HOMEWOOD CITY SCHOOLS
TIMEKEEPING REQUIREMENTS AND RESPONSIBILITIES

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 for 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. **When installing the mobile app it is required that location services be turned on.** If Mobile app rights are given they may be revoked at any time if abuse is suspected.

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 (including lunch breaks). You are receiving detailed printed instructions that 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	Hollie Pritchett
Homewood Middle School	Latonya White
Homewood High School	Catenia Lewis

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

Each school handles hourly (support staff) leave requests differently. You will be instructed by the payroll person at your location to use either Frontline or Kronos to request leave time. Although these instructions do include the process for requesting time off in Kronos, 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.**

By signing this form, I acknowledge receipt of timekeeping requirement documents and understand my responsibilities in reporting my time accurately and timely. Failure to consistently meet timekeeping requirements could result in disciplinary action.

Employee Name (please print) _____ Employee # _____

Employee Signature _____ Date _____

Copies of timekeeping documents given by _____ Date _____

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.
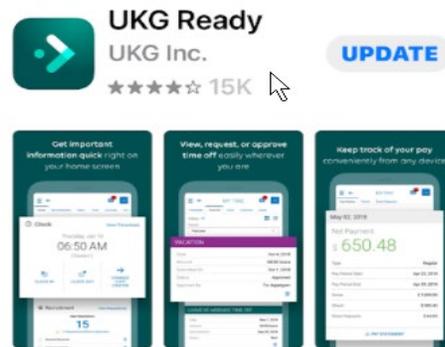
STEP 2:   **Launch the App -**
The company short name requested
on this screen is **6150300.**
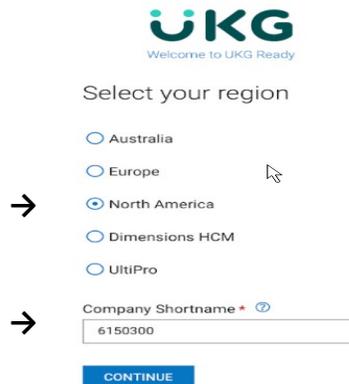
STEP 3:   **Enter your User Name and Password -**
Your User Name is your employee #
The temporary password to use is:
       Password1!
You will be prompted to create a
new password.
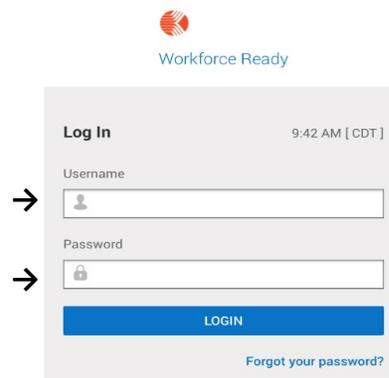
KRONOS (UKG Ready) MOBILE APP

STEP 4: **Clocking In/Out -** →

The first screen that comes up after logging in to the app is your current timesheet.

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.

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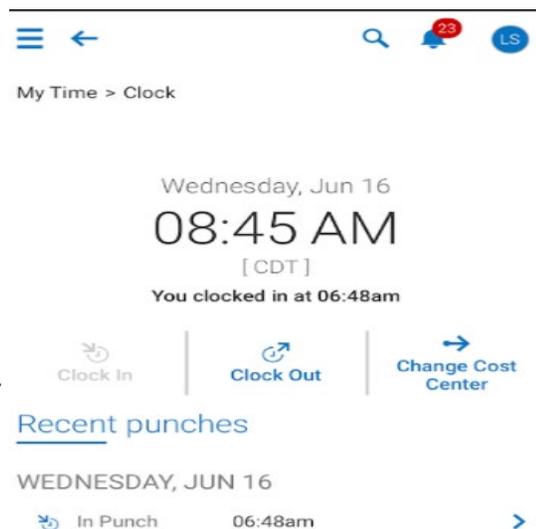
KRONOS (UKG Ready) MOBILE APP

OTHER THINGS YOU NEED TO KNOW -

Missing a Punch In or Out

From your timesheet screen select the three blue dots in the lower right hand side of the screen next to the blue save button
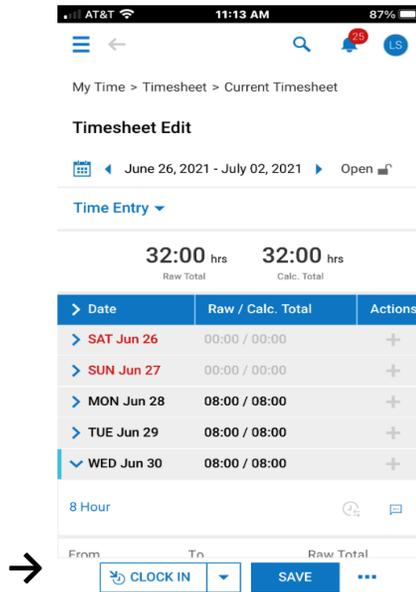
You will receive a new pop up menu where you will select "Change Request"
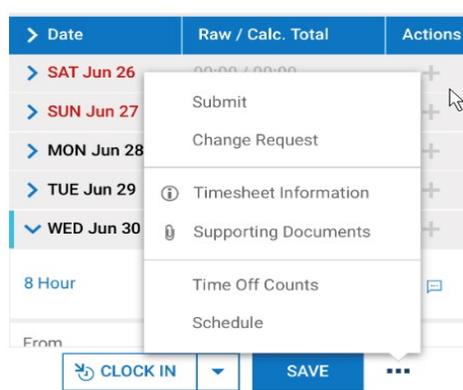
A new window will open. When you click on

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.
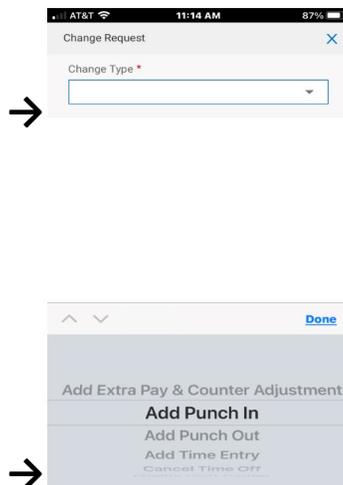
KRONOS (UKG Ready) MOBILE APP

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

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You will select the time of the correction here.

You must enter a comment in this box.

→

Select "Submit Changes"

Requesting Time Off

    Select the 3 black lines at the top left of the screen.
Select "Time Off" then "Request"

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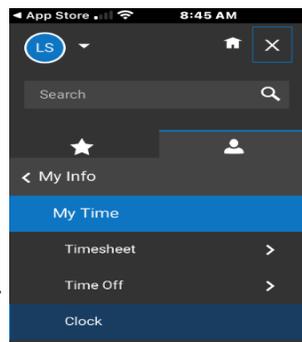
On this screen enter the "Time Off Type". The leave type selected will be displayed in the available balance section. Proceed with requesting time off by selecting "Start Request". Follow the prompts to enter the requested information.

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KRONOS (UKG Ready) MOBILE APP

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.

Select the 3 black lines at the top left of the screen.

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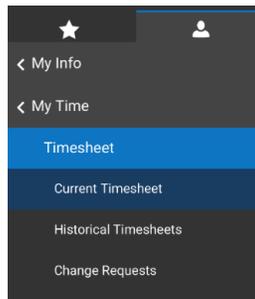
From this screen you will select "Historical Timesheets".

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From this screen you will select the timesheet you are ready to submit for approval by clicking on the corresponding checkbox.

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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.