

Time Clock Instructions when you work a **different job**:

To Punch In: select **Punch In with List** (top row, 2nd from left blue button)

Enter **6 digit ID#** (Badge#)

Verify your name at the top of the screen asking for your PIN

PIN# is 6 digit ID#

Select: *The Job/Duty you will be working*

Submit

Your name appears (briefly) in the bottom left corner (at the top it says Accepted your clock in)

Select: **Punch Out** to punch out

Enter **6 digit ID #** (Badge #)

Your name should appear (briefly) in the bottom left corner stating you've clocked out

Time Clock Locations
Bent (Ipad) (Main Office)
BHS (Custodial Area)
BHS (Employee Lunchroom)
BHS (Main Office)
BJHS (custodial area)
BJHS (Employee Lunchroom)
Colton St Warehouse
ESC (back door)
Irving (Main Office)
Oakland (Main Office)
Raymond (Main Office)
Sheridan (Main Office)
Stevenson (Main Office)
Washington (Main Office)

Time Clock via **Computer** Instructions when you work a different job:

On the District 87 website: Under: FOR STAFF
Kronos Time Clock System

Username: **lastname.6 digit ID#** (not case sensitive) i.e. Smith.109999

Password: your password (The first time you log in see Kronos first time Log In Instructions)

- Verify your name in the upper-right corner of the screen.

To **Punch In**: select **Change Duty** Icon
select the job you are going to be working

Replies: ✓ **Punch Saved**

Log Out

To **Punch Out**: select **Clock Out** Icon

Replies: ✓ **Punch Saved**

Log Out