

# Kronos Training

BRISTOL PARKS & RECREATION

# Website:

<https://secure3.saashr.com/ta/6127250.login>



10:09 AM (EDT)

WORKFORCE READY - CITY OF BRISTOL



Password

LOGIN

You are accessing the Workforce Ready application hosted by Kronos Incorporated. Access to this environment is limited to authorized support staff. All data within this environment is classified as Confidential. When accessing this information, you are required to maintain the security, availability and confidentiality of this information and system.

In the event you identify an issue related to Security, Availability or Confidentiality of the system, please notify your System Administrator. Thank you.



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	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> X	001/PARK DEPARTM/0017023/REC PROG INS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sun 16			0.00	N/A
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> X	001/PARK DEPARTM/0017023/REC PROG INS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sun 16			0.00	
Day Total:								0.00	0.00		
MON 17	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> X	001/PARK DEPARTM/0017023/REC PROG INS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mon 17			0.00	N/A
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> X	001/PARK DEPARTM/0017023/REC PROG INS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mon 17			0.00	
Day Total:								0.00	0.00		
TUE 18	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> X	001/PARK DEPARTM/0017023/REC PROG INS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tue 18			0.00	N/A
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> X	001/PARK DEPARTM/0017023/REC PROG INS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tue 18			0.00	
Day Total:								0.00	0.00		
WED 19	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> X	001/PARK DEPARTM/0017023/REC PROG INS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wed 19			0.00	N/A
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> X	001/PARK DEPARTM/0017023/REC PROG INS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wed 19			0.00	
Day Total:								0.00	0.00		
THU 20	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> X	001/PARK DEPARTM/0017023/REC PROG INS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thu 20			0.00	N/A
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> X	001/PARK DEPARTM/0017023/REC PROG INS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thu 20			0.00	
Day Total:								0.00	0.00		
FRI 21	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> X	001/PARK DEPARTM/0017023/REC PROG INS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fri 21			0.00	N/A
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> X	001/PARK DEPARTM/0017023/REC PROG INS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fri 21			0.00	
Day Total:								0.00	0.00		

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

DATE			LABOR LEVEL	
SUN 16			001/PARK DEPARTM/0017024/LIFEGUARD	
			001/PARK DEPARTM/0017024/LIFEGUARD	
MON 17			001/PARK DEPARTM/0017024/LIFEGUARD	
			001/PARK DEPARTM/0017024/LIFEGUARD	
TUE 18			001/PARK DEPARTM/0017024/WSI	
			001/PARK DEPARTM/0017024/LIFEGUARD	
WED 19			106/PARK DEPARTM/1067029/WSI PRV LS	
			001/PARK DEPARTM/0017024/LIFEGUARD	
THU 20			001/PARK DEPARTM/A4003210/LFGUARD BOE	
			001/PARK DEPARTM/0017024/LIFEGUARD	



### 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

# 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?