Punching - Substitute Teacher



Punching - Interim Substitute Teacher

PUNCHING IN

<u>STEP 1</u>

Press the Blue Interim Substitute Teacher Button On the Right Side of the Clock.

STEP 2

- If your <u>Interim Position #</u> <u>is Displayed</u>, Press the Enter Button,

Or

- <u>Press the CLR Button to</u> <u>Erase # Displayed</u> & Enter your <u>Interim Substitute</u> <u>Teacher Position #</u>, & Press the Enter Button, Or

- Press the Blue List Button to display All Position #'s & Select Your Interim Position # , & Press the Enter Button.

<u>STEP 3</u>

Enter Your Personnel # in the <u>Enter Badge Field</u> & Press the Enter Button

STEP 4

Insert Finger for Biometric Verification (if prompted to do so) & Hold Finger Down Until "Punch Accepted" is Shown in the Clock Window.



bioscrypt on board

KRONOS

PUNCHING OUT

<u>STEP 1</u> Enter your Personnel Number

STEP 2 Press the Enter Button

STEP 3

Insert Finger for Biometric Verification (if prompted to do so) & Hold Finger Down Until "Punch Accepted" is Shown in the Clock Window.

Simple Punch – Pool Sub

KRONOS* **PUNCHING IN** 3.14PM Wed Sep-21-2005 Enter Personnel Number and Press Enter STEP 1 Substitute Teacher Work Order Entry Enter your Personnel # Secondary Position Manager Login View Timecard Interim Substitute Teacher **STEP 2** View Schedule More **Press the Enter Button** STEP 3 **Insert Finger for Biometric Verification (if** prompted to do so) & Hold Finger Down Until "Punch Accepted" is Shown in the Clock Window.

PUNCHING OUT

<u>STEP 1</u> Enter your Personnel #

STEP 2 Press the Enter Button

STEP 3

KRONOS'

Insert Finger for Biometric Verification (if prompted to do so) & Hold Finger Down Until "Punch Accepted" is Shown On Clock Window.