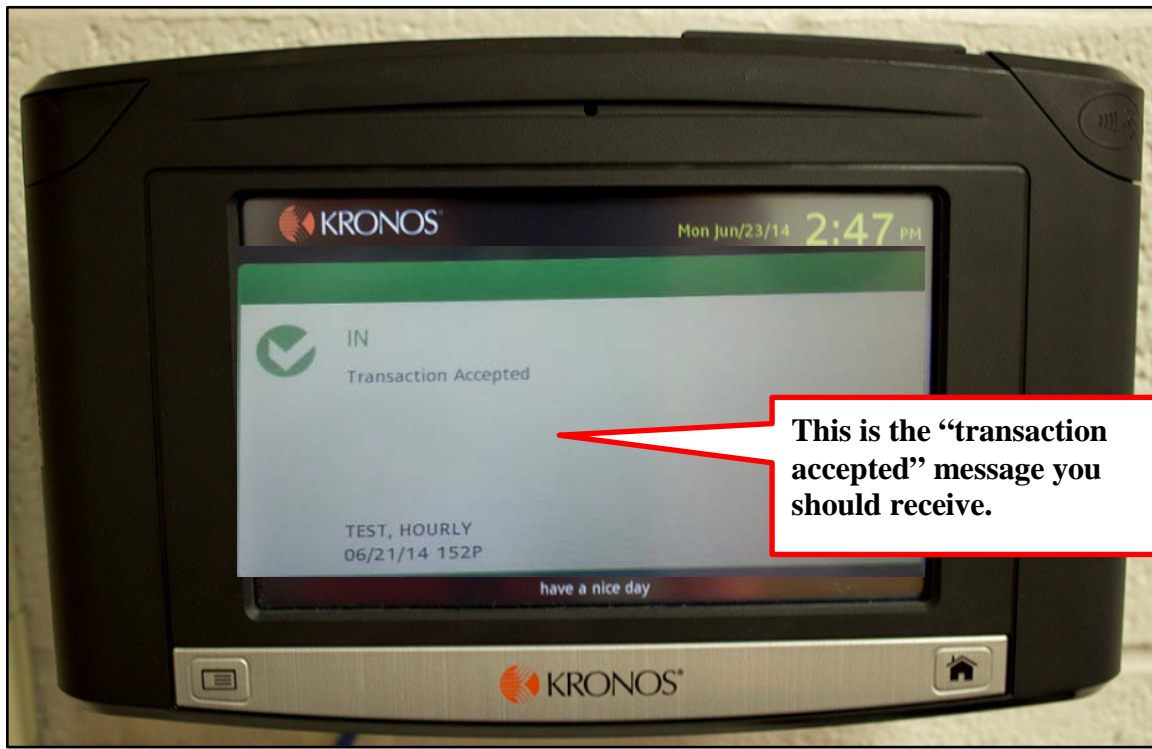
Repeat these steps to log out at the end of your shift.

LOG IN TO KRONOS USING WALL TERMINAL

IMPORTANT
You cannot login to Kronos more than 5 minutes before your scheduled start time.

Push the IN button

Enter your ID number and press enter. Your ID is your 6 digit employee ID number plus the last 3 digits of your social security

Push the **ENTER** button

LOG IN TO KRONOS USING WALL TERMINAL

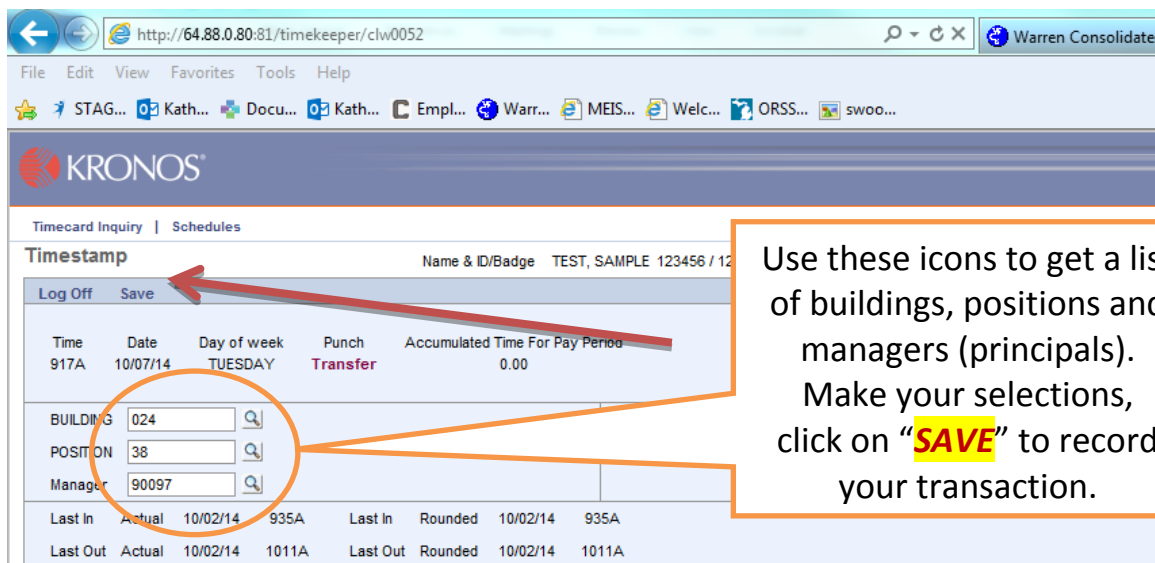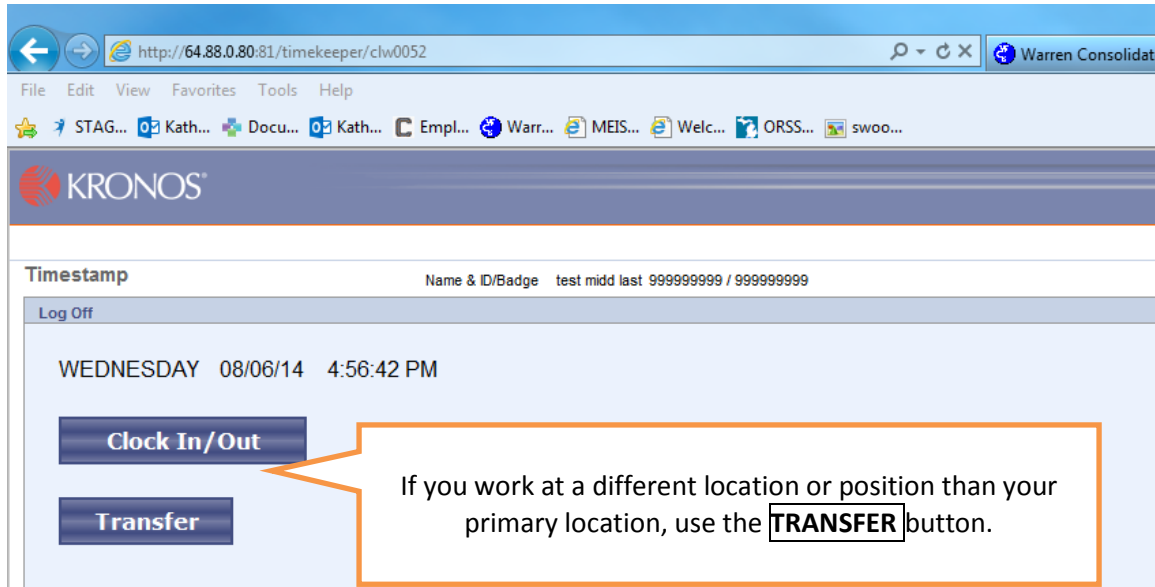This is the "transaction accepted" message you should receive.

Repeat these steps to log out at the end of your shift.

HELPFUL HINTS

- **You can use either the terminal or the computer to login and out.**
- **Use the "Transfer" button when moving to a different position during the day or starting at a location other than your normal schedule.**
- **If you cannot login using the terminal or computer, contact your supervisor and notify HR at ext. 60132.**
- **Contact your supervisor of any upcoming schedule changes (Sub driver rotations).**

TRANSFER INSTRUCTIONS USING YOUR COMPUTER

The transfer feature allows you to work in other positions, locations and schedules outside of your primary job. Any manager you work for will be able to approve your timecard.

If you work at a different location or position than your primary location, use the **TRANSFER** button.

Use these icons to get a list of buildings, positions and managers (principals). Make your selections, click on "*SAVE*" to record your transaction.

Building: Select the building you are working at.

Position: Select the job title you are working at.

Manager: Select the administrator.

TRANSFER INSTRUCTIONS USING YOUR COMPUTER

At the end of the day, select "Clock In/Out".

You can transfer multiple times a day by following these steps. Always use Clock In/Out at the end of the day.

Click on "Save"

TRANSFER INSTRUCTIONS FOR WALL TERMINAL

The "transfer" feature allows you to work in other positions, locations and schedules outside of your primary job. Any manager you work for will be able to approve your timecard.
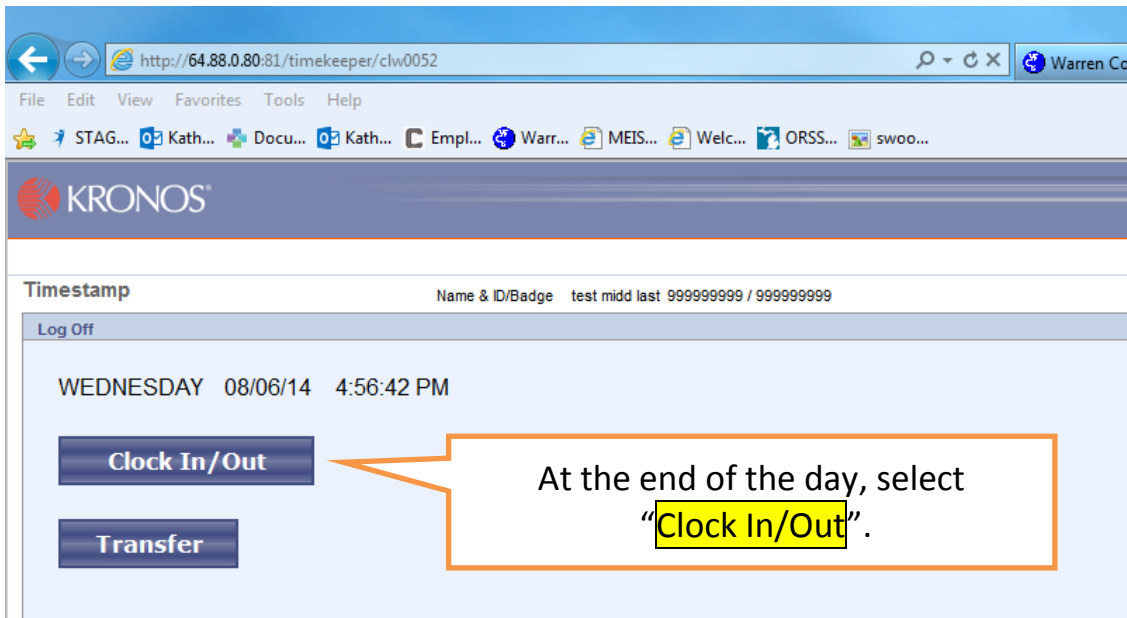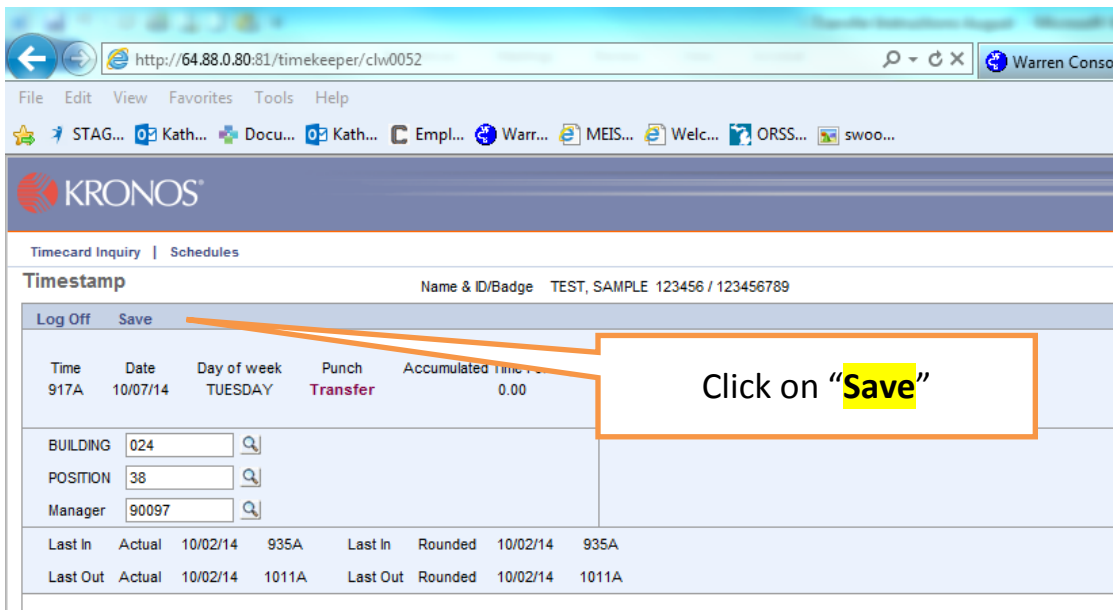
Procedure:

Select the **"TRANSFER"** button at the terminal. Then enter your Badge ID and click on enter.

You will have 3 options to select from. You can use any option that applies to the position.

Building: select the location (building) you will be working in with this transfer.

Position: select the job you are transferring to from the list.

Manager: select the name of the administrator who will approve the time for this transfer.

Hit **SUBMIT**.

End of Shift: Select "**OUT**" if you are done for the day.