



WARREN CONSOLIDATED SCHOOLS



## Time and Attendance System Training Manual

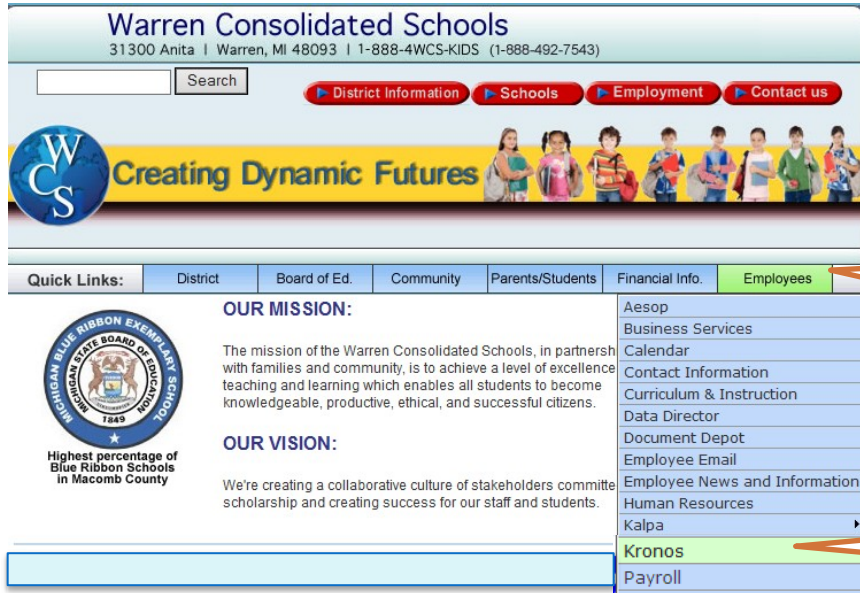
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# LOG IN TO KRONOS USING YOUR COMPUTER

Visit the district's website



Warren Consolidated Schools  
31300 Anita | Warren, MI 48093 | 1-888-4WCS-KIDS (1-888-492-7543)

Search

District Information Schools Employment Contact us

WCS Creating Dynamic Futures

Quick Links: District Board of Ed. Community Parents/Students Financial Info. Employees

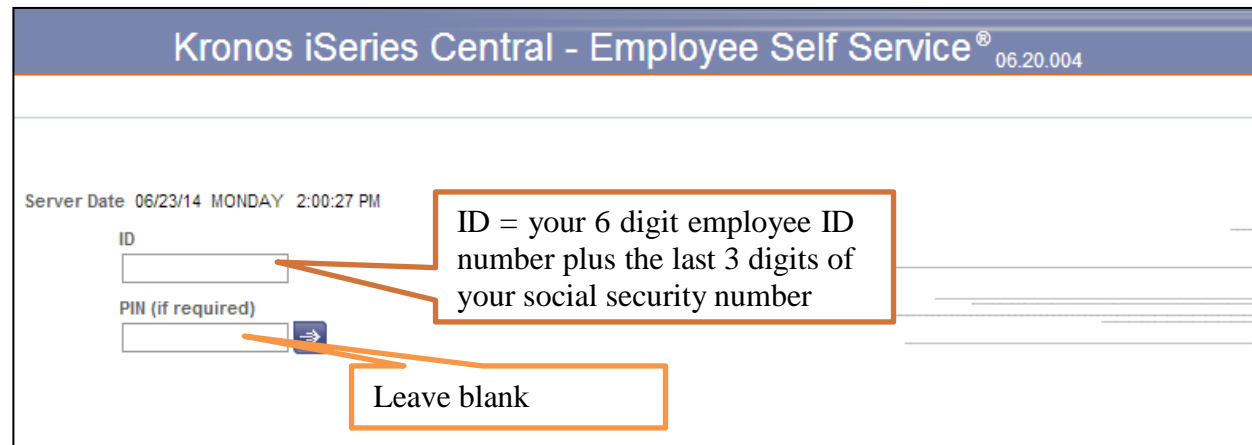
OUR MISSION:  
The mission of the Warren Consolidated Schools, in partnership with families and community, is to achieve a level of excellence teaching and learning which enables all students to become knowledgeable, productive, ethical, and successful citizens.

OUR VISION:  
We're creating a collaborative culture of stakeholders committed to scholarship and creating success for our staff and students.

- Aesop
- Business Services
- Calendar
- Contact Information
- Curriculum & Instruction
- Data Director
- Document Depot
- Employee Email
- Employee News and Information
- Human Resources
- Kalpa
- Kronos**
- Payroll

Click on Employees

Click on Kronos



Kronos iSeries Central - Employee Self Service® 06.20.004

Server Date 06/23/14 MONDAY 2:00:27 PM

ID

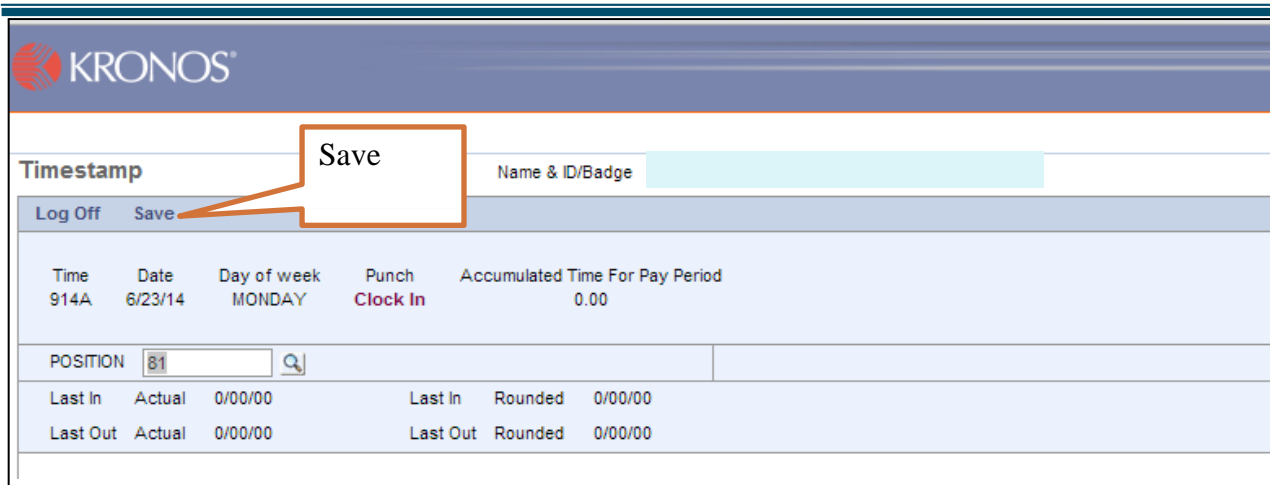
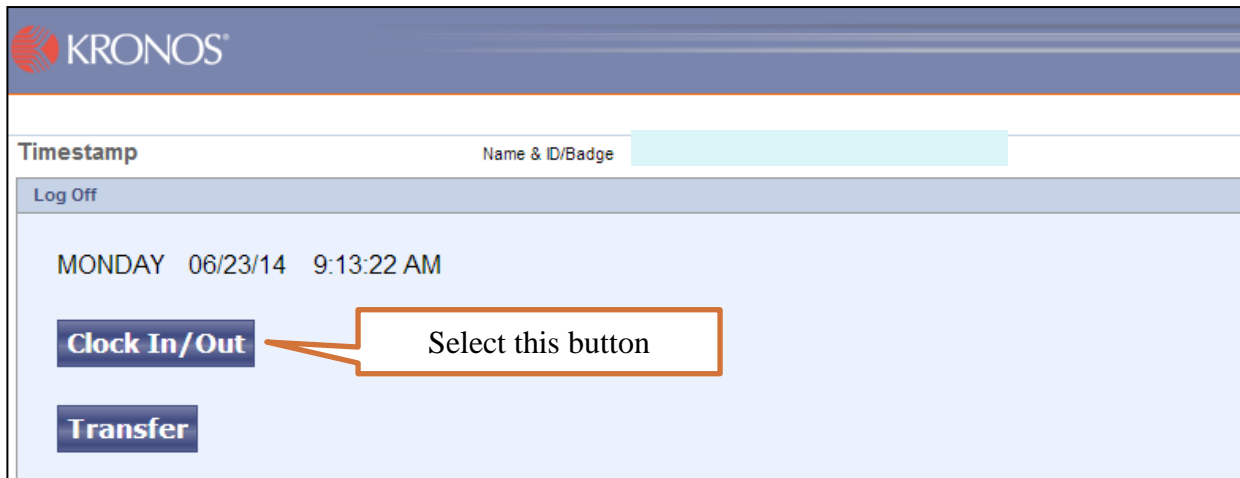
PIN (if required)

Leave blank

ID = your 6 digit employee ID number plus the last 3 digits of your social security number

# LOG IN TO KRONOS USING YOUR COMPUTER

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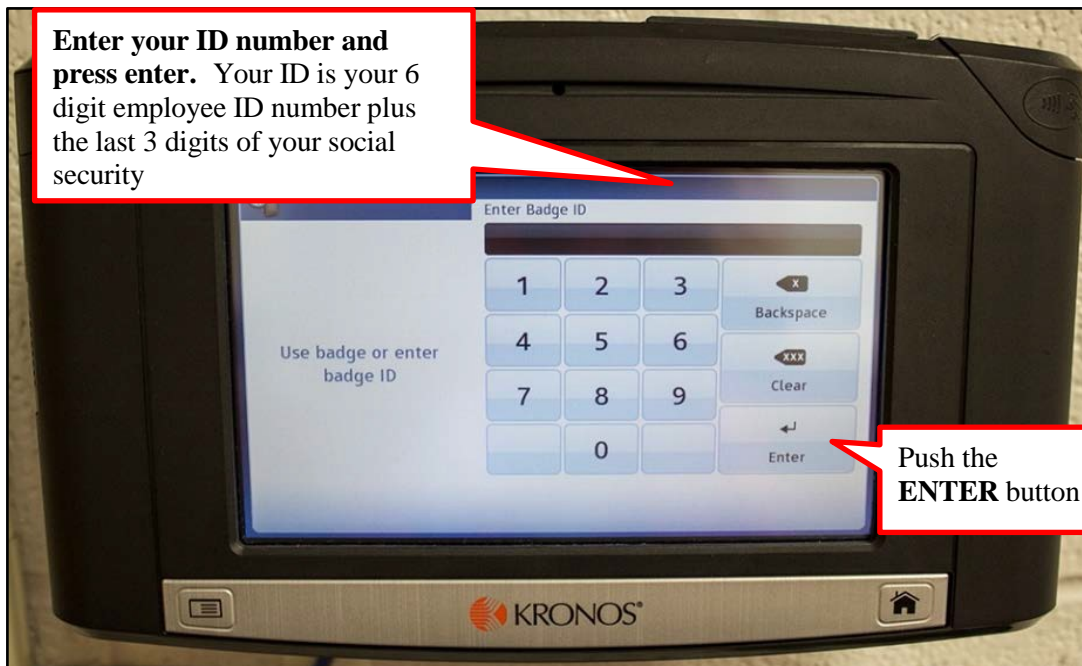
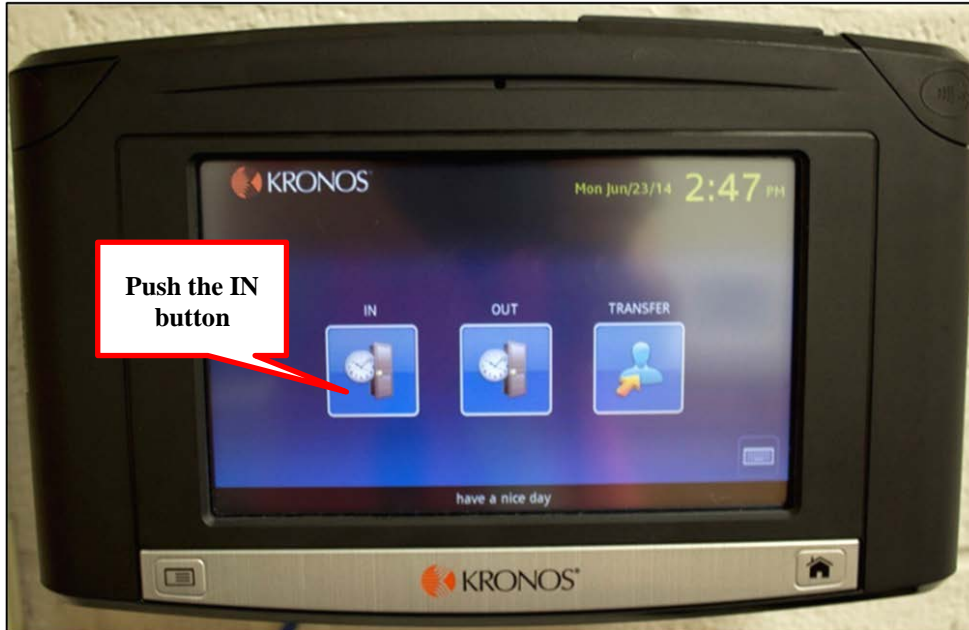
**Repeat these steps to log out at the end of your shift.**



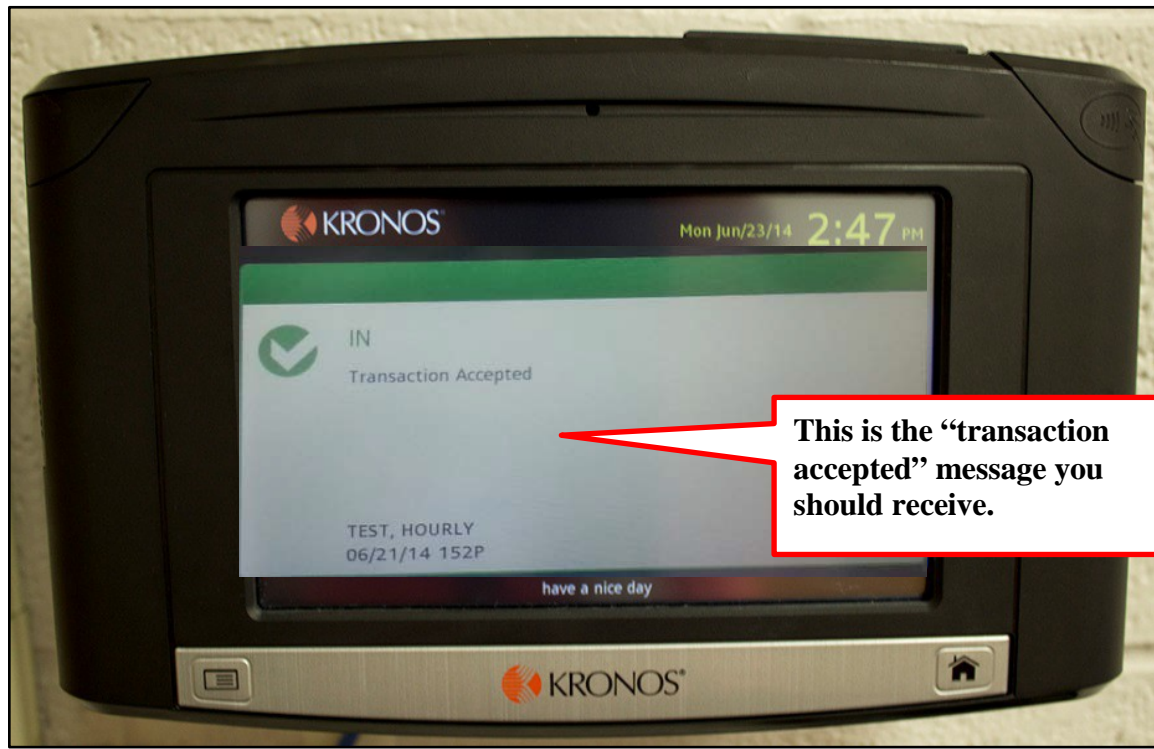
# LOG IN TO KRONOS USING WALL TERMINAL

**\*IMPORTANT\***

**You cannot login to Kronos more than 5 minutes before your scheduled start time.**



## LOG IN TO KRONOS USING WALL TERMINAL



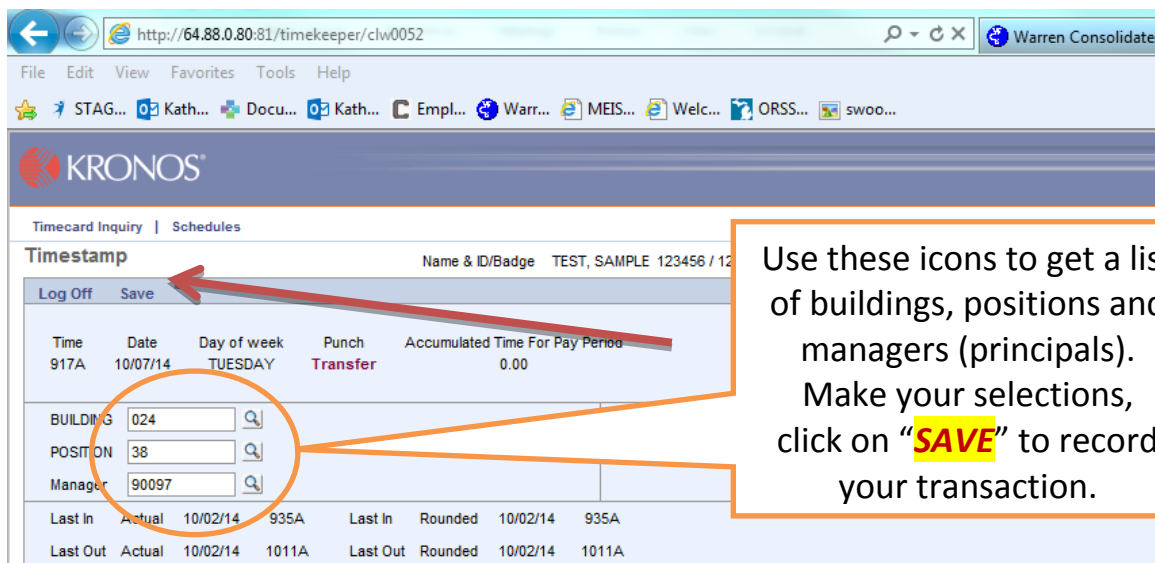
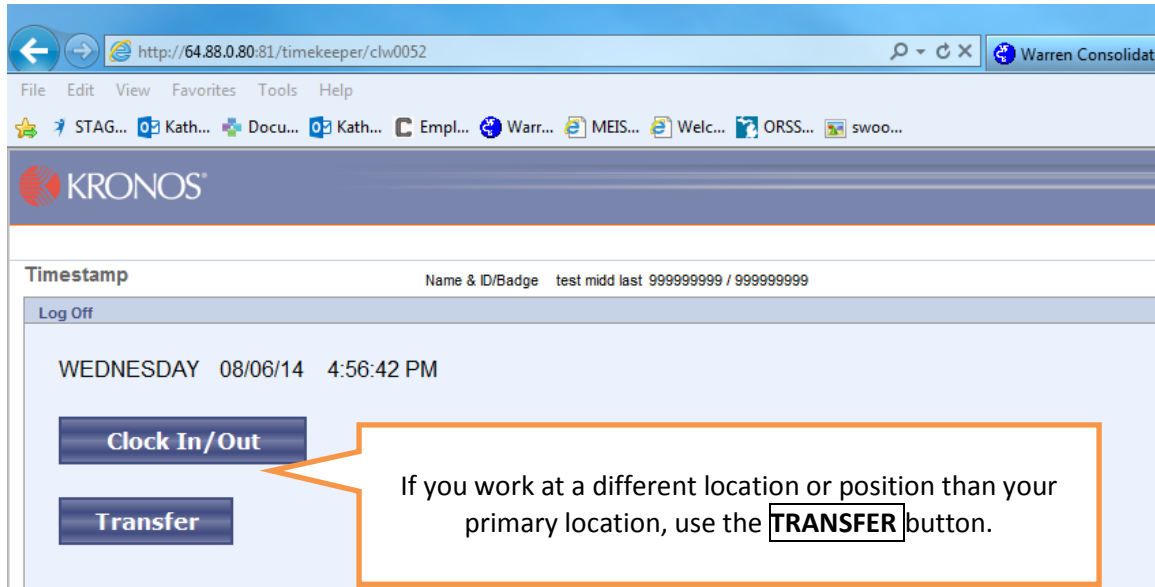
**Repeat these steps to log out at the end of your shift.**

### **HELPFUL HINTS**

- **You can use either the terminal or the computer to login and out.**
- **Use the “Transfer” button when moving to a different position during the day or starting at a location other than your normal schedule.**
- **If you cannot login using the terminal or computer, contact your supervisor and notify HR at ext. 60132.**
- **Contact your supervisor of any upcoming schedule changes (Sub driver rotations).**

# TRANSFER INSTRUCTIONS USING YOUR COMPUTER

The transfer feature allows you to work in other positions, locations and schedules outside of your primary job. Any manager you work for will be able to approve your timecard.

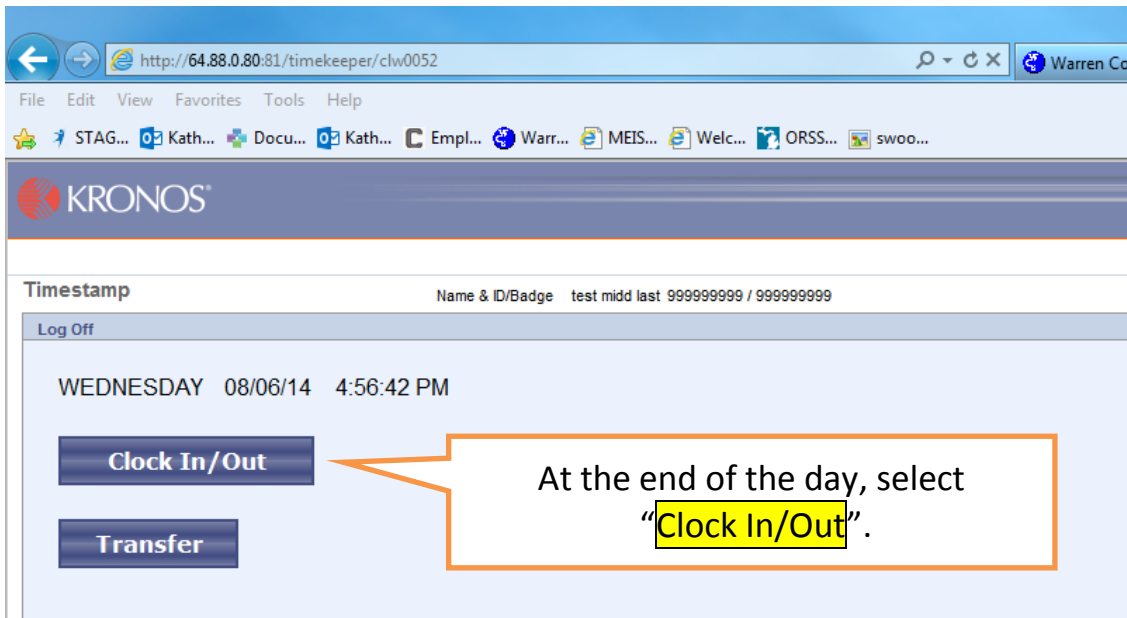


Building: Select the building you are working at.

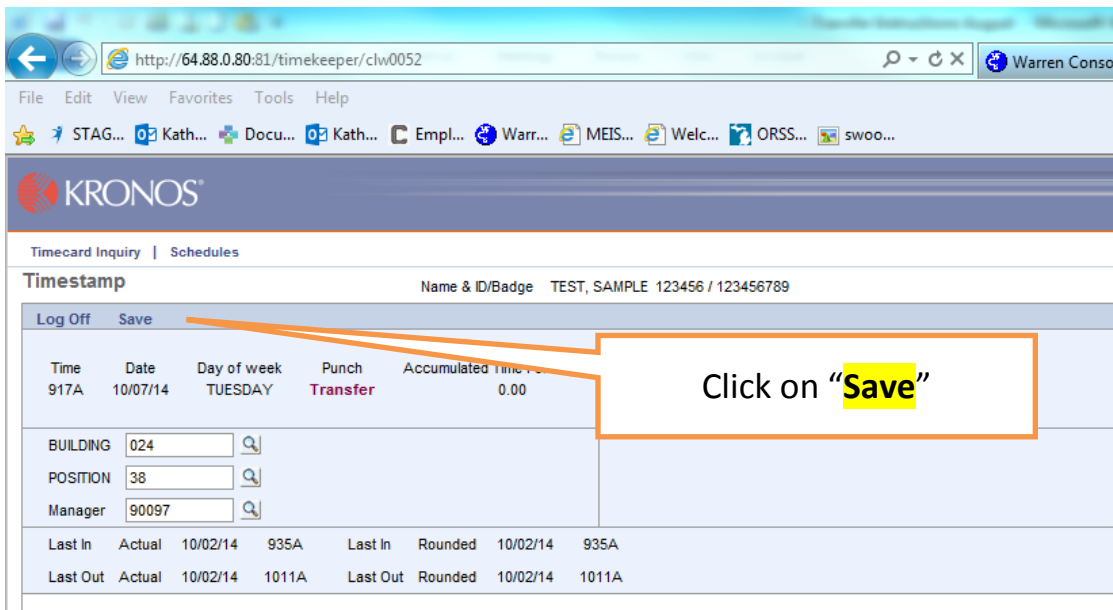
Position: Select the job title you are working at.

Manager: Select the administrator.

# TRANSFER INSTRUCTIONS USING YOUR COMPUTER



You can transfer multiple times a day by following these steps. Always use Clock In/Out at the end of the day.





## TRANSFER INSTRUCTIONS FOR WALL TERMINAL

*The “transfer” feature allows you to work in other positions, locations and schedules outside of your primary job. Any manager you work for will be able to approve your timecard.*

### Procedure:

Select the “TRANSFER” button at the terminal. Then enter your Badge ID and click on enter.

You will have 3 options to select from. You can use any option that applies to the position.

**Building:** select the location (building) you will be working in with this transfer.

**Position:** select the job you are transferring to from the list.

**Manager:** select the name of the administrator who will approve the time for this transfer.

Hit **SUBMIT**.

**End of Shift:** Select “OUT” if you are done for the day.

