

Webster Public Schools

Kronos/UKG

Timekeeping

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Welcome to Kronos/UKG!

Let's get started! This is our system to clock in and out, as well as to add Notes for activities such as Data, Sped Program, or Bus Duty and also extra jobs that include 21st Century, Before & After Program and Real Madrid.

You can view your timesheet and see your current hours for the week. You do not have to punch in and out for lunch because the system is set to auto-deduct 30 minutes every day.

On your timesheet, you can see your clock in and out times and your totals. The Raw Total is your time before lunches are deducted. The Calc. Total is your time with lunches deducted (the time you will be paid for).

The screenshot below is a view of a timesheet. It has a few items circled so you can see where they are located. These will be most important to you: Calc. Total (your current paid time), Change Request and Change Cost Center buttons. You are not limited to the UKG app or Kronos homepage to clock in and/or out, request changes, or make a job change. Another option is to do these actions from your timesheet. Those buttons are located at the top right. In the bottom screenshot you can see what an absence looks like when you submit it in ReadySub. It will sync to your timesheet and you will see it listed in the "Time Off" column. It will show what kind of time you submitted: sick, personal, etc. The screenshot also shows what a Holiday would look like on your timesheet.

The top screenshot shows the 'Timesheet Edit' interface. At the top right, there are buttons for 'Save', 'Submit', 'Change Request' (circled in red), and 'Change Cost Center' (circled in red). Below these buttons are 'Clock In' and 'Clock Out' buttons. The main area shows a summary for the week of December 07, 2025 - December 13, 2025. It displays 'Raw Total' as 25:19 hrs and 'Calc. Total' as 27:30 hrs (circled in red). Below this is a table with columns: Date, From, To, Raw Total, Calc. Total, In Date, Location, Activities, and Ni. The bottom screenshot shows a weekly timesheet for June 14-20, 2025. It displays 'Raw Total' as 35:17 hrs and 'Calc. Total' as 33:45 hrs (highlighted in yellow). The table below has columns: Date, From, To, Raw Total, Calc. Total, In Date, Time Off, and Location. The 'Time Off' column shows 'Personal' for Tuesday, June 16, and 'Holiday' for Friday, June 19, both highlighted in yellow.

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Location
SUN Jun 14			00:00 hrs	00:00 hrs			
MON Jun 15	07:08 am	02:23 pm	07:15	06:45	MON Jun 15		Webster Middle School/ABA TUTORS/037624/512335/2330
TUE Jun 16	From am	To am	06:45	06:45	TUE Jun 16	Personal	Webster Middle School/ABA TUTORS/037624/512335/2330
WED Jun 17	07:08 am	02:25 pm	07:17	06:45	WED Jun 17		Webster Middle School/ABA TUTORS/037624/512335/2330
THU Jun 18	07:08 am	02:23 pm	07:15	06:45	THU Jun 18		Webster Middle School/ABA TUTORS/037624/512335/2330
FRI Jun 19	From am	To am	06:45	06:45	FRI Jun 19	Holiday	Webster Middle School/ABA TUTORS/037624/512335/2330
SAT Jun 20			00:00 hrs	00:00 hrs			

At any time, if you need assistance with this system beyond the instructions in this packet, you can contact me at the Business Office, in person, through email, or call me. I am available weekdays 7:30am to 4:00pm.

Lisa Fifield LFifield@webster-schools.org

508-943-0104 ext. 40012 or direct dial my extension from any school phone

UKG Ready Mobile App

Step 1, Option 1

Download the app via the App Store Link(s)

1. Open your Apple App Store or Google Play
2. Search for UKG Ready Mobile
3. Click the Install button



or

Step 1, Option 2

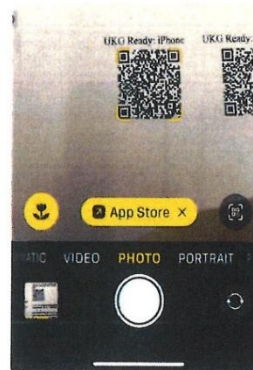
QR Codes

1. Open your camera on your phone
 2. Scan the QR Code for your phone type
 3. Click on the "App Store" to connect you to it.
- ✦ Install your App

UKG Ready: iPhone



UKG Ready: Android



Install

Step 2

Application setup

4. Open the application on your device.
5. Select your region from the list. **North America**
6. Type your company's shortname. **6162063**
7. Select **Continue**
8. Enter your username and password.
9. Select **Login**.



If you are asked to change your password and enter the "Old password", you will enter the temporary one that was given to you that you just used to login. You will then put in a new one.



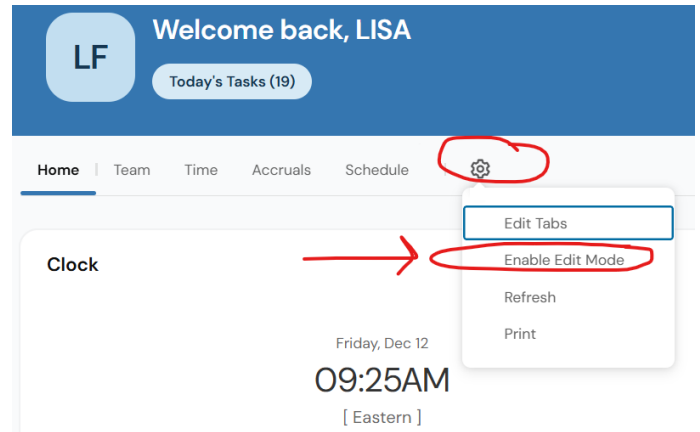
Your new password must contain 3 of these 4 options: Upper case letter, lower case letter, number, symbol. It must be 8 characters long and cannot be a password you have used in the past for UKG/Kronos.

To edit your home screen

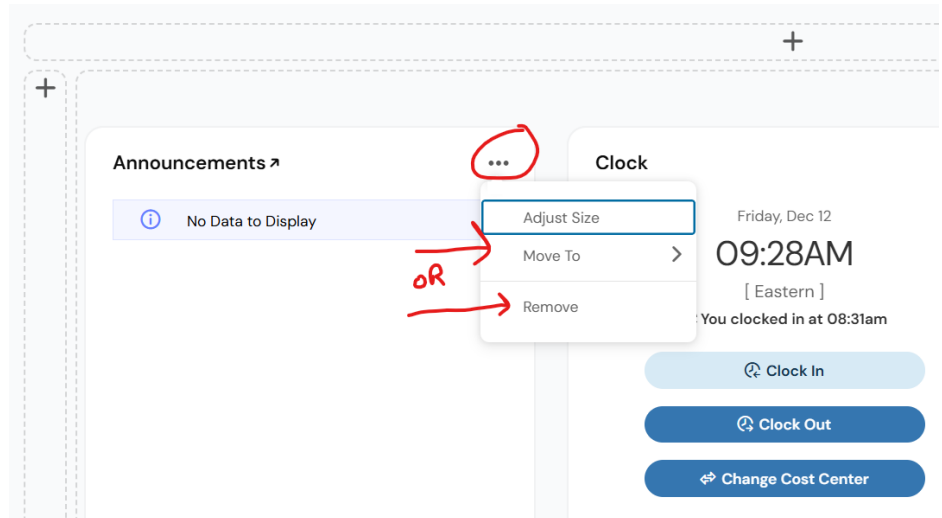
Open UKG/Kronos.

Click on the Settings gear icon.

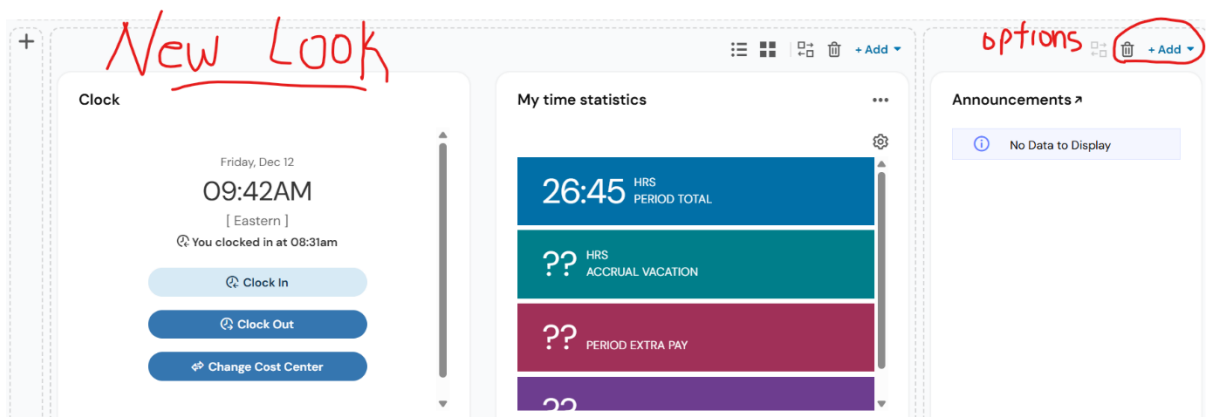
Choose “Enable Edit Mode”.



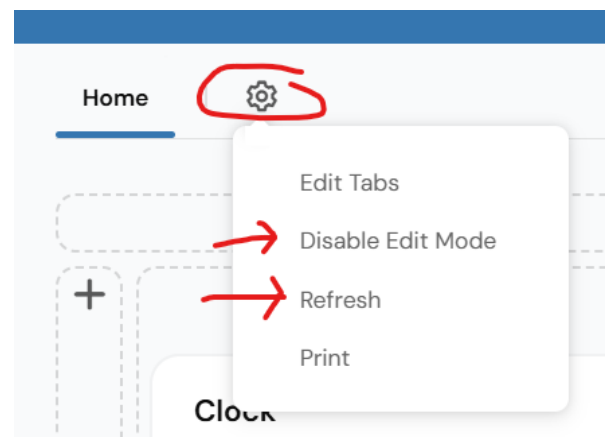
In a section that can be moved or removed, click on the three dots and choose the option you want. The view pictured is the default view. You don't need “Announcements”. You can choose remove because you will want to see the Clock first on your homepage when you login.



You also have the option to click on the trash can icon to remove the box or “add” if you want to explore more items to view.



When satisfied with how your information boxes are arranged, you will select the Settings gear icon at the top left and choose Refresh to accept your changes. If you want to cancel your changes choose Disable Edit Mode. Your new homepage (or your old one) will then appear based on your choices.



Adding notes to your timesheet for DATA/MAT, BUS, SPED PRG, UNIFIED, AND/OR CLUB. Click on “View my timesheet”. Scroll to the day you need to add a note to. Locate the Note Indicator icon and click on it. Daily Notes will pop open. Click into the box and add your text: “data/mat”, “bus”, “sped prg”, “unified”, “club”. If you have 2 notes, add the time to each to differentiate. Click on the checkmark, then at the bottom click SAVE. You will notice that your Note Indicator icon now has a red dot that alerts anyone who sees your timesheet that there is an existing note.

Workforce Ready -WEBSTER ... LF

Today's Tasks (4)

Home

Clock

Wednesday, Jul 22

08:22AM

[EDT]

You transferred successfully at 08:21am

Clock In

Clock Out

Change Cost Center

View my timesheet

My time statistics

My Time > ... > Current Timesheet

Timesheet Edit

July 19, 2026 - July 25, 2026

Open

Time Entry

05:22 hrs 13:15 hrs

Raw Total Calc. Total

Date	Raw	Calc. Total	Actions
SUN Jul 19	00:00	00:00	+
MON Jul 20	05:00	05:00	+
TUE Jul 21	00:00	08:00	+

07:30AM-04:00PM

From To Raw Total

8:41 AM 00:00

Calc. Total 08:00

In Date TUE Jul 21

My Time / Timesheet LF

TUE Jul 28 00:00 / 00:00

From	To	Raw Total
8:06 AM		00:00

Calc. Total 00:00

In Date TUE Jul 28

Time Off

Location District/SEC

Activities Choose...

ReadySub

Note icon circled in red

Add Note *

bus

Clear

Add Note *

bus 30 min
data 15 min

Clear

q w e r t y u i o p

a s d f g h j k l

z x c v b n m

123

q w e r t y u i o p

a s d f g h j k l

z x c v b n m

123

Add Note *

bus

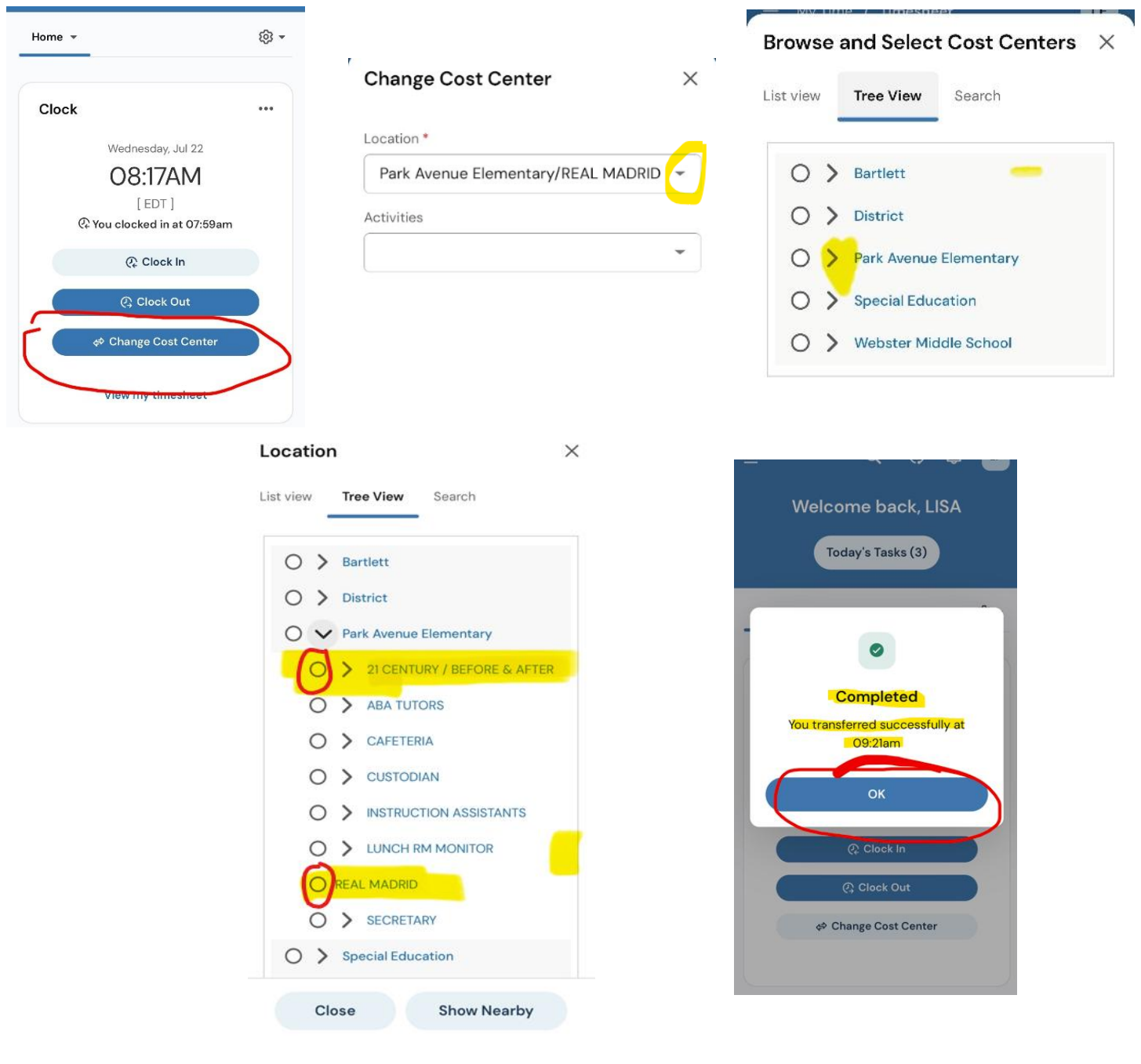
Clear

Choose...

Note icon circled in red

Cancel Save

Changing Cost Center for the 21st Century, Before & After Program, or Real Madrid. On your main login screen, click on “Change Cost Center” button. Click on the arrow in the Location box. Click on Tree View at the top. Click on Park Ave Elementary arrow to expand the selection. Then click on the circle for 21 Century, Before & After, or Real Madrid. Once you make a choice, you will get a pop-up window that says “Completed”. Click on the OK button and you are done. When you are ready to logout, you will do so on the main page and just hit “Clock Out”.



Timesheet will look like this. Clock-in time is automatically loaded and Location is now what you chose.

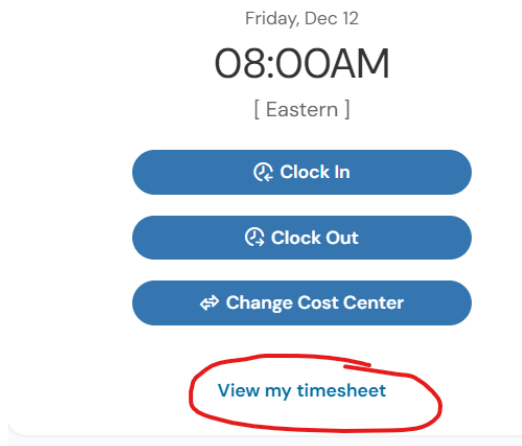
▼	TUE Jul 28	07:30AM-04:00PM	...	08:06 am	09:21 am	01:15	01:15	TUE Jul 28		District/SECRETARY/Business Office/511315/1410	⊗	🔍
...			...	09:21 am	To am	00:00	00:00	TUE Jul 28		Park Avenue Elementary/REAL MADRID	⊗	🔍
🗑️			From am	To am	00:00	00:00	00:00	TUE Jul 28		District/SECRETARY/Business Office/511315/1410	⊗	🔍
+						01:15 hrs	01:15 hrs					

How to request a punch in/out, or a change, for your timesheet

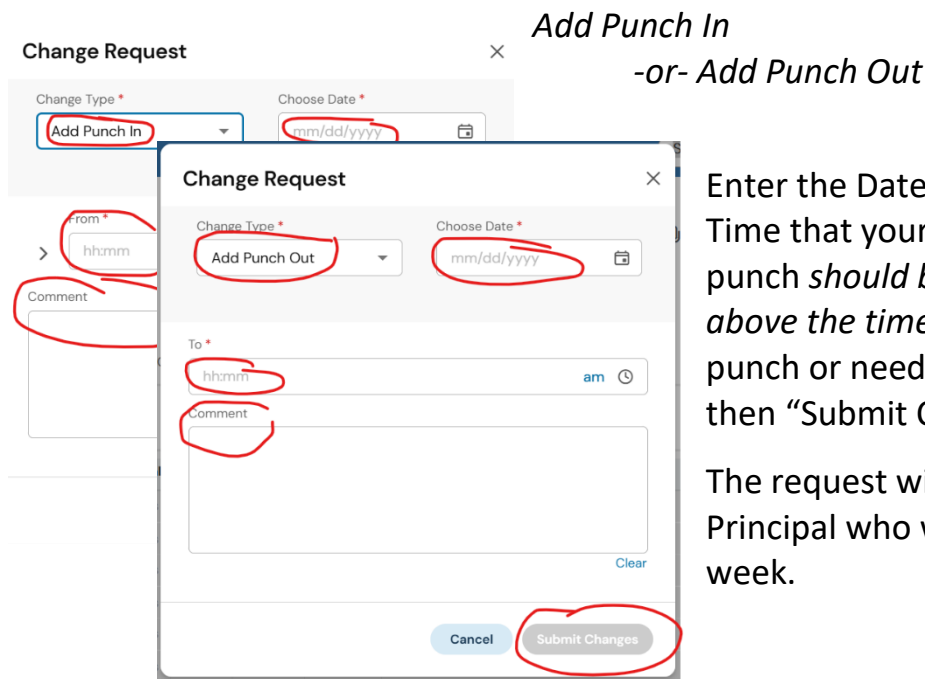
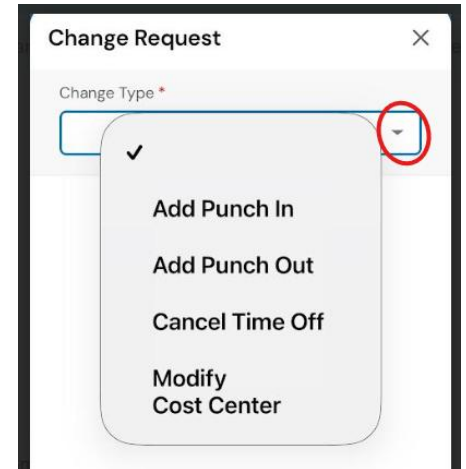
Clock

Click on "View my timesheet".

On the timesheet you will click on "Change Request" in the top right corner.

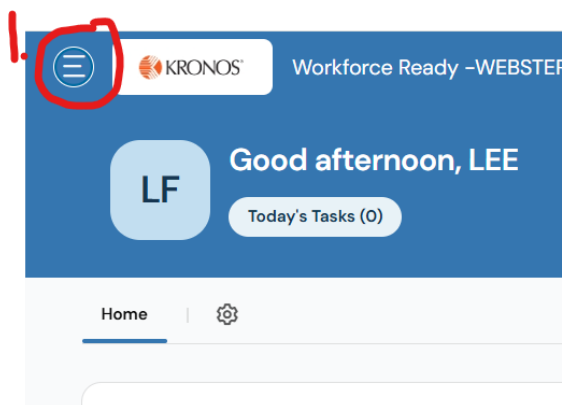


On the Change Request window, you will click on the arrow to pull up the menu and make your choice:

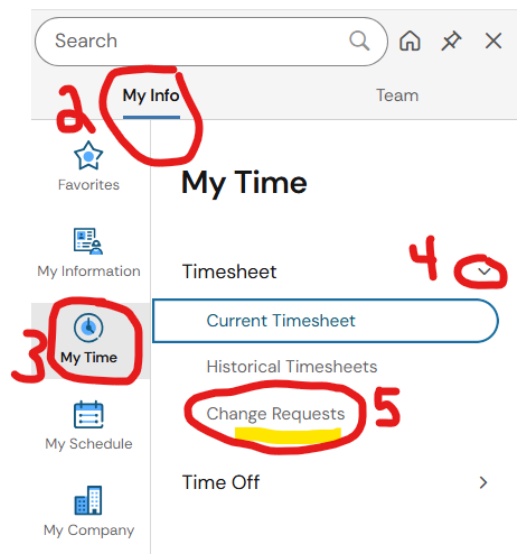


Enter the Date, Time that your punch should be (ignore the word "To" or "From" above the time box), add your reason for missing punch or needing a change in the Comment box, then "Submit Changes".

The request will automatically be sent to your Principal who will adjust it by the end of the week.



If you ever want to look at your Change Requests, you can do so from the Menu on your timesheet. (Follow 1-5 on the screenshots.)



TOILETING AND SUBSTITUTE COVERAGE **Sample Sheet Only**

Blank Sheets available in your building's Main Office

Please Note: Toileting and substitute coverage is not entered in Kronos/UKG

WEBSTER PUBLIC SCHOOLS

Admin Signature: _____

Employee (Print): _____ ***Week Ending:** ____/____/____

POSITION(✓): ____IA ____ABA **LOCATION(✓):** ____PAE ____WMS ____BHS

SUBSTITUTE COVERAGE

(PAE: 2 or more cumulative hrs; WMS/BHS: 2 or more cumulative hrs or 2 periods)

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time: 					
End Time:					
Teacher Covering for:					
Total Days Covered:					

TOILETING

	Monday	Tuesday	Wednesday	Thursday	Friday
#Hours (ie 6.5, etc)					
Student: First name, last initial, grade					
Total Toileting Hours:					

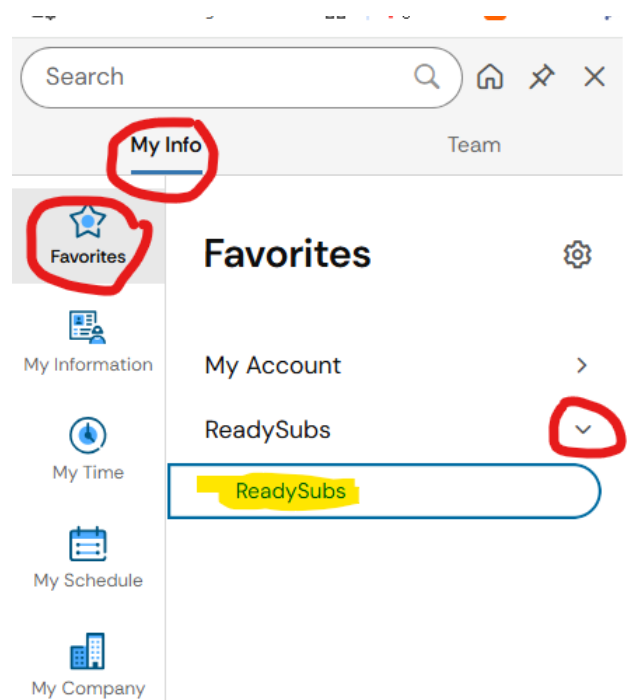
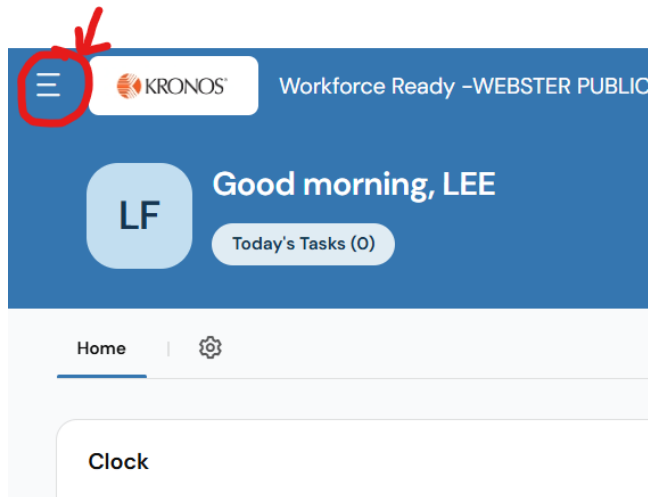
This form is to be submitted in its entirety regardless of non-applicable sections; **do not separate or cut into strips.** *Must be submitted by the end of the day on Friday for the current work week. Late, questionable, or poorly filled out forms are not acceptable; will be returned to you, and will delay or deny your compensation.

Employee Signature: _____

Accessing ReadySub from Kronos

As an option you can access ReadySub through a link in Kronos to enter an absence. Otherwise, use app.readysub.com. You should have received a welcome email from ReadySub with your login username and password. They are not the same as your Kronos/UKG login.

Absences must be entered before 6:00 am of the day you are out. If you cannot enter your absence due to timing you must contact your building principal. Should you become ill during your workday and need to leave, you must inform your building principal (he/she will enter your absence in ReadySub). Please remember to punch out when you leave.



Click on the Menu at the top left of your timesheet.

Make sure you are on the **My Info** tab.

Click on the **Favorites** icon in the Menu.

Click on the arrow near **ReadySubs**.

Click on the blue **ReadySubs** link to open the ReadySub website.

To enter your absence(s): Choose the date(s) of your absence: Single day or Multiple days. For multiple days you must select every date you'll be out during that absence period. Choose full day, half day AM or half day PM. Choose the type of absence: sick, personal, field trip, etc. For field trips, you must enter where the location is (i.e., Slater Museum). For bereavement or funeral, you must enter the relationship to the deceased (i.e. uncle, grandmother, cousin, family friend, etc.). Funeral time is used for immediate family. Bereavement time is used for non-immediate family and is deducted from your sick time. You will enter required information in the **Notes to Administrators**. Personal days must be taken in full or half days. Unpaid time must be approved by your building principal. Jury duty absences must be requested through Desiree Moniz in the Superintendent's Office. You must email her a copy of your summons and ask her to enter your absence: dmoniz@webster-schools.org.

Refer to your union contract for details regarding absences, or contact your union president, building representative, or principal.