



# **INSTRUCTION GUIDE**

## **CERTIFIED & CLASSIFIED SUBSTITUTES**

USER NAME:

DEFAULT PASSWORD: Franklin1!

FRANKLIN COUNTY PUBLIC SCHOOLS

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## KRONOS INSTRUCTION GUIDE


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## KRONOS Instructions

### Logging into KRONOS –

Go to <https://secure.saashr.com/ta/6115544.login> to login. You can save this internet address or you can also access the address from our webpage, [www.franklin.kyschools.us](http://www.franklin.kyschools.us). Once you are there click on the 'Links for Staff' tab on your left-hand side and then click on the 'Kronos' link on the right-hand side.

The image shows a login interface for KRONOS. At the top left is the KRONOS logo, which consists of an orange circle with white lines radiating from the center, followed by the word "KRONOS" in a bold, black, sans-serif font with a registered trademark symbol. Below the logo, the text "Welcome to Workforce Ready" is centered. Underneath, there are two input fields: the first is labeled "Username:" and the second is labeled "Password:". Both fields are empty and have a thin grey border. At the bottom right of the form area is a grey button with the word "Login" in a small, black, sans-serif font.

Your username is your employee number, which can be found on your most recent timesheet (same as your eStub username) or you can contact Dee Dee Coburn at Central Office for assistance.

Your temporary password will be Franklin1!. After your first login you will be prompted to change your password to one of your choice.

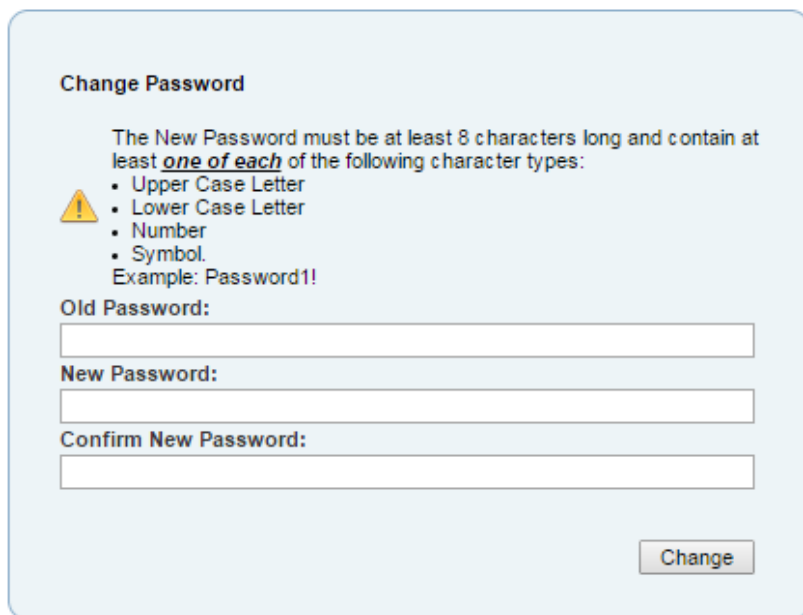
### Security Changes –

KRONOS has made some changes to “enhance” the security of their Workforce Ready platform. You may have already noticed that you are prompted to change your password to include one of each of the following:

- Upper Case Letter
- Lower Case Letter
- Number
- Symbol

KRONOS also requires you to authenticate the computer you’re using and validate your identity. It will require you to have a code sent to your email and once you retrieve that code, you must enter it into KRONOS before logging on. Any time you use a different computer, it will ask you for a code (the code will be different each time, you cannot use the same code). KRONOS will only ask you to do this once for each computer you use UNLESS you do not log in for 30 days, then it will ask you for a code again.

The first time you log in, you will see this screen prompting you to change your password.



**Change Password**

The New Password must be at least 8 characters long and contain at least ***one of each*** of the following character types:

- Upper Case Letter
- Lower Case Letter
- Number
- Symbol.

Example: Password1!

Old Password:

New Password:

Confirm New Password:

Change

Type in your old password once, followed by your new password twice and hit the “change” button.

At your first log in, KRONOS will allow you to change your password and then proceed. The very next time you log in, you will be prompted to validate your identity. You will see the screen below.

**Please select one of the following methods to validate your identity**

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

**Methods:**  Text Message  Voice  Email

Email will be sent to:

Enter Code:

By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

Click the “send email” button and wait to receive the email from [noreply@kronos.com](mailto:noreply@kronos.com).

You will get an email that looks similar to the one below.




Go back to the KRONOS screen and type in the code that is emailed to you beside “enter code”.  
Check mark the box underneath and hit “continue”.

**Please select one of the following methods to validate your identity**

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

 Email was sent successfully. Enter in the code you've received in the field below. This code is not case sensitive. To eliminate this step for future logins on the current device, check "Remember This Device".

Methods:  Text Message  Voice  Email

Email will be sent to:

Enter Code:

By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

As the screen indicates, the system will not require the entry of a code from the computer you're using with each log in unless you do not log in to that same computer at least once in 30 days after your first log in.

**\*\*NOTE\*\* There will be at least one kiosk set up at each school for substitutes to use to complete their KRONOS timesheets. These kiosks will not require you to ever retrieve a code at log in.**

### **Completing your Timesheet –**

Click on MY ACCOUNT, MY TIMESHEET, and MY CURRENT TIMESHEET to access your timesheet.

MY ACCOUNT | MY REPORTS

- My Learning ▶
- My Profile
- My Schedule
- My Settings ▶
- My Time Off ▶
- My Timesheet** ▶

My Current Timesheet

My Historical Timesheets

Your timesheet should look something like this.

Timesheet										
<a href="#">Calc. Detail</a>   <a href="#">Calc. Summary</a>   <a href="#">Summary By Day</a>										
Date	Labor Level	Time Off	Pay Category	Comment	In Date	From	To	Raw Total	Calc. Total	
Mon 16	Central Offi/Central Offi				Mon 16			8:00	8:00	
Day Total								8:00	8:00	
Tue 17	Central Offi/Central Offi				Tue 17			8:00	8:00	
Day Total								8:00	8:00	
Wed 18	Central Offi/Central Offi				Wed 18			8:00	8:00	
Day Total								8:00	8:00	
Thu 19	Central Offi/Central Offi				Thu 19			8:00	8:00	
Day Total								8:00	8:00	

Leave the 'From' and 'To' columns blank. Only fill in your total hours worked in the 'raw total' column; the last column in the white box.

**\*\*NOTE\*\*** Substitute Teachers will either enter time for a full day (7 hours) OR a half day (3.5 hours). Classified Substitutes will enter actual hours worked.

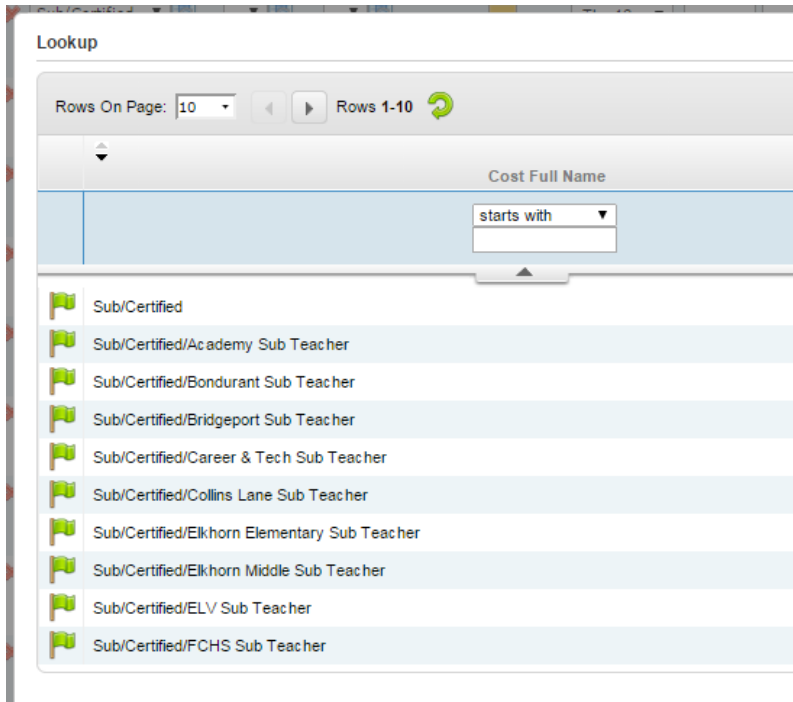
Always make sure you save any changes you make. You can find the save button at the bottom of the screen.

The screenshot displays a software interface with two rows of data. The first row is labeled 'Fri 14' and the second row is labeled 'Sat 15'. Each row contains several interactive elements: a green plus sign, a red minus sign, a dropdown menu with the text 'Central Offi', and several other icons and dropdown menus. A red arrow points from the 'Sat 15' row down to a red circle around the 'Save' button in the bottom toolbar. The toolbar also includes buttons for 'Previous Screen', 'Undo', 'Approve', 'Docs', 'Utilities', and 'Info'.

Labor Level –



To record what school you work at each day, you will need to use the 'Labor Level' column. Click on the magnifying glass beside the box and then choose which school you subbed for by clicking the green flag beside the school name.



If you work at more than one school in a particular day (i.e. ½ day sub at Bondurant Middle in the morning and ½ day sub at Bridgeport Elementary in the afternoon) you will need to add a line to that day. Click the green plus sign, shown below, to add a line for your second school assignment.

Timesheet | Calc. Detail | Calc. Summary | Summary By Day Needs Saving

Date	Labor Level	Time Off	Pay Category	Comment	In Date	From	To	Raw Total	Calc. Total
Thu 6	Sub/Certified/Bondurant Su				Thu 16			3:30	?
Day Total								3:30	?
Fri 17	Sub				Fri 17			0:00	0:00
Day Total								0:00	0:00
Sat 18	Sub				Sat 18			0:00	0:00
Day Total								0:00	0:00

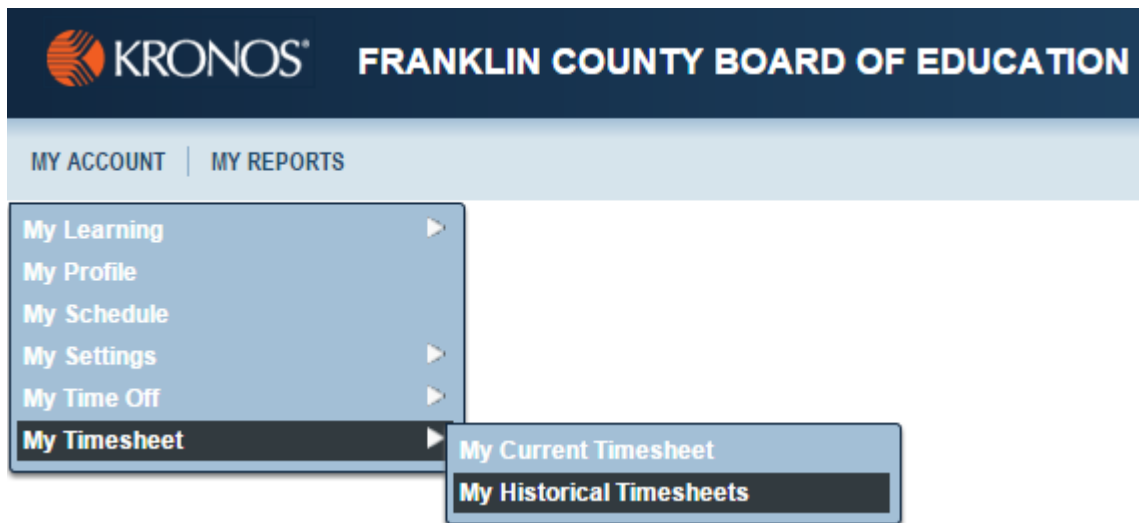
Your timesheet will then look similar to the timesheet below. Change your labor level on the additional line to reflect the second school assignment and put the other half day hours in the 'raw total' column.

Timesheet										
<a href="#">Calc. Detail</a>   <a href="#">Calc. Summary</a>   <a href="#">Summary By Day</a>              Needs Saving										
Date	Labor Level	Time Off	Pay Category	Comment	In Date	From	To	Raw Total	Calc. Total	
Thu 16	Sub/Certified/Bondurant Su				Thu 16			3:30		?
	Sub/Certified/Bridgeport S				Thu 16			3:30		?
<b>Day Total</b>								7:00		?
Fri 17	Sub				Fri 17					?
<b>Day Total</b>								0:00		?
Sat 18	Sub				Sat 18					?
<b>Day Total</b>								0:00		?

**Rejected Timesheet –**

Your timesheet will automatically upload at 11:00pm on the last day of the pay period (the 15<sup>th</sup> and 30<sup>th</sup> or 31<sup>st</sup> of each month). Please make sure your timesheet is complete before this time. If you forget and

only partially fill out your timesheet or if you make a mistake on your timesheet, your bookkeeper will reject your timesheet. When your timesheet has been rejected, you will need to log back into KRONOS, edit your timesheet and save. To find a rejected timesheet, you scroll over MY ACCOUNT, MY TIMESHEET, and click on MY HISTORICAL TIMESHEET.



Your screen will automatically default to the current month you are in. If you need to look at older timesheets, you can do so by clicking the box beside TIMESHEET DATES and changing the date range.

MY ACCOUNT | MY REPORTS

My Account > My Timesheet > My Historical Timesheets > My Timesheets

Timesheet Dates:   (11/01/2014 – 11/30/2014)

View:  Rows On P

Open

**Total**

- Current**
- Today
- This Week
- This Month
- This Year
- This Quarter
- Past**
- Yesterday
- Last Week
- Last Month**
- Last Quarter
- Last Year
- Last N Days
- Future**
- Tomorrow
- Next Week
- Next Month
- Next Quarter
- Next Year
- To Date**

11/01/2014

Choose and edit the timesheet that has been rejected by clicking on the notepad.

MY ACCOUNT | MY REPORTS

My Account > My Timesheet > My Historical Timesheets > My Timesheets

Timesheet Dates:   (10/01/2014 – 10/31/2014)

View:  Rows On Page:

<input type="checkbox"/>	Approval State	Timesheet Start	Timesheet End
<input type="checkbox"/>	<input type="text" value="="/>	<input type="text" value="="/>	<input type="text" value="="/>
<input checked="" type="checkbox"/>	Approved (PayPrep Ready)	10/16/2014	10/31/2014
<input type="checkbox"/>	Approved (PayPrep Ready)	10/01/2014	10/15/2014
<b>Total</b>			

Edit your timesheet and save at the bottom.



After you have edited & saved your timesheet, **notify Kristen Waits** ([Kristen.waits@franklin.kyschools.us](mailto:Kristen.waits@franklin.kyschools.us)) at Central Office and let her know that you have done so.