KRONOS (UKG Ready) MOBILE APP

Homewood City Schools uses software to report time worked and, in some instances, leave time taken. Individuals are responsible for ensuring their time is recorded accurately each pay period.

In order to comply with the Department of Labor and the Fair Labor Standards Act, individuals are asked to use either the UKG Mobile app or the Patriot Time icon on a school computer.

If you are a teacher, or an administrator, you are only required to clock in for your main job. You may be required to clock in and out for some additional work that may be performed outside your regular duties.

All hourly (support staff) are required to clock in and out daily. These instructions will walk you through exactly how to do that and, should there be missing punches, how to get those entered into the system.

Each school has an individual with payroll responsibilities that can assist you with downloading the app and questions about requesting leave time.

Edgewood Elementary	Terri Nowak
Hall-Kent Elementary	Holly Foster
Shades Cahaba Elementary	Karen Baggett
Homewood Middle School	Carla Hardy
Homewood High School	Catenia Lewis

Teachers are required to request leave time thru AASOP and not Kronos in order to ensure adequate staffing during their absence.

Each school handles hourly (support staff) leave requests differently. You will be asked to use either AASOP or Kronos to request leave time. Although these instructions do include the process for requesting time off, you will only use this if your location instructs you to.

All individuals are required to review and submit their timesheet weekly for approval. HCS follows a weekly timesheet of Saturday thru Friday. Timesheets should be submitted no later than Wednesday of the following week.

Instructions for using the mobile app begin on the next page.
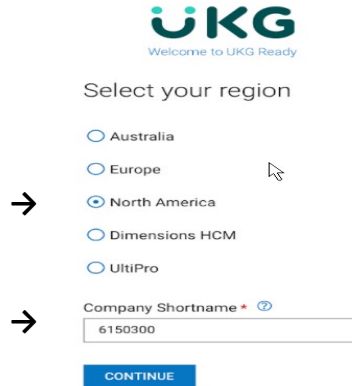
KRONOS (UKG Ready) MOBILE APP

STEP 1: **Installing the App -**
From your app store, search for
"UKG Ready" (the app is from SaaShr.com).
Download the application.
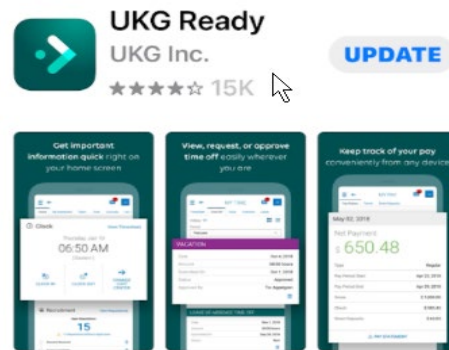
STEP 2: **Launch the App -**
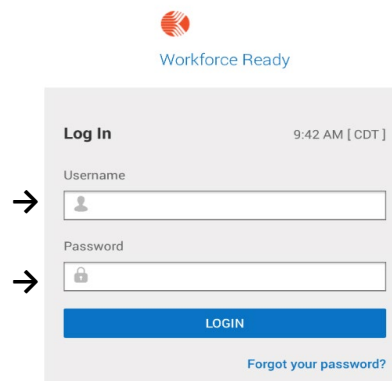The company short name requested
on this screen is **6150300.**

STEP 3: **Enter your User Name and Password -**
Your User Name is your employee #
The temporary password to use is:
Password1!
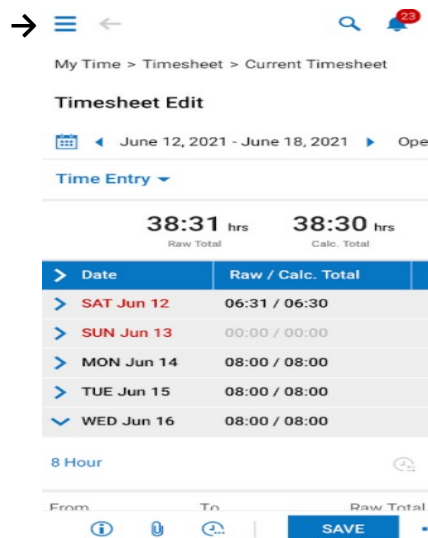You will be prompted to create a
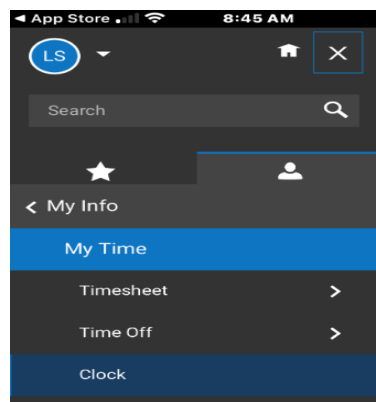new password.

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STEP 4: **Clocking In/Out -**
The first screen that comes up after logging in to the app is your current timesheet.

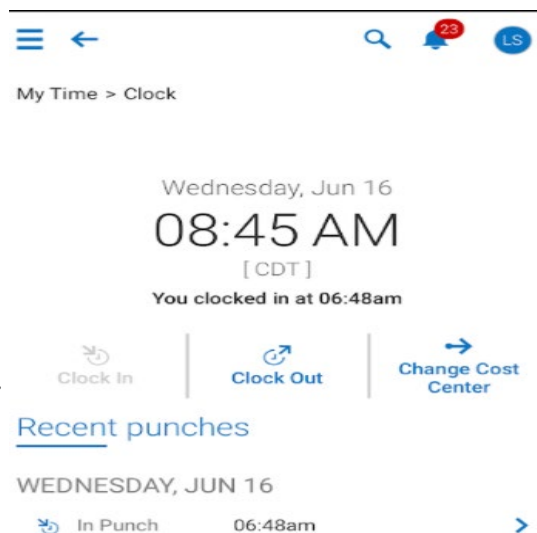Click on the ☰ symbol in the upper left hand side of the screen.

→

My Time > Timesheet > Current Timesheet

Timesheet Edit

📅 ◀ June 12, 2021 - June 18, 2021 ▶ Ope

Time Entry ▾

38:31 hrs   **38:30** hrs
Raw Total   Calc. Total

>	Date	Raw / Calc. Total
>	SAT Jun 12	06:31 / 06:30
>	SUN Jun 13	00:00 / 00:00
>	MON Jun 14	08:00 / 08:00
>	TUE Jun 15	08:00 / 08:00
⌄	WED Jun 16	08:00 / 08:00

8 Hour

From   To   Raw Total

ⓘ 📎 ⏲ | **SAVE**

Click on the word "Clock".

→

◀ App Store ⬤⬤⬤ 🛜   8:45 AM

LS ▾   🏠 ✕

Search   🔍

★   👤

< My Info

My Time

Timesheet   >

Time Off   >

Clock

Select either "Clock In" or "Clock Out" .

Note: if you need to change the job you are working select "Change Cost Center" before clocking in or out.

→

☰ ←   🔍 🔔²³ LS

My Time > Clock

Wednesday, Jun 16

08:45 AM
[CDT]
You clocked in at 06:48am

⏱   ↗   →
Clock In   Clock Out   Change Cost Center

Recent punches

WEDNESDAY, JUN 16

⏱ In Punch   06:48am   >
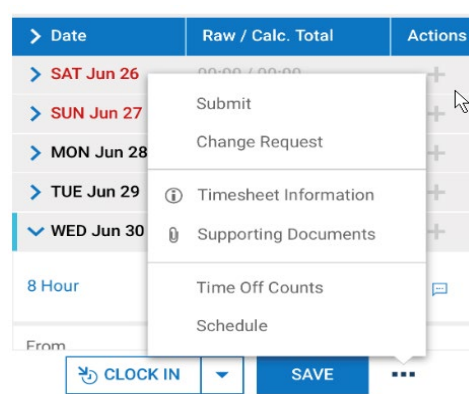
KRONOS (UKG Ready) MOBILE APP

OTHER THINGS YOU NEED TO KNOW -

Missing a Punch In or Out

From your timesheet screen select the three black squares in the lower right hand side of the screen next to the blue save button
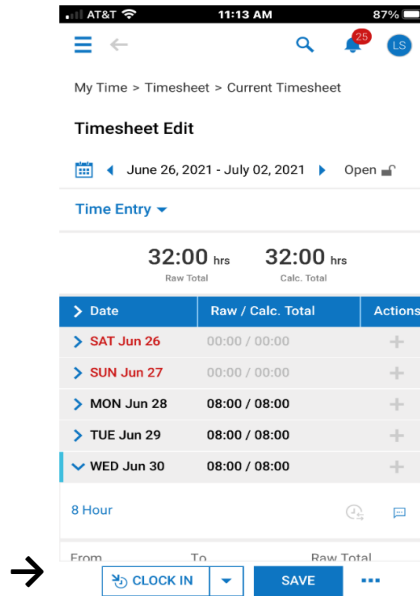
You will receive a new pop up menu where you will select "Change Request"

A new window will open. When you click on

the down arrow in the box at the top of the screen under "Change Type" you will get a roller at the bottom to select what action is needed. Find the action needed and click on the word "Done" to select

that action.
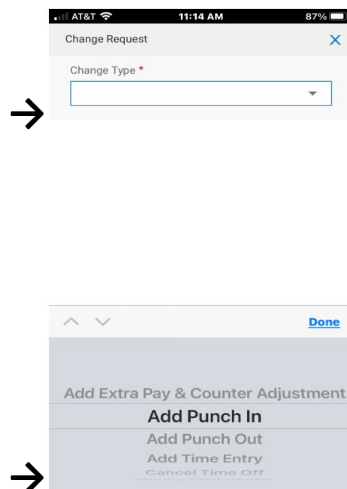
KRONOS (UKG Ready) MOBILE APP

The change type selected will be at the top. Choose the date the punch applies to.

→

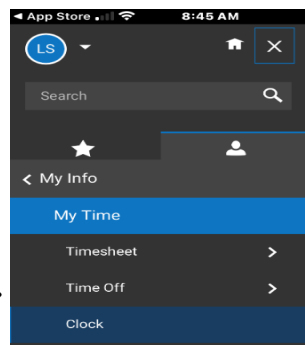You will select the time of the correction here.

→

You must enter a comment in this box.

→

Select "Submit Changes"

Requesting Time Off

From this now familiar screen select "Time Off"

→

On this screen enter the "Time Off Type". The leave type selected will be displayed in the available balance section. Proceed with requesting time off by selecting "Start Request". Follow the prompts to enter the requested information.

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This last step is very important to ensuring you are paid accurately and timely. Time worked cannot be processed until each weekly timesheet is submitted for approval.

Reviewing and Submitting timesheets weekly for approval.

From this screen you will select "Historical Timesheets".

→

★	👤
‹ My Info	
‹ My Time	
Timesheet	
Current Timesheet	
Historical Timesheets	
Change Requests	
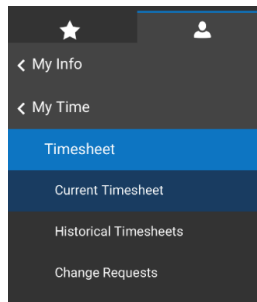
From this screen you will select the timesheet you are ready to submit for approval by clicking on the corresponding checkbox.

→

My Timesheets

Timesheet Dates: This Month

‹ 1 of 1 › [System] ▼ 🔽 (1) •••
5 Rows

☐	›	Approval State	↓ Timesheet Start	Actions
☐	›	Open	06/26/2021	•••
☐	›	Open	06/19/2021	•••
☐	›	Open	06/12/2021	•••
☐	›	Submitted	06/05/2021	•••
☐	›	Submitted	05/29/2021	•••

View Column Totals

You may view the selected timesheet by selecting "View" at the bottom of the screen, or submit the selected timesheet by selecting "Submit" at the bottom of the screen.

→

VIEW	SUBMIT	•••