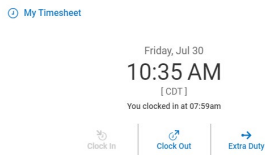**Kronos- How to Enter Extra Duty-Employee Instructions**

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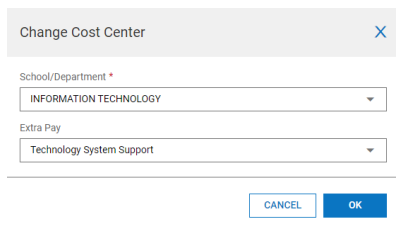

Go to Home screen in Kronos

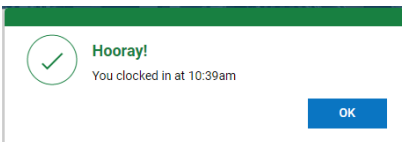Go to your web clock and choose Extra Duty

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

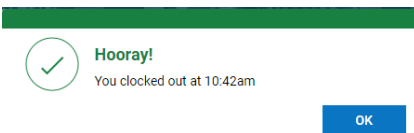You will choose the appropriate Extra Pay category from the browse choices

Click OK

Your clock in time will now be recorded
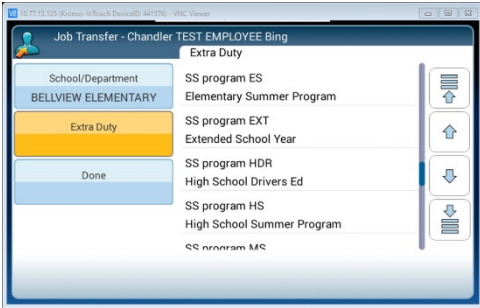

When you have finished work, clock out.

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.

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

Clock out as normal when you have finished working.