



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 UKG Workforce 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.

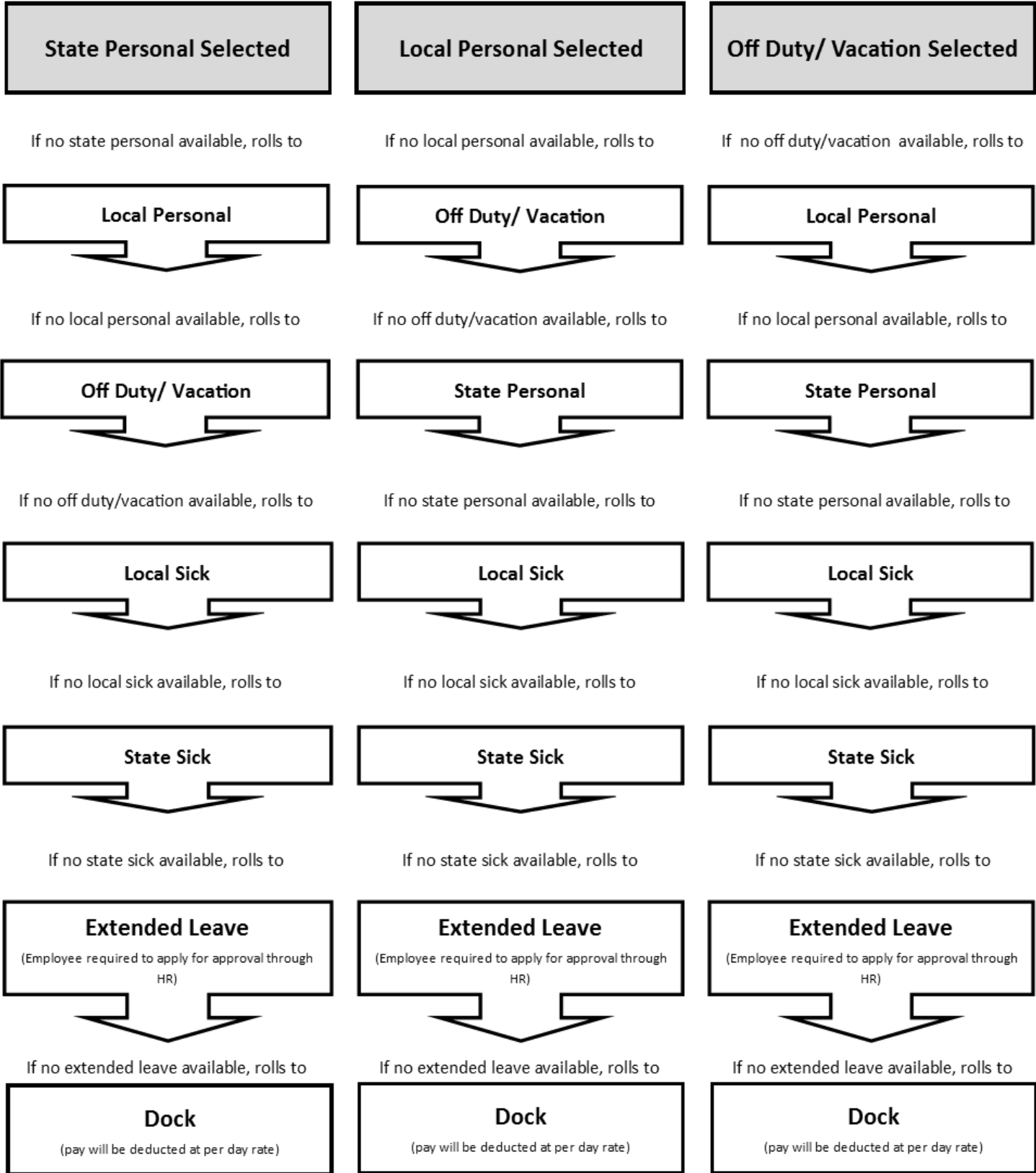
Recording of Leave and Order of Usage

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.



Install Workforce Mobile on your Mobile Device

For iPhone, Android, and BlackBerry devices, download *UKG Workforce Central* (formerly Kronos Mobile) from the applicable App Store.



UKG Workforce Central (4+)
Kronos Incorporated
#44 in Business
★★★★★ 1.5 • 1.7K Ratings
Free

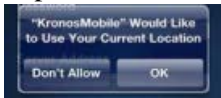
Initial Connection

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

2. Tap the UKG Workforce icon



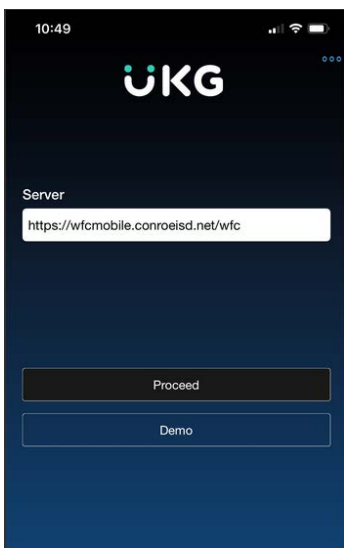
3. Tap **OK** to Use Your Current Location. This allows Kronos to send push notifications to the device.



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.

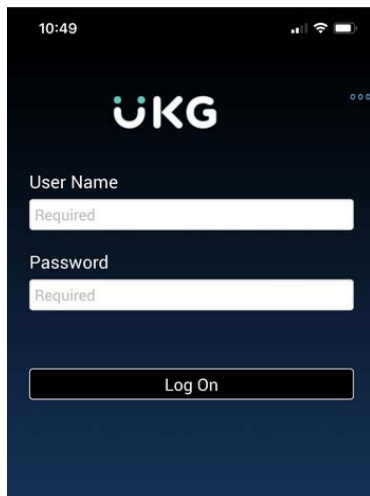


5. After downloading the app, type the server address into the Server box: <https://wfcmobile.conroeisd.net/wfc>

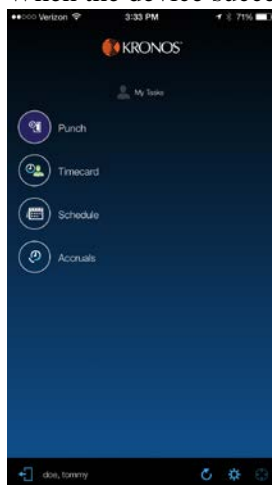



Click Proceed.

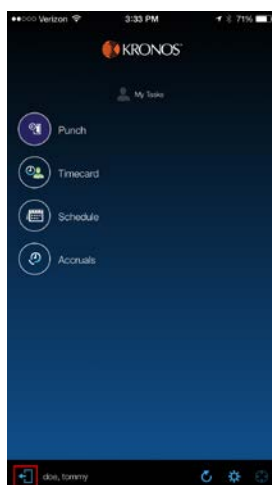
6. At the logon screen, enter a CISD user name and password, then click Log On.



7. When the device successfully connects to the Workforce Central server, your home screen displays



8. Tap  in the lower Left hand corner to Exit

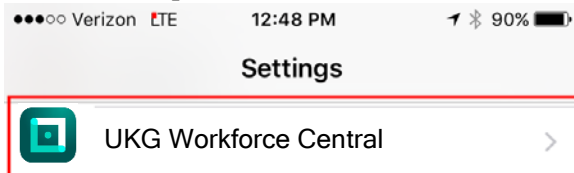


Updating Kronos Sever Address

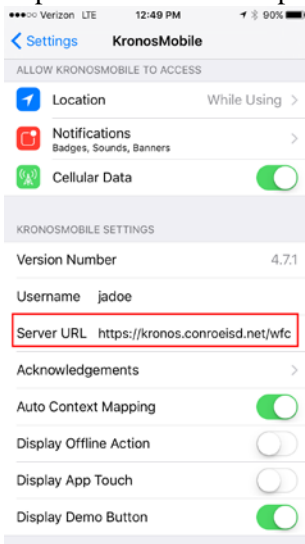


1. Tap on the settings button on the mobile device

2. Locate and Tap UKG Workforce Central



3. Tap Server URL and Update



Clock-in/out

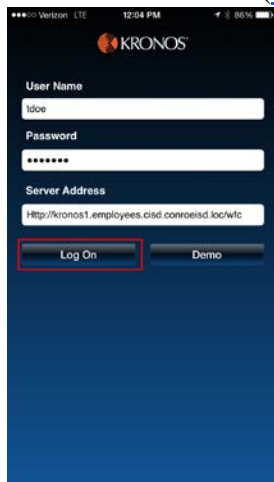
1. Log on to your mobile device and connect to a CISD Wi-Fi network

Note: UKG Workforce 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.

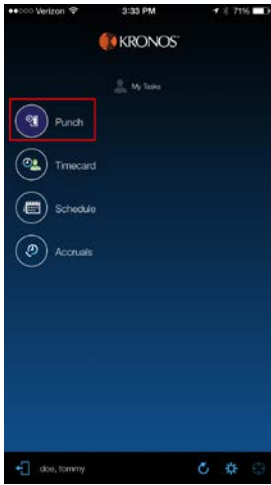
2. Tap the UKG Workforce icon



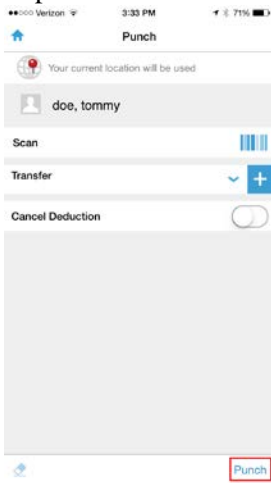
3. At the logon screen, enter a CISD user name, password and tap **Log On**
9. **Note:** Server Address(<https://kronos.conroeisd.net/wfc>), will not be required after initial setup



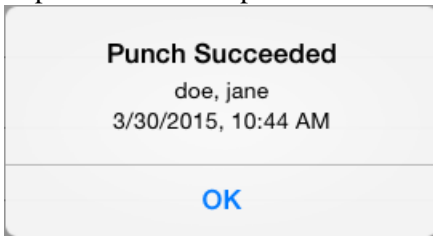
4. Tap **Punch**




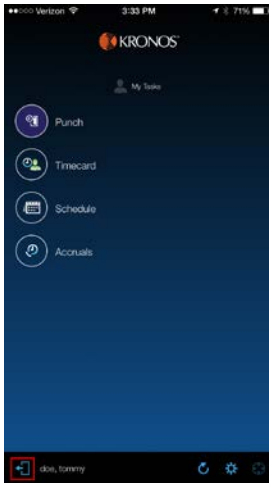
5. Tap **Punch** in the lower right hand corner



6. Tap **OK** to confirm punch



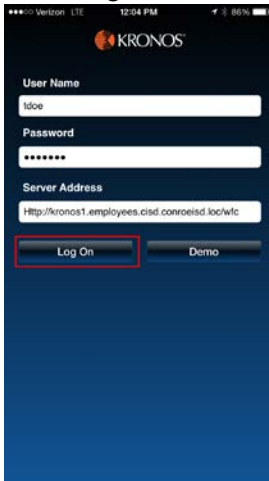
7. Tap  in lower right hand corner to Exit



8. Repeat Steps 1-7 to Clock-Out

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

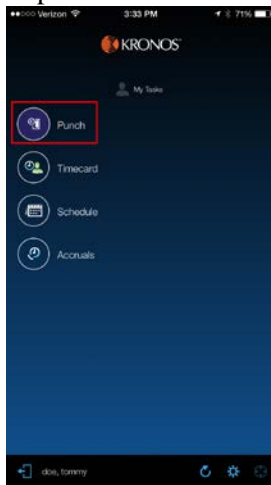
1. At the login screen, enter a CISD user name, password and tap **Log On**



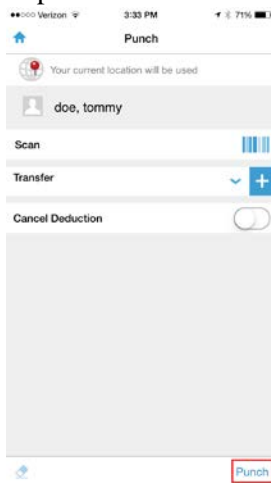
2. Tap **Yes**. This will allow you to record your punch to be synced with KRONOS at your next login when connected through CISD Wi-Fi Network



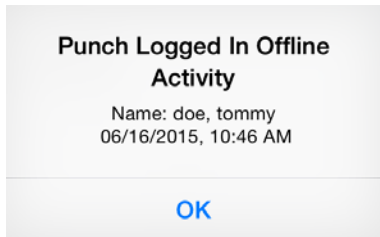
3. Tap Punch



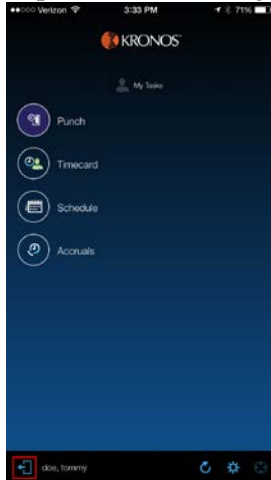
4. Tap Punch in the lower right hand corner



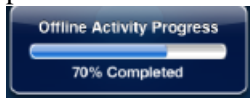
5. Tap OK



6. Tap  in lower right hand corner to Exit



7. Repeat Steps 1-6 to Clock-Out
8. The next time you log in to UKG Workforce 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 UKG Workforce icon

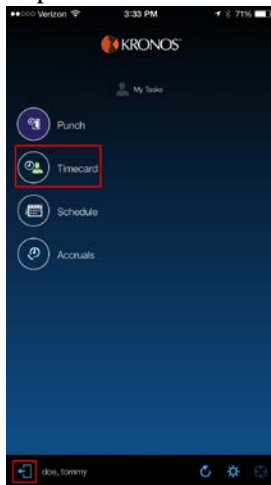


3. At the logon screen, enter a CISD user name, password and tap **Log On**

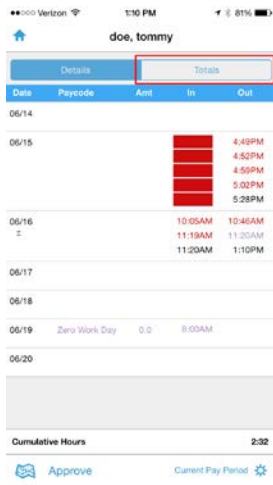
10. **Note:** Server Address(<https://kronos.conroeisd.net/wfc>), will not be required after initial setup



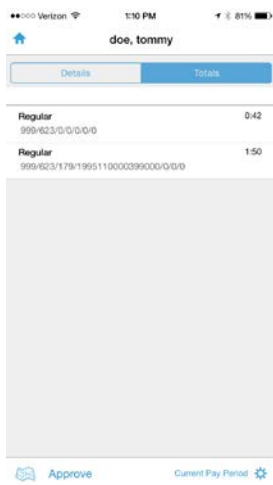
4. Tap Timecard



5. Tap Totals



6. Review Totals

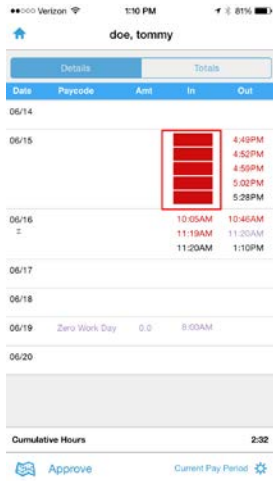


7. Tap Details

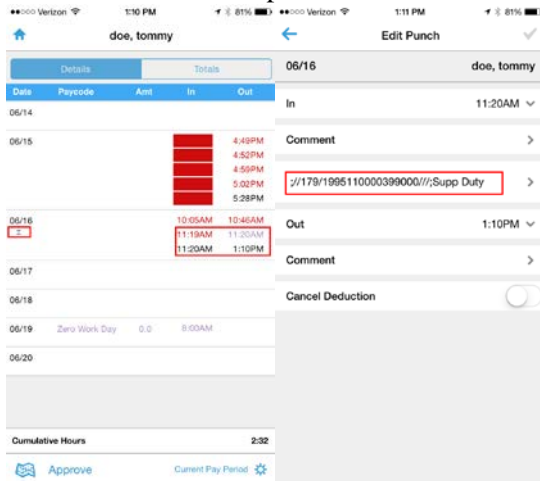


8. Review missed punches.

Note: If you have a missed punch on your timecard, you 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

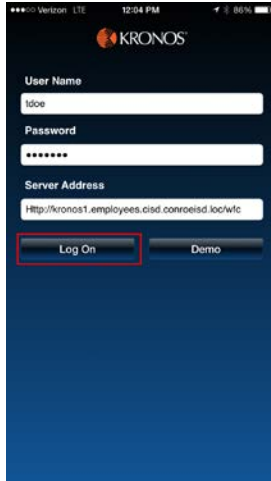
Note: You must be connected to a CISD Wi-Fi network in order to review your timecard

2. Tap the UKG Workforce icon

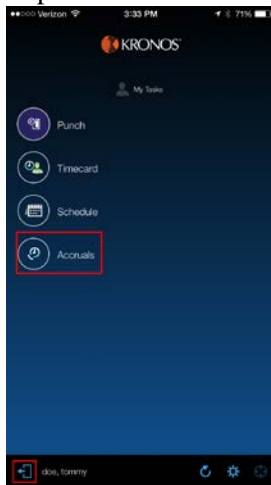


3. At the logon screen, enter a CISD user name, password and tap **Log On**.

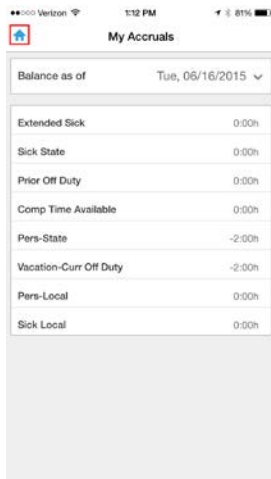
Note: Server Address(<https://kronos1.employees.cisd.conroeisd.net/wfc>), will not be required after initial setup



4. Tap **Accruals**



5. Review Balances and Tap the **Home**  to exit





Missed Punch/Exception Form

Employee Name _____ Campus/Department _____

Payroll ID# (6 digit) _____ Pay Period _____

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

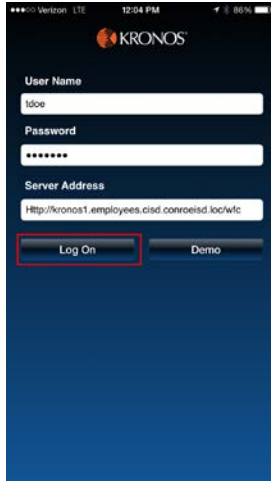
Note: You must be connected to a CISD Wi-Fi network in order to utilize supplemental duty unless the supplemental duty is in recent transfers (step 5).

2. Tap the UKG Workforce icon

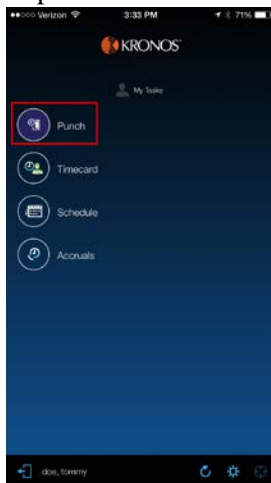


3. At the logon screen, enter a CISD user name, password and tap **Log On**

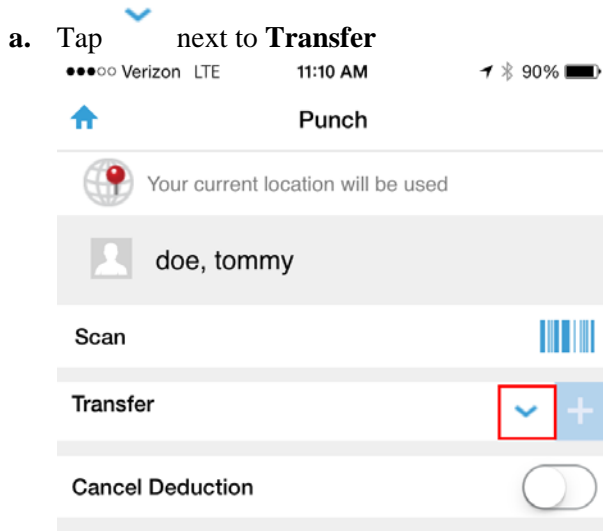
11. **Note:** Server Address (<https://kronos.conroeisd.net/wfc>, will not be required after initial setup



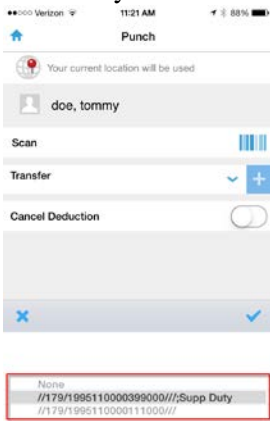
4. Tap **Punch**




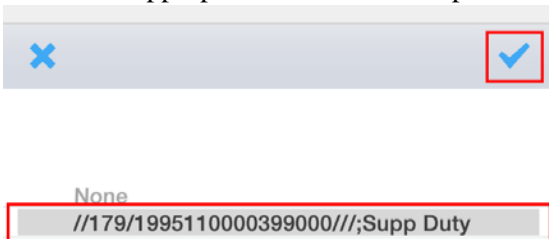
5. If recent **Transfer** reflects appropriate transfer follow a-c, else follow steps 6-14



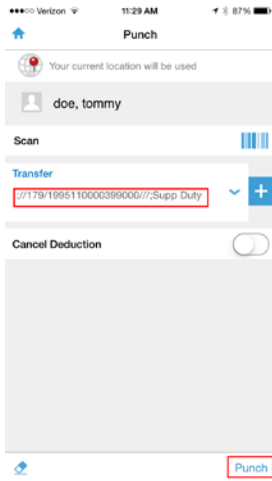
b. Previously Selected **Transfers** will appear



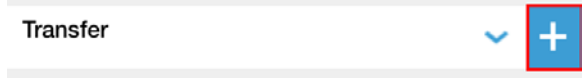
c. Locate the appropriate Transfer and tap  in the right hand corner



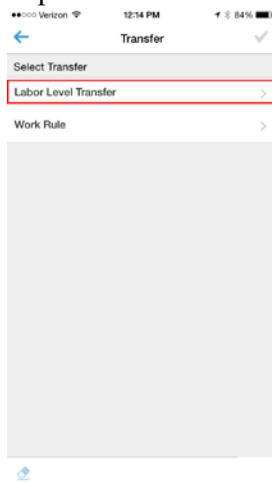
d. Confirm the transfer and tap **Punch**



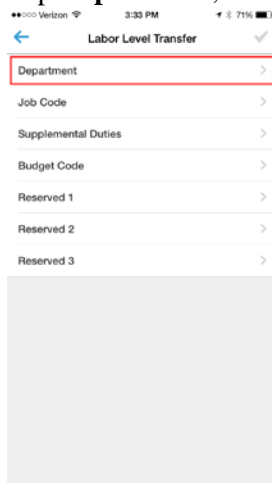
6. Tap  next to Transfer **Labor Level Transfer**



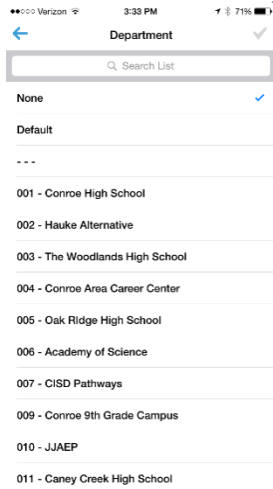
7. Tap **Labor Level Transfer**



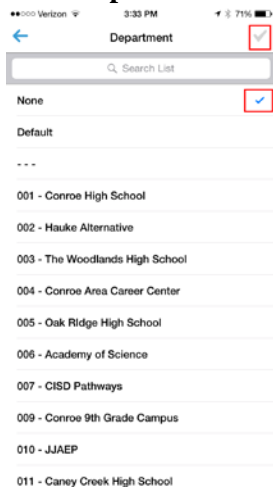
8. Tap **Department**, if required



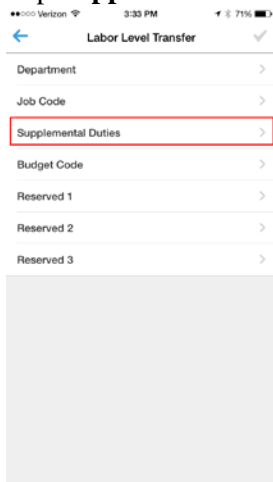
9. Scroll to locate and Tap **Department** or type Department Number or Department Name in Search bar



10. Once **Department** has been selected, confirm Checkmark and tap  in the right hand corner




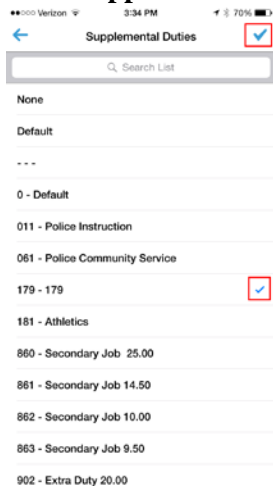
11. Tap **Supplemental Duties**



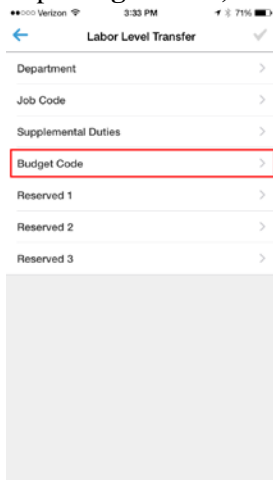
12. Scroll to locate and Tap **Supplemental Duty** or type Supplemental Duty Name or Number in Search bar



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

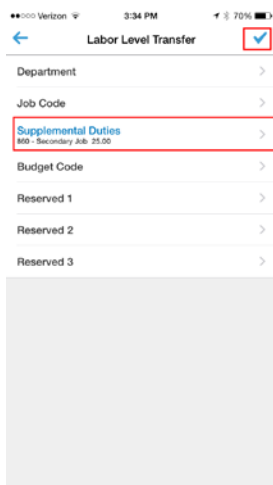


16. Once **Budget Code** has been selected, confirm **Checkmark** and tap  in the right hand corner

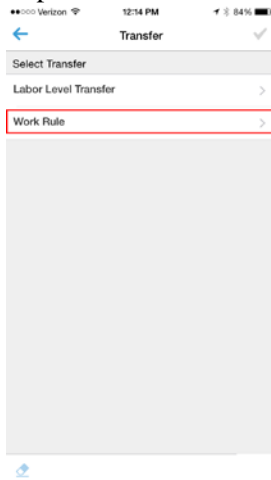



17. Ensure the selected **Supplemental Duty(Department and/or budget code if required)** has returned on the

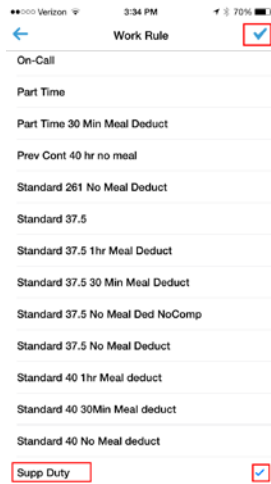
Labor Level Transfer Punch Screen and tap  in the right hand corner



18. Tap Work Rule

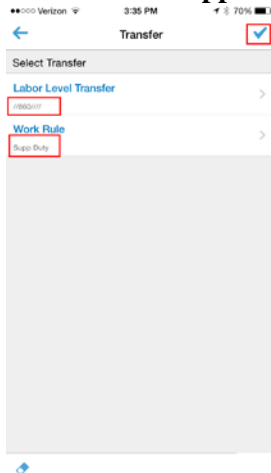


19. Scroll to Locate “Supp Duty” or type “Supp Duty” search bar, confirm Checkmark and tap  in the right hand corner

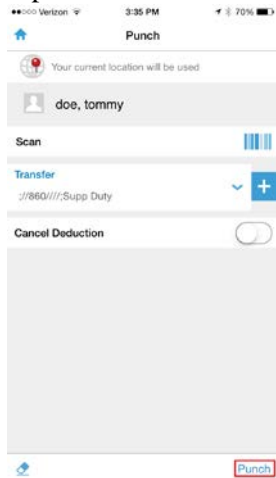


20. Ensure Labor Level Transfer and Work Rule “Supp Duty” have been selected and tap  in the right hand corner

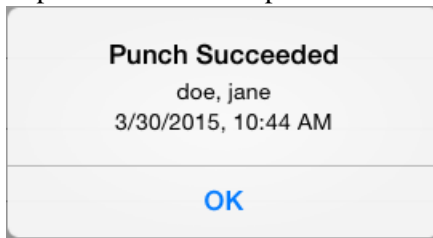
Note: Work Rule **Supp Duty** must be selected



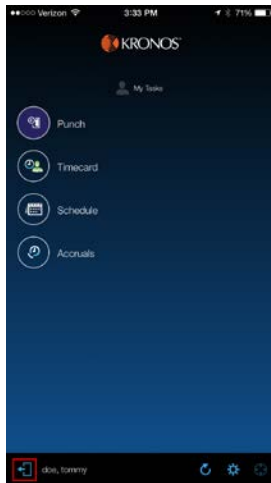
21. Tap **Punch** in the lower right hand corner



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**