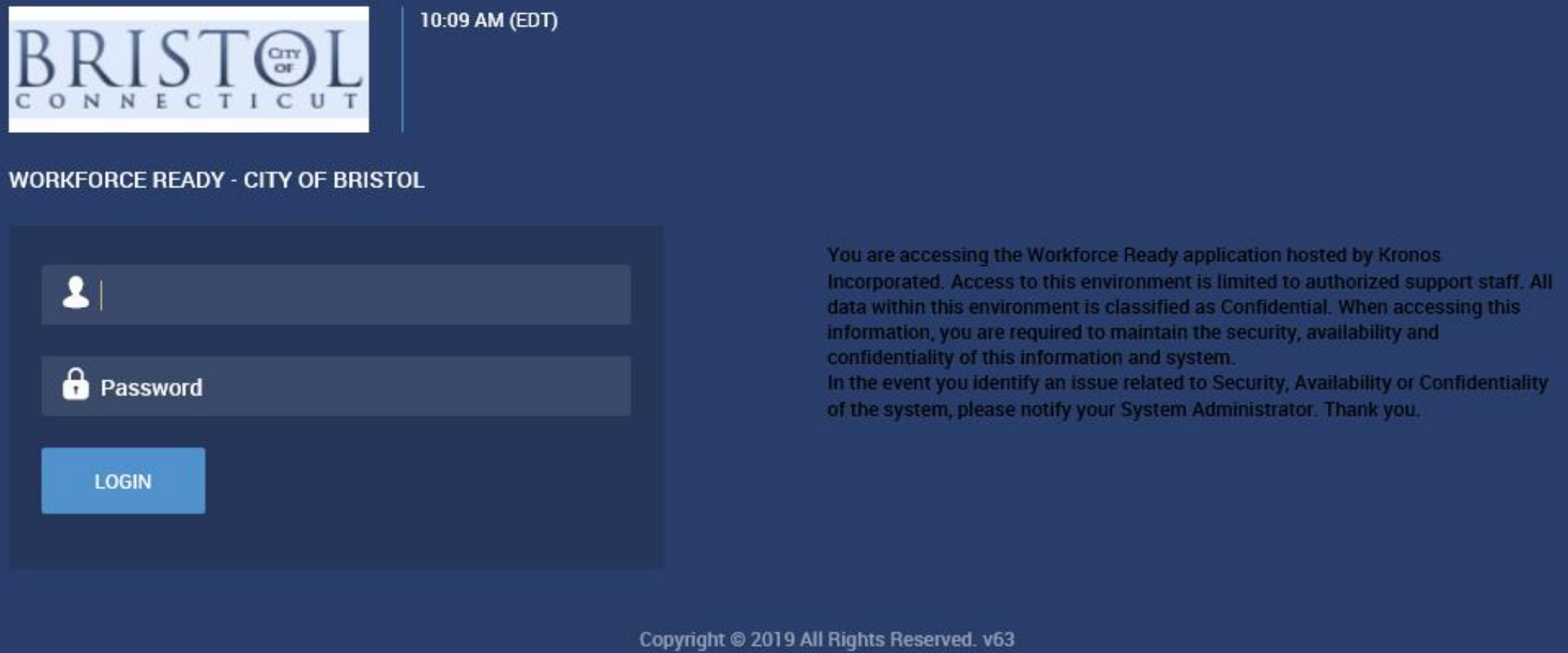
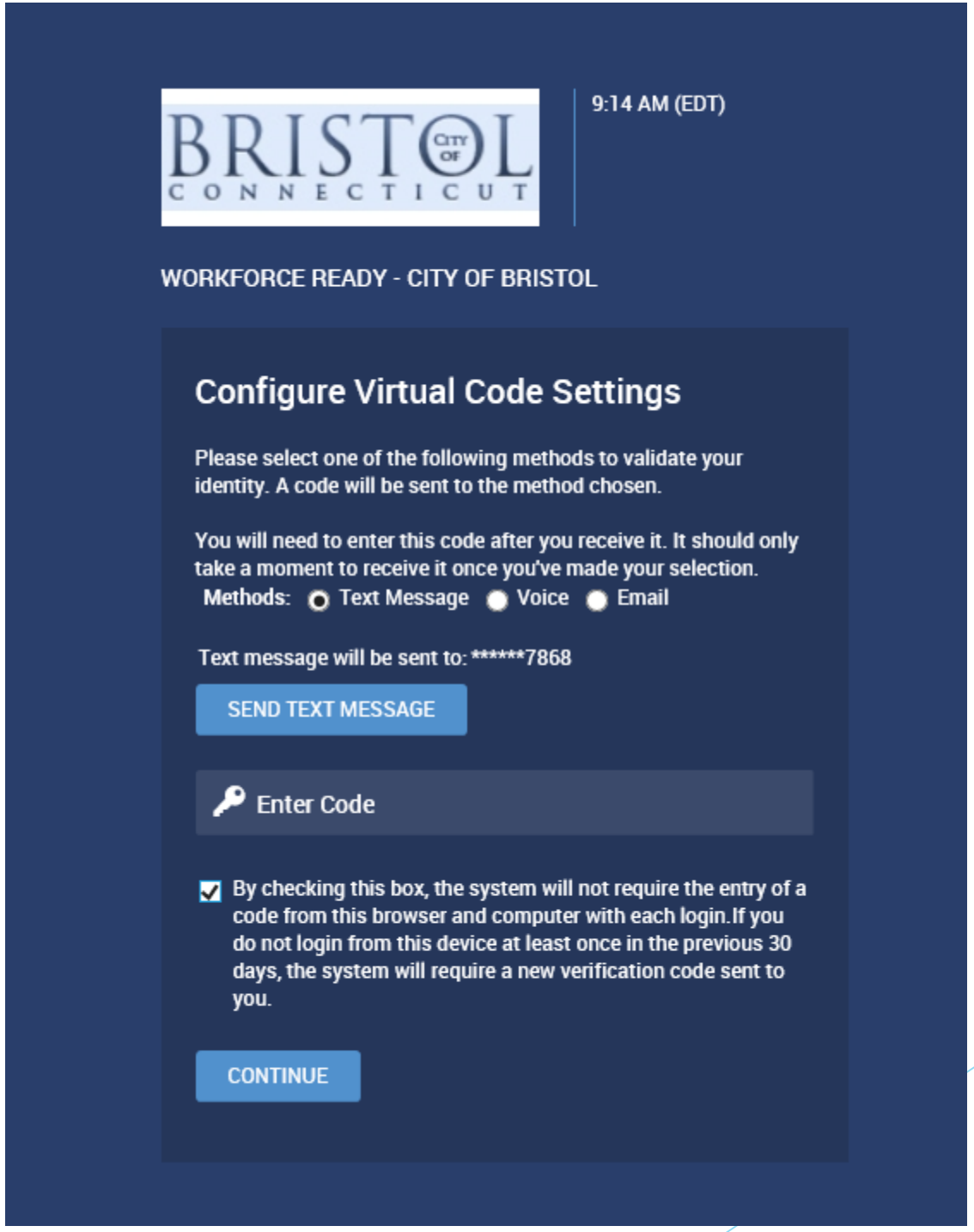
# Kronos Training

## BRISTOL PARKS & RECREATION

Jodi McGrane, Comptroller's Office

# Website:
# https://secure3.saashr.com/ta/6127250.login




BRISTOL
CITY OF
CONNECTICUT
9:14 AM (EDT)
WORKFORCE READY - CITY OF BRISTOL
Configure Virtual Code Settings
Please select one of the following methods to validate your identity. A code will be sent to the method chosen.
You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.
Methods: Text Message Voice Email
Text message will be sent to: ******7868
SEND TEXT MESSAGE
Enter Code
By checking this box, the system will not require the entry of a code from this browser and computer with each login.If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.
CONTINUE

# KRONOS LOG IN

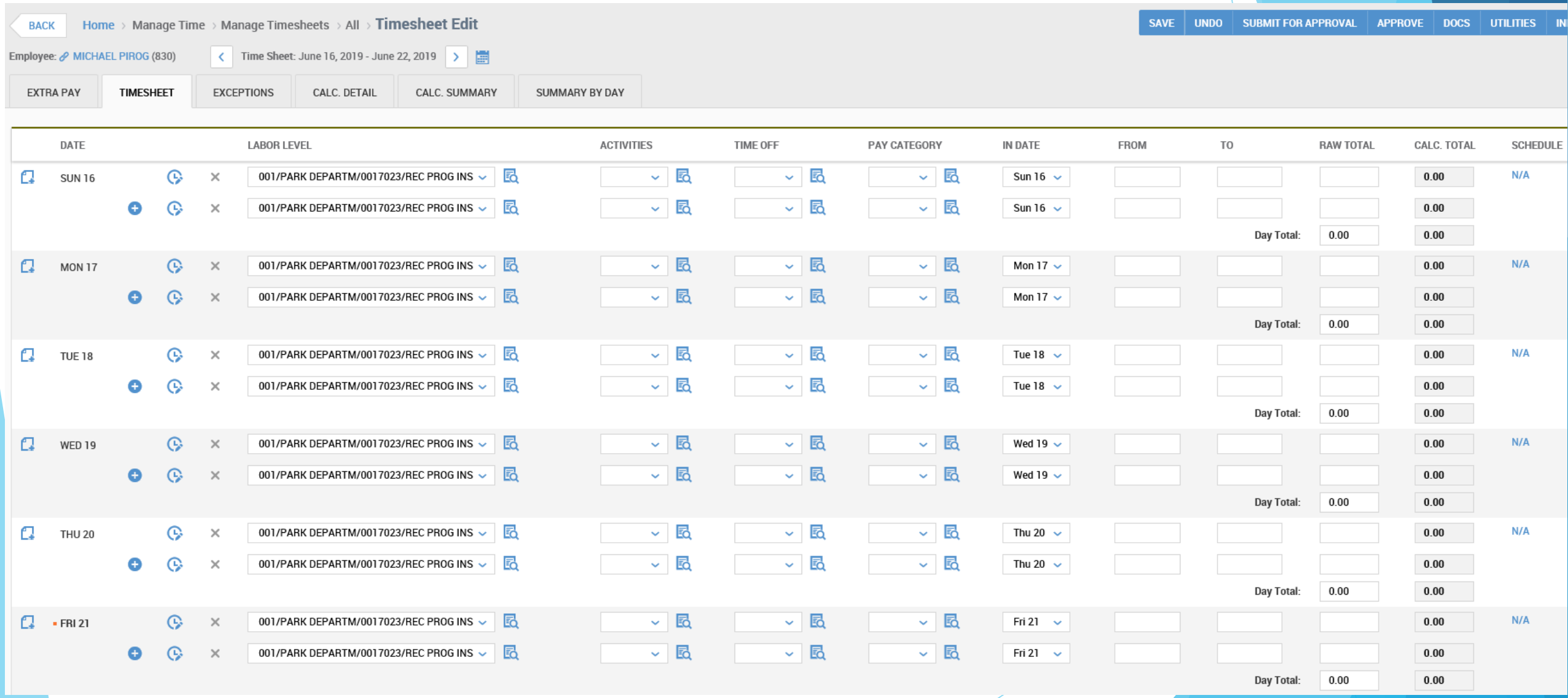
- You must log in within 5 days or your account is locked!
  If you are locked out you must contact IT – 860-584-6275

- Username & Password
  - Firstnamelastname

If you are also a BOE Employee
  - Firstnamelastname-C

- Default Password
  - Welcome1@

# My ACCOUNT – My TIMESHEET-My CURRENT TIMESHEET



BACK | Home › Manage Time › Manage Timesheets › All › **Timesheet Edit**

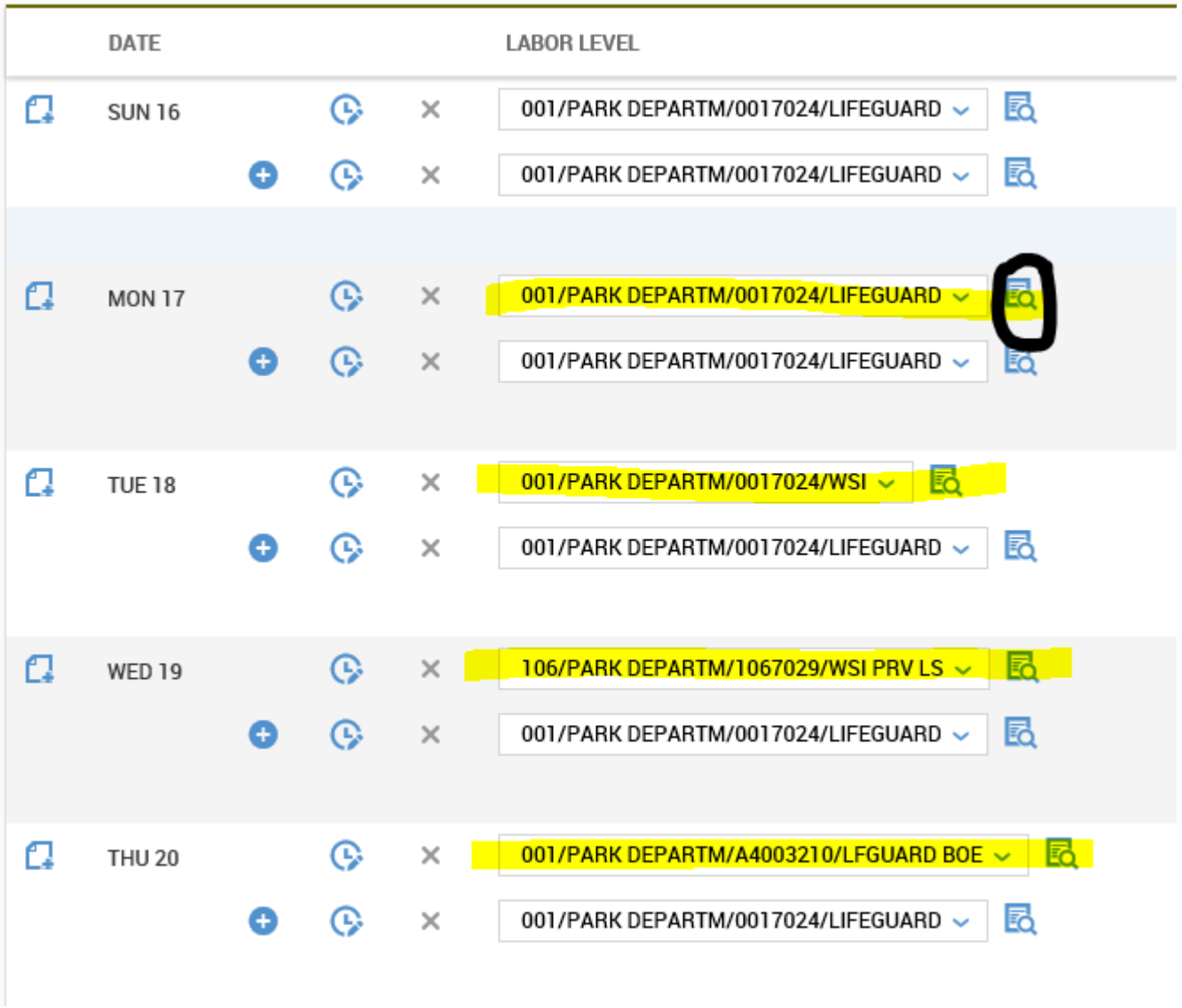
SAVE | UNDO | SUBMIT FOR APPROVAL | APPROVE | DOCS | UTILITIES | IN

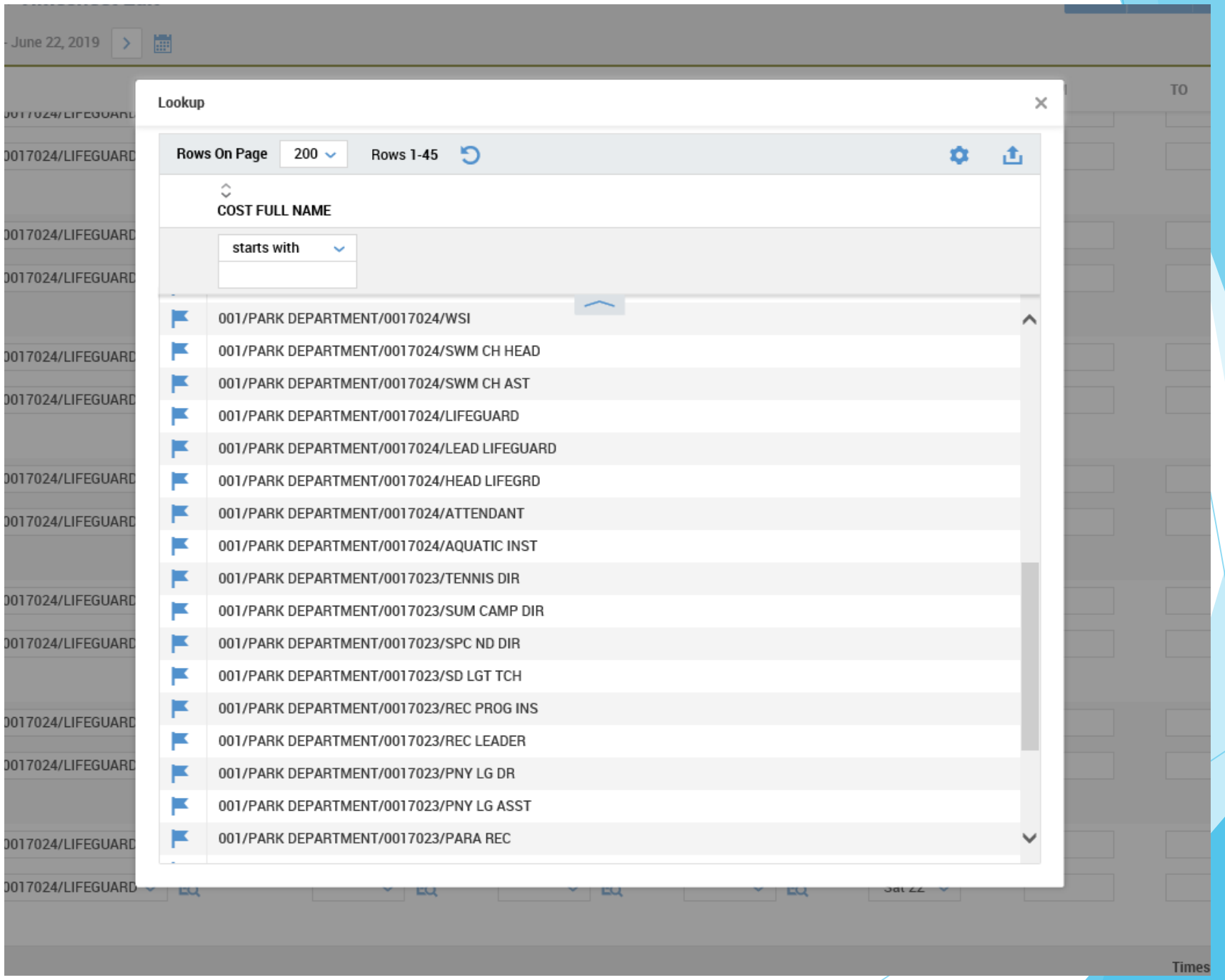
Employee: MICHAEL PIROG (830) | Time Sheet: June 16, 2019 - June 22, 2019

EXTRA PAY | TIMESHEET | EXCEPTIONS | CALC. DETAIL | CALC. SUMMARY | SUMMARY BY DAY

| DATE | LABOR LEVEL | ACTIVITIES | TIME OFF | PAY CATEGORY | IN DATE | FROM | TO | RAW TOTAL | CALC. TOTAL | SCHEDULE |
|---|---|---|---|---|---|---|---|---|---|---|
| SUN 16 | 001/PARK DEPARTM/0017023/REC PROG INS | | | | Sun 16 | | | | 0.00 | N/A |
| | 001/PARK DEPARTM/0017023/REC PROG INS | | | | Sun 16 | | | | 0.00 | |
| | | | | | | | | Day Total: | 0.00 | 0.00 | |
| MON 17 | 001/PARK DEPARTM/0017023/REC PROG INS | | | | Mon 17 | | | | 0.00 | N/A |
| | 001/PARK DEPARTM/0017023/REC PROG INS | | | | Mon 17 | | | | 0.00 | |
| | | | | | | | | Day Total: | 0.00 | 0.00 | |
| TUE 18 | 001/PARK DEPARTM/0017023/REC PROG INS | | | | Tue 18 | | | | 0.00 | N/A |
| | 001/PARK DEPARTM/0017023/REC PROG INS | | | | Tue 18 | | | | 0.00 | |
| | | | | | | | | Day Total: | 0.00 | 0.00 | |
| WED 19 | 001/PARK DEPARTM/0017023/REC PROG INS | | | | Wed 19 | | | | 0.00 | N/A |
| | 001/PARK DEPARTM/0017023/REC PROG INS | | | | Wed 19 | | | | 0.00 | |
| | | | | | | | | Day Total: | 0.00 | 0.00 | |
| THU 20 | 001/PARK DEPARTM/0017023/REC PROG INS | | | | Thu 20 | | | | 0.00 | N/A |
| | 001/PARK DEPARTM/0017023/REC PROG INS | | | | Thu 20 | | | | 0.00 | |
| | | | | | | | | Day Total: | 0.00 | 0.00 | |
| FRI 21 | 001/PARK DEPARTM/0017023/REC PROG INS | | | | Fri 21 | | | | 0.00 | N/A |
| | 001/PARK DEPARTM/0017023/REC PROG INS | | | | Fri 21 | | | | 0.00 | |
| | | | | | | | | Day Total: | 0.00 | 0.00 | |

# Changing Labor Levels




June 22, 2019
TO
Lookup
Rows On Page
200
Rows 1-45
COST FULL NAME
starts with
001/PARK DEPARTMENT/0017024/WSI
001/PARK DEPARTMENT/0017024/SWM CH HEAD
001/PARK DEPARTMENT/0017024/SWM CH AST
001/PARK DEPARTMENT/0017024/LIFEGUARD
001/PARK DEPARTMENT/0017024/LEAD LIFEGUARD
001/PARK DEPARTMENT/0017024/HEAD LIFEGRD
001/PARK DEPARTMENT/0017024/ATTENDANT
001/PARK DEPARTMENT/0017024/AQUATIC INST
001/PARK DEPARTMENT/0017023/TENNIS DIR
001/PARK DEPARTMENT/0017023/SUM CAMP DIR
001/PARK DEPARTMENT/0017023/SPC ND DIR
001/PARK DEPARTMENT/0017023/SD LGT TCH
001/PARK DEPARTMENT/0017023/REC PROG INS
001/PARK DEPARTMENT/0017023/REC LEADER
001/PARK DEPARTMENT/0017023/PNY LG DR
001/PARK DEPARTMENT/0017023/PNY LG ASST
001/PARK DEPARTMENT/0017023/PARA REC
Times

# Reminders

- Remember to hit save each day!
- At the end of the week you must hit submit for approval or you will not get paid!
- Timesheets are LOCKED, Monday morning at 9 a.m. You WILL not be able to access your timesheet past this time and must contact Jaimie, Sarah or Jessie.

# Questions?