



Daily Health Screening in UKG (Kronos) for Employees

Attestation for Employees will allow employees to declare their health status prior to punching in for the day on UKG (Kronos). Employees are able to attest using the desktop app, their personal mobile device, or a clock.

Prior to clocking in, you will be presented with a series of health and exposure questions. If you answer 'yes' to any of the questions you are presented with, you will be allowed to clock in, but will be directed to contact your Timekeeper and Supervisor immediately prior to proceeding to your workstation.

Daily Health Screening on Your Personal Mobile Device

NEW EMPLOYEE NOTE: Download the "UKG Workforce Central" app from your app store. When prompted enter the following server address exactly as it is written.

<https://atlantapublicschools.kronos.net/wfc/logon>

You are **required** to enable location services on your personal mobile device prior to punching in on the UKG (Kronos) mobile app.

1. Launch the UKG (Kronos) Mobile app
2. Type your username and password

The image shows a screenshot of the Kronos mobile app login interface. At the top, the Kronos logo is displayed. Below it, there are two white input fields: one for 'User Name' and one for 'Password'. A blue cursor is visible in the password field. At the bottom of the screen, there is a white button labeled 'Log On'.

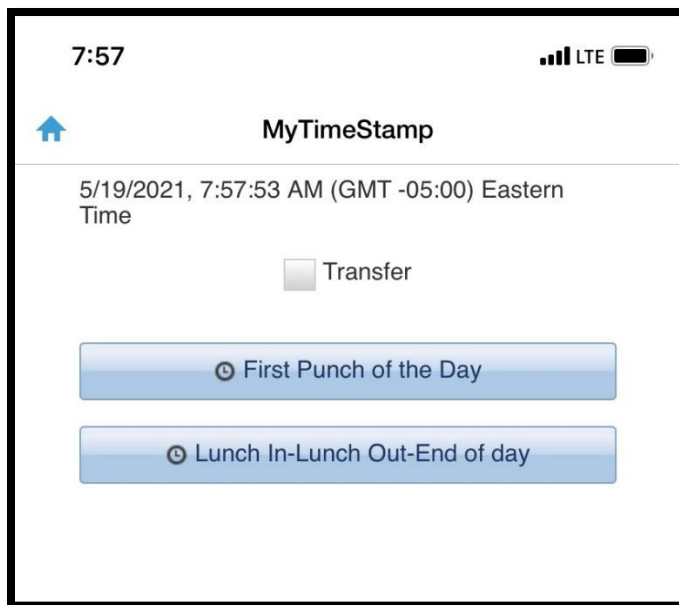


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3. Tap “MyTimeStamp”



4. Tap “First Punch of the Day”





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5. Tap the appropriate response and tap **“Submit”**.

A screenshot of a mobile application interface showing a health screening question. The question is "Do you have Cough (new occurrence)?" and is displayed in a light blue box. Below the question are two buttons: "Yes" and "No". At the bottom of the box is a "Submit" button.

6. Continue to answer questions until you reach the last question and tap **“Submit”**. Take time reviewing the final question. If you have answered yes to any of the previous screening questions, make sure you click “yes” to the final question before clicking the submit button.

A screenshot of a mobile application interface showing a list of COVID-19 screening questions. The app is titled "MyTimeStamp" and shows the date and time as "5/19/2021, 8:01:10 AM (GMT -05:00) Eastern Time". A green checkmark icon is visible. The list of questions includes: "Have you had any signs or symptoms of a fever in the past 24 hours: No", "Have you taken fever reducing medication within the last 24 hours: No", "Do you have Cough (new occurrence): No", "Do you have Shortness of Breath or Chest Tightness: No", "Do you have Sore Throat: No", "Do you have Nasal Congestion/Runny Nose (new occurrence): No", "Do you have Myalgia (Body Aches): No", "Do you have Loss of Taste and/or Smell: No", "Do you have Fatigue (new occurrence): No", "Do you have Diarrhea: No", "Do you have Nausea and/or vomiting: No", "Do you have Fever/Chills/Sweats: No", "Have you traveled in the past 10 days?: No", "Have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19: No", "Have you taken a COVID-19 test and are awaiting results: No", and "Have you answered Yes for any of the COVID-19 screening questions: No". At the bottom of the screen is a "Transfer" button.



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You will receive a confirmation that you have successfully punched. Please keep in mind that if you answered yes to any of the screening questions, you should contact your timekeeper and supervisor **immediately** and do not proceed to your workspace until you have contacted them.

Note: If you do not enable location services on your personal mobile device, the UKG (Kronos) app will fail to process the punch and you will receive a punch-aborted message.

The screenshot shows the 'MyTimeStamp' app interface. At the top, there is a home icon and the title 'MyTimeStamp'. Below the title, the date and time are displayed: '5/19/2021, 7:59:06 AM (GMT -05:00) Eastern Time'. A yellow warning box contains the following text: 'Punch Time: 5/19/2021 7:58AM', 'Punch process was aborted', and a list of COVID-19 screening questions. The questions and answers are as follows: 'Have you had any signs or symptoms of a fever in the past 24 hours: No', 'Have you taken fever reducing medication within the last 24 hours: No', 'Do you have Cough (new occurrence): Yes', 'Do you have Shortness of Breath or Chest Tightness: No', 'Do you have Sore Throat: No', 'Do you have Nasal Congestion/Runny Nose (new occurrence): No', 'Do you have Myalgia (Body Aches): No', 'Do you have Loss of Taste and/or Smell: No', 'Do you have Fatigue (new occurrence): No', 'Do you have Diarrhea: No', 'Do you have Nausea and/or vomiting: No', 'Do you have Fever/Chills/Sweats: No', 'Have you traveled in the past 10 days?: No', 'Have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19: No', 'Have you taken a COVID-19 test and are awaiting results: No', 'Have you answered Yes for any of the COVID-19 screening questions: No', and 'Record Location: No'.



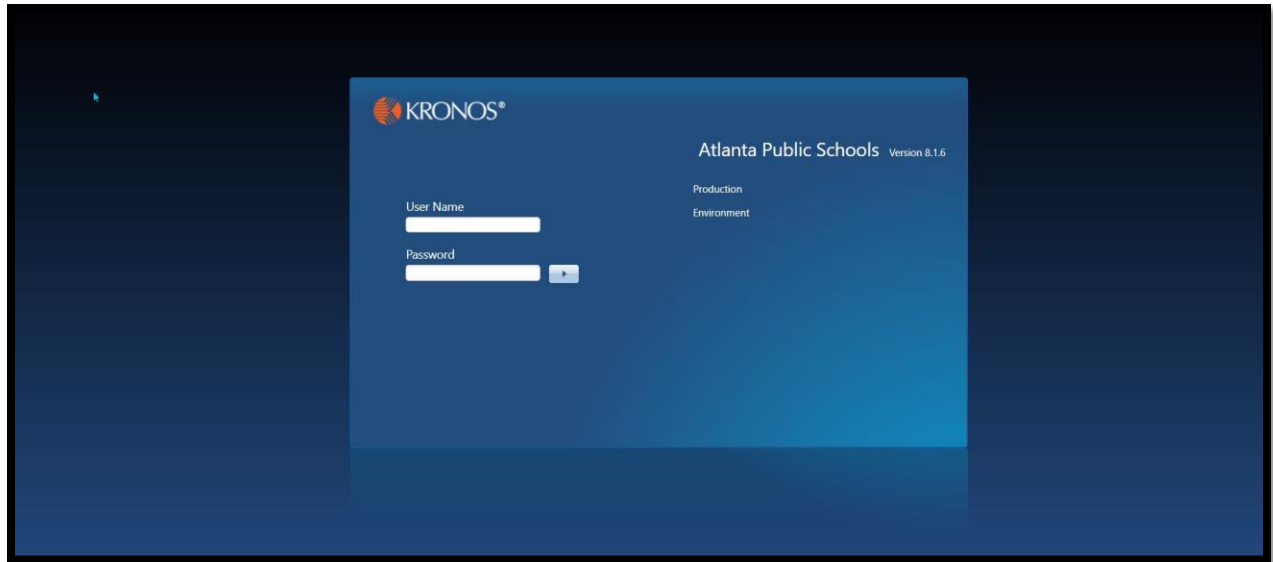
You will need to use another option to punch.



Daily Health Screening in UKG (Kronos) for Employees

Daily Health Screening on the desktop

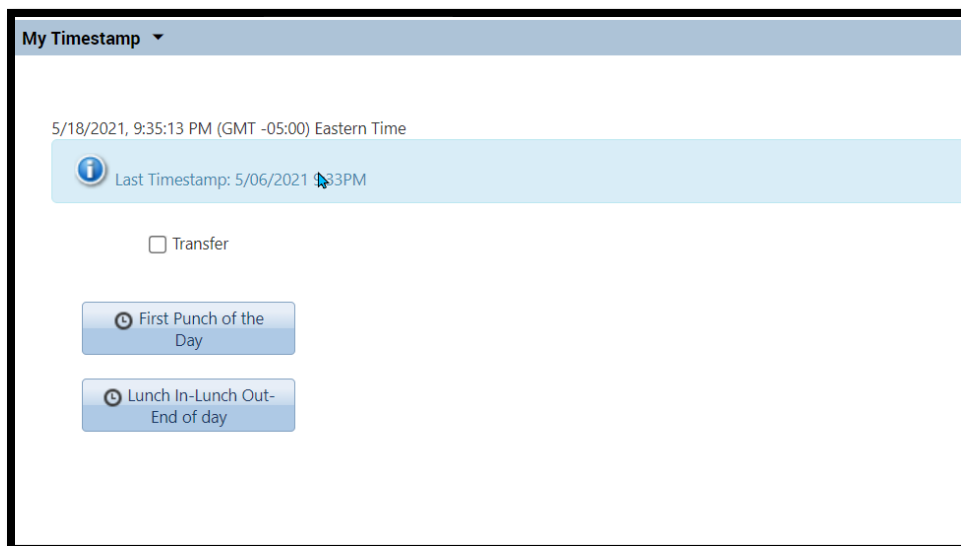
1. Launch a browser
2. Navigate to: <https://atlantapublicschools.kronos.net/wfc/logon>



3. Type your APS username and password

You will see two options. If this is the first punch of the day, click the ***“First Punch of the day”*** button. **Note:** for all other punches, click the ***“Lunch In-Lunch Out- End of day”*** button

4. Click the ***“First Punch of the day”*** button





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You will be presented with a series of questions. Take time to read the question before answering.

5. Once you have reviewed the question, select your appropriate answer and click the **"submit"** button.


The screenshot shows the UKG Kronos interface for a daily health screening. At the top left, the date and time are displayed: "5/18/2021, 9:36:49 PM (GMT -05:00) Eastern Time". Below this, there is a "Transfer" checkbox. On the left side, there are two buttons: "First Punch of the Day" and "Lunch In-Lunch Out-End of day". The main content area is a light blue box with the title "Have you had any signs or symptoms of a fever in the past 24 hours". Below the title, the question is displayed: "Have you had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt 'feverish' or had a temperature that is elevated for you/100.4F or greater?". There are two radio button options: "Yes" and "No". At the bottom right of the box is a "Submit" button.



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6. Take time reviewing the final question. If you have answered yes to any of the previous screening questions, make sure you click “yes” to the final question before clicking the submit button.

5/18/2021, 9:41:38 PM (GMT -05:00) Eastern Time

 NELSON, CYNTHIA
Punch Time: 5/18/2021 9:36PM
Punch Created

Have you had any signs or symptoms of a fever in the past 24 hours: No
Have you taken fever reducing medication within the last 24 hours: No
Do you have Cough (new occurrence): No
Do you have Shortness of Breath or Chest Tightness: No
Do you have Sore Throat: No
Do you have Nasal Congestion/Runny Nose (new occurrence): No
Do you have Myalgia (Body Aches): No
Do you have Loss of Taste and/or Smell: No
Do you have Fatigue (new occurrence): No
Do you have Diarrhea: No
Do you have Nausea and/or vomiting: No
Do you have Fever/Chills/Sweats: No
Have you traveled in the past 10 days?: No
Have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19: No
Have you taken a COVID-19 test and are awaiting results: No
Have you answered Yes for any of the COVID-19 screening questions: No

Once you have answered all of the screening questions, you will receive a confirmation that your punch was accepted. Please note, **if you answered yes to any one of the screening questions, you will need to notify your timekeeper and supervisor immediately.** Proceed immediately to your

supervisor and do not proceed your workspace.





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Daily Health Screening on the clock

InTouch (Touch Screen Clock)



1. Tap the **"First Punch of the Day"** key
2. Type Lawson number
3. Select the appropriate responses to each question.
4. Summary Screen appears for a few seconds

4500 (Push Button)



1. Press blue button associated with First Punch of the Day (This will be the first blue button on the left of the clock)
2. Enter Lawson ID
3. Answer questions by selecting blue button corresponding with the ORDER of the Yes and No options
4. Summary screen appears



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You will receive a confirmation you have punched successfully. Please keep in mind that if you answered yes to any of the screening questions, please contact your timekeeper and supervisor

immediately and **do not proceed** to your workspace until you have contacted them.

