

Kronos

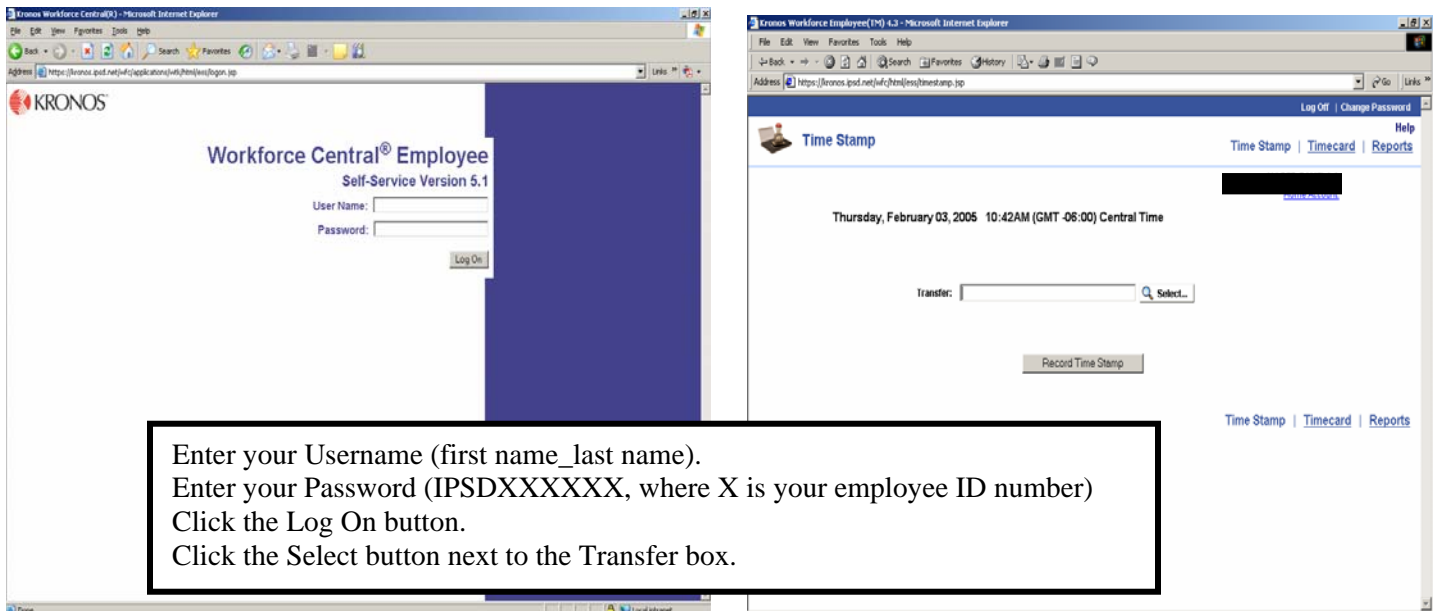
Indian Prairie School District 204 has implemented an automated time system called Kronos in order to eliminate the manual processing of timesheets. This is a web-based system that allows workers and supervisors easy and accurate access to your time. Each employee and substitute of District 204 has been assigned a username and ID number for use with this system. Your username is:

«**First_Name**»_«**Last_Name**». Your ID Number is **IPSDXXXXXX**. Please remember to use all 6 digits of your ID number when logging into the system.

The elementary schools record their time in a website using a PC. The middle and high schools record their time using either a PC or Kronos keypad terminal. Directions for using both the PC and terminal are immediately below. Building secretaries can assist in recording time, should there be any questions.

Instructions for recording your time on a PC

The Kronos application will be set up as either a shortcut on the start menu or a “Favorites” in Internet Explorer. Be sure to ask the building secretary when you check in at the school where the application is located. The website address is: <https://kronos.ipsd.net/wfk/html/ess/logon.jsp>



Enter your Username (first name_last name).
Enter your Password (IPSDXXXXXX, where X is your employee ID number)
Click the Log On button.
Click the Select button next to the Transfer box.

Use this page to indicate your position and location.

- Pay Type – this code indicates what role you are performing
- Location – your building location
- Work Rule – this code indicates whether you are a regular substitute or if you are performing an extra period of substitute work.

Once you've selected the correct Pay Type and Location, click the OK button and you'll be brought back to the Time Stamp homepage.

Notice, the Transfer box is filled in with your entry.

Click the Record Time Stamp button and you'll be brought to a confirmation screen.

Click the OK button and your time stamp will be processed. You will be returned to the Time Stamp homepage, where you Log Off.

To Record your out punch:

1. Log On
2. Click the Record Time Stamp button on the Time Stamp Homepage.
3. Click the OK button on the confirmation screen and your out punch will be processed.
4. Click the Log Off link in the upper right hand corner of the page.

Instructions for recording time using a Kronos keypad terminal

Record your in punch

1. Find the activity/position you are performing on the terminal screen.
2. Press the blue key next to it.
3. Confirm the date is correct and use the blue down arrow key or Enter key to move down to the "Enter Badge" field.
4. Enter your employee ID number and press the Enter key.

Record your out punch

1. Enter your employee ID number (all 6 digits) and press the Enter key.

If you perform extra period substitute work, you will need to use the End Activity button prior to punching in for the extra period.

If you happen to make a mistake, you can use the ESC (Escape) or CLR (clear) key. Please inform the building secretary if you completely process an incorrect punch.



Positions you will see on the terminal

1. Sub Teacher (Full Day)
2. Sub Teacher (Half Day)
3. Sub for TA or Clerical
4. Sub Nurse
5. Sub Teacher 1st extra period
6. Sub Teacher 2nd extra period
7. Sub Teacher 3rd extra period
8. More
9. Athletic Worker
10. Lunchroom Supervisor
11. Medication Nurse & Sub
12. Teacher Aide Training
- 13. End Activity**
14. Blank Option
15. Review Punches
16. More