

How to Enter Flat-Rate Evaluations in Kronos:

- 1) Enter the # of completed Evals in the Evaluations Box on date completed line.
- 2) Do **NOT** enter any “From” or “To” hours (*this is only for hourly paid vs per eval paid and will double bill the school district*)
- 3) Click on Paperclip Icon (see **boxed in Red** in 2nd photo below) to Upload SSG Therapist Evaluation Form for each completed (and entered Eval). Choose document from your computer and click Upload File to save it to your Kronos timecard for the pay period (see **boxed in Red (choose doc)** and **Green (upload file)** in 3rd photo below)
- 4) Hit “Save” button (*FYI—you will get a warning pop up asking for “from” and “to” hours, but please ignore as this does not apply to Evaluation entries*)

Here is a screenshot example showing how to enter evaluations & how to upload SSG Evaluation Form:

