



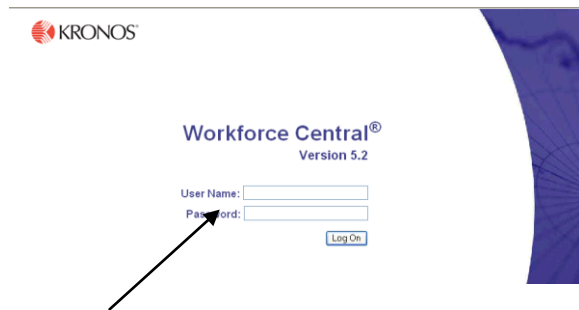
Employee Quick Reference Guide for Recording Time Worked Using the Kronos Web Application

To assure compliance with FLSA, all non-exempt employees of the district are required to record all hours worked as well as lunch breaks to assure accurate pay and FLSA compliance.

Login

Type the URL in to Internet Explorer: <http://WorkforceTimekeeper/wfc/logon> or click on the

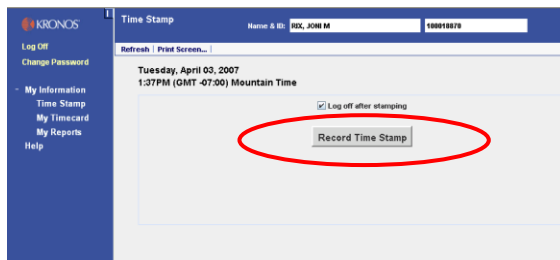
Kronos Icon located on your desktop.



Enter your network User ID and Password. Your username and password are the same as your Outlook email login.

If you do not have an Outlook email login OR have forgotten your password, please contact the DoTS Hotline at 720-423-3888 or email at Hotline, DoTS.

Successful login will bring you to the following screen.



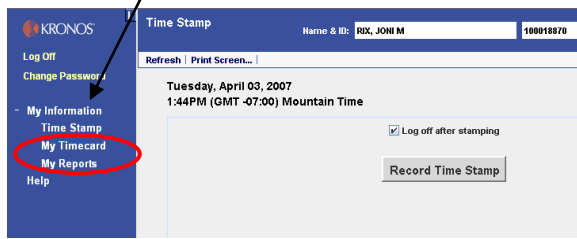
Click on the Record Time Stamp Button. **Record Time Stamp**. The on-line time clock will automatically clock you in for the beginning of your work day and then return to the main page for the next person to use the system. You will need to repeat this process to clock in and out for lunch as well as at the end of your work shift.

How to View Timecard

Enter your network user name and password

WARNING: Do NOT click on Record Time Stamp (if you do, you will punch IN or OUT)

Click on **My Timecard** on the left side of your screen.



| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer |
|----------|----------|--------|----|----------|-----|----|----------|
| Thu 3/15 | | | | | | | |
| Fri 3/16 | | | | | | | |
| Sat 3/17 | | | | | | | |
| Sun 3/18 | | | | | | | |
| Mon 3/19 | | | | | | | |
| Tue 3/20 | | | | | | | |
| Wed 3/21 | | | | | | | |
| Thu 3/22 | | | | | | | |
| Fri 3/23 | | | | | | | |
| Sat 3/24 | | | | | | | |
| Sun 3/25 | | | | | | | |

| Account | Pay Code | Amount | Date | Start Time | End To |
|-------------------------|----------|-------------------|----------|------------|--------|
| 10854262890000301108253 | | Total Hours: 4.25 | Thu 3/15 | 6:15AM | 2:45PM |
| 10854262890000301108253 | Salary | 4.25 | Fri 3/16 | 6:15AM | 2:45PM |
| | | | Sat 3/17 | | |
| | | | Sun 3/18 | | |

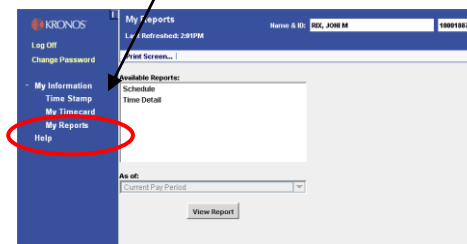
To logoff click on **Log Off** in the upper right corner

How to Run Reports

Enter your network user name and password

WARNING: Do NOT click on Record Time Stamp (if you do, you will punch IN or OUT)

Click on **My Reports** on the left side of your screen.



Two Reports are available

Choose "Schedule" or "Time Detail". Choose date "Previous" or "Current" Pay Period.

Click on "View Report"

To close Report Printed to Screen, Click on **Available Reports:**

Schedule
Time Detail

to choose another available report, or click on "LOG OFF" found at the top right corner of your screen.

