



#Punch4Pay

**For Timekeeper**

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**UPGRADE**

**Go Live Date: May 16, 2018!**



## 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
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# What we need from you?

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## 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



# Employee Groups

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- **Hourly**

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

- **Non-Exempt**

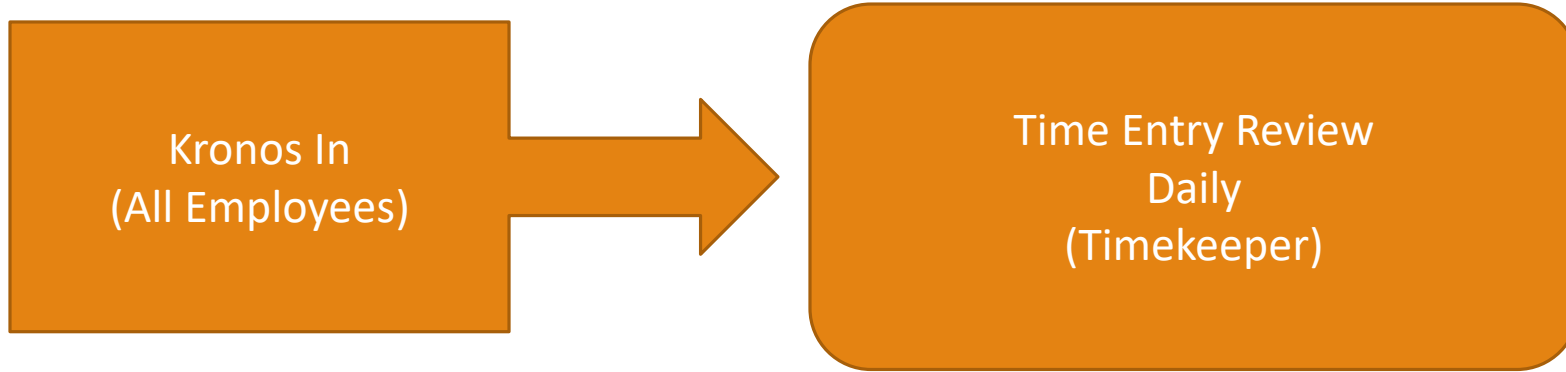
- Requires 4 punch- Ex: Secretary, Admin, Clerk, Custodian
  - Must take lunch
- Requires 2 punches - Instructional Para
- Standard work day 7.5 hours
- Eligible for OT
  - Must be approved

## **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*

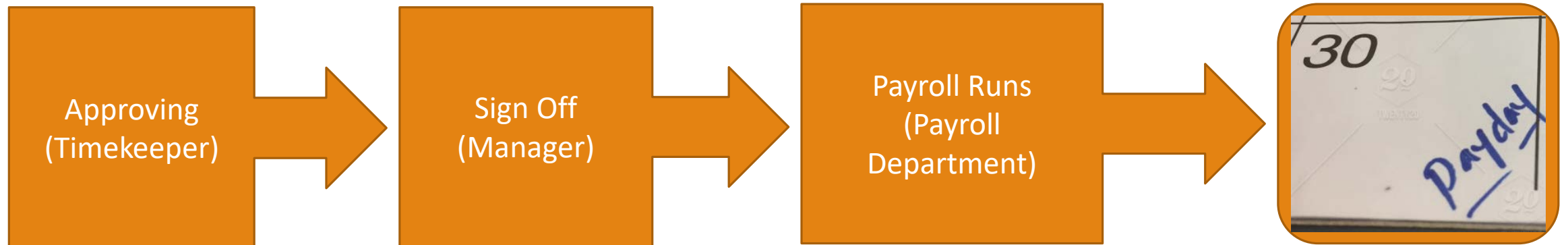


## Pay Period

1<sup>st</sup> – 15<sup>th</sup>

16<sup>th</sup> – End of Month

## *End of Pay Period*





# Leave Requests

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## Employee Leave – Impacts All Employees!

- Employees will request leave through the Kronos Clock (Additional tools will be added in next phase)
- SharePoint leave request 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**



8:35 AM

Thu May-03-18

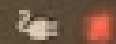
TEST CLOCK

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
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A large, glowing blue neon question mark sculpture is the central focus of the image. The sculpture is composed of thick, curved tubes that form the question mark's shape. It is set against a dark, almost black background, which makes the bright blue light of the neon stand out. The lighting is soft and diffused, creating a slight glow around the edges of the tubes. The overall composition is centered and balanced, with the question mark occupying most of the frame.

# Questions


Will my clock be updated with employee registration or will I have to re-register?

What functionality do I lose?

What support will be available after 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 an employee be able to enter a partial day request at the clock?

What if I have employees that cannot punch in on the clock?

# First Time Logging In...What to expect.





# Workforce Central<sup>®</sup> Version 8.0.15

User Name

Password





This application requires the Adobe Flash Player.



Get Flash



Click "Get Flash"

Run Flash

Allow

Block

This application requires the Adobe Flash Player.



Get Flash



Right-click to run Adobe Flash Player

# Support & Resources

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The Kronos Cloud Upgrade Support Team

404.802.0070

KronosUpdateLDAP@atlanta.k12.ga.us

<https://www.atlantapublicschools.us/kronosupgrade>

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