NORTH EAST I.S.D.

KRONOS®

Workforce Central®

PARAPROFESSIONAL SUBSTITUTE
TIME AND ATTENDANCE
WORK INSTRUCTIONS

EMPLOYEE WORK INSTRUCTIONS

PIN PUNCHING AT TIMECLOCK

ON BLACK COVER CLOCK (4500 MODEL)

(Exhibit 1)

To record punch:
1**.** Depress the **Sub Para button** (*Use for IN punch only; for __Campus__ substitutes skip to #3*)

2. Select department working for by depressing the **List** button at bottom right. (see exhibit 2)
Depress the Up/Down arrow keys to locate the department. Depress the **Enter** key after selecting the department and then depress the **Enter** button.

3**.** Enter employee ID number at the **Enter Badge** prompt and then depress **Enter** key. To clear an incorrect entry, use the ESC button and re-enter employee ID number.

4**.** To record punches for the remainder of the day enter the employee ID number and depress **Enter** key.

5. To review total hours worked depress the **View Total Hrs** soft key and then enter employee ID number.

(Exhibit 2)

ON RED COVER CLOCK (480 MODEL)

1. To record punch depress the **"*"** key and enter employee ID number, then depress the **Enter** key. (<u>This clock should only be used for lunch and end of the day punches</u>.)

2. To review total hours worked depress the **F2** key, depress the **"*"** key and then enter employee ID number.

3. To clear an incorrect entry, use the **CLEAR** button and re-enter employee ID number.

LUNCH

The substitute should check with the campus or department to determine whether or not to clock for lunch.

CORRECTING ERRORS

A Punch Change/Absence from Duty form should be completed to correct the timecard for missed or incorrect punches. The Punch Change/Absence from Duty form can be obtained from the campus office or the Payroll Forms page on the Intranet. The completed form should be turned into the campus/department contact before leaving the campus assignment.

APPROVE TIME – EMPLOYEE

The Approval acknowledges acceptance of the Timecard information and that the Timecard is ready to be sent to the Budget Manager/Supervisor. Timecard approval must be done on a daily basis, before leaving the campus. Falsification of the timecard is subject to disciplinary action to include recommendation of termination and removal from the Substitute call list.

To approve the timecard at the timeclock: (**Must be done at black cover model 4500 clock**)
1. Press the *Approve Timecard* soft key. (Exhibit 3)

2. At the Enter Badge prompt, enter the employee ID number and press the ENTER key.

3. Use the appropriate soft key to select the Time Period (Today or Previous pay period are the only selections that should be used. Exhibit 4).

4. Use the blue arrow buttons underneath the timeclock display and scroll through Timecard (exhibit 5)

5. The timecard will appear with a button labeled Approve (or Remove Approval if the timecard was already approved) (Exhibit 6 & 7)

6. Review the timecard carefully and if the hours are correct press the ENTER key. <u>DO NOT</u> approve the timecard if it is incorrect. Speak with a department or campus representative immediately.

7. Press the *"ESC"* button when finished.

(Exhibit 3)

Exhibit 4

Exhibit 5

Exhibit 6   Exhibit 7

To approve the paper timecard: (should only be done if timeclock is down)

1. Contact the Principal's Secretary and ask for Timecard report.

2. Review the timecard carefully and sign the timecard if it is correct.

3. <u>DO NOT</u> approve the timecard if it is incorrect. Obtain a Punch Change form and complete the form indicating the necessary corrections. Forward the form to a department or campus representative before leaving the campus.

To view timecard online:
1. Press the **View Timecard Online** soft key. (Exhibit 3)

2. At the Enter Badge prompt, enter the employee ID number.

3. Select the correct Time Period from the list you wish to view. (Exhibit 4)

4. Use the arrow buttons to scroll through Timecard to view punches. (Exhibit 5)

5. Press the "*ESC*" (escape) button when finished.

# *CAMPUS/DEPARTMENT*
WORK INSTRUCTIONS

GENERAL INSTRUCTIONS

1. Make sure Substitute has been called into Smart Find Express (employee absence or vacant position).

2. Paraprofessional Substitutes will record their time using the Kronos system. Upon arrival provide the Substitute with clock-in procedures and show them where Kronos clock is located.

3. Based on the assignment, the campus/department will be responsible for notifying the substitute if they should clock out for lunch and the length of the lunch period. As a general rule if the job requires assisting a child with lunch, then the Substitute will not clock out for lunch. Lunch periods for all others should be based on what the practice is for similar positions.

4. Because the work hours and days will vary, Substitutes will not be assigned to schedules in Kronos. As a result the punches will not be subject to the District's rounding rules. Substitutes should be told to clock in/out as close to the start of their work schedule as possible.

5. When there are Substitutes working, the campus/department should generate the Time Detail report (see instructions in documentation) to compare actual punches to source documents such as sign-in sheets or assignment list. This will help ensure that all Paraprofessional Substitutes have documented their time in the Kronos system and will be paid timely and accurately. On a weekly basis, the timecards should be reviewed to ensure that the punches correctly reflect the time worked by the Substitute.

ACCESSING THE TIMECARD

LOGGING ONTO KRONOS

1. Either click on the **Internet Explorer** icon or,
Go to the Start button and then click on Programs, and then click on Internet Explorer.

2. At the browser address enter   http://kronosweb1/wfc/logon
Or if setup as a Favorite, click on Favorites and click on Workforce Central
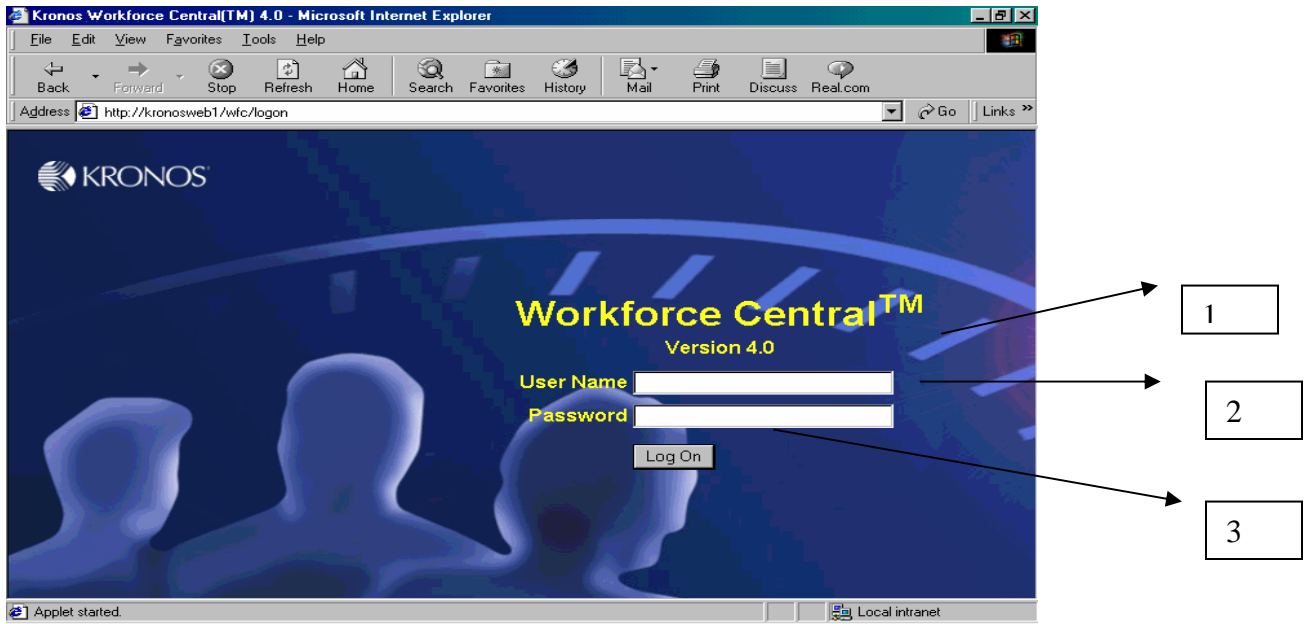
1.User Name - Enter Employee ID number

2. Password – Enter password (is case sensitive) *You will be prompted to change you Password on your initial access to WFC*

3.Click Log on

4. On the initial log into Workforce Central you may see the following message:

> Do you want Windows to save your password? – **Click on NO**. Answering yes may prevent you from changing your password in the future.

SUBSTITUTE GENIE
The Substitute Genie will provide the approving manager with a listing of all employees and includes information on approved timecard, missed punches and overtime.

To view the substitutes timecard,

1. Click on **Substitute Timecard** on Nav bar.

2. Verify that the **Previous Pay Period** is displayed in the **Time Period** field. If not, then click the down arrow and select **Previous Pay Period**. Then click **Refresh** and the list of employees will then appear.

3. To access the timecard for all of the employees, click **Select All** from the **Actions** tab, then right click and select the Timecard option. This view provides the ability to drill down and see exceptions, such as Missed Punches. (*This will only display substitutes that have worked at the specific campus/department and pay period*)
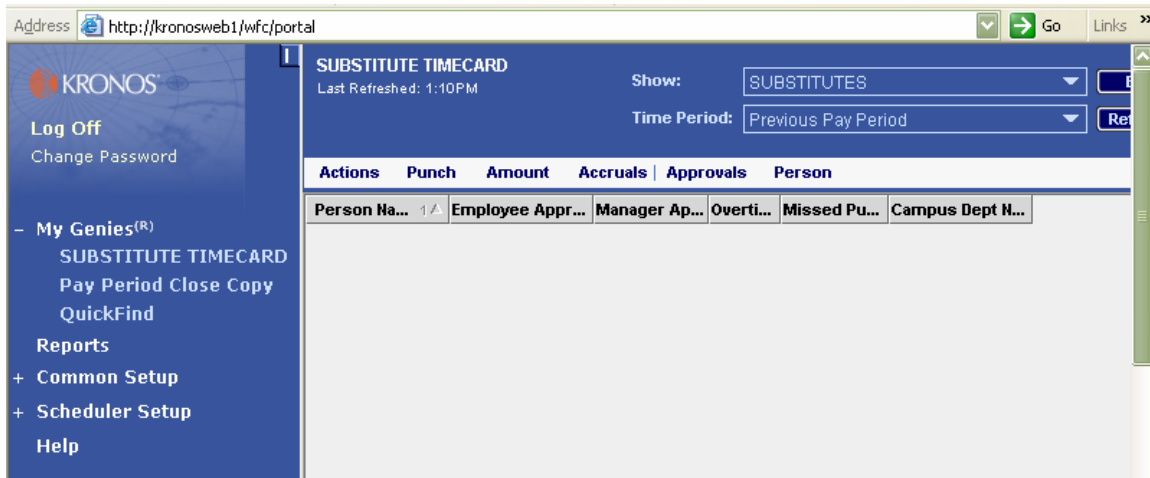
EDITING THE TIMECARD

To add hours to timecard
1. Click in the appropriate cell and enter the correct time worked. The entry will default to AM, so if the punch is for the afternoon then enter P for PM.

To correct a punch
1. Click on the cell with the incorrect punch and depress the **Delete or Backspace** key until the punch has been removed. Follow the instructions above to add the correct hours to the timecard.

To add the labor level
1. If the employee failed to use the Sub Para softkey the hours worked may be processed incorrectly. Refer to appendix for instructions on how to add/create a labor level.

REVIEWING THE TIMECARD

The approving manager should first review the timecard looking for any missed punches. Missed punches are indicated by a solid red cell on the timecard. To move to the next employee click on the ⇦ ⇨ located to the right of the employee's name and ID. It should be noted that the timecard will display all hours worked by the Substitute. Please carefully review the timecard to ensure that the hours are correct.

APPROVALS – CAMPUS/DEPARTMENT

The Approval acknowledges acceptance of the timecard information and that the timecard is ready to be processed.

1. To begin the approval process click on the Substitute Timecard Genie. To do a mass approval, from the Substitute Timecard Genie click on the **Approvals** tab, then click on **Approve** from the menu bar.

2. To remove the approval, click on **Approvals**, and then click on **Remove Approval**.

3. To do an individual approval from the timecard, click on the Substitute Timecard Genie. Next, click on the Timecard icon located on the right side of the screen.

4. Once the timecard is displayed, click on the **Approvals** tab and then click on **Approve** from the menu bar.

5. If edits need to be made after timecards have been approved the approval must be removed using steps 1 and 2. Once Payroll has signed off the timecards, no changes or edits can be performed. Contact Payroll if changes are needed.

6. Approvals must be completed by **Monday at 6pm**. You may receive email notifications to remind you to complete the approval process.


PRINTING TIME DETAIL REPORT

1. In Kronos select Reports from the Nav bar

2. From the Categories list click on Timecard and then click Time Detail

3. At the Time Period, click on the down arrow to select desired pay period.

4. Click on the Run Report option from the Select Report tab

5. Click on the Refresh Status option from the Check Run Status tab until report is at a complete status

6. Click on View report option to display report

7. To print report, click on the Print icon on the browser bar.

Appendix

BUILDING A LABOR LEVEL CODE
1. Access timecard from the Substitute Timecard genie in the navigation bar.

2. Click on the Transfer box next to IN punch, then click on the down arrow. If the Labor Level has been used before, then click in the Transfer column cell and click on the down arrow to bring up the stored selection.
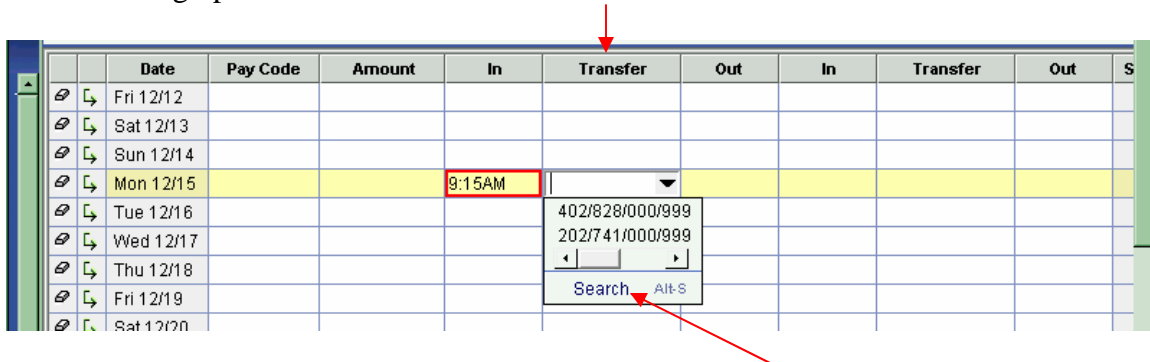
3. If this is the first time to enter a Substitute labor level then click on Search.

4. This will bring up the Select Transfer dialog box, where the code must be built that will identify the time worked as a Substitute.

5. At each of the dialog boxes click on the button to select the appropriate entry.

CLICK ON   **IF YOU WORK AT:**

Assoc Super Division – **980** – Substitute   Paraprofessional Substitutes

Org Number – Click on the campus or organization number

Dept Function Shop - Click on **000, Open**

Special Assignment – Click on **980, Substitute**

Job Code – Click on **000000, Open**

Reserved 1– Click on **000, Open**

Reserved 2 – Click on **000, Open**

When finished **click OK**

6. The Labor Level will appear in the Transfer box. Once the Labor Level has been setup, it will not have to be built again.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
		Fri 12/12							
		Sat 12/13							
		Sun 12/14							
		Mon 12/15			9:15AM	202/741/000/999/000000/000/000			
		Tue 12/16							
		Wed 12/17							
		Thu 12/18							
		Fri 12/19							
		Sat 12/20							

Save | Actions   Punch   Amount   Accruals   Comment   Approvals   Reports

7. Click on **Save** from the Menu bar.

EDITING TIMECARD IF LABOR LEVEL NOT ENTERED WHEN WORKED

1. Click on the arrow to insert a new line on the day trying to correct.

2. On the new line at the In column add the scheduled out time.

3. Click on Actions then Calculate totals to see the time display in proper order. (Please note that this does not save the transaction)

4. Follow steps 3 –5 from section I to enter the labor level code to the Transfer column in between the In and Out column.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	S
✎	↳	Sat 3/26									
✎	↳	Sun 3/27									
✎	↳	Mon 3/28			7:59AM		11:30AM	12:15PM			3
✎	↳	Mon 3/28			4:45PM	▼	6:00PM				1
✎	↳	Tue 3/29				;306/801/981/98:					
✎	↳	Wed 3/30				;306/801/982/98					
✎	↳	Thu 3/31				;306/801/980/98:					
✎	↳	Fri 4/01				;202/741/000/42:					
						;202/741/000/999					

5. Click Save to complete the transaction.