Kronos- How to Enter Extra Duty-Employee Instructions

Web Clock Entry – the web clock is located on your Kronos dashboard on your computer.

④ My Timesheet		
	Friday, Jul 30	
	10:35 AM	
	[CDT]	
	You clocked in at 07:59an	1
ی Clock In	Clock Out	↔ Extra Duty

Go to Home screen in Kronos

Go to your web clock and choose Extra Duty

You will choose the appropriate School/Department from the browse choices

You will choose the appropriate Extra Pay category from the browse choices

Change Cost Center	×
School/Department *	
INFORMATION TECHNOLOGY	•
Extra Pay	
Technology System Support	-

Click OK

Your clock in time will now be recorded



When you have finished work, clock out.



Time Clock Entry- employee's will need to use their District badge to enter extra duty from a timeclock

At the timeclock press the Job Transfer button and swipe your ID badge



Choose the school or department you are working for from the dropdown list. If you don't see your location right away use the arrow on the screen to scroll down to your choice.

Choose the Extra Duty type from the dropdown list. Please carefully read the options and scroll down using the arrow to the right until you find the correct choice.

Extra Duty	
SS program ES Elementary Summer Program	
SS program EXT Extended School Year	
SS program HDR High School Drivers Ed	4
SS program HS High School Summer Program	
90 monram M9	
	SS program ES Elementary Summer Program SS program EXT Extended School Year SS program HDR High School Drivers Ed SS program HS High School Summer Program SS program MS

Submit. The punch in will now be populated on your timesheet.

Clock out as normal when you have finished working.