#Punch4Pay

For Managers

UPGRADE

Go Live Date: May 16, 2018!

KRONOS UPGRADE

New Features:

- Updated screens and workspaces
- NO JAVA!!!
- Flash Required
- Recommended browser – Chrome (also accessible on Mac)
- Employee workspace
- The ability to request time off via the clock (SharePoint forms will be phased out)
  - Seamless leave request entry on timecard

What we need from you?

TIMEKEEPER

Register New Employees

Enter Schedules

Reconcile daily

Communicate Issues

Approve Timecards

MANAGER

Set the tone

Approve OT

Monitor Time

Sign-Off Timecards

How an employee is entered in Kronos

- Must be hired in GHR/Lawson
- If it's wrong in Lawson, it will be wrong in Kronos

HR Hires Employee in Lawson → Employee Appears in Kronos queue → Schedule & Registration entered for employee → Employee punches daily

Employee Groups

- **Hourly**
  - Punch in & Out
  - No lunch requirement
  - Only paid for hours worked
  - No leave

Non-Exempt

- Requires 4 punch- Ex: Secretary, Admin, Clerk, Custodian
  - Must take lunch
- Requires 2 punches - Instructional Para
- Standard work day 7.5 hours
- Eligible for OT
  - Must be approved

Exempt

- Ex: Principal, Teacher, Director, Coordinator, Assist Principal, Analyst
- 1 punch required
- Lunch automatic deducted
- Standard work day 7.5 hours
- Eligible for leave

Substitutes

- Paid out of AESOP

Payroll Processing

Daily

Kronos In
(All Employees)

Time Entry Review
Daily
(Timekeeper)

Pay Period

1st – 15th

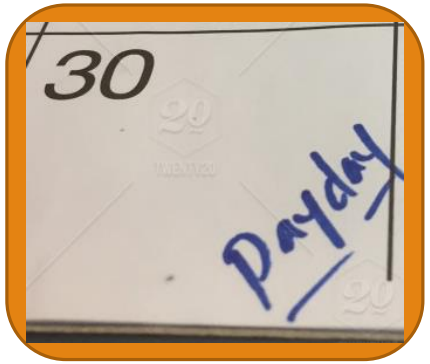
16th – End of Month

End of Pay Period

Approving
(Timekeeper)

Sign Off
(Manager)

Payroll Runs
(Payroll
Department)



Leave Requests

Employee Leave – Impacts All Employees!

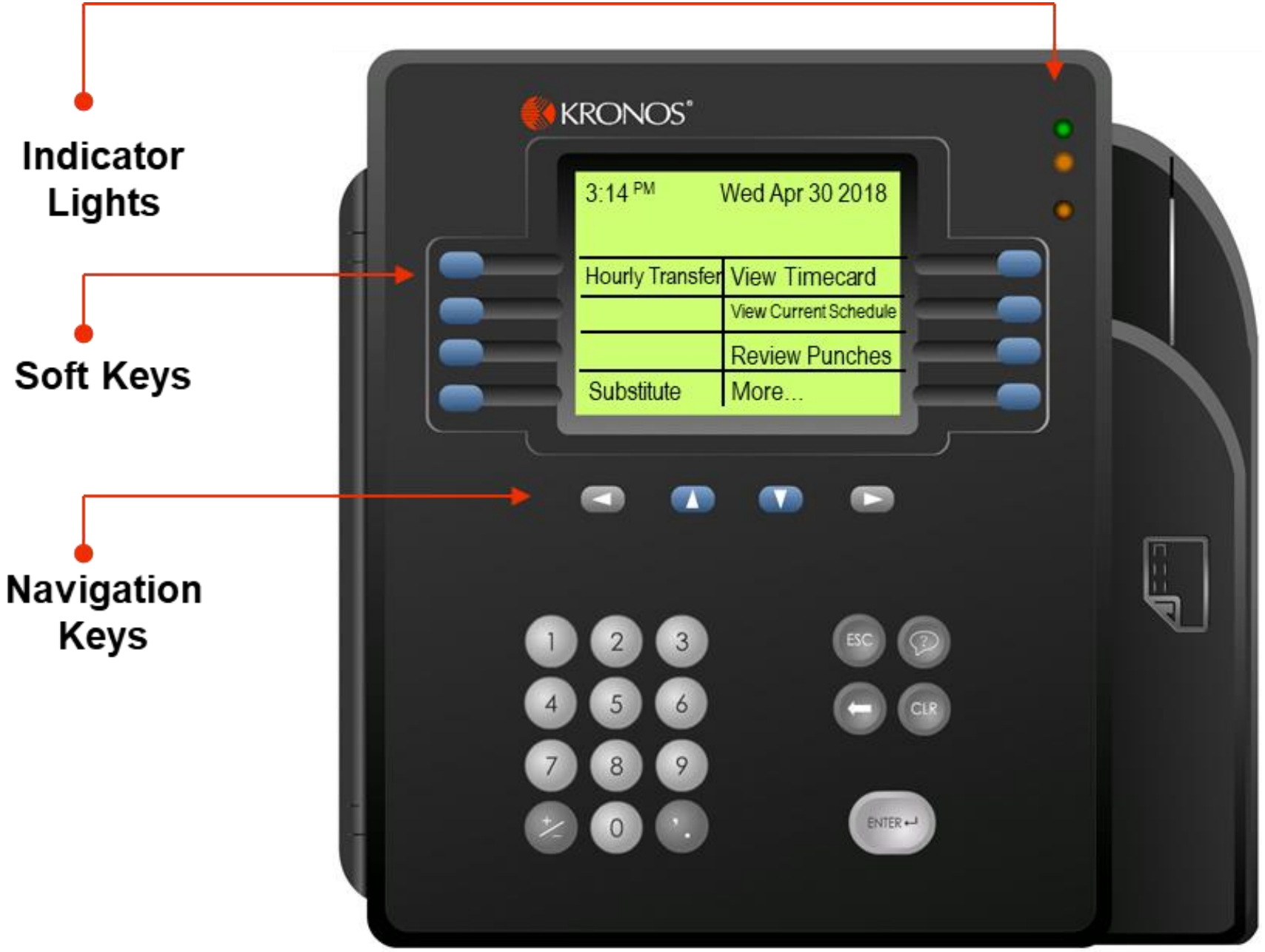
- Employees will request leave through the Kronos Clock (Additional tools will be added in next phase)
- SharePoint leave requests forms will be phased out

Employee requests leave from the clock (or desktop for certain employees)

Employee requests appear in manager & timekeeper alerts

Manager approves (or rejects) leave request

Employee leave automatically entered in timecard & Employee receives notification


Indicator Lights
Soft Keys
Navigation Keys
KRONOS
3:14 PM
Wed Apr 30 2018
Hourly Transfer
View Timecard
View Current Schedule
Review Punches
Substitute
More...
1
2
3
4
5
6
7
8
9
0
ESC
CLR
ENTER

KRONOS
8:35 AM
Thu May-03-16
TEST CLOCK
Request Leave
View Leave Balances
View Leave Messages
More...

Reminders

- Reconcile regularly
- Monitor Overtime
- Timekeepers Approve
- Managers Sign-off
- Make sure a back up timekeeper is designated & attends training

Questions

I typically run reports on employee time from the beginning of the school year, will that data still be available?

Are leave balances displayed on the clock current?

What support do we have after go-live?

Do I need to punch in?

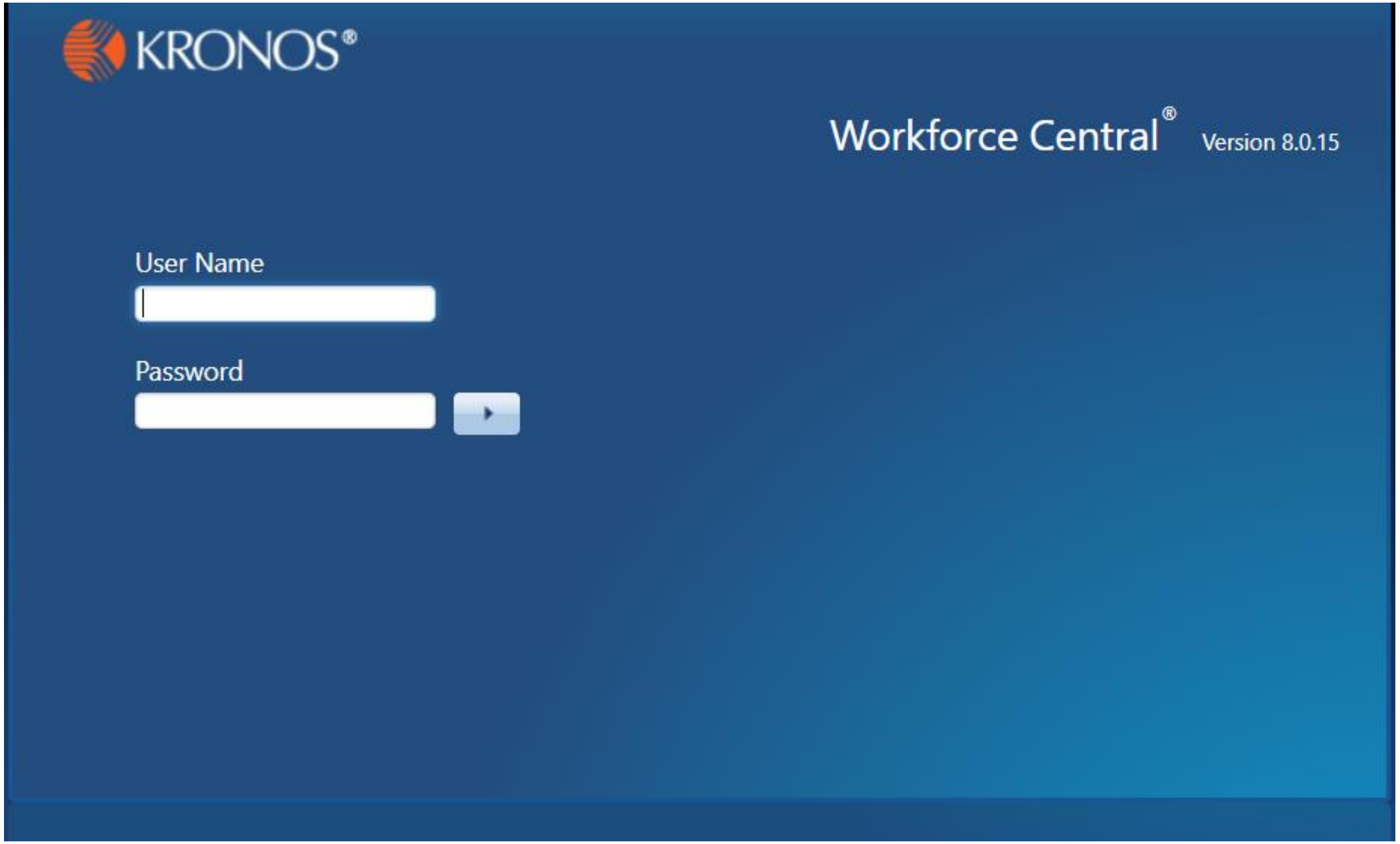
What should we do with leave requests employees have submitted through form center?

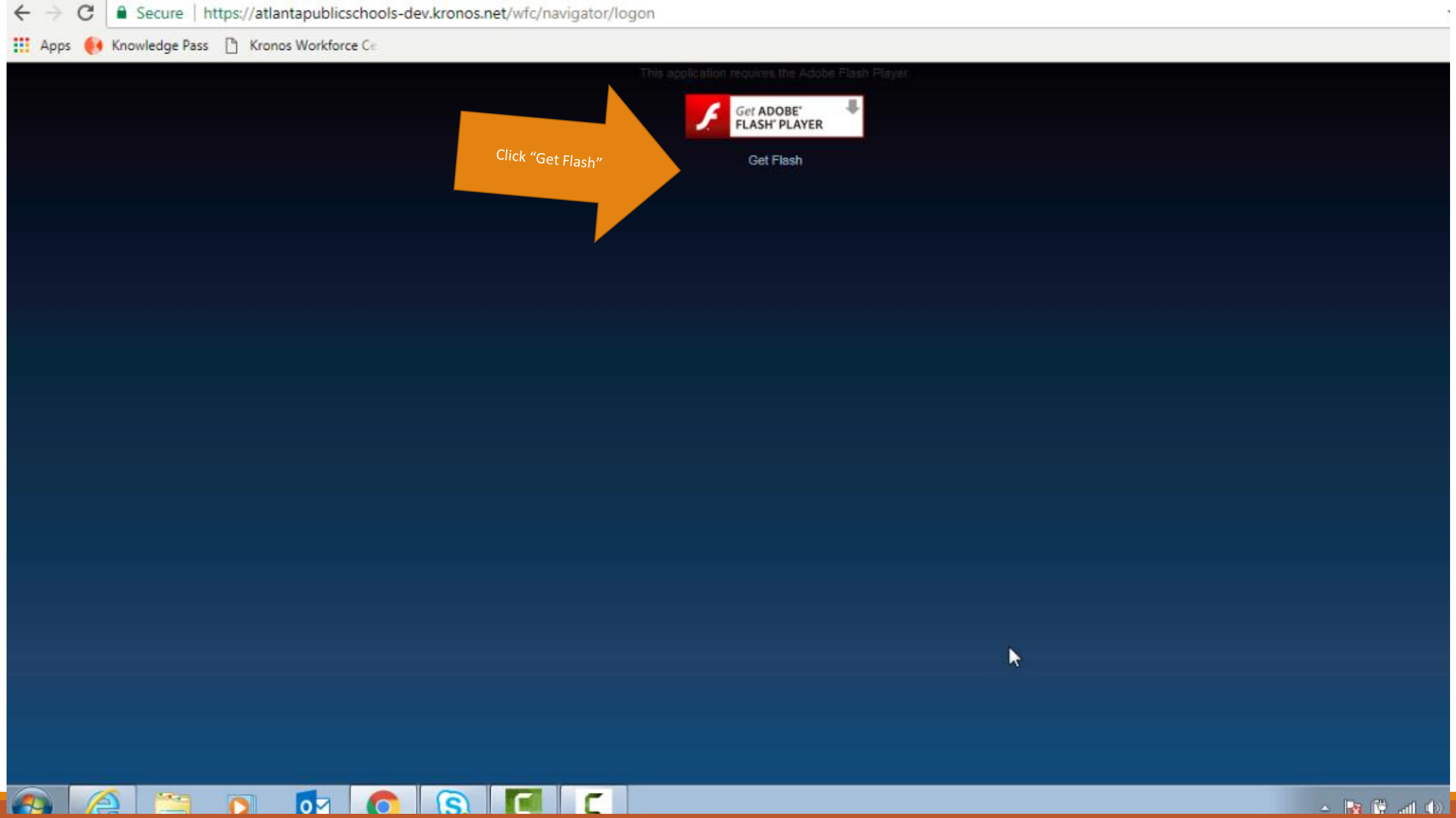
What if I am unable to sign off, can I have my secretary or Admin sign off for me?

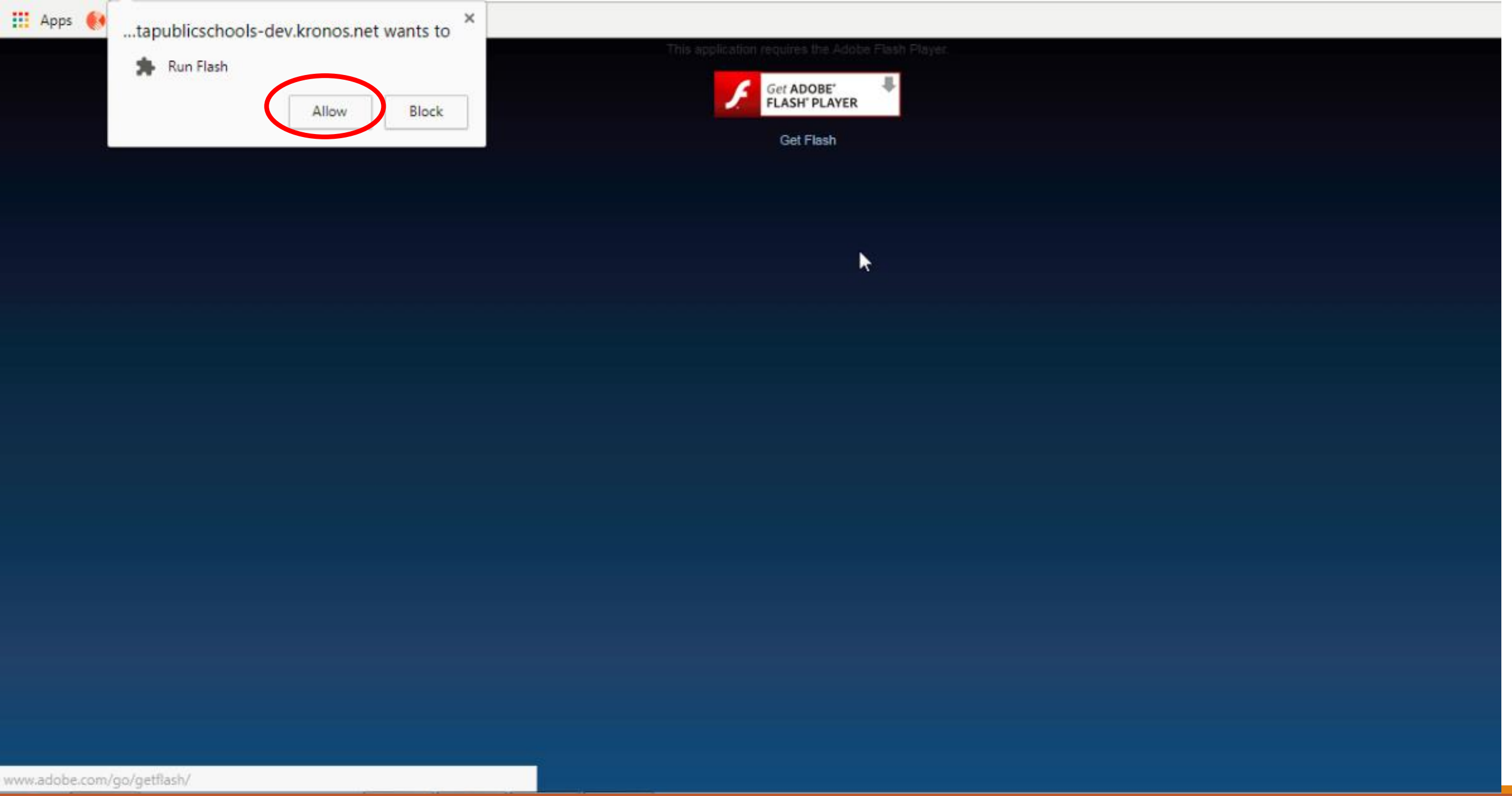
Will it stop an employee from entering a request if they do not have enough leave?

If an employee submits a leave request and changes their mind, will they be able to cancel their request?

First Time Logging In…What to expect.


KRONOS®
Workforce Central®
Version 8.0.15
User Name
Password

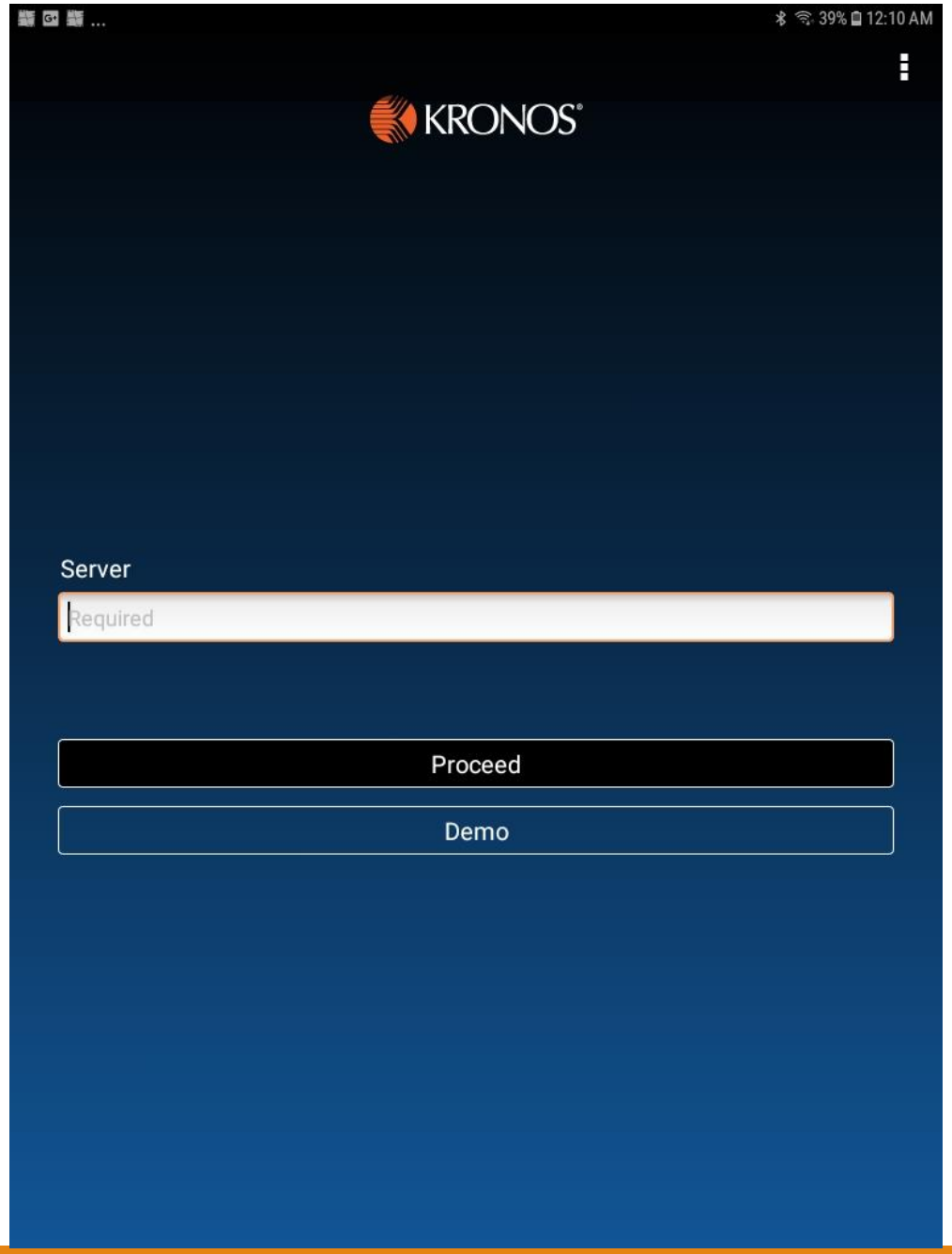

Secure
https://atlantapublicschools-dev.kronos.net/wfc/navigator/logon
Apps
Knowledge Pass
Kronos Workforce C
This application requires the Adobe Flash Player
Click "Get Flash"
Get ADOBE FLASH PLAYER
Get Flash


Apps
...tapublicschools-dev.kronos.net wants to
Run Flash
Allow
Block
This application requires the Adobe Flash Player.
Get ADOBE FLASH PLAYER
Get Flash
www.adobe.com/go/getflash/

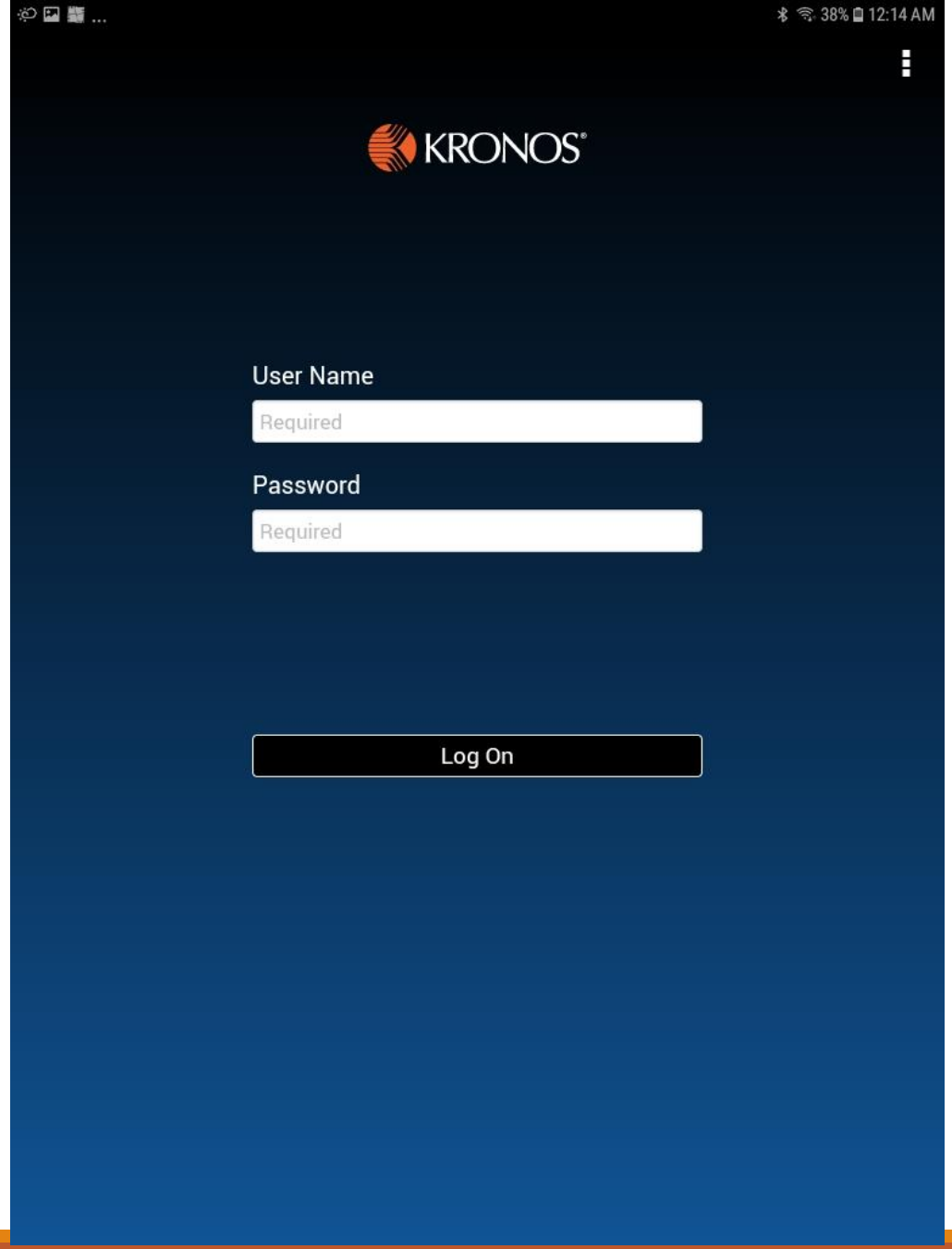
Right-click to run Adobe Flash Player

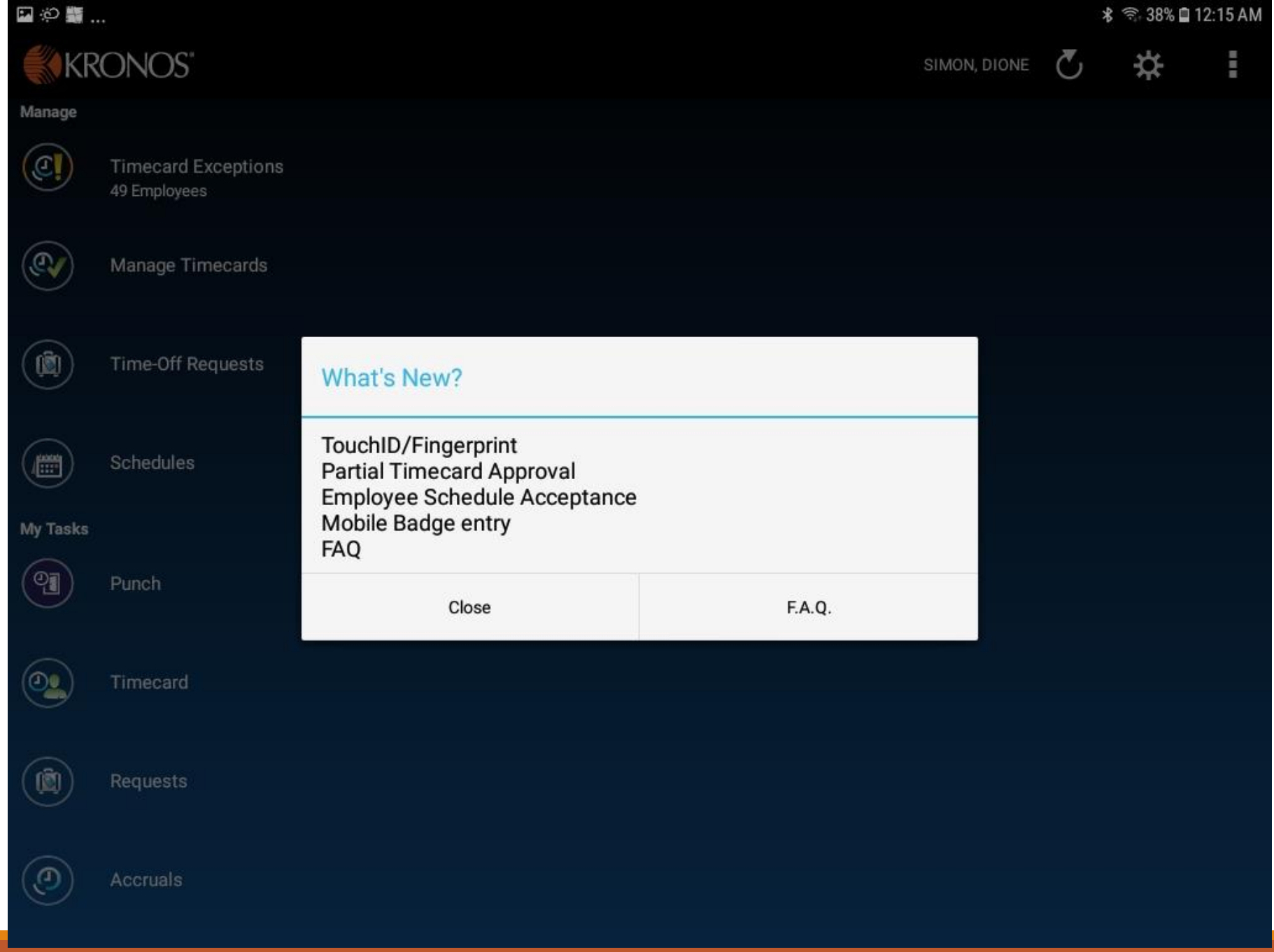
Mobile Access

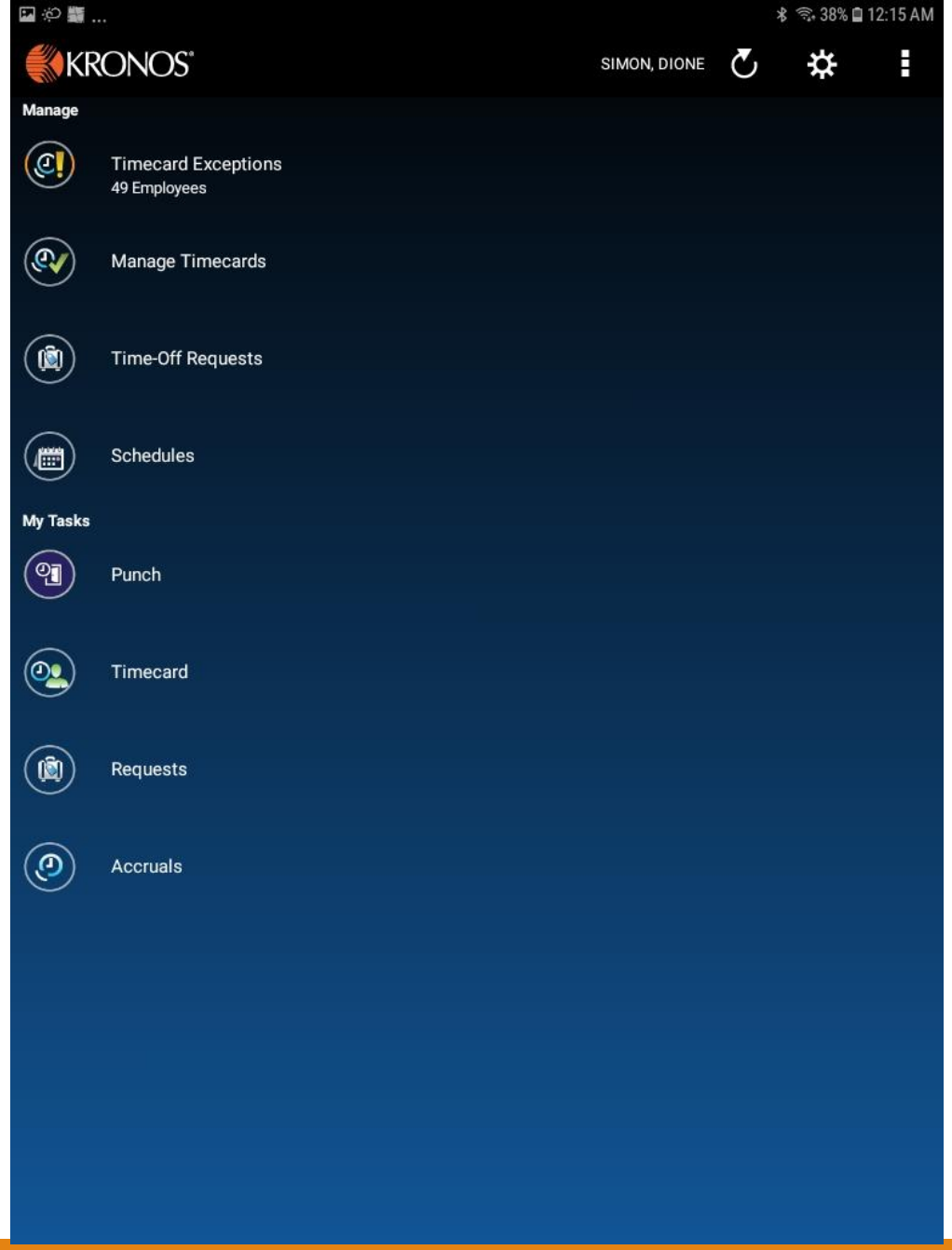
Verizon 3G
9:34 AM
Messages
Friday
28
Calendar
Photos
Camera
Videos
YouTube
280
Maps
73°
Weather
Notes
Reminders
Clock
Game Center
iTunes
1
Settings
Junos Pulse
KronosMobile
Mail
Phone
Safari


39% 12:10 AM
KRONOS
Server
Required
Proceed
Demo

https://atlantapublicschools.kronos.net/wfc/navigator/logon


38% 12:14 AM
KRONOS
User Name
Required
Password
Required
Log On


38% 12:15 AM
KRONOS
SIMON, DIONE
Manage
Timecard Exceptions
49 Employees
Manage Timecards
Time-Off Requests
Schedules
My Tasks
Punch
Timecard
Requests
Accruals
What's New?
TouchID/Fingerprint
Partial Timecard Approval
Employee Schedule Acceptance
Mobile Badge entry
FAQ
Close
F.A.Q.


38% 12:15 AM
KRONOS
SIMON, DIONE
Manage
Timecard Exceptions
49 Employees
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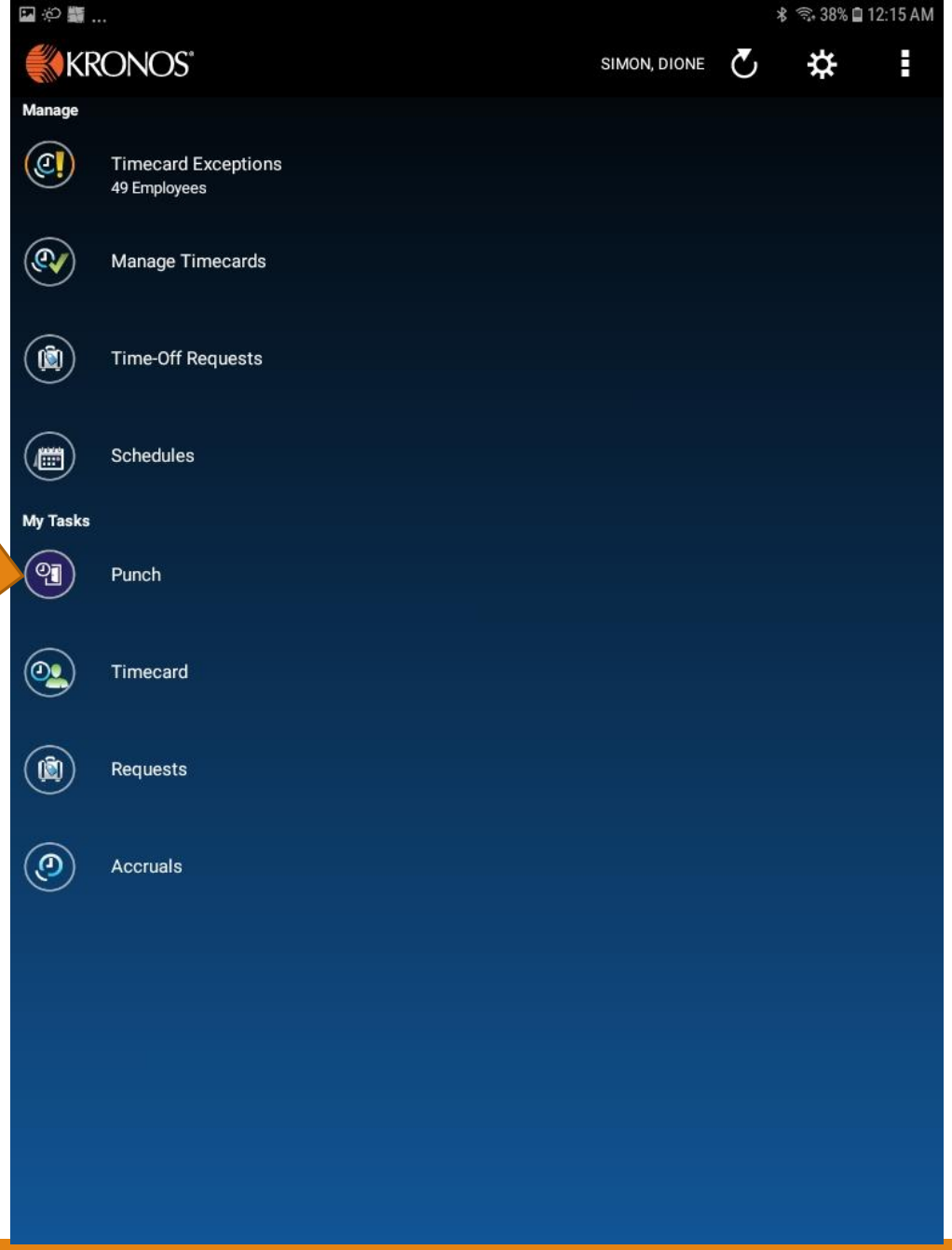
Time-Off Requests
Schedules
My Tasks
Punch
Timecard
Requests
Accruals

Clocking In And Out Should Be The Easiest Tasks Of The Day

Tap Punch


38% 12:15 AM
KRONOS
SIMON, DIONE
Manage
Timecard Exceptions
49 Employees
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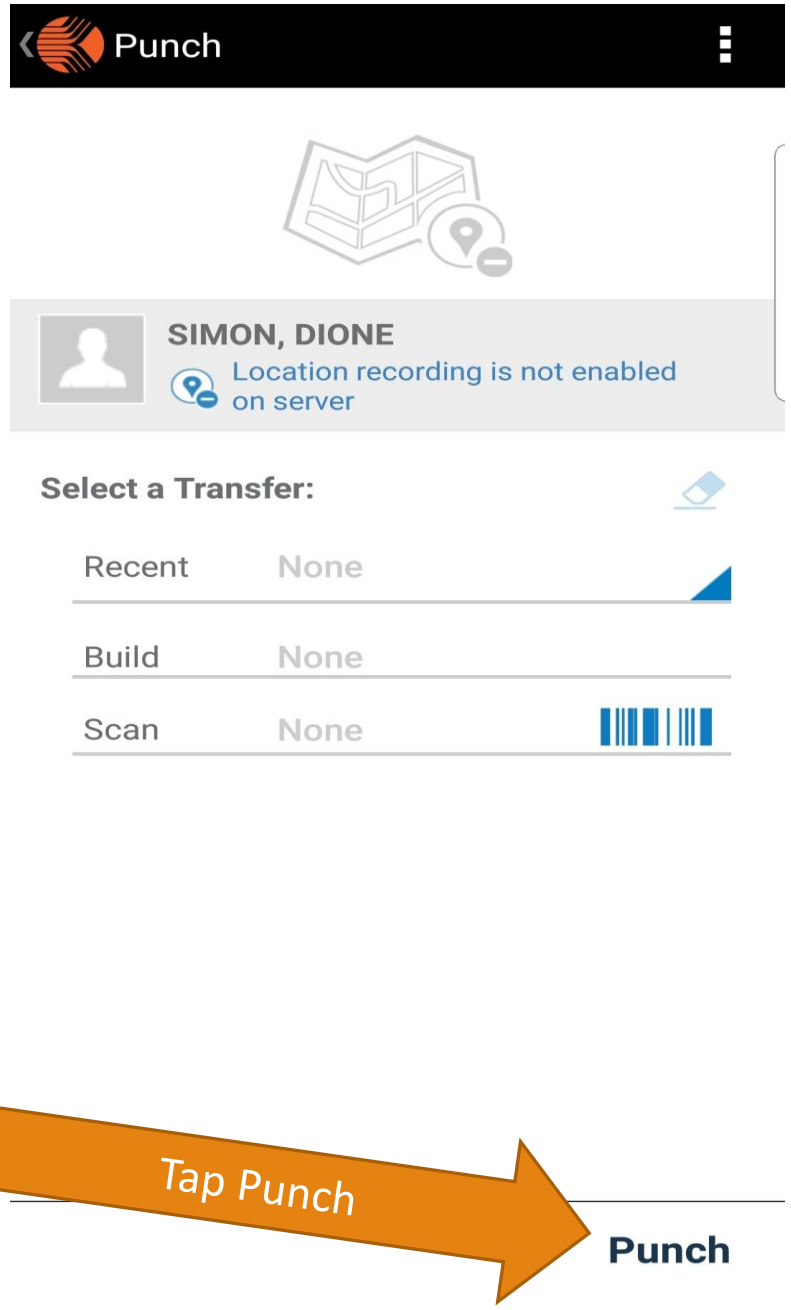
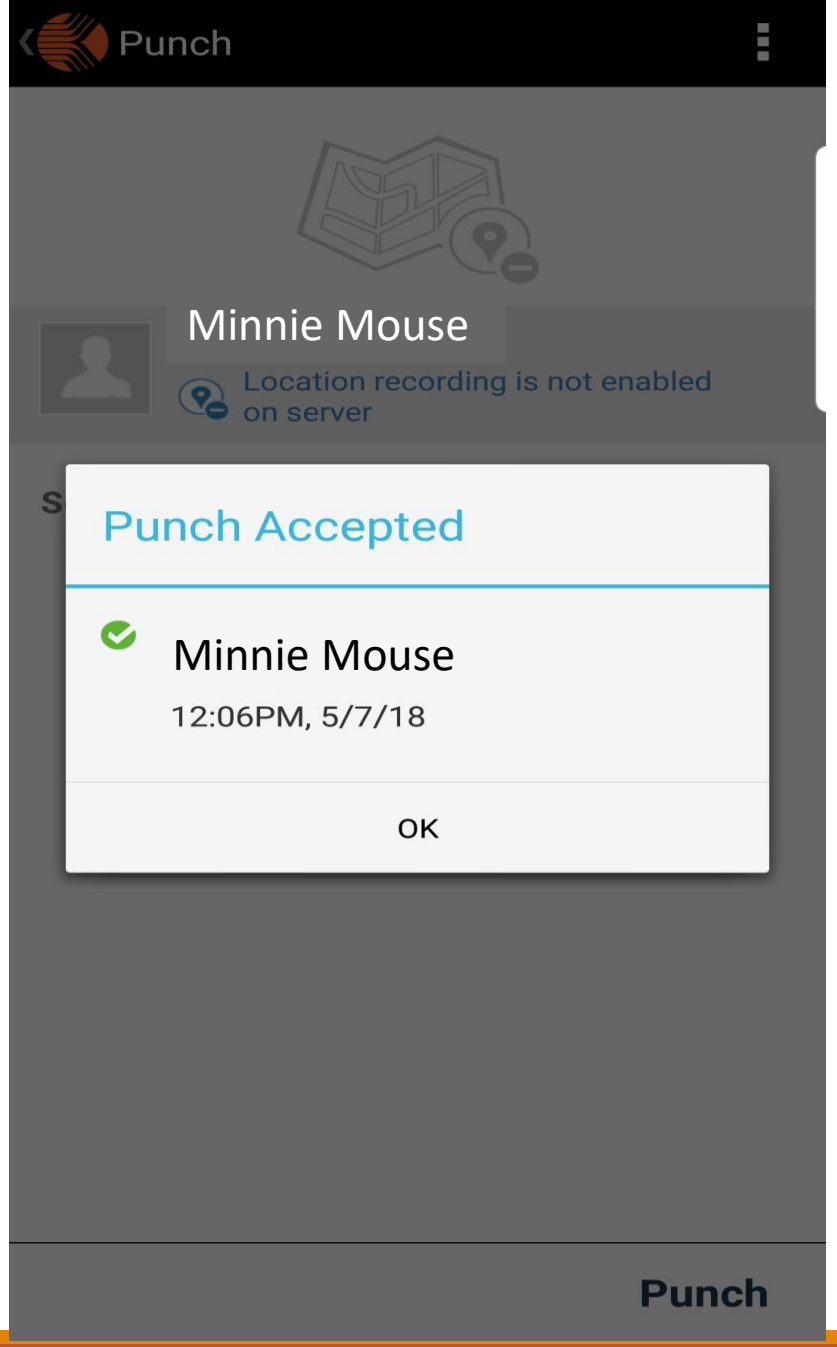

Punch
SIMON, DIONE
Location recording is not enabled on server
Select a Transfer:
Recent None
Build None
Scan None
Tap Punch
Punch


Punch
Minnie Mouse
Location recording is not enabled on server
Punch Accepted
Minnie Mouse
12:06PM, 5/7/18
OK
Punch

Support & Resources

The Kronos Cloud Upgrade Support Team

404.802.0070

KronosUpdateLDAP@atlanta.k12.ga.us

https://www.atlantapublicschools.us/kronosupgrade

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