



Certified Employee Manual

Finance Department

WINDHAM PUBLIC SCHOOLS | 355 HIGH STREET, SUITE B, WILLIMANTIC, CT 06226

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Section One: *General Information*

A. What is Kronos

- Kronos Work Ready Force is a nationwide company that provides an electronic platform for employees and the employer to enter their work schedule, review your time off balances and track time off requests.

B. Employee Manual

- This employee manual will be available on the school website. It will demonstrate and discuss the basic outline for registering with Kronos and how to navigate through the Website and Mobile application.

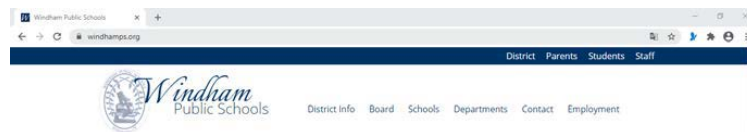
C. Electronic (Paperless) Data

- This newly implemented system will allow our company to move away and ultimately eliminate the need for paper timesheets and paper request off forms. This will not only save the district funding, but it also allows for a more efficient and fast tracking way to maintain all your work and time request inquiries.

Section Two: *Website*

A. Signing In

- Open your web browser and navigate to the Windham Public Schools Kronos site.
 - ↳ If you do not have the web address for Kronos:
 - Please go to the Windham Public School homepage (www.windhamps.org).



2. Once there, click on **Staff** in the top right hand corner of the screen.
3. This will then bring you to the Staff quick links. You can then access the Kronos Website by clicking on.

[KRONOS Web Application](#)



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- Once at the navigated screen, please enter your workforce ready Username and Password (case sensitive)* and click the “Login” button.


***Please Note:** If you are locked out of Kronos after too many sign-in attempts, or if you have forgotten your login information, please contact your school secretary or administrator to assist you with your password reset and unlocking. Should you need further assistance, please contact the Payroll Department via email at payroll@windham.k12.ct.us

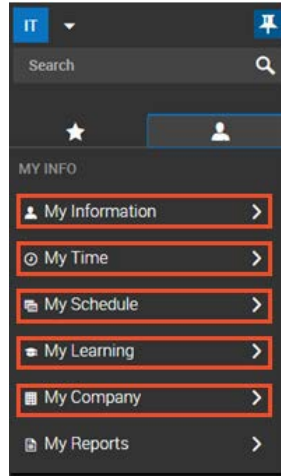
WORKFORCE READY - WINDHAM PUBLIC SCHOOL DISTRICT

- You may be prompted to configure your virtual code settings. Please select one of the three options shown. (text option may not be configured)
- Enter your code and click the “Continue” button.
- You will also be prompted to create your own security question and answer (the question will have to be made up). This feature will provide you with a quick and easy, secondary option to reset your password.

B. Employee Homepage/Main Menu

- On the top right-hand side, you will see an icon with your initials. If clicked, this will give you access to your information and your profile.
- On the top left-hand side of the homepage you will see three lines like in the image.

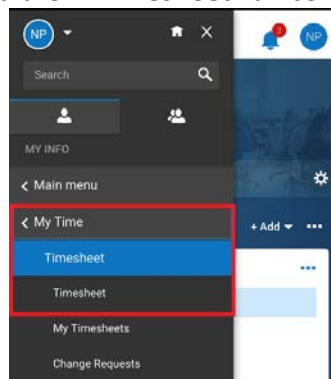
 This is your menu icon.



- In **“My Information”** you will be able to access your profile information, change password and other security settings.
- In **“My Time”** you will be able to access your timesheet as well as request for a timesheet change and request for time off.
- In **“My Schedule”** you will be able to view your work schedule and hours set upon hiring.
- In **“My Learning”** all employees will have the option to learn how to navigate the system through Kronos themselves.
- In **“My Company”** all employees will also be able to view company announcements.

C. Clocking In/Out

- In order to clock in and out of the Web Application, please go to the Main Menu icon , click **“My Time”**, and then **“Timesheet”** twice.



- It will bring you to your current timesheet. Located under the timesheet period, you will be able to clock in or out by clicking on the designated button. (Position must be selected, prior to clocking in)

Time Sheet: November 19, 2020 - December 02, 2020 This Is Your Current Timesheet



- To clock in for a specific position, outside of your regular teaching position, click the CHANGE DEPT/POSITION icon, and the following screen should pop up. (Cost center options may vary based on current position)

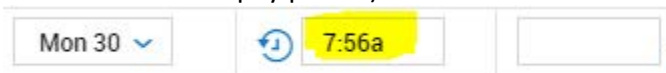
Change Cost Centers

Cost Full Name	Payroll Code (3)
starts with	=
Call Back 4 hours	
Call Back Alarm 3 hours Security	
Call Back Secretary 2 hours	
CERT 1 HomeBound/Athlete Tutor Cert 1 Student	
CERT 2 HomeBound/Athlete Tutor Cert 2 Student	
CERT BASP Tchr Tutor-Cert	
CERT Curr/PD/Translations Cert	
CERT Enrichment Certified	
CERT Summer School Cert	
ChildCare	

- If you do not see the clock options as shown above on your current timesheet, scroll on the browser, and the image below should pop up. Clicking the highlighted icon should provide you with the clock in/out options. (The same concept/image might apply if you're using the Kronos website from your mobile device)

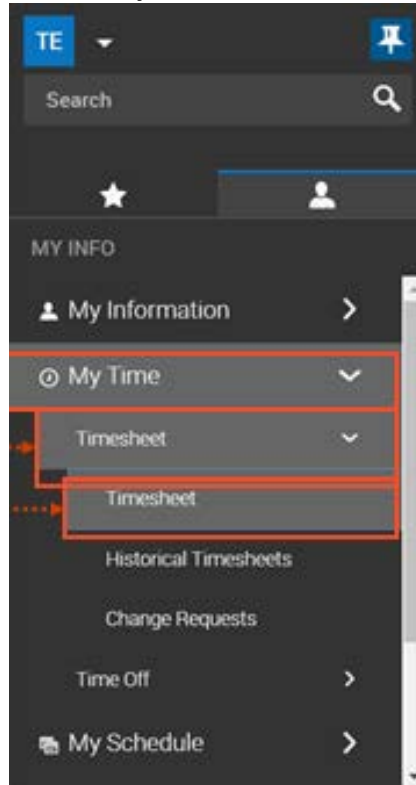


- After clocking in/out, you should see a time stamp registered into your timesheet on the corresponding date. (Please double check your punches to make sure everything is accurate prior to the end of the pay period)



D. Submitting Timesheets

- Go to the Main Menu icon, click **“My Time”**, then **“Timesheet”** twice.



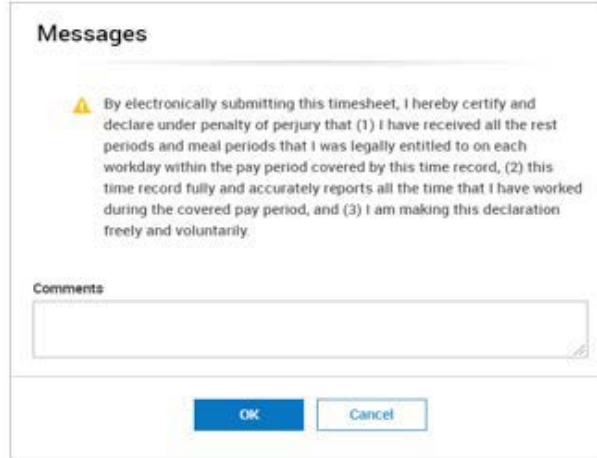
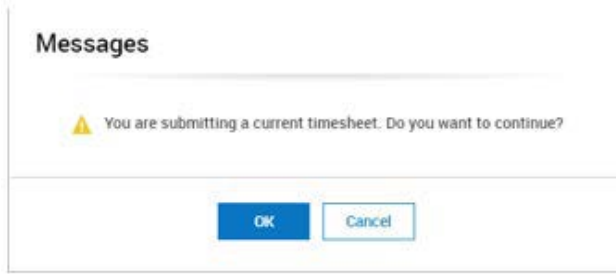
- Please review your timesheet for accuracy, including missing punches, or if your **“Time Off Request”** has been entered (if approved), before submitting.

A screenshot of the 'Timesheet Edit' screen in a mobile application. The screen has a white background with a blue header bar. The header bar contains the title '← Timesheet Edit' and several buttons: 'SAVE', 'UNDO', 'SUBMIT FOR APPROVAL', 'DOCS', 'UTILITIES', and 'INFO'. Below the header bar, there is a navigation bar with '← Time Sheet: September 26, 2019 - October 09, 2019' and 'This Is Your Current Timesheet'. The main content area is divided into two tabs: 'Timesheet' and 'Exceptions'. The 'Timesheet' tab is active, showing a table with the following columns: Date, Notes, In Date, From, To, Total, and Schedule. The table contains data for Thursday 26, Friday 27, Saturday 28, Sunday 29, and Monday 30. The 'Total' column for Monday 30 shows '0:00'. At the bottom of the table, there is a 'Day Total: 0:00' label.

Date	Notes	In Date	From	To	Total	Schedule
THU 26						BASPC1 BASPC3
FRI 27						BASPC1 BASPC3
SAT 28				No Data		
SUN 29				No Data		
MON 30		Mon 30		10:04a	0:00	BASPC1 BASPC3


Day Total: 0:00

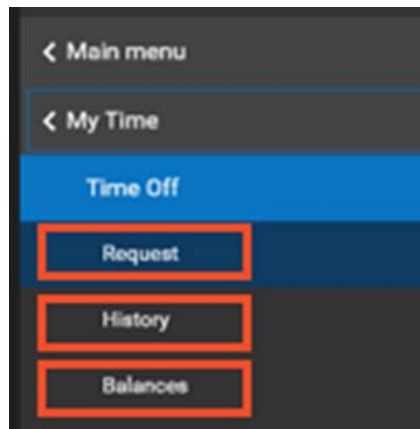
- Once you “**Submit for Approval**” you will be asked if you would like to continue submitting your timesheet.



- After *carefully* reading the Acknowledgment Confirmation, click “**OK**”.

E. Requesting Time Off

- In order to request time in Kronos, click the Menu icon in the top left hand corner of the page
- Click the "**My Info**" icon 
- Click "**My Time**", then "**Time Off**", and then "**Request**"



- This will bring you to a calendar on your computer screen. Click the drop-down bar for “**Time Off Type**”


A screenshot of a web form element labeled "Time Off Type *". It features a dropdown menu with "Vacation" selected and a small downward-pointing arrow on the right side.

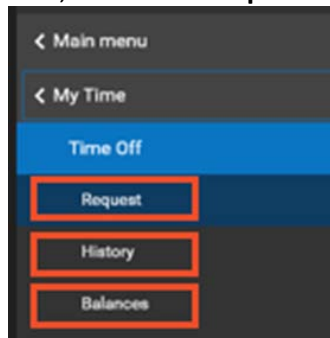
- On the right hand side of the screen there will be a blue block that states “**START REQUEST**”, go ahead and click that button
- Once that is clicked you can input your request.

A screenshot of the "Request Time Off" form. It includes a "Time Off *" dropdown menu (set to "Vacation"), a "Request Type *" dropdown menu, and a "Comment" text area. Below the text area is a blue "Disclaimer" section with a "REMINDER" about unpaid time off. At the bottom are "CANCEL" and "SUBMIT REQUEST" buttons.

- Click the “**SUBMIT REQUEST**” button and then it’ll be sent for approval.

F. Deleting Time Off Requests

- In order to cancel time in Kronos, click the Menu icon in the top left hand corner of the page
- Click the "My Info" icon 
- Click "My Time", then "Time Off", and then "Request"



- This will bring you to a calendar on your computer screen. Click on the week you requested and it should give you options to “**MODIFY**” or “**DELETE**”.
- An alert will pop up for you to confirm if you want to make changes or delete the request.

***Please Note:** If you attempt to modify or delete time off request for a day that has already passed, please contact the Payroll Department at payroll@windham.k12.ct.us. We are currently the only department with the access to make those changes for you.

Section Three: *Kronos Mobile App*

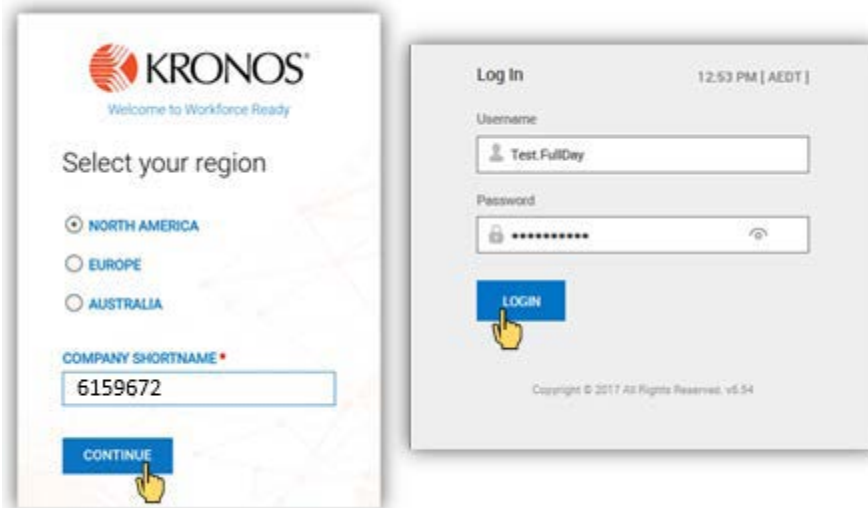
A. Downloading App

- Go to your phone's web browser to the Windham Public School website for Staff. The link can be access by the following web address:
<https://www.windhamps.org/apps/pages/Staff>
- Click the highlighted link as shown in the picture. (*The app is both iOS and Android friendly*)

Quick Links

E-Mail / Office 365
Technology Help Request
Superintendent's Circulars
KRONOS Web Application
Download KRONOS Mobile App
WPS Kronos Time Keeping Manual

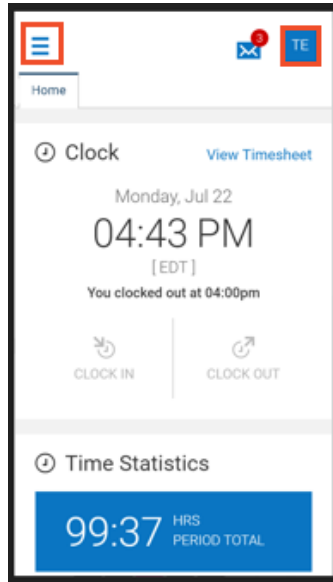
- Pre-Setup: Once downloaded, you will need to select your Region (*North America*) and type in the 7-digit Company Short Name (*6159672*). Click the "complete" button. (*This is for the initial set up only, you will **not** have to do this every time you log onto the app.*)



B. Logging In

- Enter your log in information as you would on a desktop. If you do not have your username/password, please reach out to your building secretary for assistance.

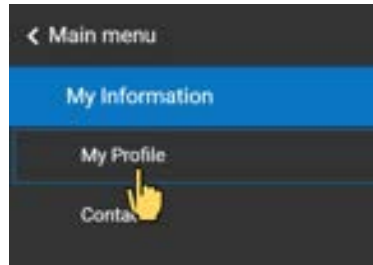
C. App View



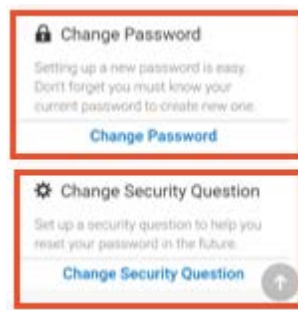
- On the top right-hand side, you will see an icon with your initials. If clicked, this will give you access to your information and your profile.
- On the top left-hand side of the homepage, you will see three/four lines. That is your menu.

D. My Profile

- To access **“My Profile”**, go to the main menu icon, click **“My Information”** and then click **“My Profile.”**

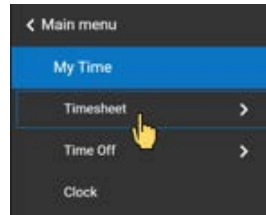


- You will be able to view your employee information as well as change your password or change your security questions.



E. My Timesheet

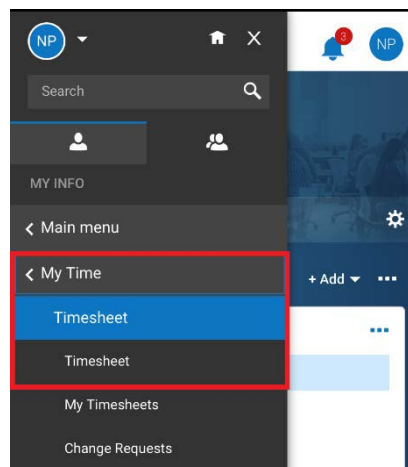
- To access your timesheet, go to the menu icon, click on **“My Time”** and then click **“Timesheet”**.



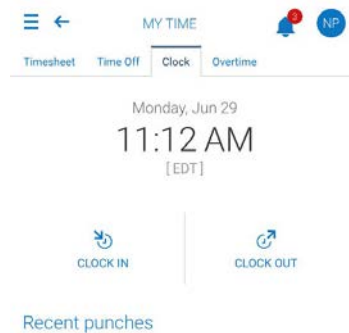
- You will then be able to see your **“Timesheet Status”** (which means if it’s been submitted or rejected). You can view your hours worked and any exceptions.

F. Clocking In/Out

- To clock in and out using the mobile app, please go to the menu icon, click on **“My Time”** and then click **“Timesheet”**.

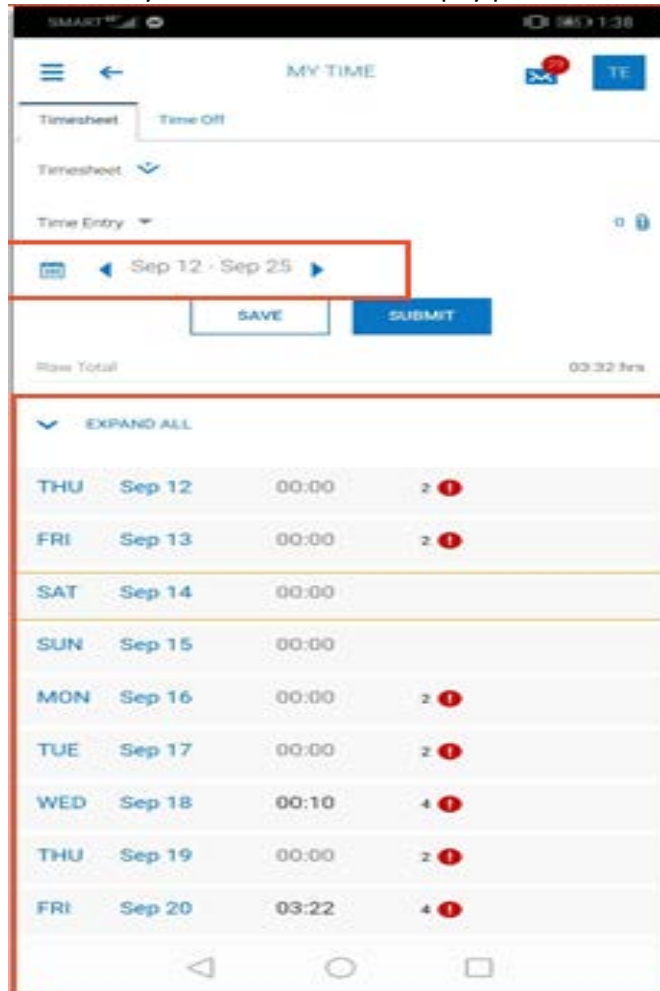


- Click the **“Clock”** tab and then click on the clock in/out

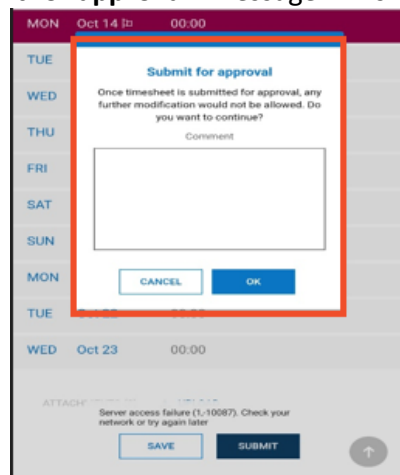


G. Submitting Timesheets (App)

- To access your timesheet, go to the menu icon, click on “**My Time**” and then click “**Timesheet**”.
- The app should automatically default to the current pay period and show you the dates.



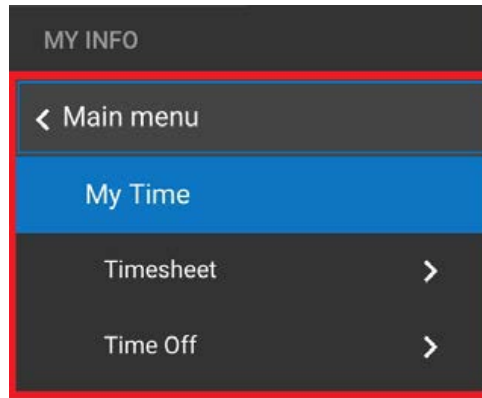
- Click “**Submit**” and a “**Submit for approval**” message will show.



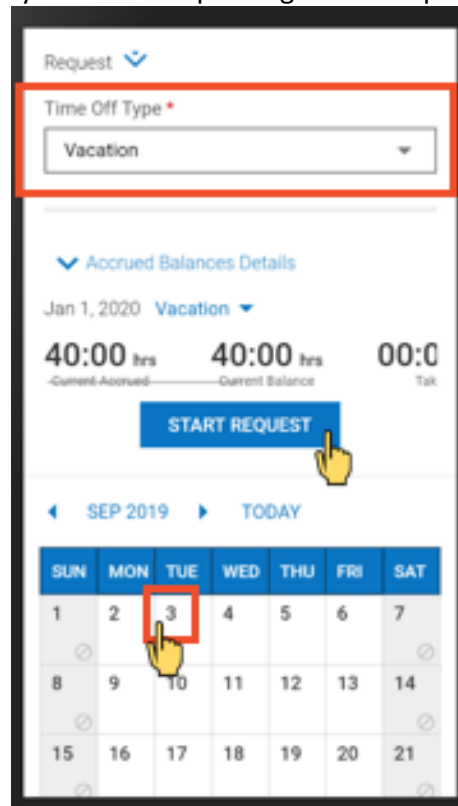
- Once you submit and click “OK”, you can no longer modify or make changes. If there is an error after you already submitted, you will have to contact your Administrator or school secretary to make the necessary corrections.

H. Request Time Off

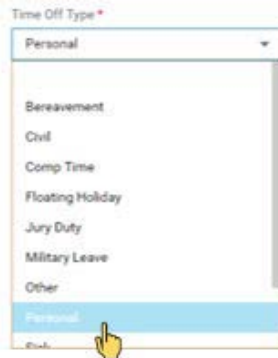
- To access your time off, go back to the menu icon, click “My Time” and then click “Time Off”.



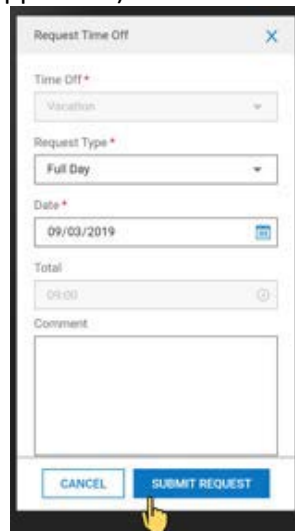
- Click “Request”.
- Select the type of time off you will be requesting in the dropdown bar.



- Select the date(s) on the calendar shown and then start your request.



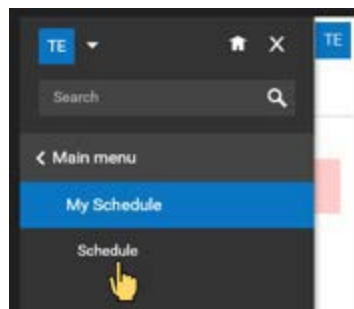
- Follow the necessary steps instructed through the app and you will also be able to type in any necessary comments (if applicable).



- Click the **“SUBMIT REQUEST”** button and it will be sent to your Administrator/Supervisor for approval.

I. My Schedule

- To access your schedule, go to the menu icon, click on **“My Schedule”** and then click on **“Schedule”**.



- You will then be able to click a day of the week in order to view your work schedule on the calendar.