How to access: You can access Kronos from the District website
https://secure3.saashr.com/ta/Default.login

If it is your first time logging into Kronos, please use the following information:
The Company number is 6147706.
Your Log In number is the same number you use at the time clock.
Your password is Marengocounty@1. Then you will be redirected to create a new password.

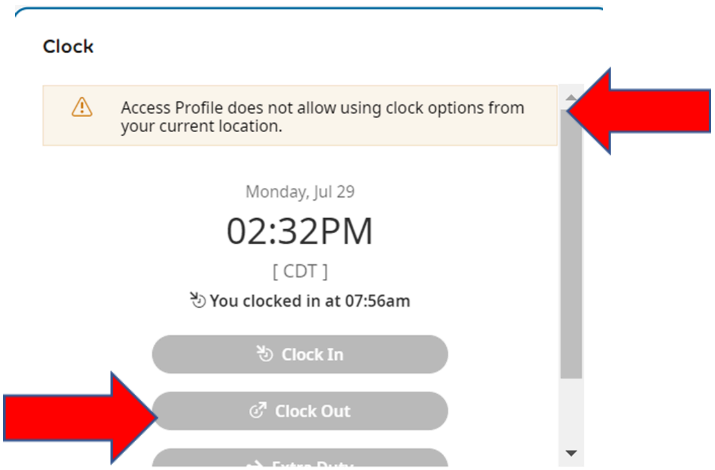
The following actions can be completed whether or not you are on the District network. However, your view WILL look different depending on whether or not you're connected to the District network with location settings on.

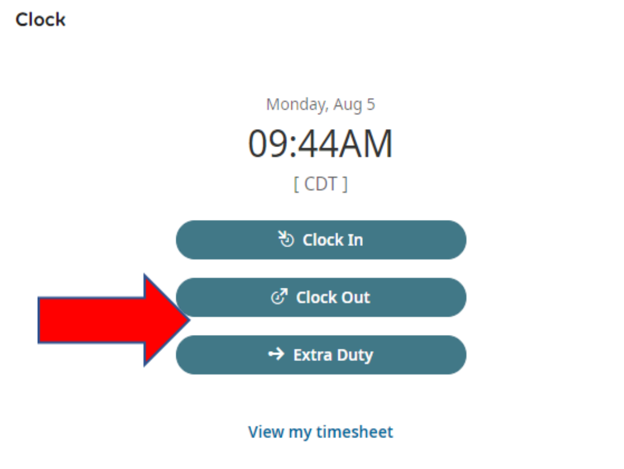
1) **View Accruals**
2) **Request Leave**
3) **Checking to See if Your Leave has been Approved (and how to make edits or delete it)**
4) **Submit Change Request**
5) **Review/Submit Timesheets**

Dashboard view:

Your view when NOT connected to the District

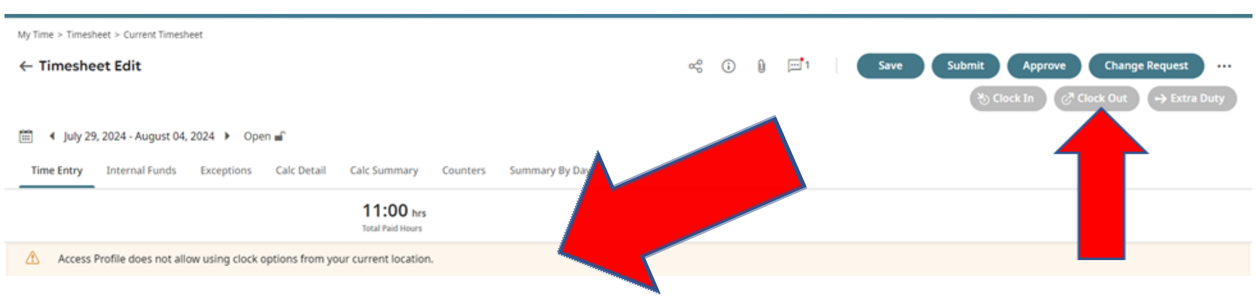
Your view when connected to the District network:



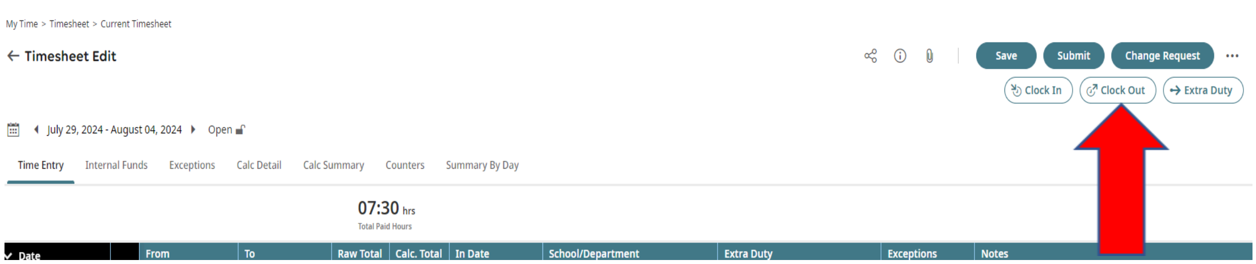


Timesheet view:

Your view when NOT connected to the District



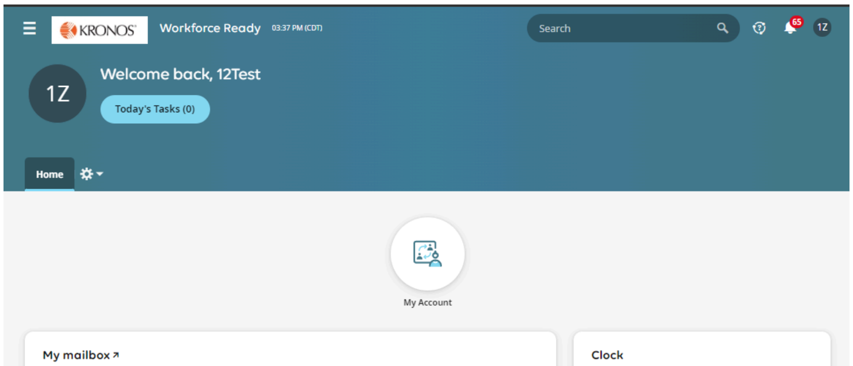
Your view when connected to the District network:

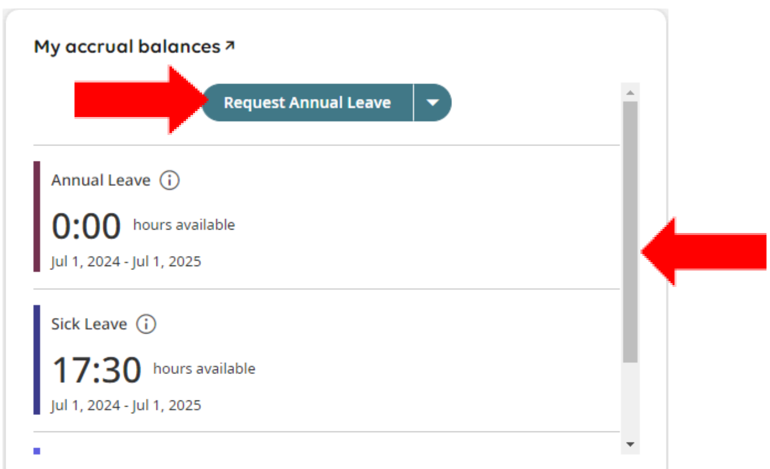


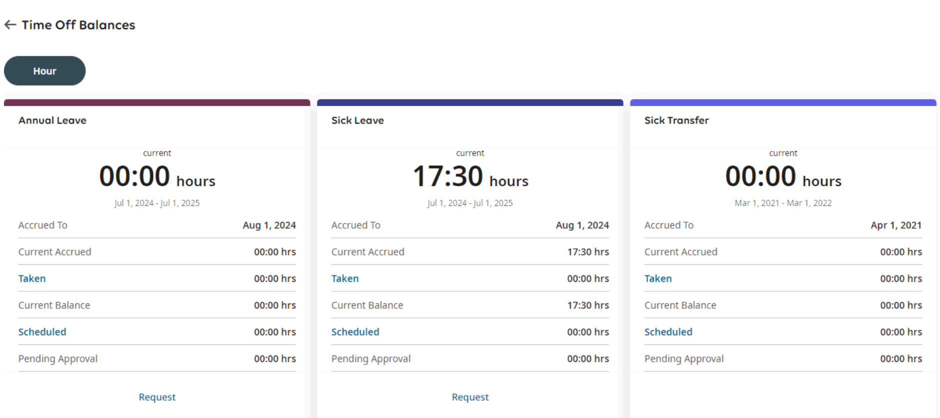
1) View Accruals

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.



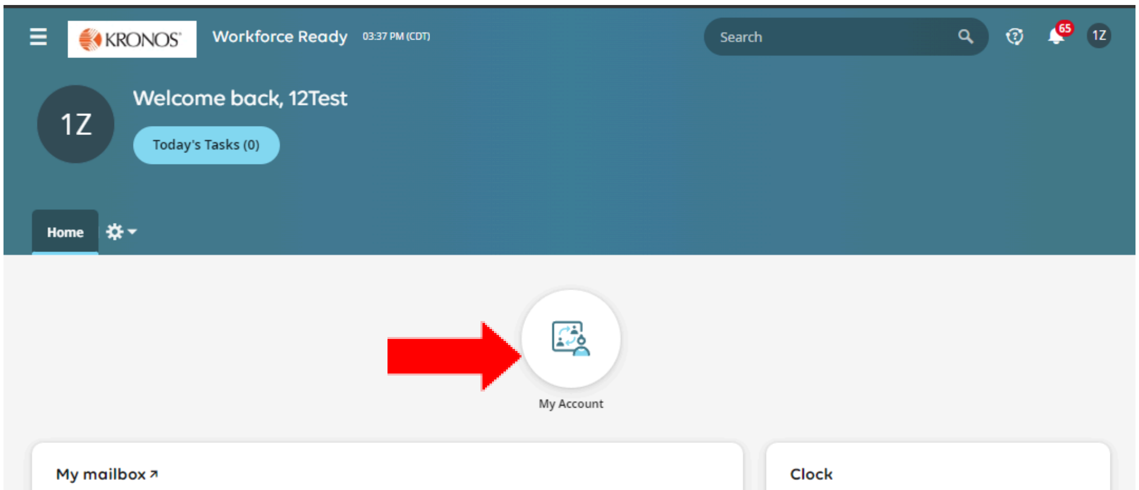


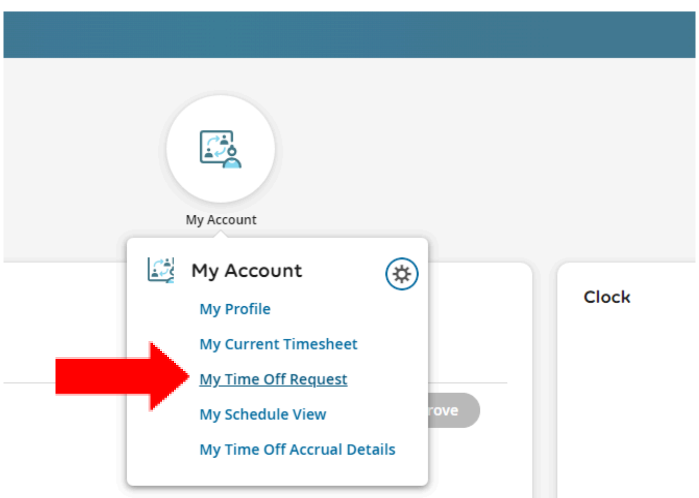


2) Request Leave

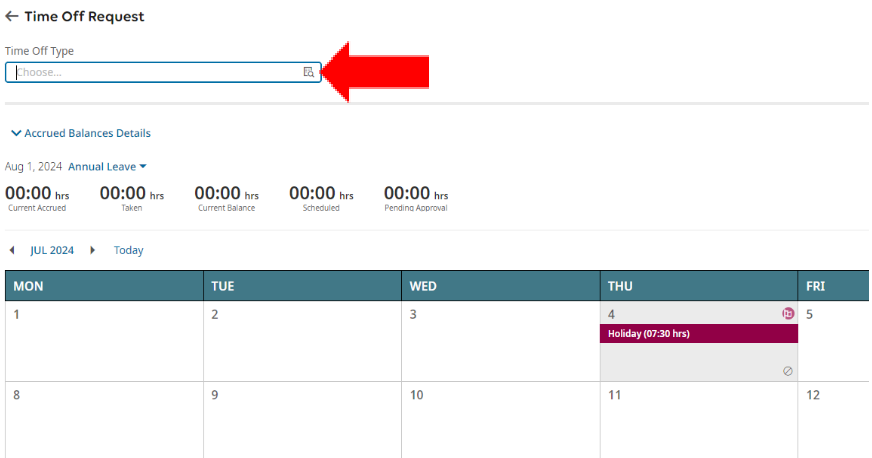
Please note that not every employee gets the same types and/or amount of Leave. There are four types of leave possible: Annual, Comp Time, Sick, and Temporary. For more information on when leave is allocated and applicable Master Contract information, please refer to the "Leave Information" tab of the Payroll website. To see available leave options per type, please see "Leave Request Types".

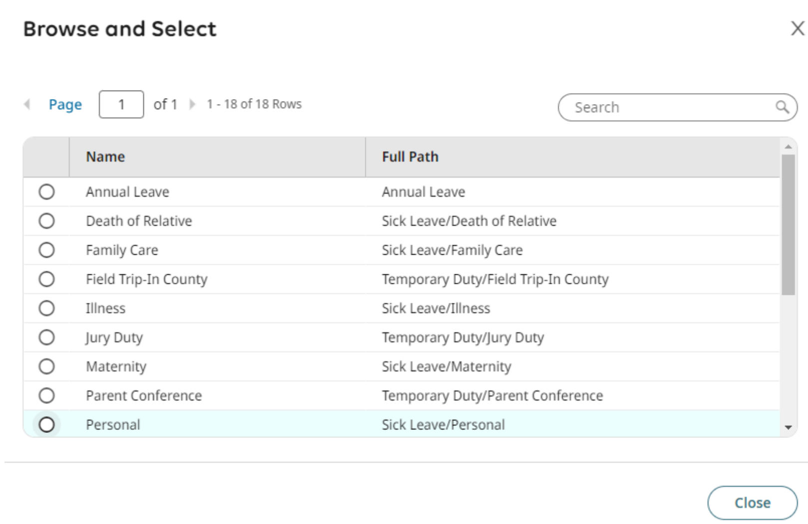
On your DASHBOARD, to Request Leave, go to the "My Account" icon and select "My Time Off Request".



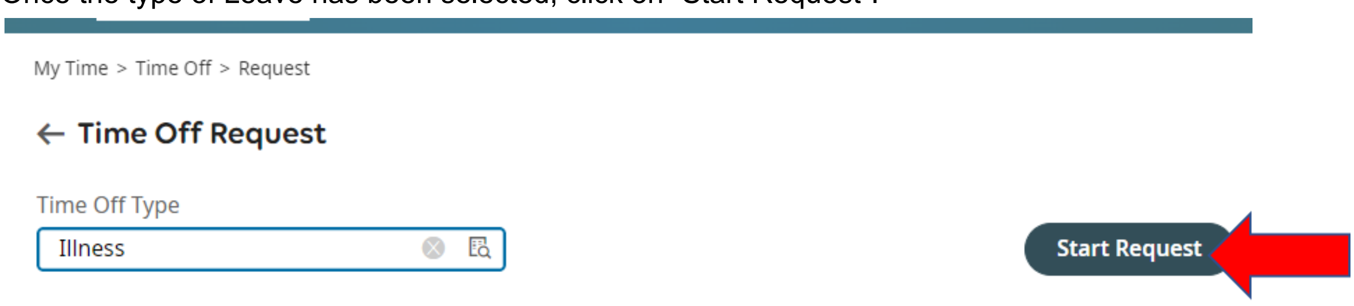


In the “Time Off Type”section, select the browse icon and then select the applicable Leave you want to request.





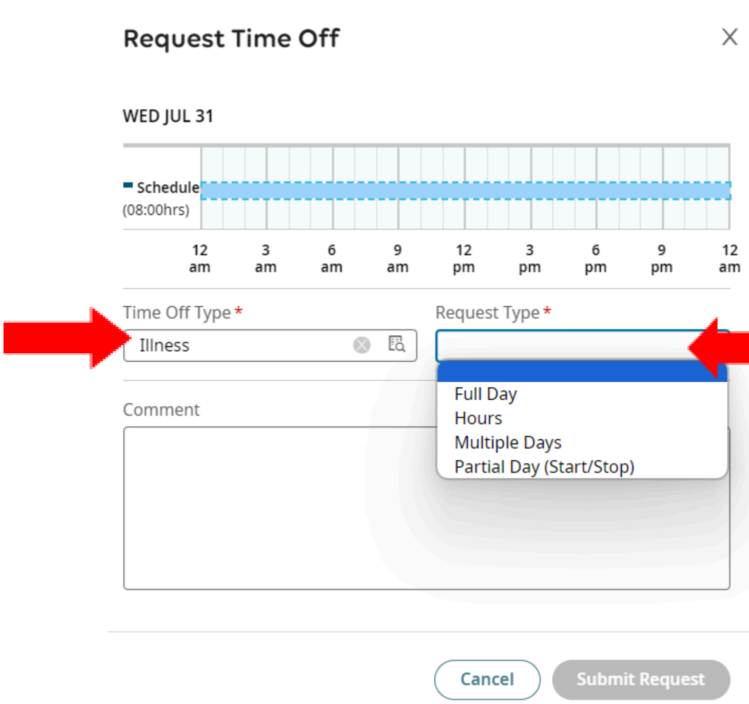
Once the type of Leave has been selected, click on “Start Request”.

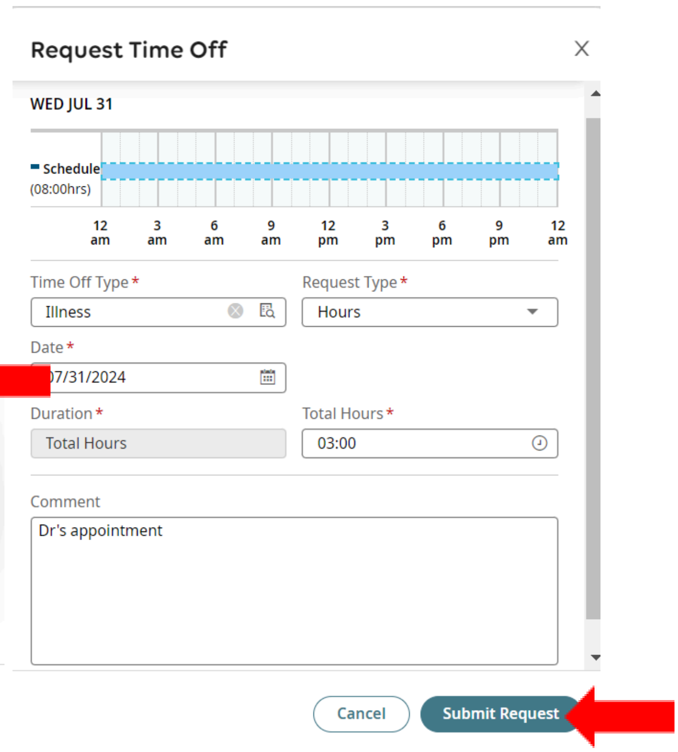


A “Request Time Off” screen will pop up. Select the “Request Type” to choose how long you are requesting to be on Leave and then choose the date you want to request the leave for. As a reminder, Leave must be taken in 15min increments. (You can request 3hrs and 15min but not 3hrs and 5min).

- “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”.

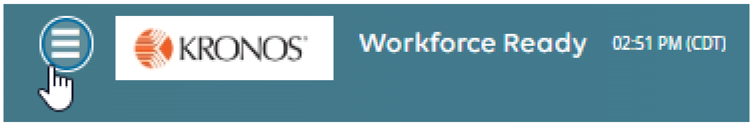




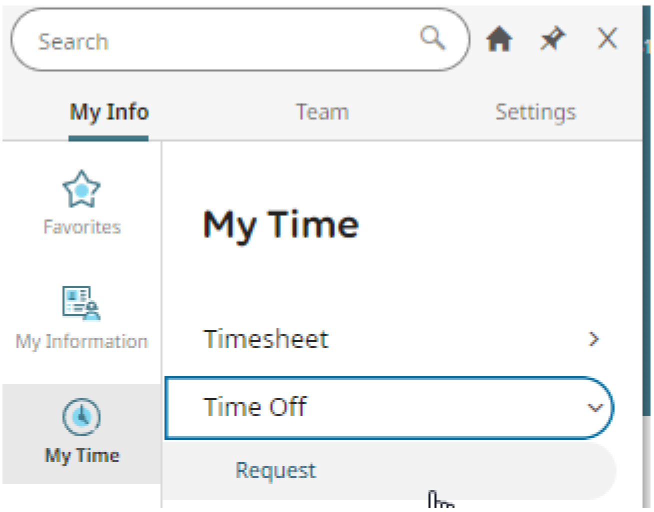
After you submit your leave request(s), your Supervisor will be notified. Once your Supervisor approves the leave request(s), the leave will populate onto your timesheet.

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

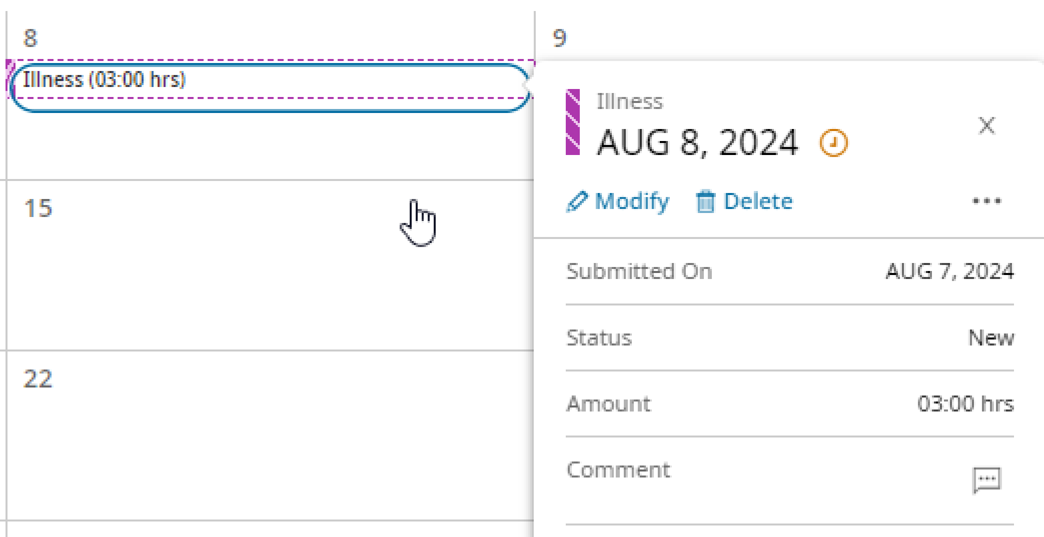
On your DASHBOARD, go to the three horizontal lines in the top left-corner by the “KRONOS” icon.



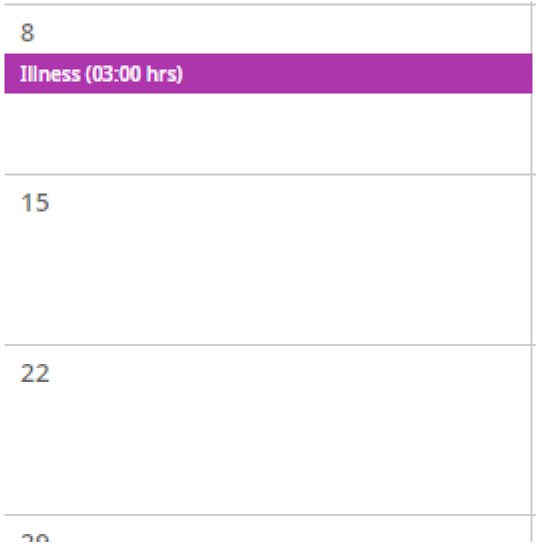
Your view may differ from the one shown below, but you are clicking on “My Info” > “My Time” > “Time Off” > “Request”.

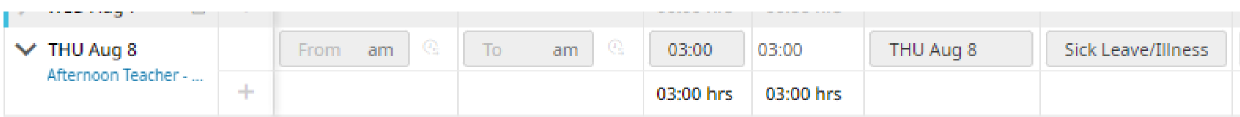


Not having a solid line indicates that the Time Off request has NOT been approved and can be modified or deleted.



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.



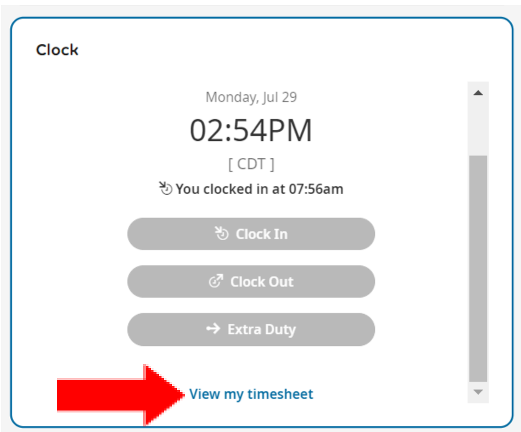


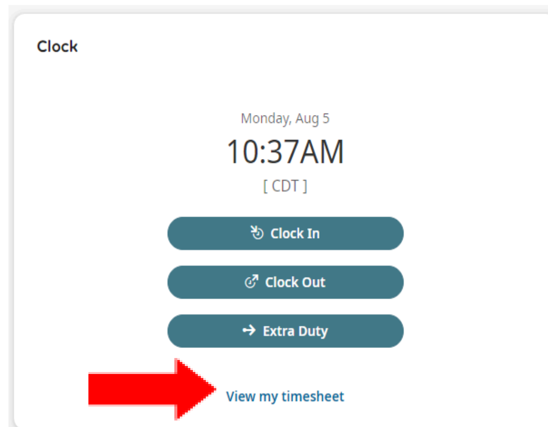
4) Submit Change Request

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

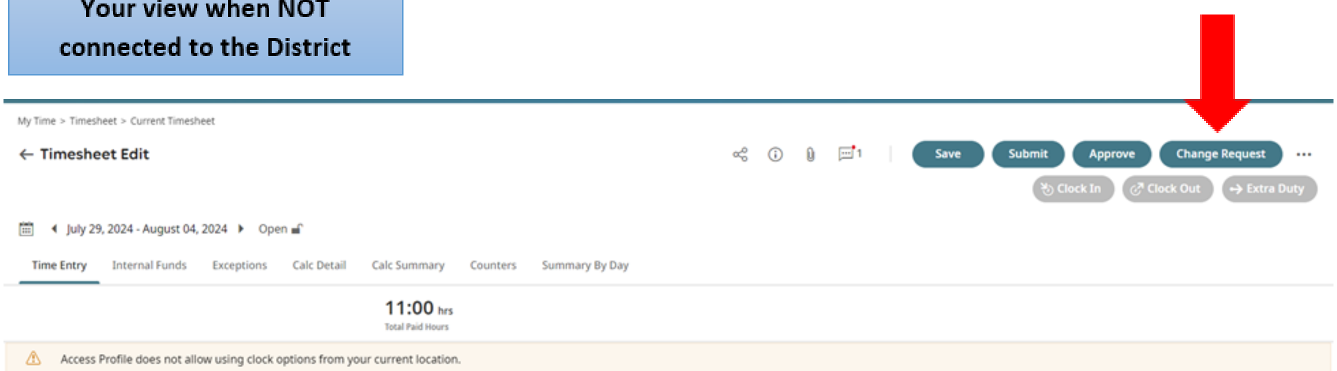
Your view when connected to the District network:



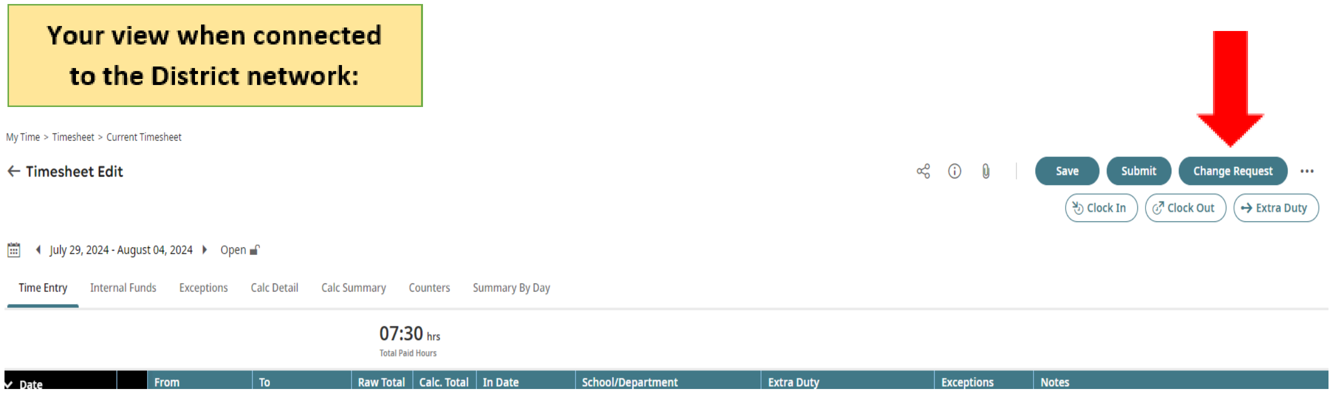


In the timesheet, click the “Change Request” button.

Your view when NOT connected to the District

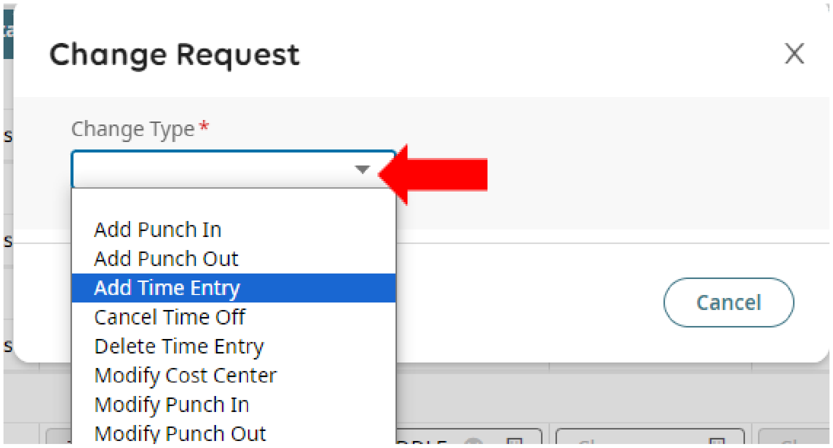


Your view when connected to the District network:

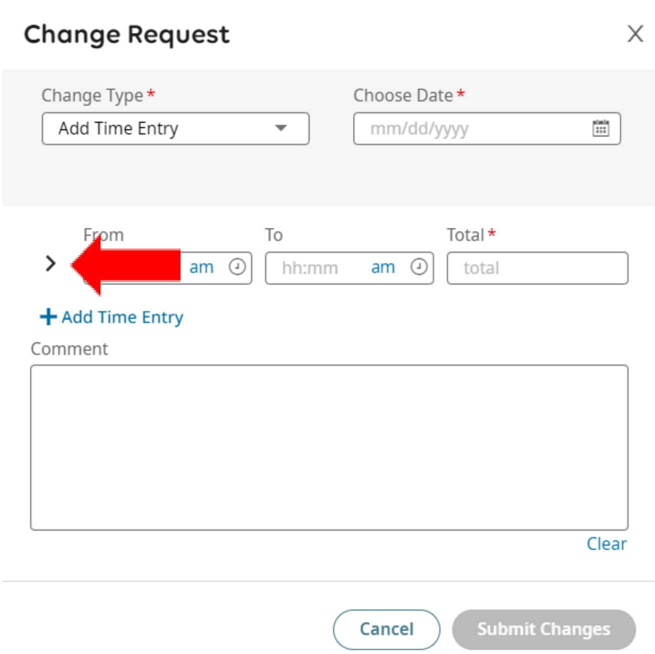


A screen will pop up and here you select the applicable change - an explanation of the different Change Types available to you are found here. Choose the applicable Change Type, complete the necessary information, add a comment, and then click “Submit Changes”.

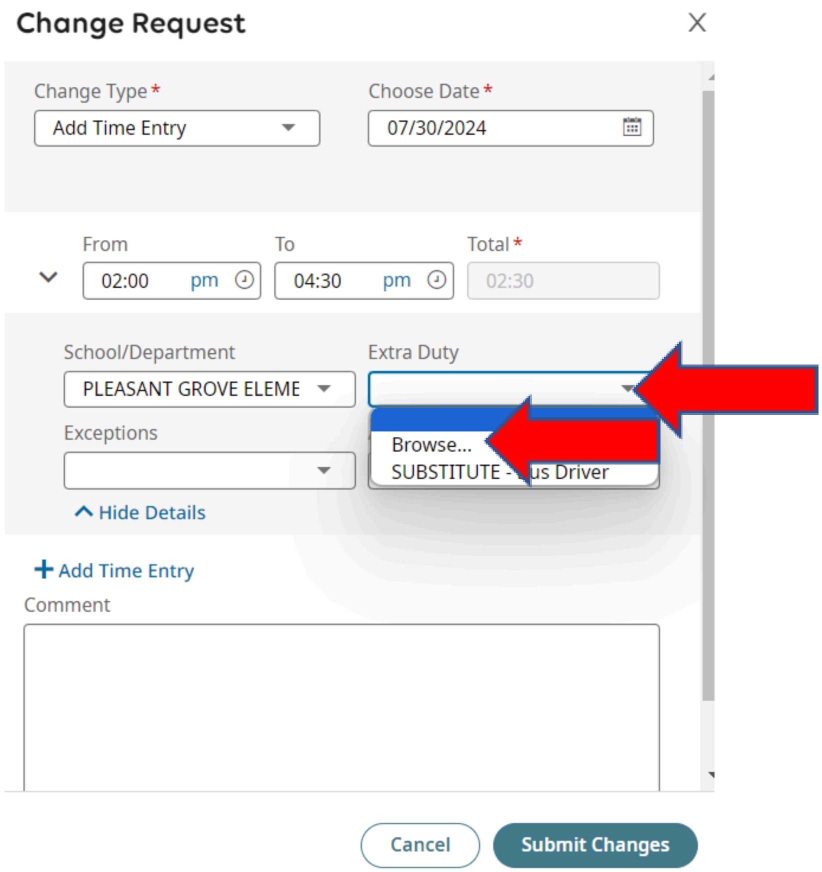
As an example, below are instructions for the option to “Add Time Entry” which is most commonly used to submit an Extra Duty that occurs after hours or that you forgot to clock in for during the workday.



Expand the fields by clicking this icon.



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



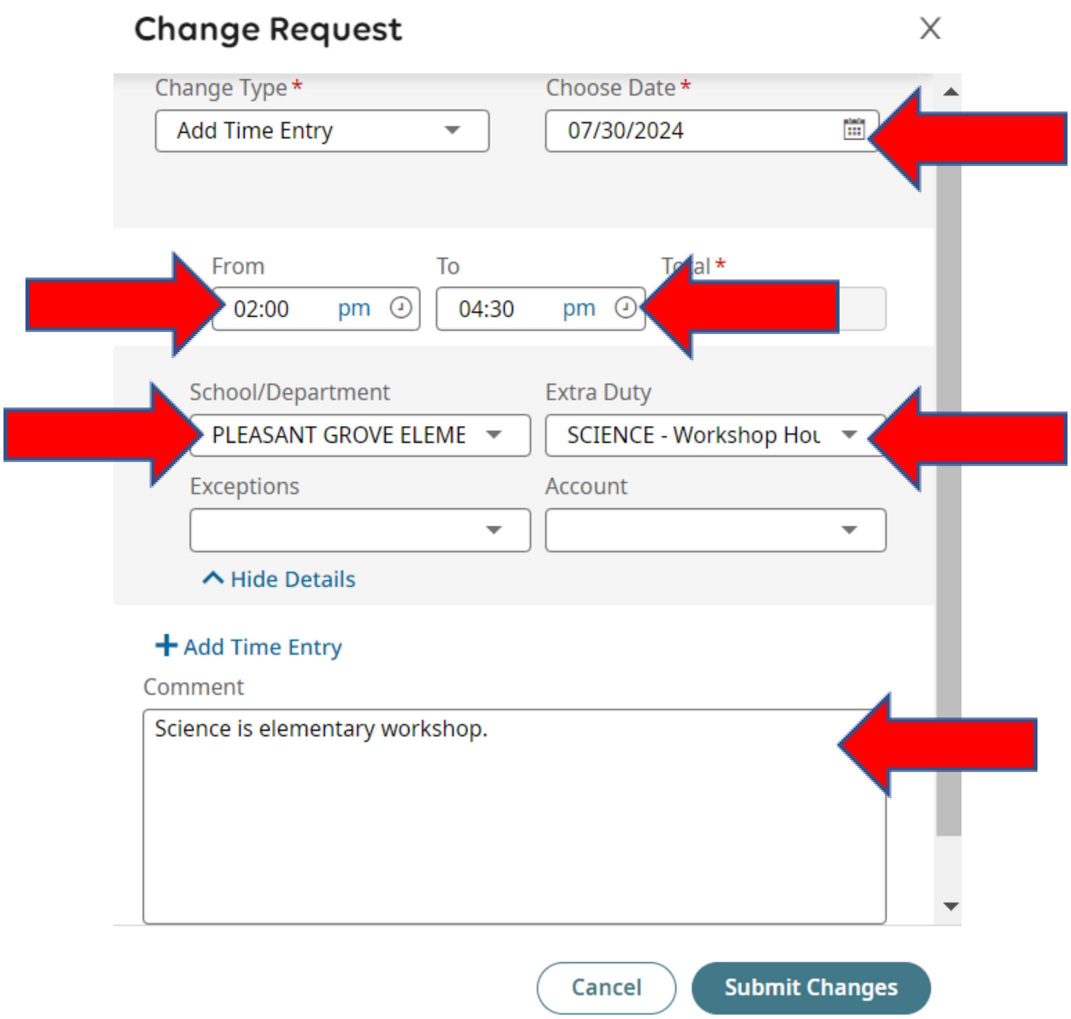
The type of employee you are (ESP, Professional, Instructional) determines which Extra Duty options are available to you. **Make sure you select the correct Extra Duty as instructed. Selecting the wrong one may result in a delay for payment as the error has to be understood and corrected.**

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.

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



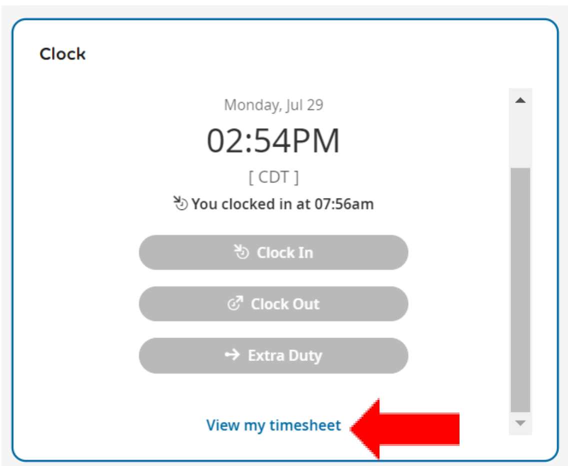
It can now be submitted for review/approval by your default/home Timekeeper/Supervisor.

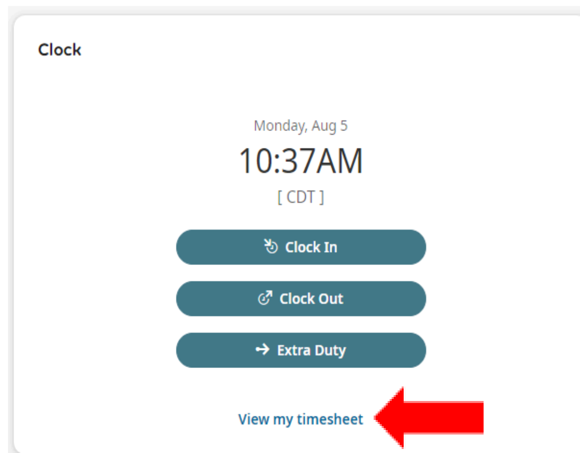
5) <u>Review/Submit Timesheets</u>

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

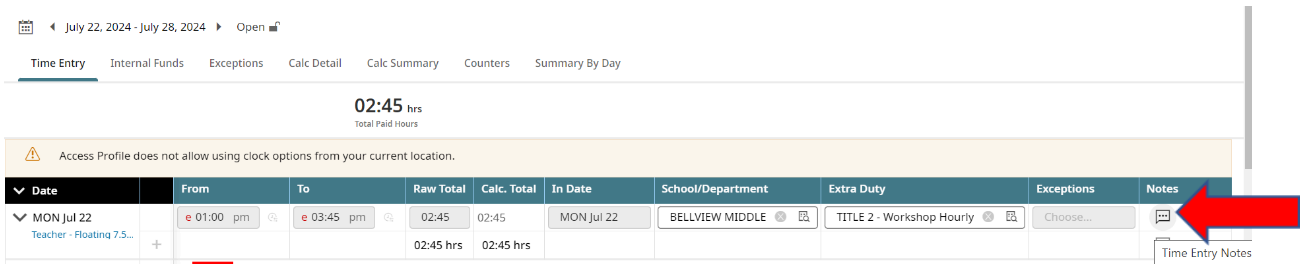
Your view when connected to the District network:

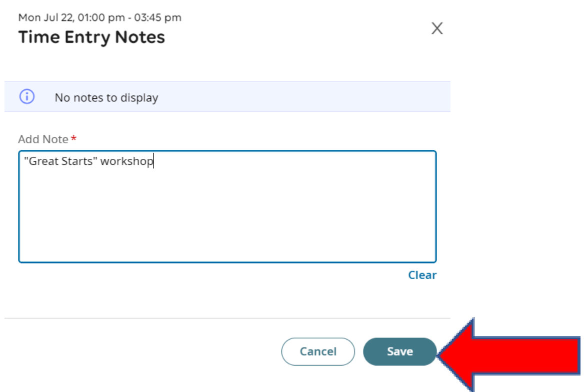




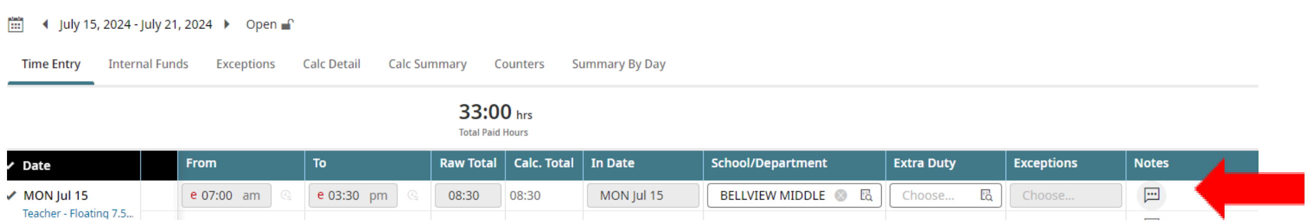
In your timesheet, under the “Notes” header you can click the icon to enter a note for a specific line. Enter your note in the pop up window and click “Save’

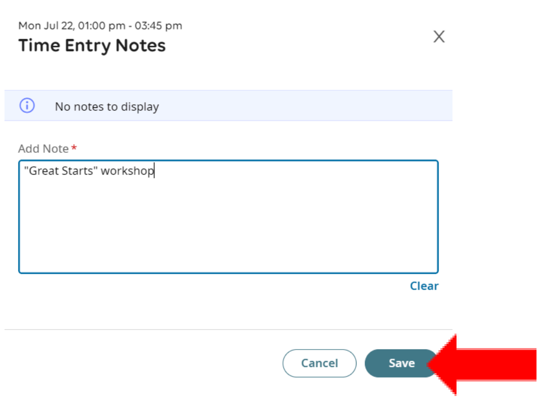
Your view when NOT connected to the District





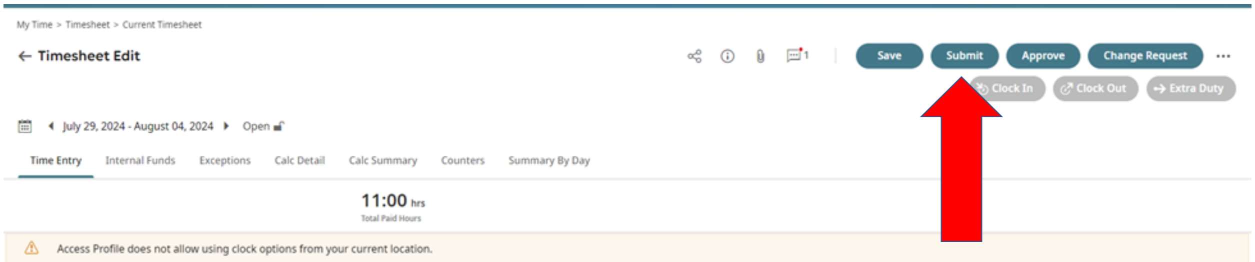
Your view when connected to the District network:





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

Your view when NOT connected to the District



Your view when connected to the District network: