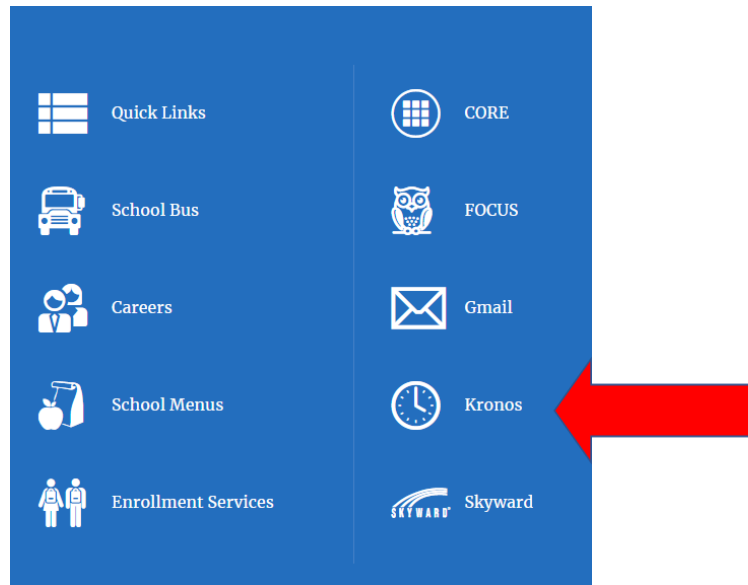


How to access: You can access Kronos from the District [website](#).

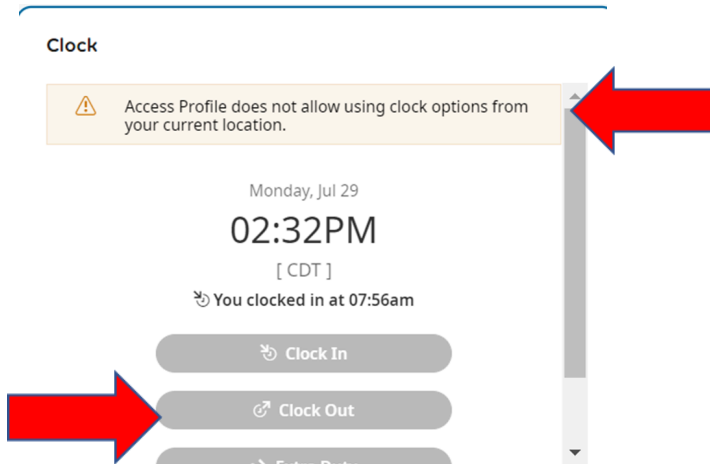


The following actions can be completed whether or not you are on the District network. However, your view **WILL** look different depending on whether or not you're connected to the District network with location settings on.

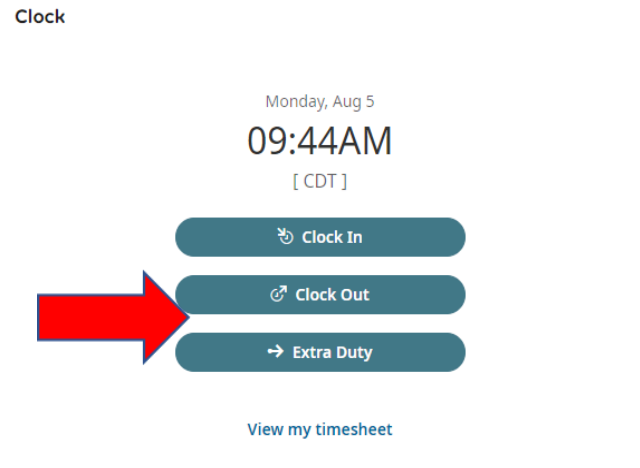
- 1) [View Accruals](#)
- 2) [Request Leave](#)
- 3) [Checking to See if Your Leave has been Approved \(and how to make edits or delete it\)](#)
- 4) [Submit Change Request](#)
- 5) [Review/Submit Timesheets](#)

Dashboard view:

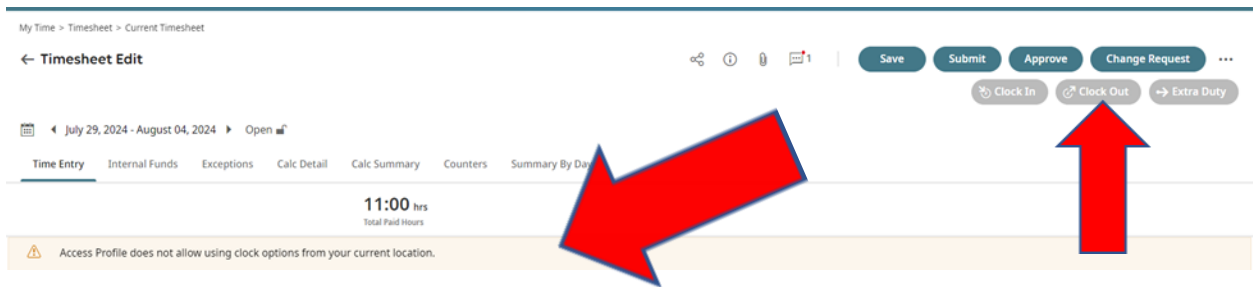
**Your view when NOT
connected to the District**



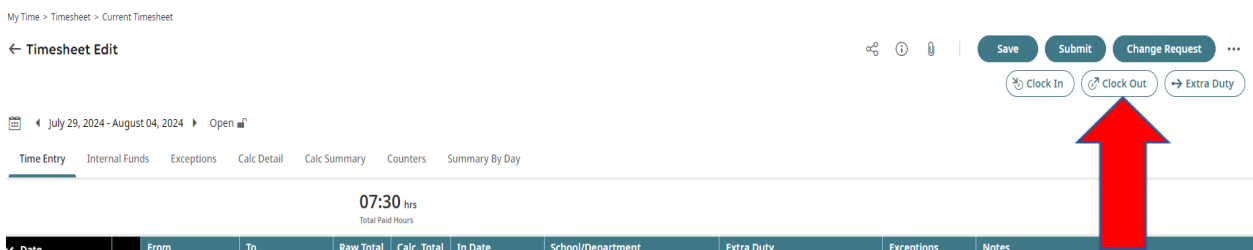
**Your view when connected
to the District network:**

**Timesheet view:**

**Your view when NOT
connected to the District**



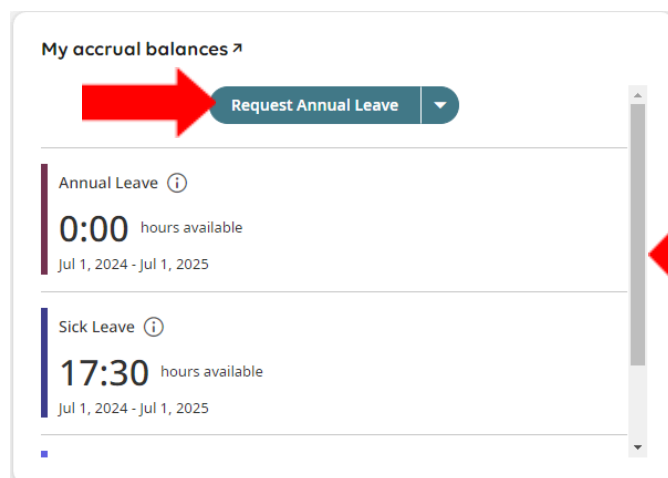
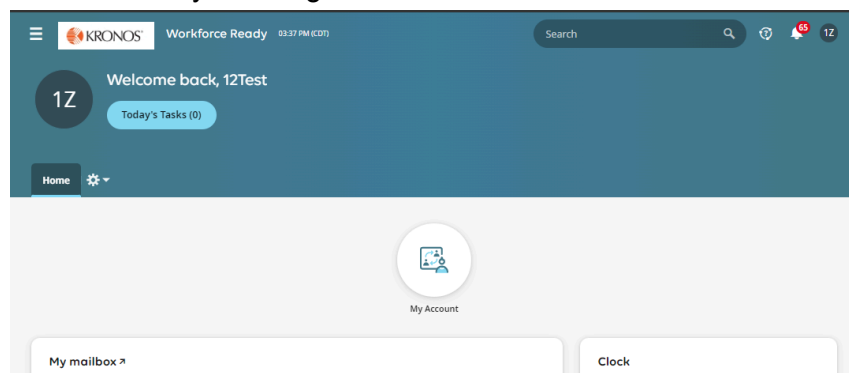
**Your view when connected
to the District network:**



1) View Accruals

You have the ability to view your Accruals to see how many Leave hours you have available if you are in an accrual-eligible position. The steps to access and the view will be the same regardless of whether you are on the District network or not.

On your DASHBOARD, to view your Accruals, scroll down to the “My Accrual Balances” section. You will see how many applicable leave hours you have available by clicking on “My accrual balances” or by scrolling down.



← Time Off Balances

Hour

Annual Leave

current

00:00 hours

Jul 1, 2024 - Jul 1, 2025

Accrued To

Aug 1, 2024

Current Accrued

00:00 hrs

Taken

00:00 hrs

Current Balance

00:00 hrs

Scheduled

00:00 hrs

Pending Approval

00:00 hrs

Request

Sick Leave

current

17:30 hours

Jul 1, 2024 - Jul 1, 2025

Accrued To

Aug 1, 2024

Current Accrued

17:30 hrs

Taken

00:00 hrs

Current Balance

17:30 hrs

Scheduled

00:00 hrs

Pending Approval

00:00 hrs

Request

Sick Transfer

current

00:00 hours

Mar 1, 2021 - Mar 1, 2022

Accrued To

Apr 1, 2021

Current Accrued

00:00 hrs

Taken

00:00 hrs

Current Balance

00:00 hrs

Scheduled

00:00 hrs

Pending Approval

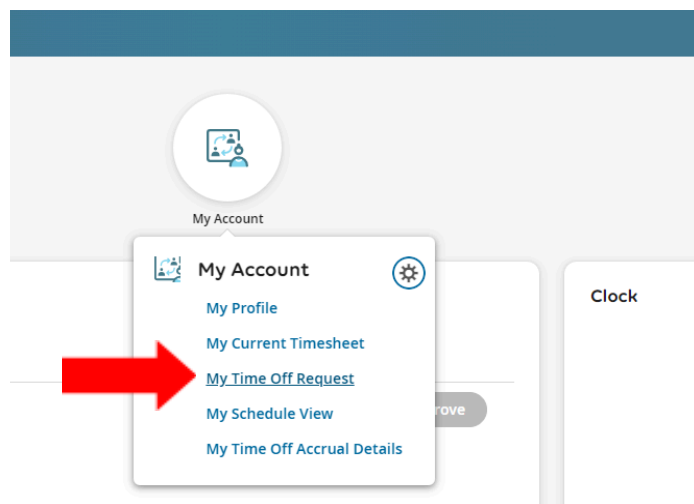
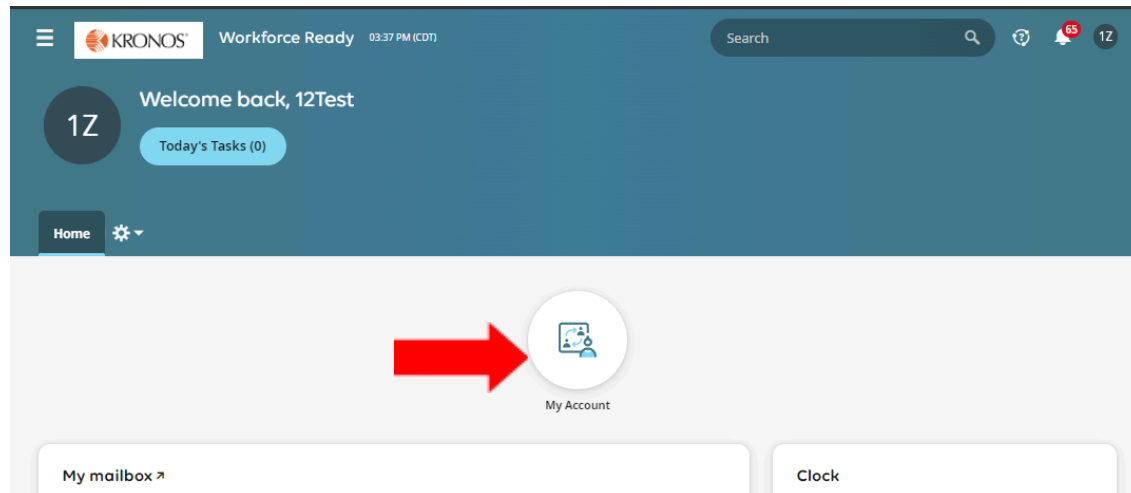
00:00 hrs

Request

2) Request Leave

Please note that not every employee gets the same types and/or amount of Leave. There are four types of leave possible: Annual, Comp Time, Sick, and Temporary. For more information on when leave is allocated and applicable Master Contract information, please refer to the "[Leave Information](#)" tab of the Payroll website.

On your DASHBOARD, to Request Leave, go to the "My Account" icon and select "My Time Off Request".



In the “Time Off Type” section, select the browse icon and then select the applicable Leave you want to request.

← Time Off Request

Time Off Type

▼ Accrued Balances Details

Aug 1, 2024 Annual Leave ▼

00:00 hrs
Current Accrued00:00 hrs
Taken00:00 hrs
Current Balance00:00 hrs
Scheduled00:00 hrs
Pending Approval

JUL 2024 Today

MON	TUE	WED	THU	FRI
1	2	3	4 Holiday (07:30 hrs)	5
8	9	10	11	12

Browse and Select



Page 1 of 1 1 - 11 of 11 Rows

Search

	Name	Full Path
☐	Annual Leave	Annual Leave
☐	Field Trip-In County	Temporary Duty/Field Trip-In County
☐	Jury Duty	Temporary Duty/Jury Duty
☐	Personal (max 6 days per school year)	Sick Leave/Personal (max 6 days per school year)
☒	Sick Leave	Sick Leave
☐	Temporary Duty	Temporary Duty
☐	Union EEA	Temporary Duty/Union EEA
☐	Union ESP	Temporary Duty/Union ESP
☐	Unpaid Time Off	Unpaid Time Off

Close

Once the type of Leave has been selected, click on “Start Request”.

My Time > Time Off > Request

← Time Off Request

Time Off Type



Start Request



A “Request Time Off” screen will pop up. Select the “Request Type” to choose how long you are requesting to be on Leave and then choose the date you want to request the leave for. As a reminder, Leave must be taken in 15min increments. (You can request 3hrs and 15min but not 3hrs and 5min).

- “Full Day” - the total amount of time will be calculated by how many hours you normally work in a day (Standard Work Hours). If you are a 7 1/2hr employee, it will be recorded as 7:30.
- “Hours” - specific amount of time you need to take off.
- “Multiple Days” - If you know you will be out for a series of days, then you can enter the first and last day and the time will be entered based on your Standard Work Hours.
- “Partial Day (Start/Stop)” - If you are going to be out at specific times in the day, then this option can be used to indicate this.

You can leave a comment and then click “Submit Request”.

Request Time Off

FRI JUL 31

Schedu... (08:00hrs)

12 am 3 am 6 am 9 am 12 pm 3 pm 6 pm 9 pm 12 am

Time Off Type * Sick Leave

Request Type * Full Day, Hours, Multiple Days, Partial Day (Start/Stop)

Date * 07/31/2026

Duration * Total Hours 03:00

Total Hours * 03:00

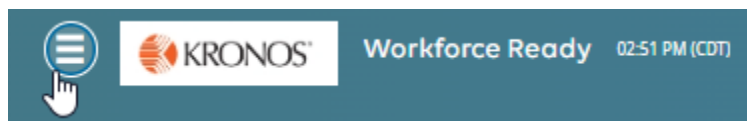
Comment Doctor's appointment

Cancel Submit Request

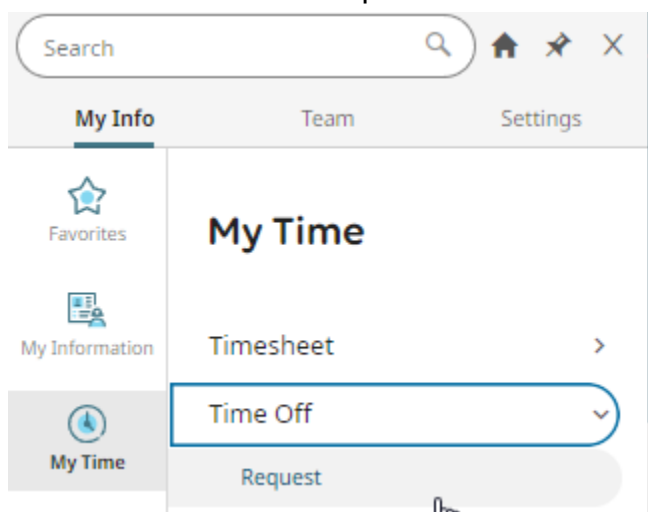
After you submit your leave request(s), your Supervisor will be notified. Once your Supervisor approves the leave request(s), the leave will populate onto your timesheet.

3) Checking to See if Your Leave has been Approved (and how to make edits or delete it)

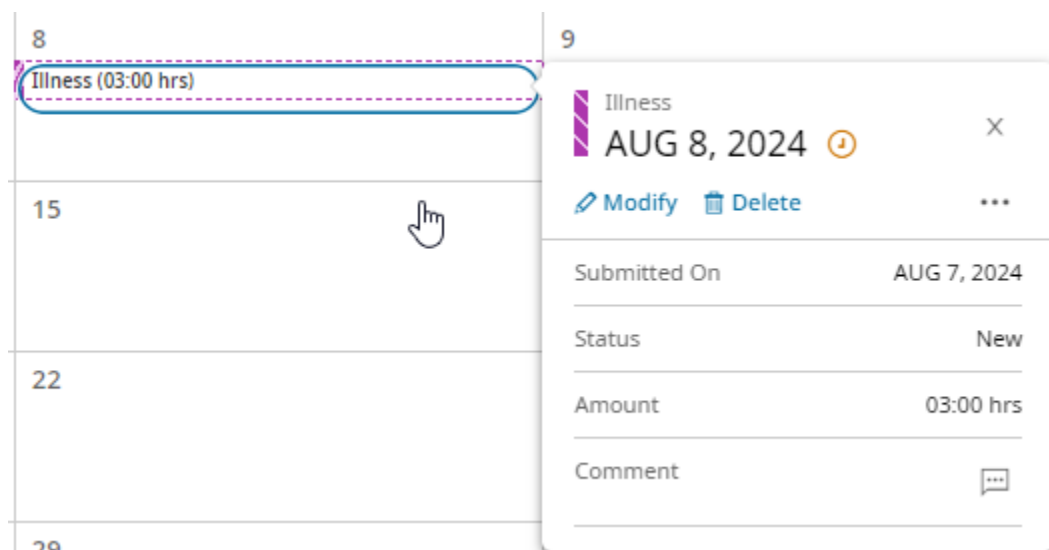
On your DASHBOARD, go to the three horizontal lines in the top left-corner by the “KRONOS” icon.



Your view may differ from the one shown below, but you are clicking on “My Info” > “My Time” > “Time Off” > “Request”.



Not having a solid line indicates that the Time Off request has NOT been approved and can be modified or deleted.



Once approved, there will be a solid line on your calendar and it will also show on your timesheet. If you need to Cancel or Modify the Time Off, you will need to do so by submitting a Change Request.

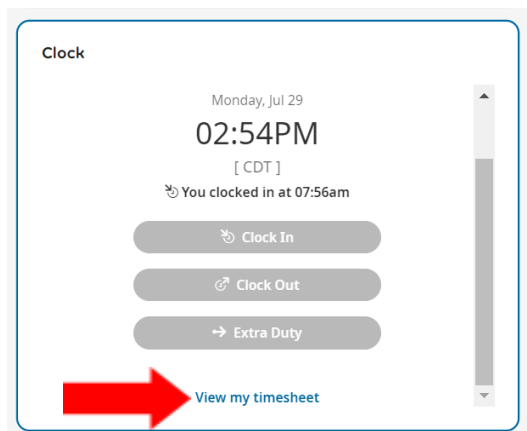
8
Illness (03:00 hrs)
15
22
29

▼ THU Aug 8 Afternoon Teacher - ...	+	From am	To am	03:00	03:00	THU Aug 8	Sick Leave/Illness
				03:00 hrs	03:00 hrs		

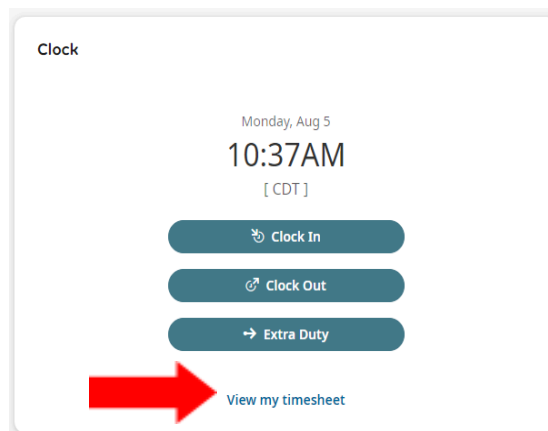
4) Submit Change Request

On your DASHBOARD, go to the “Clock” section and click “View my timesheet” to go to your timesheet. As a reminder, when you are away from the District network, your buttons to Clock In, Clock Out, and Extra Duty will not be activated (will be grayed out) but your ability to “View my timesheet” will still be available.

**Your view when NOT
connected to the District**

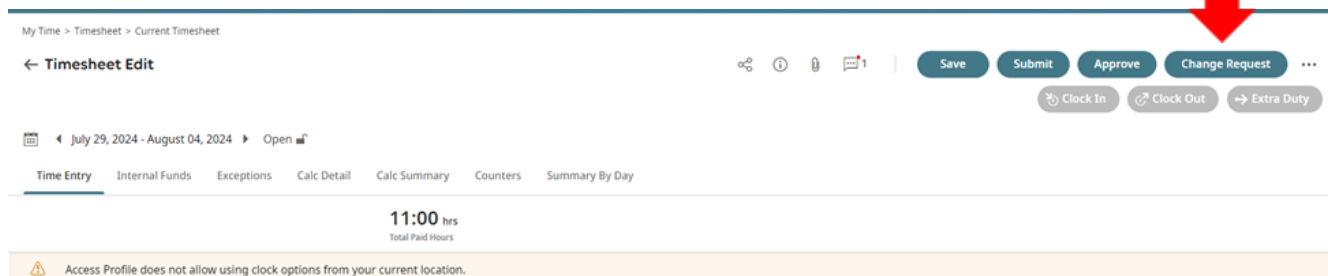


**Your view when connected
to the District network:**

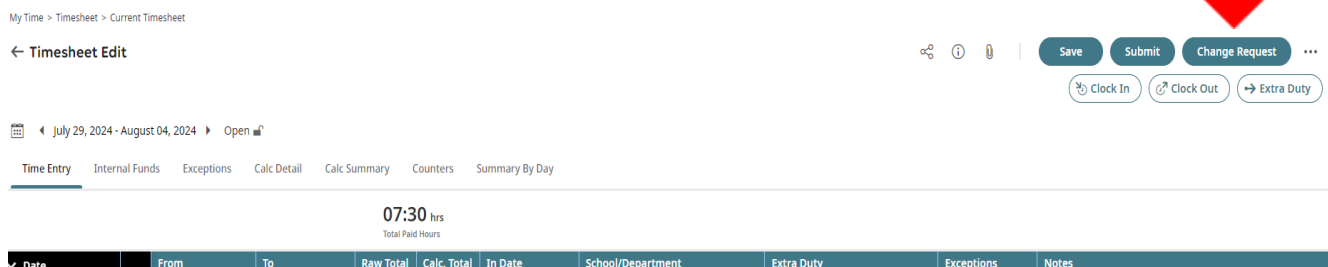


In the timesheet, click the “Change Request” button.

**Your view when NOT
connected to the District**

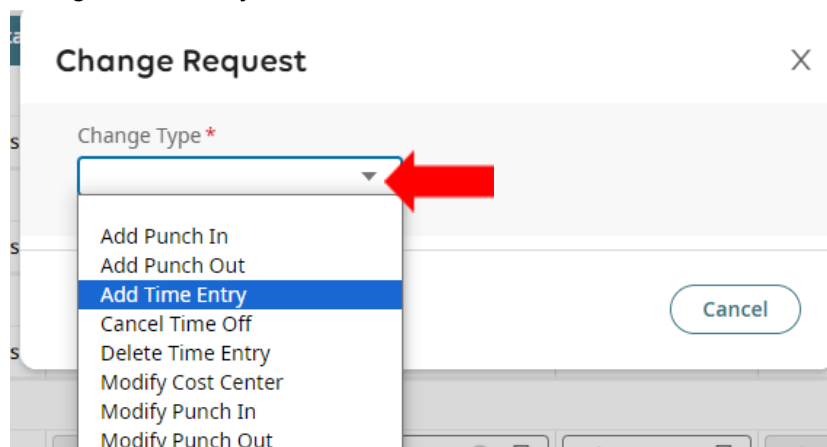


**Your view when connected
to the District network:**



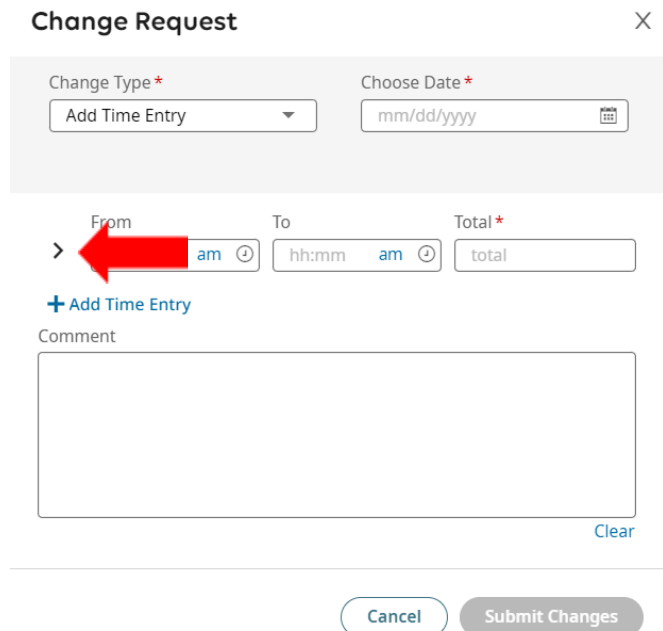
A screen will pop up and here you select the applicable change - an explanation of the different Change Types available to you are found [here](#). Choose the applicable Change Type, complete the necessary information, add a comment, and then click “Submit Changes”.

As an example, below are instructions for the option to “Add Time Entry” which is most commonly used to submit an Extra Duty that occurs after hours or that you forgot to clock in for during the workday.



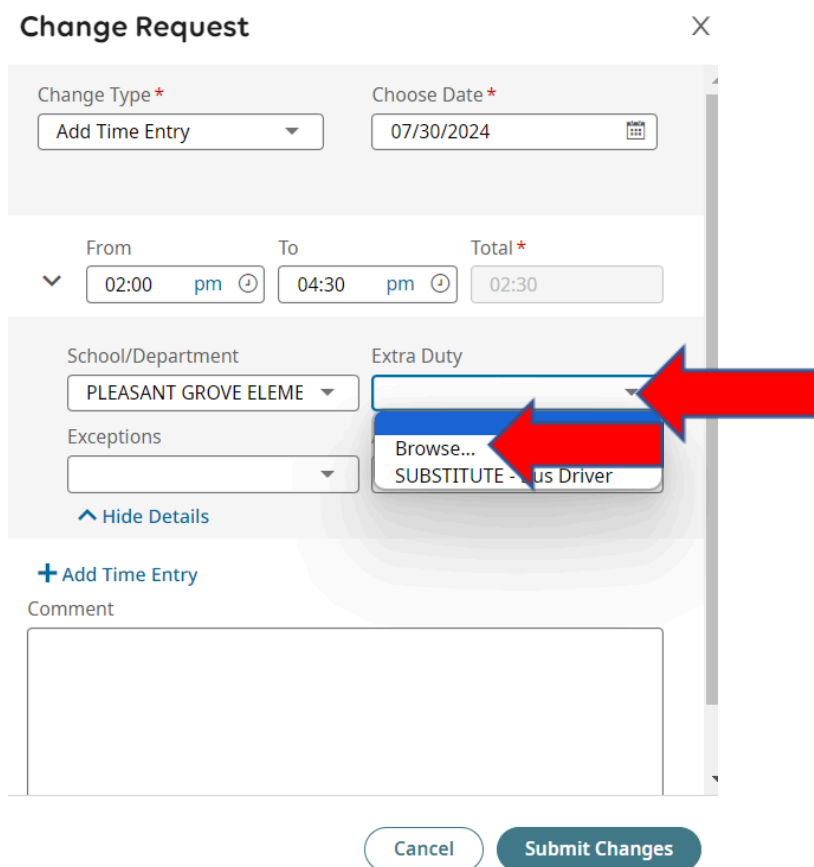
The screenshot shows a 'Change Request' modal window. The 'Change Type *' dropdown menu is open, displaying a list of options: 'Add Punch In', 'Add Punch Out', 'Add Time Entry' (highlighted in blue), 'Cancel Time Off', 'Delete Time Entry', 'Modify Cost Center', 'Modify Punch In', and 'Modify Punch Out'. A red arrow points to the 'Add Time Entry' option. A 'Cancel' button is visible in the background.

Expand the fields by clicking this icon.



The screenshot shows the expanded 'Change Request' modal window. The 'Change Type *' dropdown is set to 'Add Time Entry'. The 'Choose Date *' field is empty with a placeholder 'mm/dd/yyyy'. The 'From' field is expanded, showing a red arrow pointing to the 'From' label and a dropdown menu with 'am' selected. The 'To' field is empty with a placeholder 'hh:mm' and a dropdown menu with 'am' selected. The 'Total *' field is empty with a placeholder 'total'. Below these fields is a '+ Add Time Entry' button. A 'Comment' text area is present, followed by a 'Clear' link. At the bottom are 'Cancel' and 'Submit Changes' buttons.

To select your Extra Duty, click on the drop down triangle and select “Browse...”



Change Request [X]

Change Type* Add Time Entry Choose Date* 07/30/2024

From 02:00 pm To 04:30 pm Total* 02:30

School/Department PLEASANT GROVE ELEME Extra Duty Browse... SUBSTITUTE - Bus Driver

Exceptions

[Hide Details](#)

[+ Add Time Entry](#)

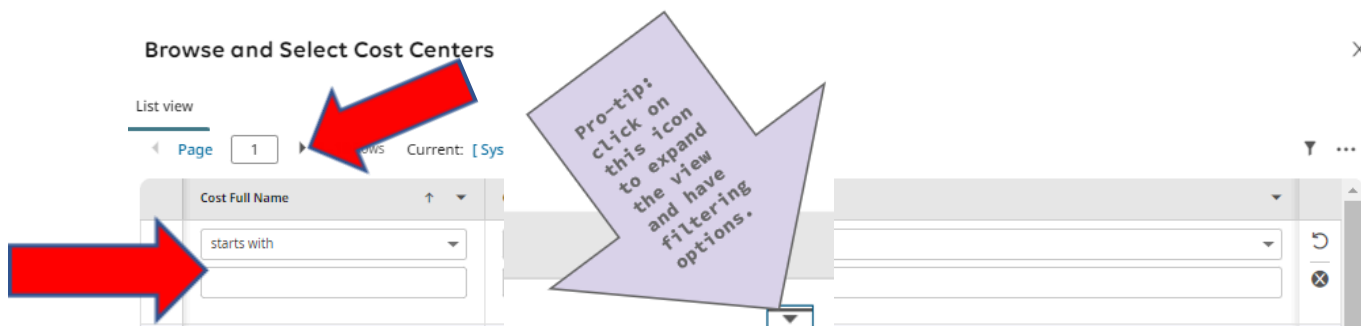
Comment

Cancel Submit Changes

The type of employee you are (ESP, Professional, Instructional) determines which Extra Duty options are available to you. **Make sure you select the correct Extra Duty as instructed. Selecting the wrong one may result in a delay for payment as the error has to be understood and corrected.**

When browsing, you can:

- Click here to scroll page by page
- Start entering the Extra Duty name, or change the filter from “starts with” to “like” for a broader search.



Browse and Select Cost Centers [X]

List view

Page 1 Rows Current: [Sys]

Cost Full Name

starts with

Pro-tip: Click on this icon to expand the view and have filtering options.

This is an example of a completed Change Request to add an Extra Duty - it includes:

- Date
- Start Time (AM/PM noted)
- End Time (AM/PM noted)
- School/Department location
- Extra Duty entry
- Comment

Change Request

X

The screenshot shows a 'Change Request' form with the following fields and annotations:

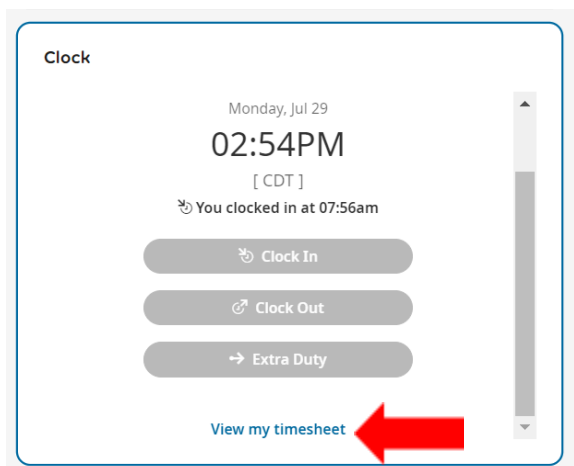
- Change Type ***: A dropdown menu with 'Add Time Entry' selected. A red arrow points to this field.
- Choose Date ***: A date picker showing '07/30/2024'. A red arrow points to this field.
- From**: A time picker showing '02:00 pm'. A red arrow points to this field.
- To**: A time picker showing '04:30 pm'. A red arrow points to this field.
- Total ***: A numeric input field with a slider, currently set to 2.5. A red arrow points to this field.
- School/Department**: A dropdown menu with 'PLEASANT GROVE ELEME' selected. A red arrow points to this field.
- Extra Duty**: A dropdown menu with 'SCIENCE - Workshop Hot' selected. A red arrow points to this field.
- Exceptions**: A dropdown menu. A red arrow points to this field.
- Account**: A dropdown menu. A red arrow points to this field.
- Hide Details**: A link with an upward arrow icon.
- + Add Time Entry**: A button.
- Comment**: A text area containing the text 'Science is elementary workshop.' A red arrow points to this field.
- Buttons**: 'Cancel' and 'Submit Changes' buttons at the bottom.

It can now be submitted for review/approval by your default/home Timekeeper/Supervisor.

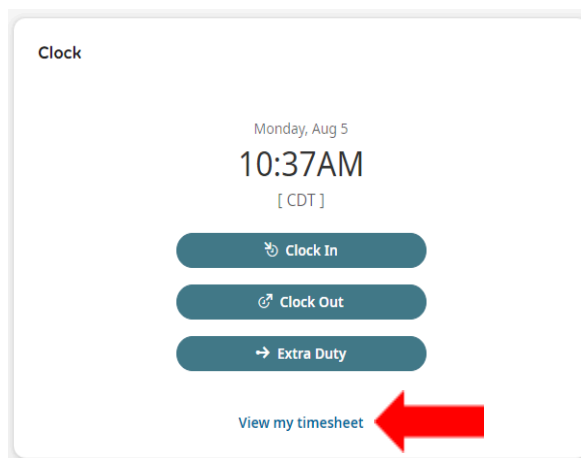
5) Review/Submit Timesheets

On your DASHBOARD, go to the “Clock” section and click “View my timesheet” to go to your timesheet. As a reminder, when you are away from the District network, your buttons to Clock In, Clock Out, and Extra Duty will not be activated (will be grayed out) but your ability to “View my timesheet” will still be available. This is a great way to ensure that you submit your Timesheet in time for Payroll.

**Your view when NOT
connected to the District**



**Your view when connected
to the District network:**



In your timesheet, under the “Notes” header you can click the icon to enter a note for a specific line. Enter your note in the pop up window and click “Save”

**Your view when NOT
connected to the District**

July 22, 2024 - July 28, 2024 Open

Time Entry Internal Funds Exceptions Calc Detail Calc Summary Counters Summary By Day

02:45 hrs
Total Paid Hours

Access Profile does not allow using clock options from your current location.

Date	From	To	Raw Total	Calc. Total	In Date	School/Department	Extra Duty	Exceptions	Notes
MON Jul 22 Teacher - Floating 7.5...	01:00 pm	03:45 pm	02:45	02:45	MON Jul 22	BELLVIEW MIDDLE	TITLE 2 - Workshop Hourly	Choose...	
			02:45 hrs	02:45 hrs					Time Entry Notes

Mon Jul 22, 01:00 pm - 03:45 pm
Time Entry Notes

No notes to display

Add Note*

"Great Starts" workshop

Clear

Cancel

Save

**Your view when connected
to the District network:**

July 15, 2024 - July 21, 2024 Open

Time Entry Internal Funds Exceptions Calc Detail Calc Summary Counters Summary By Day

33:00 hrs
Total Paid Hours

Date	From	To	Raw Total	Calc. Total	In Date	School/Department	Extra Duty	Exceptions	Notes
MON Jul 15 Teacher - Floating 7.5...	07:00 am	03:30 pm	08:30	08:30	MON Jul 15	BELLVIEW MIDDLE	Choose...	Choose...	

Mon Jul 22, 01:00 pm - 03:45 pm
Time Entry Notes

No notes to display

Add Note*

"Great Starts" workshop

Clear

Cancel

Save

Once your timesheet is ready to be submitted, click the “Submit” button.

**Your view when NOT
connected to the District**

My Time > Timesheet > Current Timesheet

← Timesheet Edit

Save Submit Approve Change Request ...

Clock In Clock Out Extra Duty

July 29, 2024 - August 04, 2024 Open

Time Entry Internal Funds Exceptions Calc Detail Calc Summary Counters Summary By Day

11:00 hrs
Total Paid Hours

Access Profile does not allow using clock options from your current location.

**Your view when connected
to the District network:**

My Time > Timesheet > Current Timesheet

← Timesheet Edit

Save Submit Change Request ...

Clock In Clock Out Extra Duty

July 29, 2024 - August 04, 2024 Open

Time Entry Internal Funds Exceptions Calc Detail Calc Summary Counters Summary By Day

07:30 hrs
Total Paid Hours

✓ Date	From	To	Raw Total	Calc. Total	In Date	School/Department	Extra Duty	Exceptions	Notes
--------	------	----	-----------	-------------	---------	-------------------	------------	------------	-------