

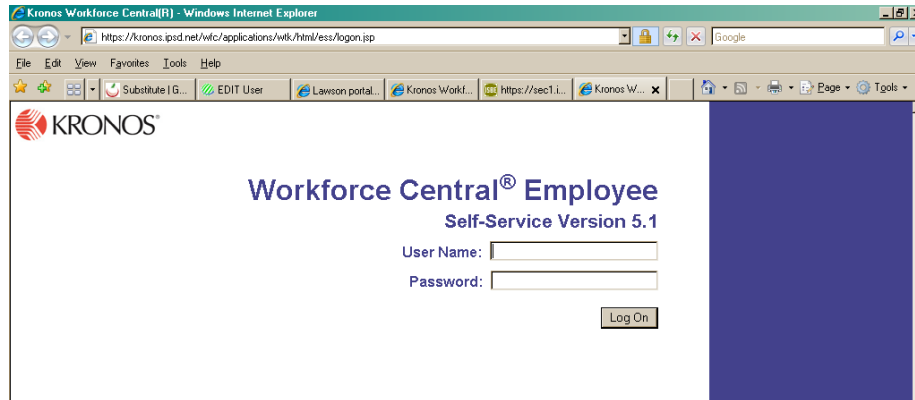
Instructions for Recording Time

Instructions for recording your time on a PC

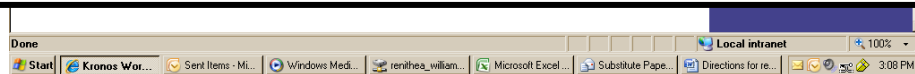
The Kronos application will be set up as either a shortcut on the start menu or a “Favorites” in Internet Explorer. Be sure to ask the building secretary when you check in at the school where the application is located.

The website address is: <https://kronos.ipsd.net/wfc/applications/wtk/html/ess/logon.jsp>

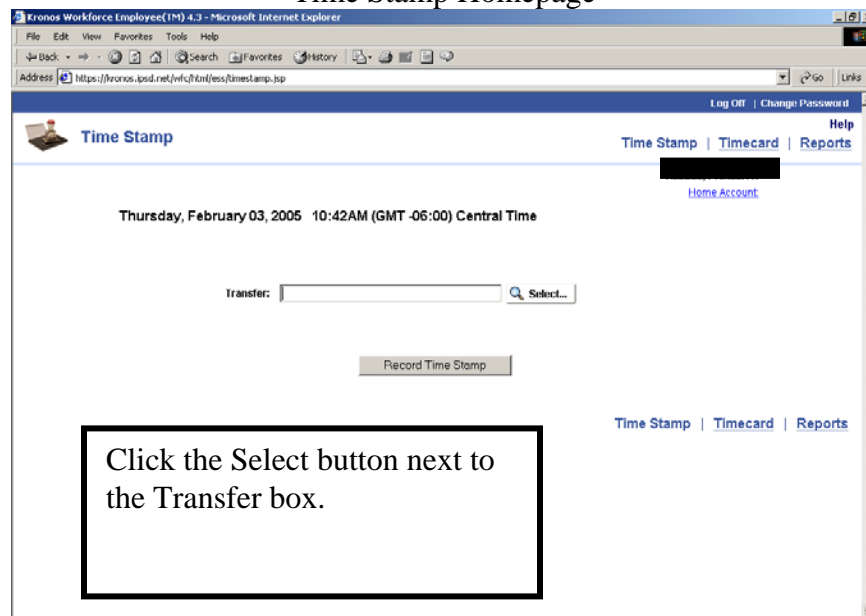
Log On Screen



Enter your Username (first name_last name).
Enter your Password (IPSDXXXXXX, where X is your employee ID number)
For example: IPSD000101 (include all 6 digits) IPSD must be in caps.
Click the Log On button and the Time Stamp homepage will open.



Time Stamp Homepage



Transfer Selection Page

Instructions for Recording Time

Transfer Selection

[Home Account](#)

PAYTYPE: SBTF, Substitute Teacher Full Day

LOCATION: SBTF, Substitute Teacher Full Day

Work Rule: SELT, Substitute Long Term Elementary

[Top](#)

Use this page to indicate your position and location.

- Pay Type – this code indicates what role you are performing as a substitute teacher
- 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.

Transfer Selection

[Home Account](#)

PAYTYPE: None

LOCATION: None

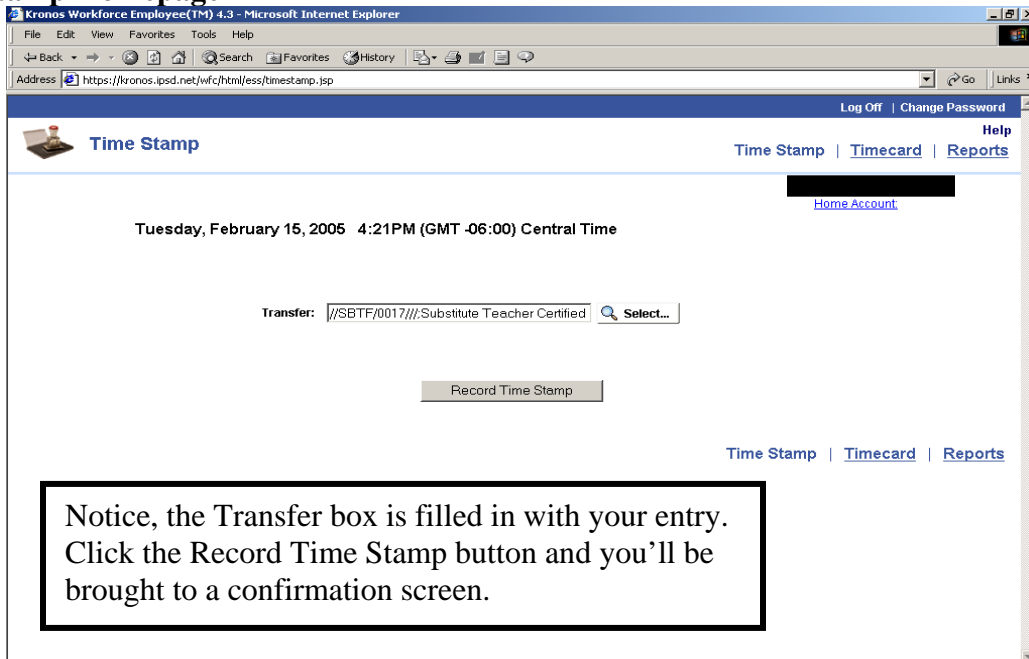
Work Rule: None

[Top](#)

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.

Instructions for Recording Time

Time Stamp Homepage




Kronos Workforce Employee(TM) 4.3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail Print Mail Print Mail Print Mail

Address <https://kronos.ipisd.net/wfc/html/ess/timestamp.jsp> Go Links

Log Off | Change Password

 **Time Stamp** [Time Stamp](#) | [Timecard](#) | [Reports](#) [Help](#)

[Home Account](#)

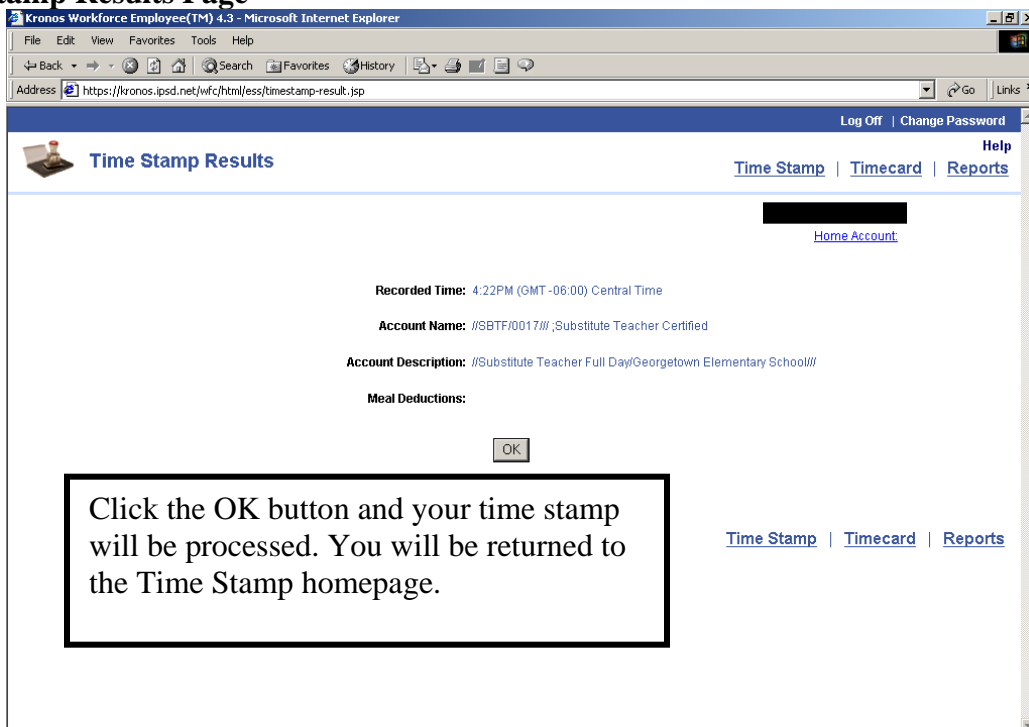
Tuesday, February 15, 2005 4:21PM (GMT -06:00) Central Time

Transfer: [Select...](#)

[Time Stamp](#) | [Timecard](#) | [Reports](#)

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.

Time Stamp Results Page




Kronos Workforce Employee(TM) 4.3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail Print Mail Print Mail Print Mail

Address <https://kronos.ipisd.net/wfc/html/ess/timestamp-result.jsp> Go Links

Log Off | Change Password

 **Time Stamp Results** [Time Stamp](#) | [Timecard](#) | [Reports](#) [Help](#)

[Home Account](#)

Recorded Time: 4:22PM (GMT -06:00) Central Time

Account Name: //SBTF/0017///Substitute Teacher Certified

Account Description: //Substitute Teacher Full Day/Georgetown Elementary School//

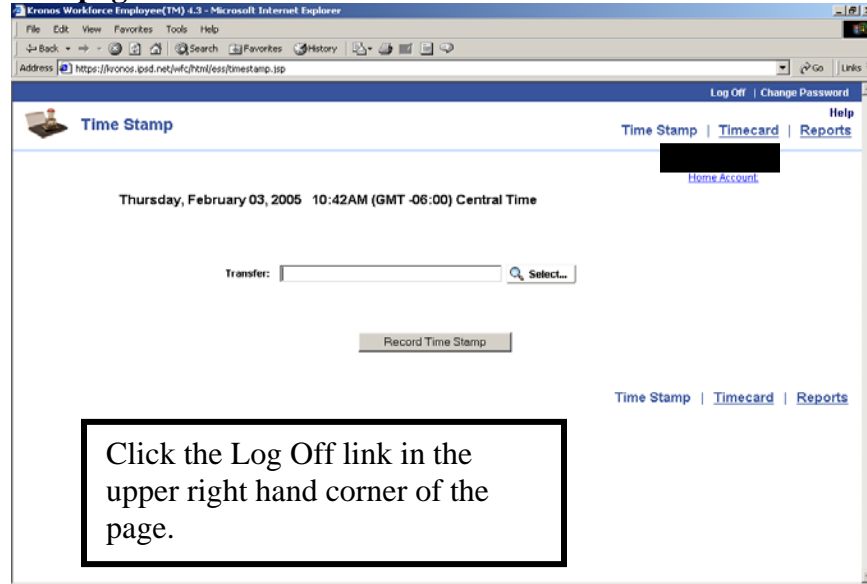
Meal Deductions:

[Time Stamp](#) | [Timecard](#) | [Reports](#)

Click the OK button and your time stamp will be processed. You will be returned to the Time Stamp homepage.

Instructions for Recording Time

Time Stamp Homepage



As you do on the timesheets, you are required to record the time you take for lunch. This is also done in the application.

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.