

Teachers KRONOS

****Log your time OUT of your classroom (absences, school business, etc.) should be entered the DAY 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:

	Pay Code	Transfer	Mon 6
<input type="checkbox"/>	<Enter Pay Code>		
<input type="checkbox"/>	Daily Total		

	Pay Code
<input type="checkbox"/>	Please Choose:
<input type="checkbox"/>	Search
<input type="checkbox"/>	Paid Doubletime
<input type="checkbox"/>	Paid Overtime
<input type="checkbox"/>	Personal Extra Contract Day-MS
<input type="checkbox"/>	Personal Necessity
<input type="checkbox"/>	Personal Necessity 9
<input type="checkbox"/>	Personal No Pay
<input type="checkbox"/>	School Business
<input type="checkbox"/>	Sick Leave

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

Tue 7/01
3:00

Thu 7/03
6:00

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

	Pay Code	Transfer	Mon 6/30	Tue 7/01
<input type="checkbox"/>	School Business			3:00

tal

Search...

This transfer box will appear:

Transfer

NameBunny, Bugs

Labor Account

Labor Account

Add Labor Account

Work Location:

Job Class:

Account Num...

Sub For:

Sub Rates for ...

Sub Rates for ...

Reserved-3:

Clear All

Cancel

Apply

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 all your searches.

Add Labor Account

Work Location:

Job Class:

Smart search...

Account Num...

Add Labor Account

Work Location:

Job Class:

Account Num...

02-ED	El Dorado
11-DO	District Office
11-DO Hrly	District Office Hourly

Sub For:

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

Add Labor Account

Work Location:

Job Class:

Account Num...

Sub For:

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”).

Johnson, Donald Sub Teacher - HW3293436

Sub For:

No Sub Available No Sub Available
No Sub Required No Sub Required

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.****

Adams, Barbara E Sub Teacher Retiree - AM0071058

Bell, Christian Sub Teacher \$220 No Long Term rate change -

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.****

Cert Extra

Cert Extra Duty Admin Intern \$50-hr

-

Cert Extra Duty-\$50-hr

-

Cert Extra Duty-Activity Clubs-\$50 hr

-

Cert Extra Duty-Bi-annual \$1,000 BCLAD stipend

-

Cert Extra Duty-Class Size Overage \$5.00-day

-

Cert Extra Duty-Coaching \$50-hr

-

Cert Extra Duty-Community Events-\$50 hr

-

Cert Extra Duty-ELO \$50-hr

-

Cert Extra Duty-FCM \$50-hr

-

Expand

sub teacher

Roving Sub Teacher \$235

-

Roving Sub Teacher Retiree \$260

-

Sub Teacher

Subst

Sub Teacher \$220-day

-

Sub Teacher \$220-day Prospective NLT PAY

No Lo

Sub Teacher BETR \$220-day

-

Sub Teacher Long Term \$150-day

-

Sub Teacher Long Term \$235-day

-

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”:

Work Location:11-DO - District Office

Job Class:Sub Teacher \$220-day --

Account Num...

Sub For: Bell, Christian - Sub Teac...

Cancel

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	V
<input checked="" type="checkbox"/>	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:

Select your school site: **Work Location:** 08-PI - Piute

Locate the **job class** by typing “period” in smart search:

Cert Extra Duty-Period Sub Middle School \$60.50-hr

Locate the **Account Number** by typing “period” in smart search:

00-11100-10000-1162-0011100 Cert Period Subbing Middle Sch

00-11100-10000-1162-0580000 Period Subbing Cert Piute

00-11100-10000-1162-0620000 Period Subbing Cert Amargosa

To locate the “**sub for**” also type “period” in smart search and select “period subs”:

Period Subs Teachers-various

****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:



Print Timecard



Refresh



Calculate Totals


Save


Go To

 School Business

 <Enter Pay Code>

 Daily Total

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.****