KRONOS MANUAL
Guide for Mobile Employees

TO ENSURE ACCURATE PAY:

- Time stamp to record time. See pages 10 thru 13.

- Review timesheet for missed punches. See page 14.
    - Missed Punch/Exception Form must be completed and approved for any missed punches. See pages 19 and 20
- Review Leave Balances. See Page 17

OTHER IMPORTANT ISSUES:

- Overview Page 3

- Daily Clock-In/Clock Out Requirements Page 3

- Lunch Break Page 4

- Leaving Facilities Page 4

- Location Transfers Appendix

- Install Workforce Mobile on your mobile device Page 7

- Updating Kronos Server Address Page 9

QUESTIONS?

- Please see your Timekeeper Manager if you have any KRONOS questions.

Overview

The District has implemented the KRONOS electronic timekeeping system in order to automate the timekeeping process. This system will be used to replace handwritten timesheets for all employees of the District. Absence records (e.g. vacation, sick days) will also be recorded in KRONOS.

The District will no longer allow automatic meal breaks in the KRONOS timekeeping system. This change will provide accurate documentation of actual hours worked and will require employees to clock in and out of the KRONOS timekeeping system when they are taking an uninterrupted meal break beginning **July 26, 2015**.

Employees will be required to use their District ID badge when recording time through a KRONOS time clock.

It is recognized that in certain situations (e.g. clock malfunctions) that it will be necessary to correct or enter missing data. These changes will be carefully documented on the MISSED PUNCH/EXCEPTION FORM so that it will be possible at all times to determine how a time detail record was computed.

It is the employee's responsibility to monitor his/her timesheet to ensure it accurately reflects time worked and to understand the correct procedures for clocking in and out, submitting the proper paperwork for missed punches, cancelling the automatic meal deduction (if necessary and with prior approval), and transferring time (if necessary).

Official Time

To ensure consistency of treatment for employees, the data recorded in the KRONOS system shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved referring to the official KRONOS records.

Methods for Reporting Time

The terms "clock-in", "punch in", "record time stamp", swipe in", or "swipe out" all have the same meaning. They refer to the action whereby an employee either slides his/her ID badge through the slot on a time clock, logs time through the web or logs time through a mobile device.

Mobile devices must be connected to a CISD Wi-Fi network in order for time to record in the KRONOS system. Logging in through VPN is prohibited.

Offline

Employees may punch in and out from the Kronos Mobile app without a CISD Wi-Fi network connection ("Offline mode"). In Offline mode, the device holds punches until the next time the mobile app connects to CISD Wi-Fi Network and will transfer punches with the proper timestamps and status.

Note: After a user saves a transaction in Offline mode, the device will allow only that users to log in to the device until the data is transferred through connecting to a CISD Wi-Fi network.

Daily Clock-In/Clock-Out Requirements

Employees are required to "clock-in" and "clock-out" of KRONOS to record their time worked. On occasion, such as training courses held at other location, employees may be required to use a time clock at a different location or be clocked-in/-out manually by the Campus/Department Timekeeper Manager using a Missed Punch/Exception form.

Lunch Break

Non-exempt employees are required to "clock-in" and "clock-out" of KRONOS to record their uninterrupted Lunch Breaks.

The only scheduled break during the work day is a lunch break. There are no other scheduled breaks.

Leaving the Facility

All employees leaving the campus/facility site for any personal reason during the day must clock out when leaving and clock in when returning.

Location Transfers

If your job routinely involves movement from one campus/facility site to another throughout the workday and your department requires you to track travel time and time at each location, a transfer must be made at the clock to record each movement. For instructions, see Appendix.

Falsification or Tampering

Since KRONOS timekeeping records are considered an employee's official time record, falsification of time, tampering with timekeeping records, tampering with timekeeping equipment/hardware/software, or punching in for another employee is considered a serious offense and may require disciplinary action up to and including termination.

- Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense subject to disciplinary action up to and including termination.
- Punching in for an absent employee (a.k.a. "buddy punching") will also be considered a serious offense with both employees subject to disciplinary action up to and including termination.
- No employee should be in possession of another employee's badge at any time.
- Anyone interfering with other employees' use of time clocks shall be subject to disciplinary action.
- To tamper with KRONOS equipment, interfere with use of the clocks, punch in for someone else, or to otherwise falsify actual time worked will be considered a serious offense. Due to the severity of these infractions there will be immediate discipline enforced up to and including immediate termination.

The campus/department supervisor and the Human Resources Department will review the specific details of such an infraction and develop an appropriate response.

Employment Status Changes
All employee rate changes, hours per day changes, and percent changes must take place at the beginning of a pay period.

Clock Problems
If any employee is unable to punch in or out because of a time clock malfunction, it is the employee's responsibility to immediately inform the Campus/Department Timekeeper Manager. In this situation, a Missed

Punch/Exception form must be completed. The Campus/Department Timekeeper Manager will notify the Technology Department of any issues related to the performance of clocks or mobile device while on CISD WI-FI network.

KRONOS Timekeeper Managers
A Timekeeper Manager has been assigned for each campus or department. This individual serves to edit punches, input absences, and approve time cards weekly. In order to edit punches and add pay codes for absence requests, the Timekeeper Manager must have a Missed Punch/Exception form or Absence from Duty form, which is signed by the employee and contains a signature from the supervisor documenting approval.

KRONOS time detail must be approved (in the KRONOS system) by the payroll deadline. In order to accomplish this, time sheets should be reviewed and edited (if needed) on a daily basis.

KRONOS Timekeeper Supervisors
In addition to the Timekeeper Manager, each campus/department has a Timekeeper Supervisor assigned. Generally, this is the Principal or supervisor of the department. This individual serves to review approved time data for each employee and then sign-off on the Employee Transactions and Totals report generated from the KRONOS system. This report should then be forwarded to the Payroll Department by the due date.

Docked Pay
If employees are absent and have used up all leave (sick, personal, or vacation), their pay shall be docked for the time missed based on their daily rate. Also, pay will be docked for employees who fail to work the full number of scheduled hours during any given workweek.

Recording of Leave and Order of Usage
Leave is posted based on information provided through the KRONOS Timekeeping system or the Aesop sub system. Leave will not be changed at a later date if incorrect information was submitted. Therefore, it is imperative that the reason given for the absence is accurate and that employees are aware of the order of usage as outlined in the diagram on page 6. The initial submission of the leave type determines how leave is applied based on the balance in leave banks.

If an employee takes leave in excess of the amount earned, the employee's pay will be reduced for the time missed based on their pay rate.

Order of Usage Example

The leave type shaded in gray indicates the original leave type chosen. The corresponding order of usage is outlined below each type in the event that leave type is not available.

State Personal Selected	Local Personal Selected	Off Duty/ Vacation Selected
If no state personal available, rolls to	If no local personal available, rolls to	If no off duty/vacation available, rolls to
Local Personal	**Off Duty/ Vacation**	**Local Personal**
If no local personal available, rolls to	If no off duty/vacation available, rolls to	If no local personal available, rolls to
Off Duty/ Vacation	**State Personal**	**State Personal**
If no off duty/vacation available, rolls to	If no state personal available, rolls to	If no state personal available, rolls to
Local Sick	**Local Sick**	**Local Sick**
If no local sick available, rolls to	If no local sick available, rolls to	If no local sick available, rolls to
State Sick	**State Sick**	**State Sick**
If no state sick available, rolls to	If no state sick available, rolls to	If no state sick available, rolls to
Extended Leave (Employee required to apply for approval through HR)	**Extended Leave** (Employee required to apply for approval through HR)	**Extended Leave** (Employee required to apply for approval through HR)
If no extended leave available, rolls to	If no extended leave available, rolls to	If no extended leave available, rolls to
Dock (pay will be deducted at per day rate)	**Dock** (pay will be deducted at per day rate)	**Dock** (pay will be deducted at per day rate)

Install Workforce Mobile on your Mobile Device

For iPhone, Android, and BlackBerry devices, download *Kronos Mobile* from the applicable App Store.
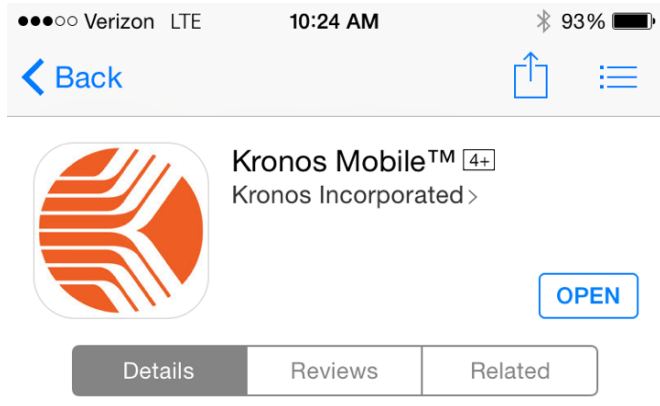
Initial Connection

1. Log on to your mobile device and connect to a CISD Wi-Fi network

2. Tap the KronosMobile icon

3. Tap **OK** to Use Your Current Location. This allows Kronos to send push notifications to the device.
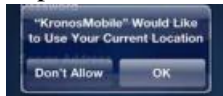
4. Tap **OK** to allow for Auto Context mapping. This enables the devices to detect your geographic location and adjust the data to your location. This feature must be enabled.

5. At the logon screen, enter a CISD user name, password and server address: **https://kronos.conroeisd.net/wfc**

Same user name and password used by the Workforce Central user interface

Server address   https://kronos.conroeisd.net/wfc

You can prevent this Server Address field from displaying by turning off the "Display Server Address" switch in the app settings on the device.

Tap here to view a demonstration of the product. This "Demo" option can be hidden by tapping the curl in the lower right portion of the screen and setting "Display Demo Button" option to "OFF."

Tap the page curl to set the following:

•Auto-context mapping: On/Off
•Display Demo Button: On/Off

6. When the device successfully connects to the Workforce Central server, your home screen displays
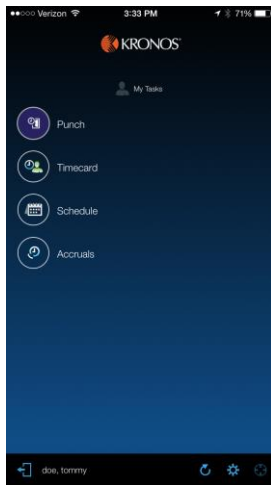
7. Tap [icon] in the lower Left hand corner to Exit
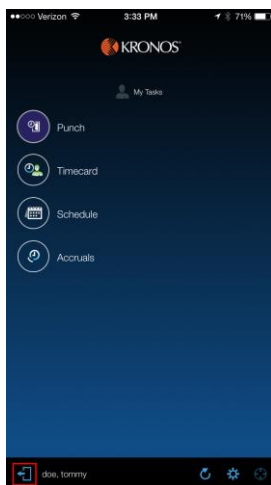
Updating Kronos Sever Address

1. Tap on the settings ⚙ button on the mobile device

2. Locate and Tap KronosMobile
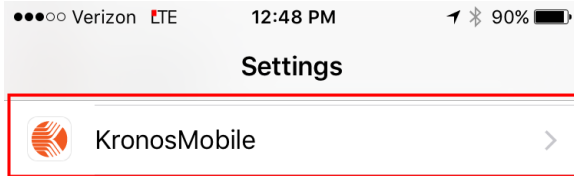
3. Tap Server URL and Update
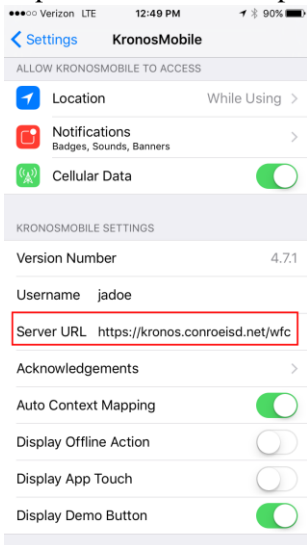
Clock-in/out

1. Log on to your mobile device and connect to a CISD Wi-Fi network

   Note: Kronos Mobile will allow you to clock-in/-out while not connected to CISD Wi-Fi Network in "Offline Mode", after initial login. The next time you login to a CISD Network in "Online mode", your saved Offline data is automatically synced. See Offline Punch Page 11.

2. Tap the Kronos Mobile icon

3. At the logon screen, enter a CISD user name, password and tap **Log On**
8. **Note**: Server Address(**https://kronos.conroeisd.net/wfc**)**,** will not be required after initial setup

4. Tap **Punch**

5. Tap **Punch** in the lower right hand corner
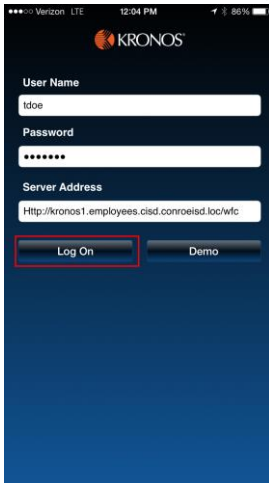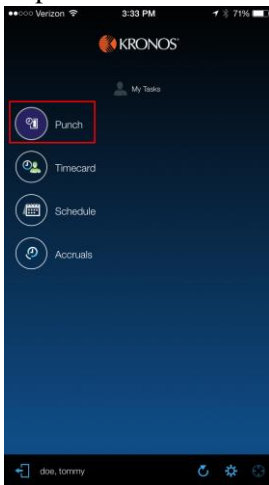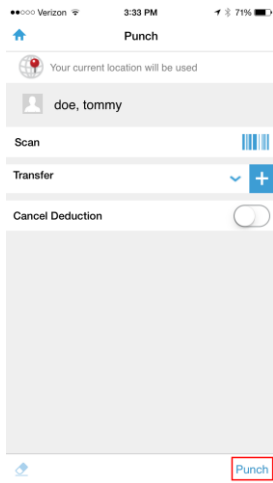
6. Tap **OK** to confirm punch
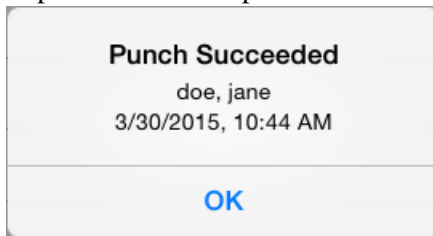
7. Tap in lower right hand corner to Exit
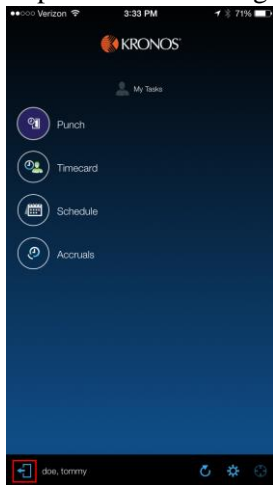
8. Repeat Steps 1-7 to Clock-Out

Offline Punch (not connected to CISD Wi-Fi Network)

1. At the logon screen, enter a CISD user name, password and tap **Log On**
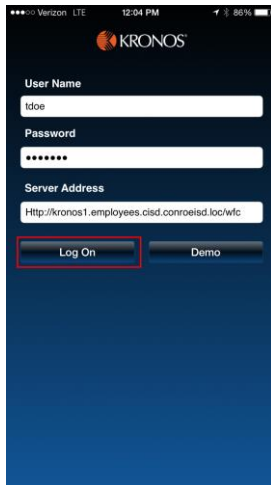
2. Tap **Yes**. This will allow you to record your punch to be synced with KRONOS at your next login when connected through CISD Wi-Fi Network
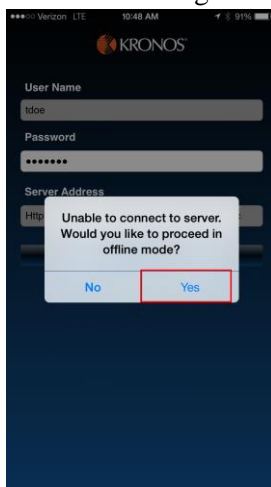
3. Tap **Punch**
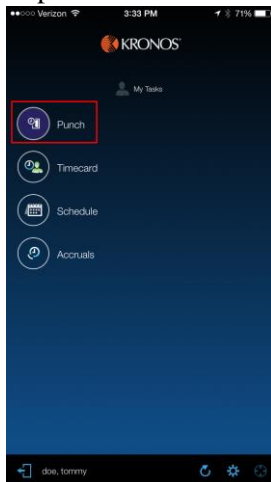
4. Tap Punch in the lower right hand corner
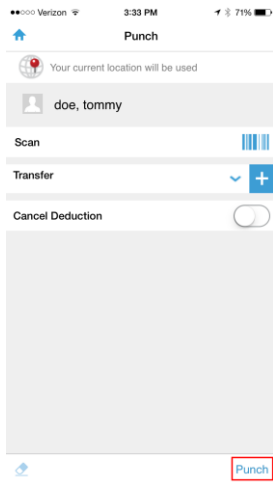
5. Tap **OK**
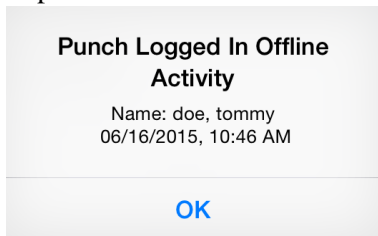
6. Tap in lower right hand corner to Exit
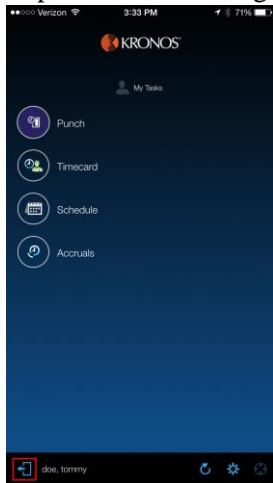
7. Repeat Steps 1-6 to Clock-Out

8. The next time you login to Kronos Mobile in Online mode via CISD Wi-Fi Network, your saved offline punches are automatically synced.
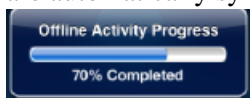
View your Timecard

1. Log on to your mobile device and connect to a CISD Wi-Fi network

    Note: You must be connected to a CISD Wi-Fi network in order to review your timecard

2. Tap the Kronos Mobile icon

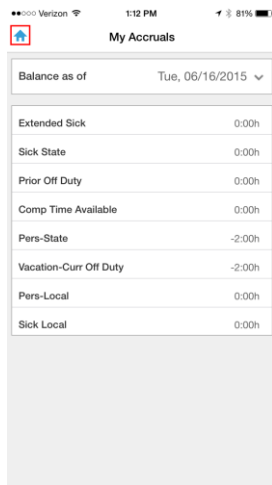3. At the logon screen, enter a CISD user name, password and tap **Log On**
9. **Note**: Server Address(**https://kronos.conroeisd.net/wfc**)**,** will not be required after initial setup
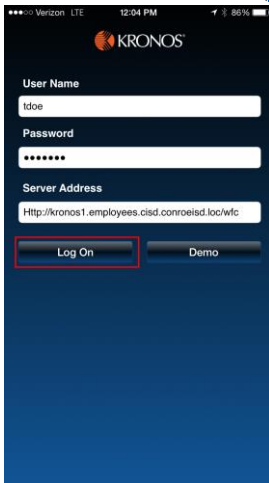
4. Tap **Timecard**
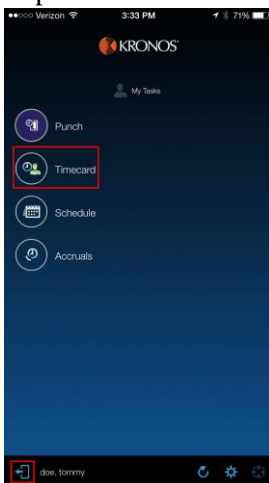
5. Tap **Totals**
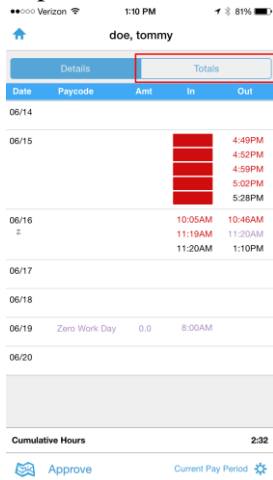
6. Review Totals
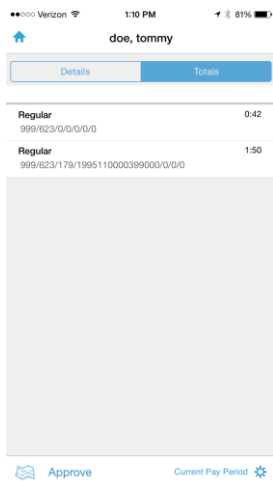
7. Tap **Details**
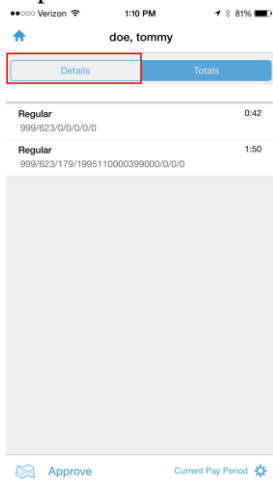
8. Review missed punches.

> **Note:** If you have a missed punch on your timecard, your must complete a Missed Punch Form, page 18 and 19
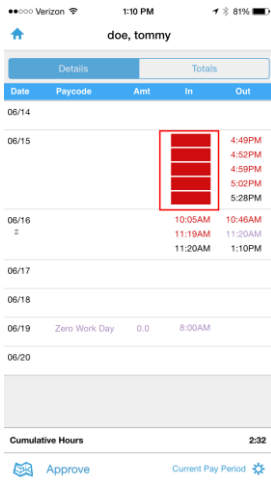
9. Review Transfers. Tap the **Time In Punch** and the detail will display. Tap the ← to exit.
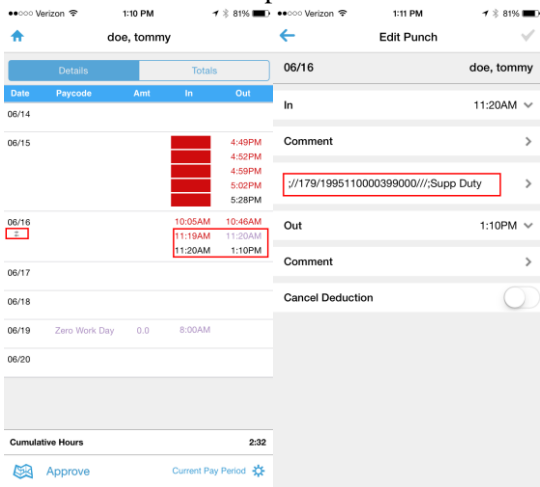
10. Tap the **Home** to exit the timecard.
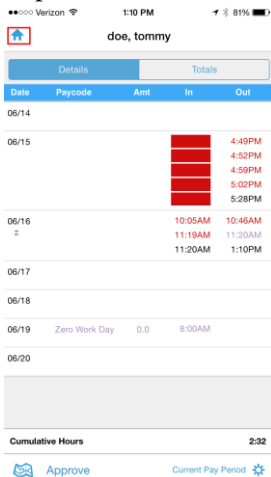
Review Leave Balances

1. Log on to your mobile device and connect to a CISD Wi-Fi network

   Note: You must be connected to a CISD Wi-Fi network in order to review your timecard

2. Tap the Kronos Mobile icon

3. At the logon screen, enter a CISD user name, password and tap **Log On**
10. **Note**: Server Address(**https:// kronos.conroeisd.net/wfc**)**,** will not be required after initial setup
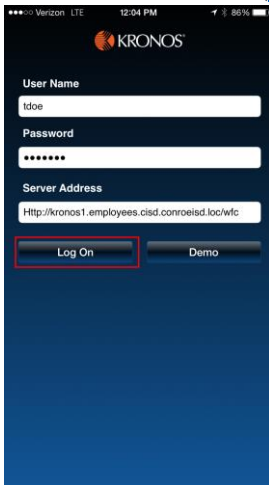
4. Tap **Accruals**
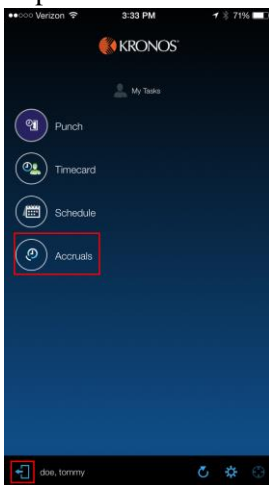
5. Review Balances and Tap the **Home** 🏠 to exit

Balance as of	Tue, 06/16/2015 ⌄
Extended Sick	0:00h
Sick State	0:00h
Prior Off Duty	0:00h
Comp Time Available	0:00h
Pers-State	-2:00h
Vacation-Curr Off Duty	-2:00h
Pers-Local	0:00h
Sick Local	0:00h

Missed Punch/Exception Form

CONROE INDEPENDENT SCHOOL DISTRICT
Committed to Excellence

Employee Name _____   Campus/Department _____

Payroll ID# (6 digit) _____   Pay Period _____

Missed Punch

Date	Time In	Time Out	Check Reason					Explanation
			Forgot Punch	Lost Badge	Double Punch	Field Trip	Other	

Cancel Automatic Lunch Deduction

Date	Reason

Warning

Reason	Number	Employee's Signature

I authorize the correction to my KRONOS timecard selected above.

Employee Signature _____   Date _____

Manager Signature _____   Date _____

For Office Use Only

_____
Adjusted By

_____
Date

Missed Punch/Exception Form Instructions

When you have missed a punch or need to report an exception/absence on your timecard please fill out a Missed Punch/Exception Form. This form will notify your supervisor of the necessary correction.

Instructions:

Please fill in your Name, Employee ID, Campus/Department and Pay Period for correction.

If you have missed a punch:

Date: Date you missed the punch
Time In/Time Out: Indicate what time the punch should have occurred
Check Reason: Check reason or other if reason is not listed
Explanation: Detail reason (required if other is checked)

For example, say you forgot to punch out on March 12 at 12:15 p.m. This is how the missed punch should look.

Missed Punch			Check Reason					
Date	Time In	Time Out	Forgot Punch	Lost Badge	Double Punch	Field Trip	Other	Explanation
3/12/06		12:15 pm	X					

Form must be signed by both employee and manager.

Appendix
Clock-in with Transfer

1. Log on to your mobile device and connect to a CISD Wi-Fi network

    Note: You must be connected to a CISD Wi-Fi network in order to utilize supplemental duty unless the supplemental duty is in recent transfers (step 5).

2. Tap the Kronos Mobile icon

3. At the logon screen, enter a CISD user name, password and tap **Log On**
11. **Note**: Server Address(**https:// kronos.conroeisd.net/wfc,** will not be required after initial setup
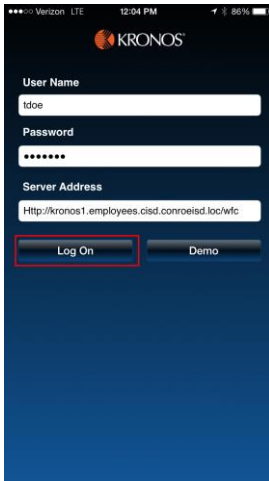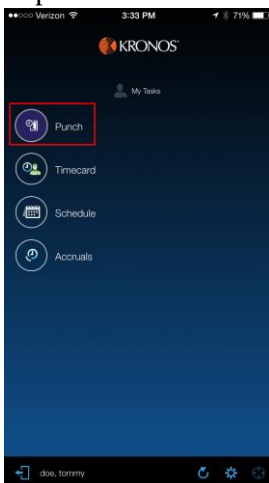
4. Tap **Punch**

5. If recent **Transfer** reflects appropriate transfer follow a-c, else follow steps 6-14

    a. Tap ⌄ next to **Transfer**
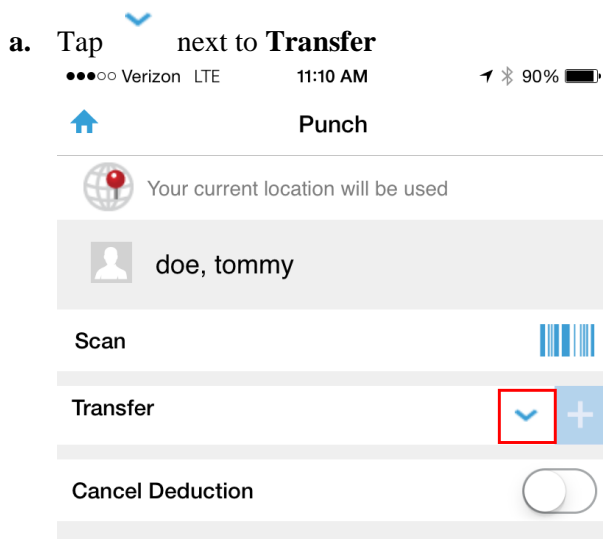
    b. Previously Selected **Transfers** will appear
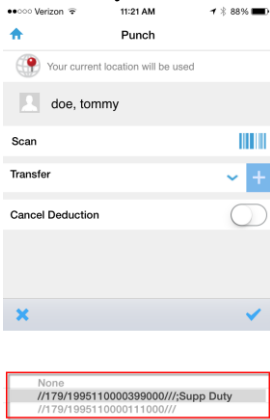
    c. Locate the appropriate Transfer and tap ✔ in the right hand corner
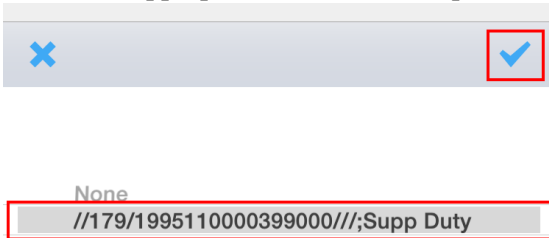
d. Confirm the transfer and tap Punch
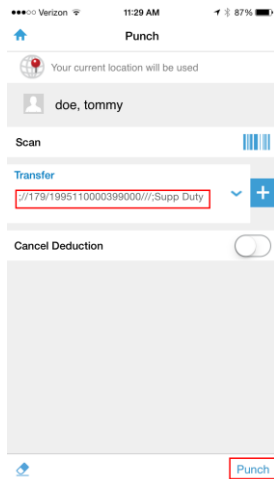
6. Tap next to Transfer **Labor Level Transfer**
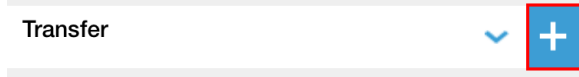
7. Tap **Labor Level Transfer**
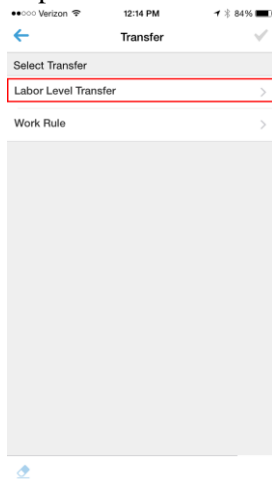
8. Tap **Department**, if required
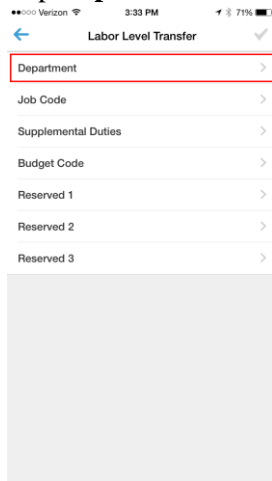
9. Scroll to locate and Tap **Department** or type Department Number or Department Name in Search bar
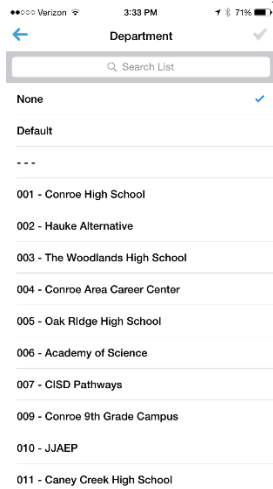
10. Once **Department** has been selected, confirm Checkmark and tap [checkmark] in the right hand corner
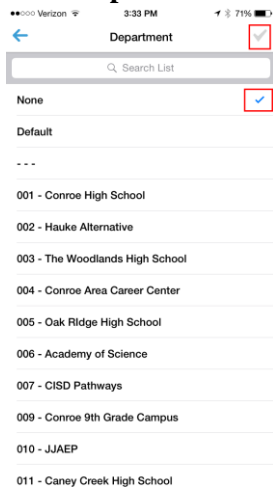
11. Tap **Supplemental Duties**
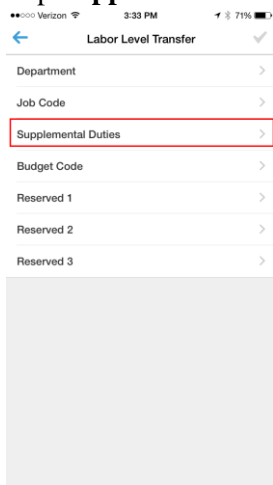
12. Scroll to locate and Tap **Supplemental Duty** or type Supplemental Duty Name or Number in Search bar
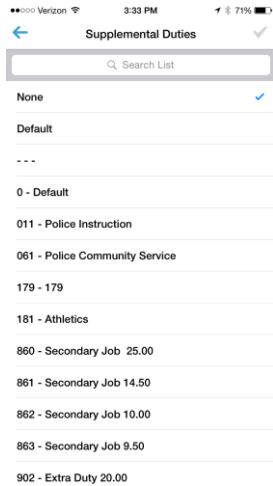
13. Once **Supplemental Duty** has been selected, confirm Checkmark and tap ✓ in the right hand corner
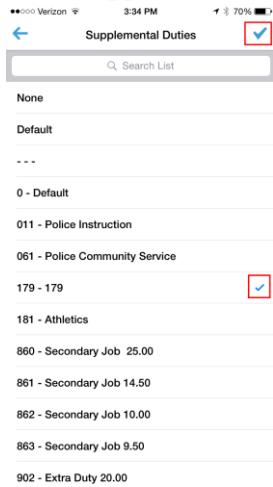
14. Tap **Budget Code,** if required
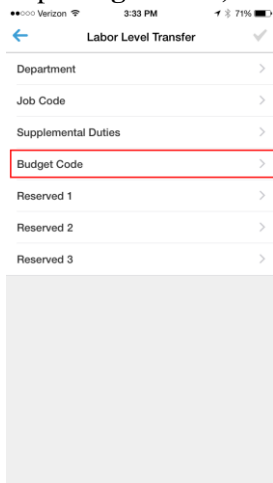
15. Scroll to locate and Tap **Budget Code** or type Budget Code in Search bar

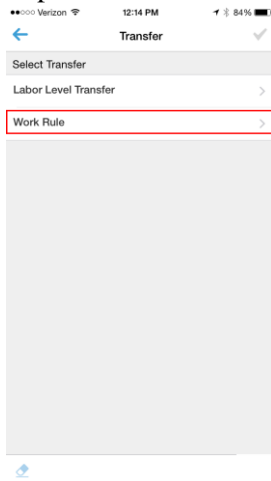**16.** Once **Budget Code** has been selected, confirm **Checkmark** and tap [image] in the right hand corner

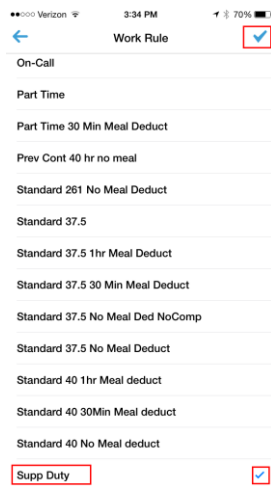**17.** Ensure the selected **Supplemental Duty(Department and/or budget code if required)** has returned on the

Labor Level Transfer Punch Screen and tap [image] in the right hand corner
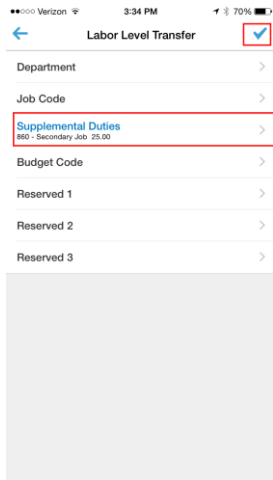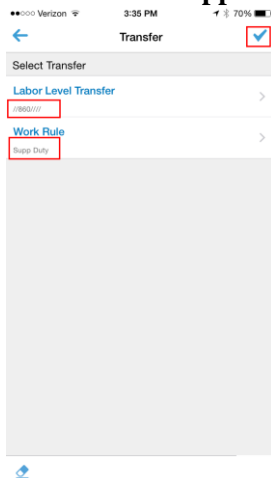
18. Tap **Work Rule**

19. Scroll to Locate "**Supp Duty**" or type "**Supp Duty**" search bar, confirm Checkmark and tap in the right hand corner
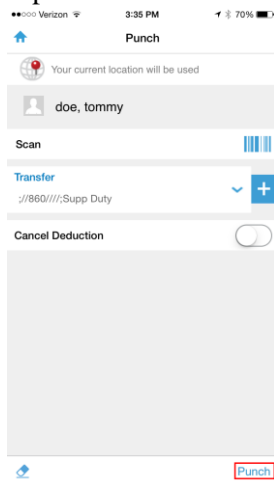

20. Ensure Labor Level Transfer and Work Rule "Supp Duty" have been selected and tap in the right hand corner
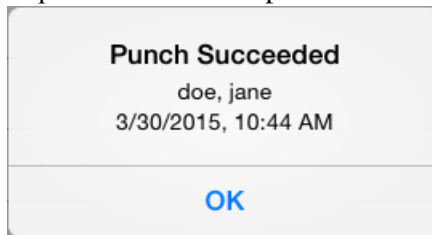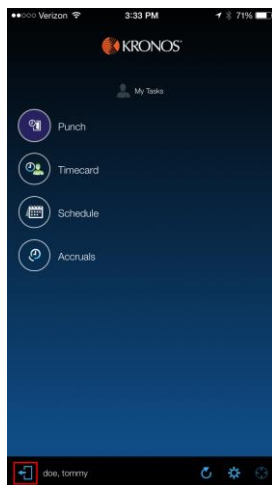
Note: Work Rule **Supp Duty** must be selected

21. Tap **Punch** in the lower right hand corner

22. Tap "OK" to confirm punch

23. Tap in the lower Left hand corner to Exit

24. **Clock-in/out** after Transferring
    a. If returning to your Primary Account follow Step 11-21 with the following
        i. Supplemental Duty: 0-Default
        ii. Budget Code: 0-Default
    b. If clocking out, Tap **Punch**