[Link to Kronos](#)
(Click above to connect to the Kronos Website)

To access the time clock the last 5 digits of an employee social security number serve as the employee badge and employee pin #.

An employee can accomplish the following tasks at the time clock:

- Punch IN and OUT

- View their current timecard

- View their current schedule

- Request time off (cannot cancel or modify)

- Approve timecard **(after the final punch for the pay period)**

To access Kronos via a computer, an employee's first initial and last name (all capital letters, as listed in payroll) serve as the employee's Username (i.e. JQUIROZ). The initial password is "123456"

An employee can accomplish the following tasks on the computer:

- View their past, current or future timecards

- View their past, current or future schedule

- Request time off (cannot cancel or modify)

- View past, future and cancelled requests for time-off

- Approve timecard **(after the final punch for the pay period)**

- Change password

Your Kronos computer account can only be accessed on a District computer which is connected to the District network. Please note that each time you login from a different computer the Kronos system will send you (either by text, phone call or email) a 6 digit code which you will need to enter in order to verify your identity. When initially setting up your computer account the system will request a cell phone and/or phone number. Please complete this step so that the system will have multiple ways to contact you in the event that you need to reset a password or use a different computer. Your District email should already be included in the email field.

Punching IN/OUT

An employee may begin punching IN and OUT using their badge number. The badge number is the last five digits of an employee social security number. Once an employee's finger prints have been enrolled into Kronos, the system will prompt the employee to use their finger to verify their identity when punching IN/OUT.

An employee must have a schedule assigned in order to punch IN /OUT.

If the time clock is unavailable, the employee should notify their supervisor of IN/OUT punch times in the manner specified by their supervisor.

There is a 5 minute grace period for the IN/OUT punch. The clock will allow you to punch IN/OUT up to 5 minutes early or 5 minutes late. The IN/OUT punch will be rounded forward/back to the appropriate start time.

Time worked will be rounded to the nearest 6th of an hour (every 10 minutes).

The time clock will not allow an employee (whose schedule includes a 30 minute duty-free lunch break) to return from their lunch until the 31st minute.

Timecard Approval

An employee must approve their time card at the time clock or on a computer at the end of each pay period. This must be completed by 8:30 AM on Monday (or the first business day) of the pay week. This serves as your electronic signature. If you are absent or out of the District on the day timecards are due, your supervisor will provide you a paper copy of your timecard for your review and signature upon your return.

Time Off Requests

Employees may submit a request for paid time off using the "Compensated Time Off" pay code. This will automatically deduct the time requested from an employee's available compensatory-time, vacation and/or personal leave (in that order, as available). **Requests for time off may also be submitted at the clock after the absence in cases of sickness or emergency.**

An employee may also request time off for jury duty, bereavement, and school business.

All requests will be electronically routed to the supervisor for approval. Once a request is submitted supervisors can modify the amount of time or the type of time requested, however, supervisors are unable to modify the date of the request. If an employee selects the wrong date supervisors will need to reject the request and the employee will need to resubmit. The employee will be notified via email when their request has been approved, rejected or changed by their supervisor.