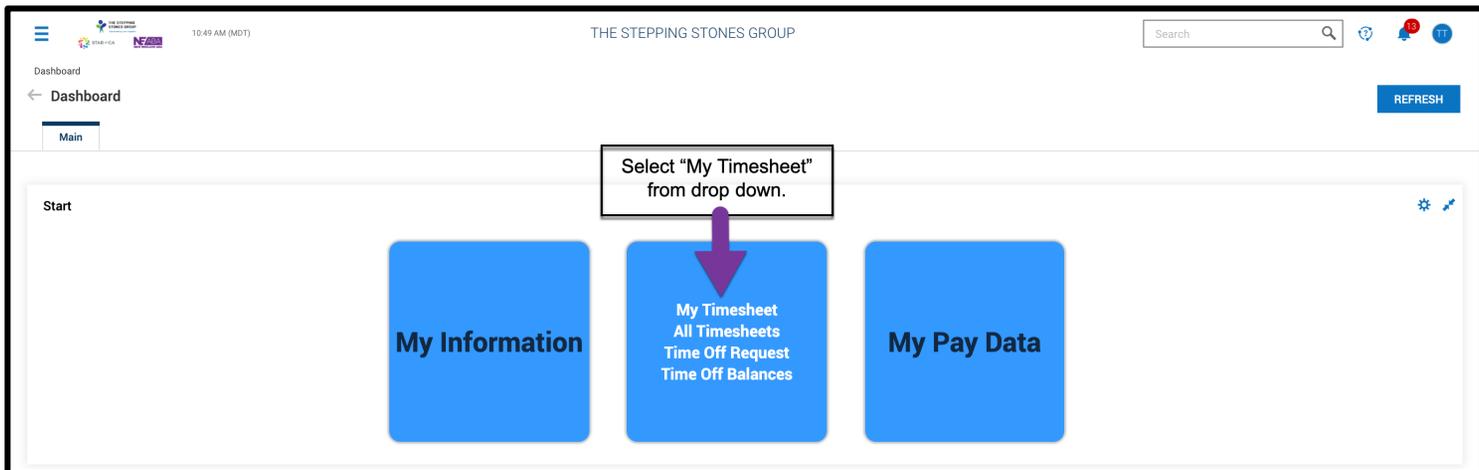
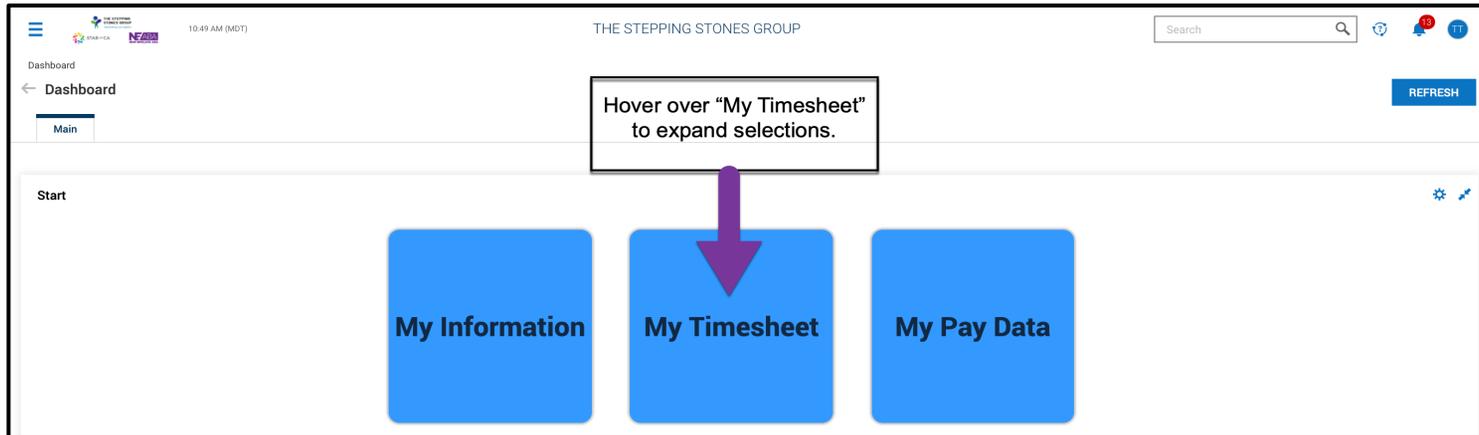


Access your timesheet online by going to the following link:

<https://secure4.saashr.com/ta/6156403.login?rnd=1608237532312&FS=>



Timesheet will automatically open to current 2-Week Pay Period Glance. Scroll and select date to add time entries.

10:51 AM (MDT) MY TIME

My Time > Timesheet > Current Timesheet

**← Timesheet Edit**

← August 08, 2021 - August 21, 2021 → Open

Time Entry | Exceptions | Calc Detail | Calc Summary | Counters | Summary By Day

0.00 hrs Raw Total    0.00 hrs Calc. Total

| Date                          | From    | To    | Raw Total | Calc. Total | Evaluations | Time Off | Cost Centers                         | Discipline          | Notes |
|-------------------------------|---------|-------|-----------|-------------|-------------|----------|--------------------------------------|---------------------|-------|
| > SUN Aug 8                   | +       |       | 0.00 hrs  | 0.00 hrs    |             |          |                                      |                     |       |
| ▼ MON Aug 9<br>4 Hour Workday | From am | To am | 0.00      | 0.00        | 0           |          | Alabama/Birmingham City Schools 9001 | 26 Speech Therapist |       |
|                               | From am | To am | 0.00      | 0.00        | 0           |          | Alabama/Birmingham City Schools 9001 | 26 Speech Therapist |       |
| +                             |         |       | 0.00 hrs  | 0.00 hrs    |             |          |                                      |                     |       |
| > TUE Aug 10                  | +       |       | 0.00 hrs  | 0.00 hrs    |             |          |                                      |                     |       |
| > WED Aug 11                  | +       |       | 0.00 hrs  | 0.00 hrs    |             |          |                                      |                     |       |
| > THU Aug 12                  | +       |       | 0.00 hrs  | 0.00 hrs    |             |          |                                      |                     |       |
| > FRI Aug 13                  | +       |       | 0.00 hrs  | 0.00 hrs    |             |          |                                      |                     |       |

The Cost Centers (district) and Discipline will auto populate. If working in multiple Districts/Cost Centers, utilize the drop down to browse.

10:52 AM (MDT) MY TIME

My Time > Timesheet > Current Timesheet

← Timesheet Edit

August 08, 2021 - August 21, 2021 Open

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

0.00 hrs Raw Total 0.00 hrs Calc. Total

Complete time sheet entry, including "From" and "To". Total hours will auto populate in "Raw Total" boxes per entry line.

Click on "comment icon" to add daily note(s) as needed

| Date        |   | From     | To       | Raw Total | Calc. Total | Evaluations | Time Off | Cost Centers                         | Discipline          | Notes |
|-------------|---|----------|----------|-----------|-------------|-------------|----------|--------------------------------------|---------------------|-------|
| > SUN Aug 8 | + |          |          | 0.00 hrs  | 0.00 hrs    |             |          |                                      |                     |       |
| MON Aug 9   |   | 08:00 am | 12:00 pm | 4.00      | 0.00        | 0           |          | Alabama/Birmingham City Schools 9001 | 26 Speech Therapist |       |
|             |   | 12:30 pm | 04:30 pm | 4.00      | 0.00        | 0           |          | Alabama/Birmingham City Schools 9001 | 26 Speech Therapist |       |
|             | + |          |          | 8.00 hrs  | 0.00 hrs    |             |          |                                      |                     |       |

Use "+" to Add another entry line for same date

MON Jul 26

Daily Notes

No notes to display

Add Note \*

Clear

CANCEL SAVE

Discipline Notes

Speech Therapist

11:42 AM (MDT) MY TIME

My Time > Timesheet > Current Timesheet

← Timesheet Edit

July 25, 2021 - August 07, 2021

Time Entry | Exceptions | Calc Detail | Calc Summary | Counters | Summary By Day

8.00 hrs Raw Total    8.00 hrs Calc. Total

| Date                         | From     | To       | Raw Total | Calc. Total | Evaluations | Time Off | Cost Centers                         | Discipline          | Notes |
|------------------------------|----------|----------|-----------|-------------|-------------|----------|--------------------------------------|---------------------|-------|
| SUN Jul 25                   |          |          | 0.00 hrs  | 0.00 hrs    |             |          |                                      |                     |       |
| MON Jul 26<br>4 Hour Workday | 08:00 am | 12:00 pm | 4.00      | 4.00        | 0           |          | Alabama/Birmingham City Schools 9001 | 26 Speech Therapist |       |
|                              | From am  | To am    | 0.00      | 0.00        | 0           |          | Alabama/Birmingham City Schools 9001 | 26 Speech Therapist |       |
|                              |          |          | 4.00 hrs  | 4.00 hrs    |             |          |                                      |                     |       |

After completing time entry, select the "Save" button. Timesheet may be revisited and revised prior to submission.

SAVE    SUBMIT    ...

**\*\*\* Only Submit your timecard after ALL hours are entered for the pay period \*\*\***

11:42 AM (MDT) MY TIME

My Time > Timesheet > Current Timesheet

← Timesheet Edit

July 25, 2021 - August 07, 2021

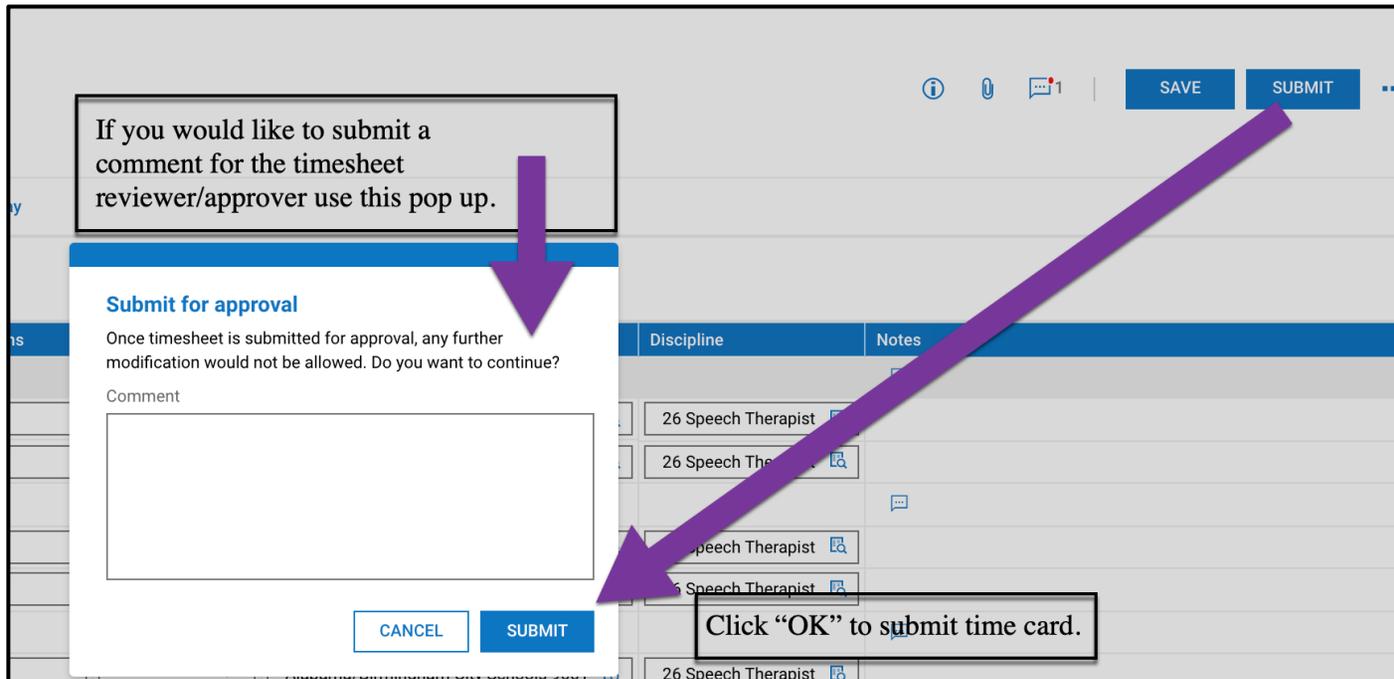
Time Entry | Exceptions | Calc Detail | Calc Summary | Counters | Summary By Day

8.00 hrs Raw Total    8.00 hrs Calc. Total

| Date                         | From     | To       | Raw Total | Calc. Total | Evaluations | Time Off | Cost Centers                         | Discipline          | Notes |
|------------------------------|----------|----------|-----------|-------------|-------------|----------|--------------------------------------|---------------------|-------|
| SUN Jul 25                   |          |          | 0.00 hrs  | 0.00 hrs    |             |          |                                      |                     |       |
| MON Jul 26<br>4 Hour Workday | 08:00 am | 12:00 pm | 4.00      | 4.00        | 0           |          | Alabama/Birmingham City Schools 9001 | 26 Speech Therapist |       |
|                              | From am  | To am    | 0.00      | 0.00        | 0           |          | Alabama/Birmingham City Schools 9001 | 26 Speech Therapist |       |
|                              |          |          | 4.00 hrs  | 4.00 hrs    |             |          |                                      |                     |       |

After saving the timesheet, select "Submit" to complete the time entry process. Only after saving the timesheet are you able to submit for review.

SUBMIT    ...



If you would like to submit a comment for the timesheet reviewer/approver use this pop up.

**Submit for approval**

Once timesheet is submitted for approval, any further modification would not be allowed. Do you want to continue?

Comment

CANCEL SUBMIT

Click "OK" to submit time card.

| Discipline          | Notes |
|---------------------|-------|
| 26 Speech Therapist |       |
| 26 Speech Therapist |       |
| Speech Therapist    |       |
| 6 Speech Therapist  |       |
| 26 Speech Therapist |       |

## Adding Time Off to a Time Card

12:03 PM (MDT) MY TIME

My Time > Timesheet > Current Timesheet

← Timesheet Edit

July 25, 2021 - August 07, 2021

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

8.00 hrs Raw Total 8.00 hrs Calc. Total

| Date                         | From     | To       | Raw Total | Calc. Total | Evaluations | Time Off                 | Cost Centers                         | Discipline          | Notes |
|------------------------------|----------|----------|-----------|-------------|-------------|--------------------------|--------------------------------------|---------------------|-------|
| SUN Jul 25                   |          |          | 0.00 hrs  | 0.00 hrs    |             |                          |                                      |                     |       |
| MON Jul 26<br>4 Hour Workday |          |          | 4.00      | 4.00        | 0           | ✓                        | /Birmingham City Schools 9001        | 26 Speech Therapist |       |
|                              | From am  | To am    | 0.00      | 0.00        | 0           | Browse...                | /Birmingham City Schools 9001        | 26 Speech Therapist |       |
| TUE Jul 27<br>4 Hour Workday |          |          | 4.00 hrs  | 4.00 hrs    |             |                          |                                      |                     |       |
|                              | 08:00 am | 12:00 pm | 4.00      | 4.00        | 0           | General Unpaid Time Off  |                                      |                     |       |
|                              | From am  | To am    | 0.00      | 0.00        | 0           | Sick                     |                                      |                     |       |
|                              |          |          |           |             |             | Scheduled School Closure | /Birmingham City Schools 9001        | 26 Speech Therapist |       |
|                              |          |          |           |             |             |                          | Alabama/Birmingham City Schools 9001 | 26 Speech Therapist |       |

Use time off drop down to designate the pay type. After selecting Time Off type, enter scheduled hours to be covered.

**General Unpaid Time Off:** Time off taken with no available sick balance.

**Scheduled School Closure:** Holidays and planned school closures.

**Sick:** Time off taken using available sick balance.

**Unscheduled School Closure:** Weather/Natural disaster and any unplanned school closures.

12:43 PM (MDT) MY TIME

My Time > Timesheet > Current Timesheet

← Timesheet Edit

July 25, 2021 - August 07, 2021

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

4.00 hrs Raw Total 4.00 hrs Calc. Total

| Date       | From | To | Raw Total | Calc. Total | Cost Centers                         | Discipline          | Notes |
|------------|------|----|-----------|-------------|--------------------------------------|---------------------|-------|
| SUN Jul 25 |      |    |           |             |                                      |                     |       |
| MON Jul 26 |      |    | 4.00      | 4.00        | Alabama/Birmingham City Schools 9001 | 26 Speech Therapist |       |
|            |      |    | 0.00      | 0.00        | Alabama/Birmingham City Schools 9001 | 26 Speech Therapist |       |
|            |      |    | 4.00 hrs  | 4.00 hrs    |                                      |                     |       |

After entering time off and saving, the "ShortShift" notification will appear for the given day. If correct times are entered, disregard as this is calculating worked hours only.

SHORTSHIFT



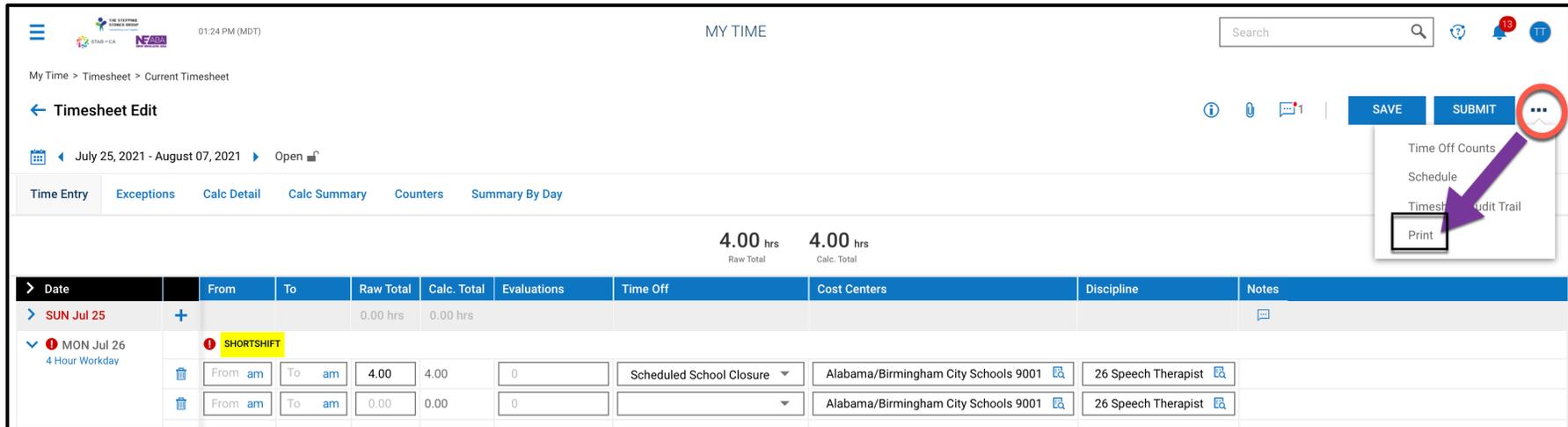
**When using any Time Off selections, enter the total # of hours the Time Off selection is for in the "Raw Total" box (No need to include "From" and "To" entries).**

- This will not Bill/Pay (unless using "sick" hours which will Pay/No Bill) but informs your Timecard Approver that it was a closure or time off vs missed time entry.

**Sick: Paid, No Bill**

**Scheduled School Closure, Unscheduled School Closure, General Unpaid Time Off: No Pay/No Bill**

## How to Print or Print-to-PDF Kronos Time Card.



MY TIME

01:24 PM (MDT)

Search

My Time > Timesheet > Current Timesheet

← Timesheet Edit

July 25, 2021 - August 07, 2021

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

4.00 hrs Raw Total    4.00 hrs Calc. Total

| Date                         | From        | To    | Raw Total | Calc. Total | Evaluations | Time Off                 | Cost Centers                         | Discipline          | Notes |
|------------------------------|-------------|-------|-----------|-------------|-------------|--------------------------|--------------------------------------|---------------------|-------|
| SUN Jul 25                   |             |       | 0.00 hrs  | 0.00 hrs    |             |                          |                                      |                     |       |
| MON Jul 26<br>4 Hour Workday | SHORTSHIFIT |       |           |             |             |                          |                                      |                     |       |
|                              | From am     | To am | 4.00      | 4.00        | 0           | Scheduled School Closure | Alabama/Birmingham City Schools 9001 | 26 Speech Therapist |       |
|                              | From am     | To am | 0.00      | 0.00        | 0           |                          | Alabama/Birmingham City Schools 9001 | 26 Speech Therapist |       |

Print Settings

JUMP TO

- General View
- Time Information
- Notes
- Timesheet Approval History

**General View**

- Header
- Manager Signature Line
- Employee Signature Line
- Print One Timesheet Per Page

**Time Information**

Include Selected Content In Printing

**In / Out Time**

- Display Calc Data ?
  - Include Raw In/Out time
- Control Displaying Raw and Calc Separately

Include Unpaid Lunches and Breaks     Manual Adjustment "e" Indicator     Include Daily Totals

Include Counters     Include Pay Period Totals     Include Raw Pay Period Total

Include Calc. Pay Period Total     Include Columns Total     Include Detailed Calculations

Check boxes to select or deselect information for printed Time Card and Click "Print".