



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 white button labeled 'Log On' is positioned at the bottom of the form. A mouse cursor is visible over the Password field.

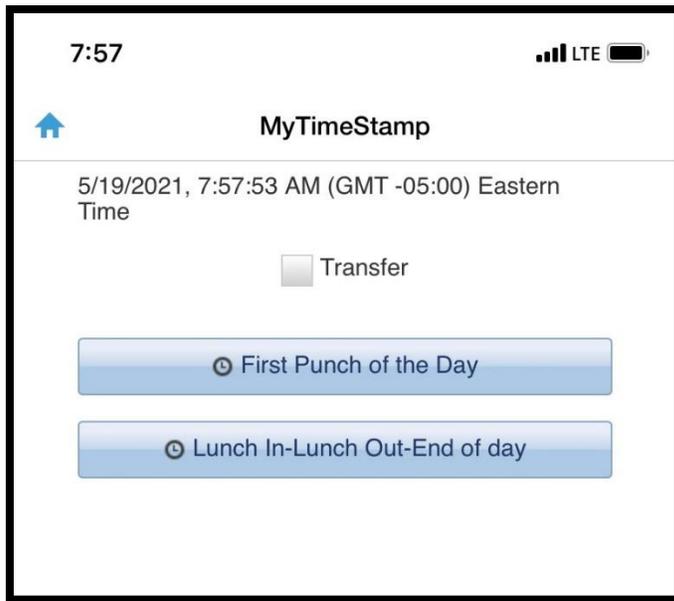


Daily Health Screening in UKG (Kronos) for Employees

3. Tap “MyTimestamp”



4. Tap “First Punch of the Day”





Daily Health Screening in UKG (Kronos) for Employees

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

Do you have Cough (new occurrence)

Do you have Cough (new occurrence)?

Yes

No

Submit

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.

8:01 7 LTE

MyTimeStamp

5/19/2021, 8:01:10 AM (GMT -05:00) Eastern Time

✓ Punch Time: 5/19/2021 8:00AM
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

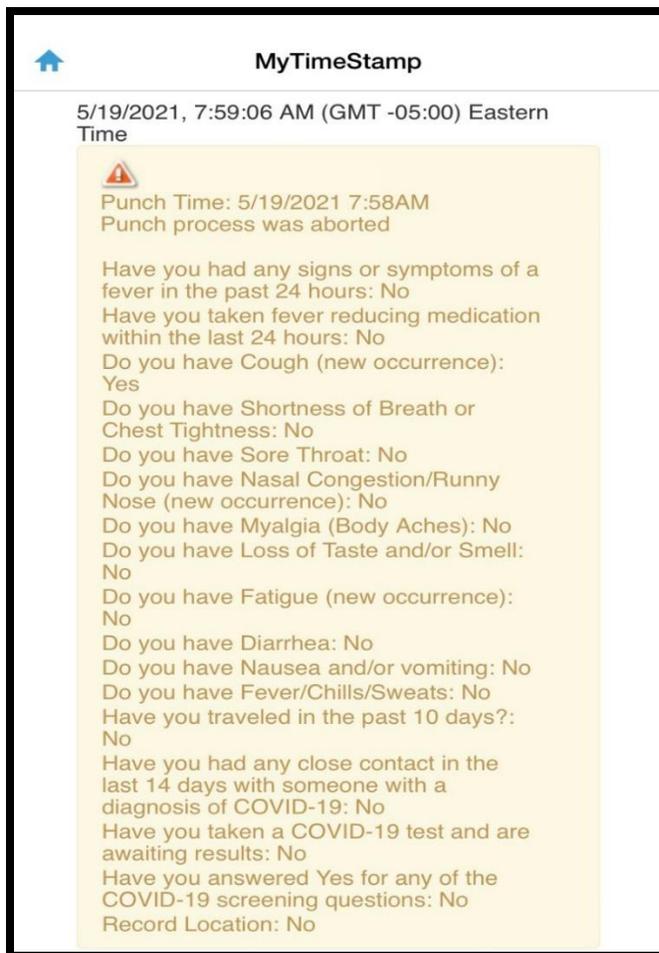
Transfer



Daily Health Screening in UKG (Kronos) for Employees

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.



You will need to use another option to punch.

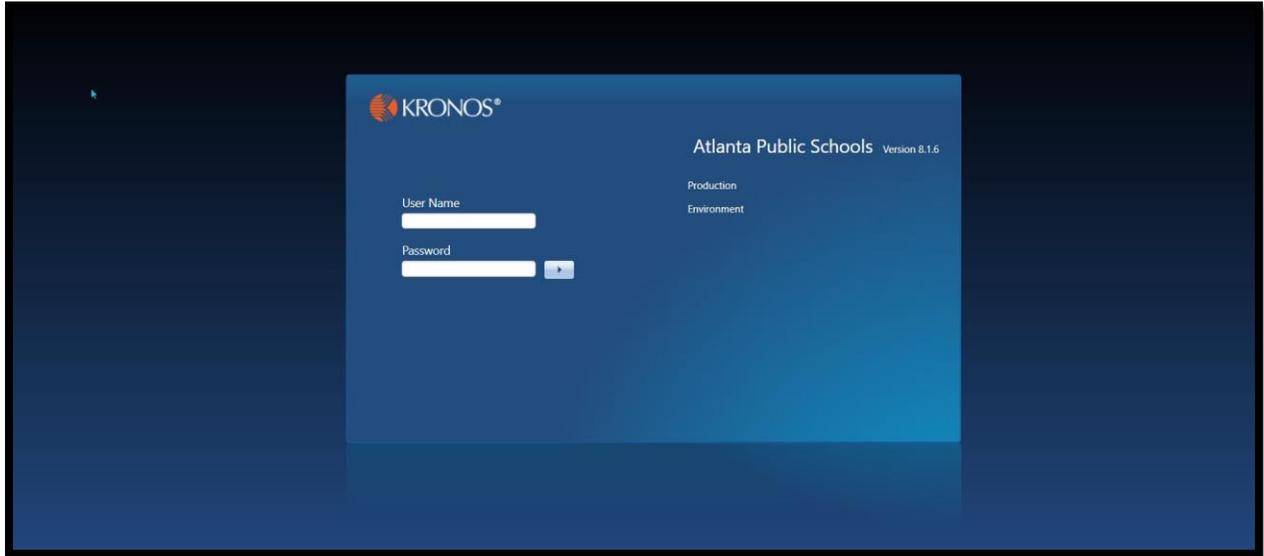




Daily Health Screening in UKG (Kronos) for Employees

Daily Health Screening on the desktop

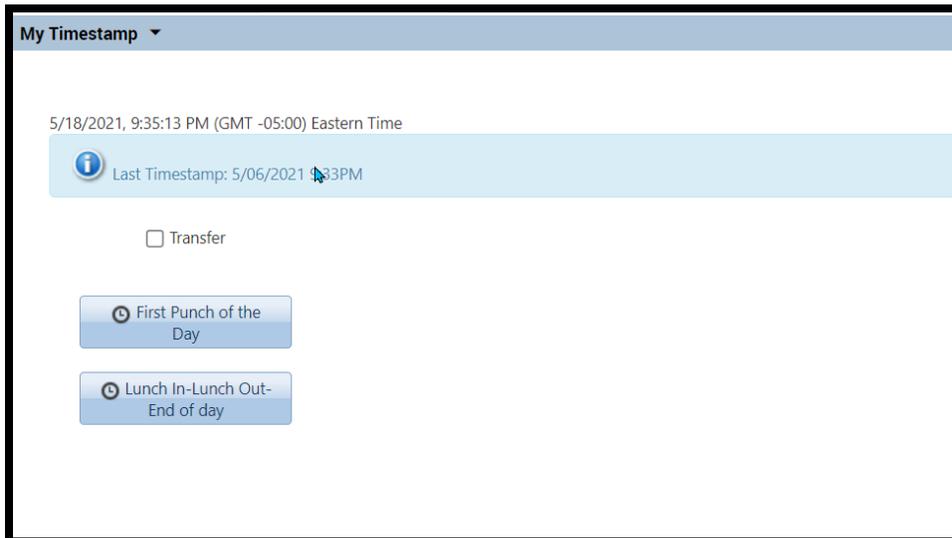
1. Launch a browser
2. Navigate to: <https://atlantapublicschools.kronos.net/wfc/logon>



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





Daily Health Screening in UKG (Kronos) for Employees

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.

5/18/2021, 9:36:49 PM (GMT -05:00) Eastern Time

Transfer

First Punch of the Day

Lunch In-Lunch Out-End of day

Have you had any signs or symptoms of a fever in the past 24 hours

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?

Yes

No

Submit



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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.





Daily Health Screening in UKG (Kronos) for Employees

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



Daily Health Screening in UKG (Kronos) for Employees

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.

