Teachers KRONOS

Log your time <u>OUT</u> of your classroom (absences, school business, etc.) should be entered the <u>DAY</u> you return to work.

Step 1: To enter your time, you will be REQUIRED to select a pay code to proceed. Click on the black down arrow in the Pay Code column:



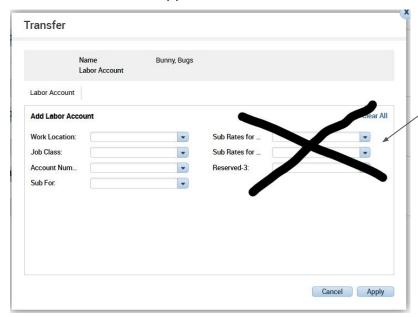
Step 2: Add 3 (half day) or 6 (full day) hours to indicate the time you were out of your classroom.

Tue 7/01	Thu 7/03
3:00	6:00

Step 3: Click on the black down arrow in the transfer column. Click on the "Search" at the bottom.



This transfer box will appear:



You will **NOT** be using any of the options on the right.

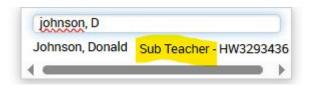
Step 4: Select the work location. Add your school site or department this ensures that a supervisor can see and approve your timesheet. Select the drop down arrow. Notice the "Smart Search" box that appears below the original box. This is where you type <u>all</u> your searches.



Click on the correct school or department to populate then jump to "**sub for**" at the bottom of the list:



Step 5: Use your "Smart Search" and type a portion of the sub teacher name, if you do not require a sub (like an absence during PD time only, or the job wasn't picked up, you would type "no sub".

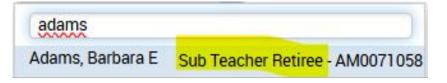


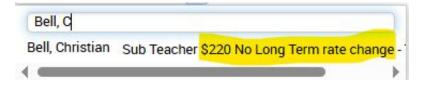




You will get a list of available subs. If the sub does not say "Sub Teacher" anywhere, this is a classified sub, do not choose.

Please note that if the sub teacher is a retiree or a strictly \$220 rate sub; this will be indicated after their name here. This will help you pick the appropriate job class.

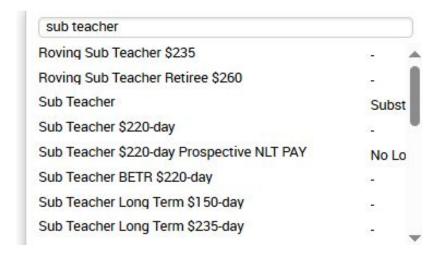




Step 6: Go back up to "job class" now that you know the type of sub you have. Again use your "Smart Search" and type a portion of the appropriate description like Cert Extra or Sub Teacher. You may also use key words like "cares", "tutor", or "period" for extra duty, for sub teacher use the info you just obtained: "\$245", "retiree" or "\$220" to limit your options.

Remember to use the SDC-RSP or SH options if this is what you teach.





PLEASE NOTE: The selections cannot be expanded, however hovering over the partial description allows you to see the entire option.

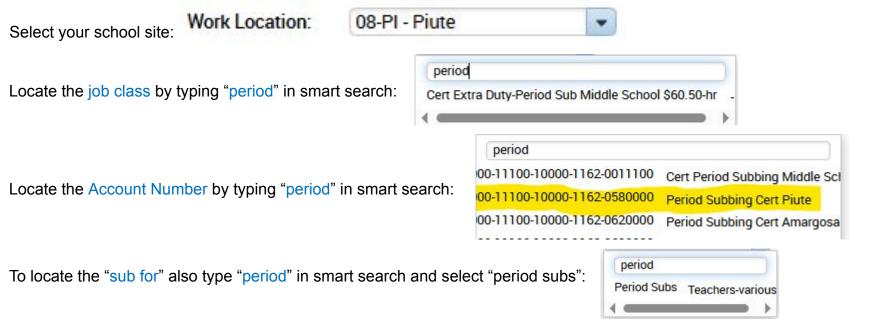
Once you have these 3 transfer items, you are done and can select "Apply":



This is what your completed timesheet should look like for an absence (The time keeper will add budgets as necessary):

	Pay Code	Transfer	Mon 6/30	Tue 7/01
×	School Business	11-DO/Sub Teacher \$220-day//Bell, Christian///		3:00

Middle schools may have period sub transfers if a sub was not available for your absence. They should be entered as follows:



If you are the one working, you will need to enter the name of the teacher you are subbing for:

Pay Code	Transfer	Mon 6/30	Tue 7/01
School Business	08-PI/Cert Extra Duty-Period Sub Middle School \$60.50-hr/010-000000-11100-10000-1162-0580000/Topper, Rebecca S///		3:00

Extra Duty will look similar to this:

Pay Code	Transfer	Mon 6/30	Tue 7/01	Wed 7/02
Cert Extra Duty	CIA/Cert Extra Duty-CIA \$50-hr/010-070000-11100-10000-1170-0681500////			2:00

^{**}The time keeper for your school or the training group will put in the account number.**

To add a line, you must first save what you are doing in the upper right:



Once you have hit "Save" it will go grey and another line will appear on your timesheet, you may then add another absence or extra duty for that week:





The sign out is now located at the upper left, under your name:



At the End of the month, click the approve tab (upper left) and approve your timesheet only AFTER you have verified that all your time has been entered. There will be an attestation you must click on that states you have confirmed accuracy. Once you approve, you will be locked out of your timesheet.

Once a principal or a timekeeper has approved your timesheet, you will be locked out. You will have to seek assistance from the time keeper to update it.

Payroll CANNOT input or change your time for you.