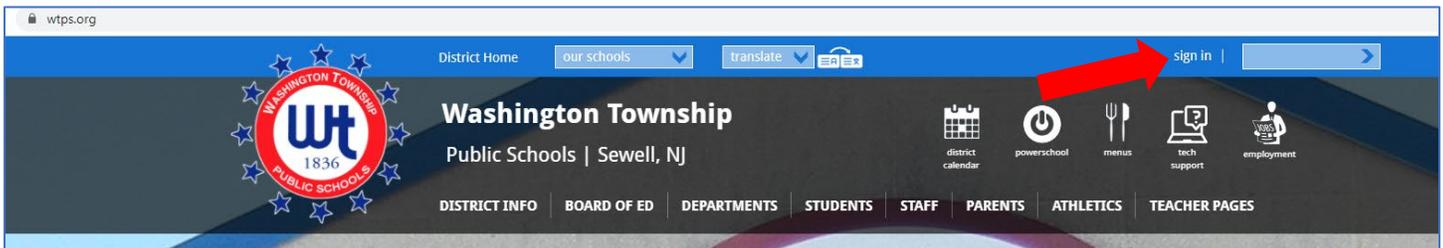


Kronos Workforce Ready for the Washington Township Public Schools

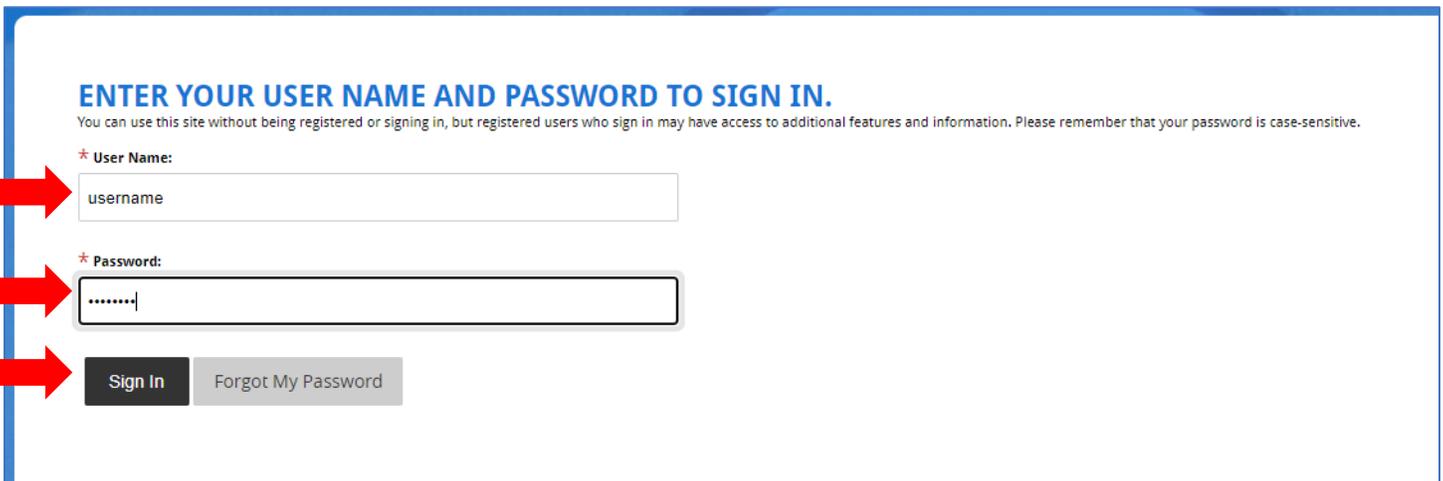


The Washington Township Public Schools recently adopted the Kronos Workforce Ready system, which employees will use to clock in and out of work and much more. This guide will explain how to clock in and out of the Kronos application via your laptop or desktop.

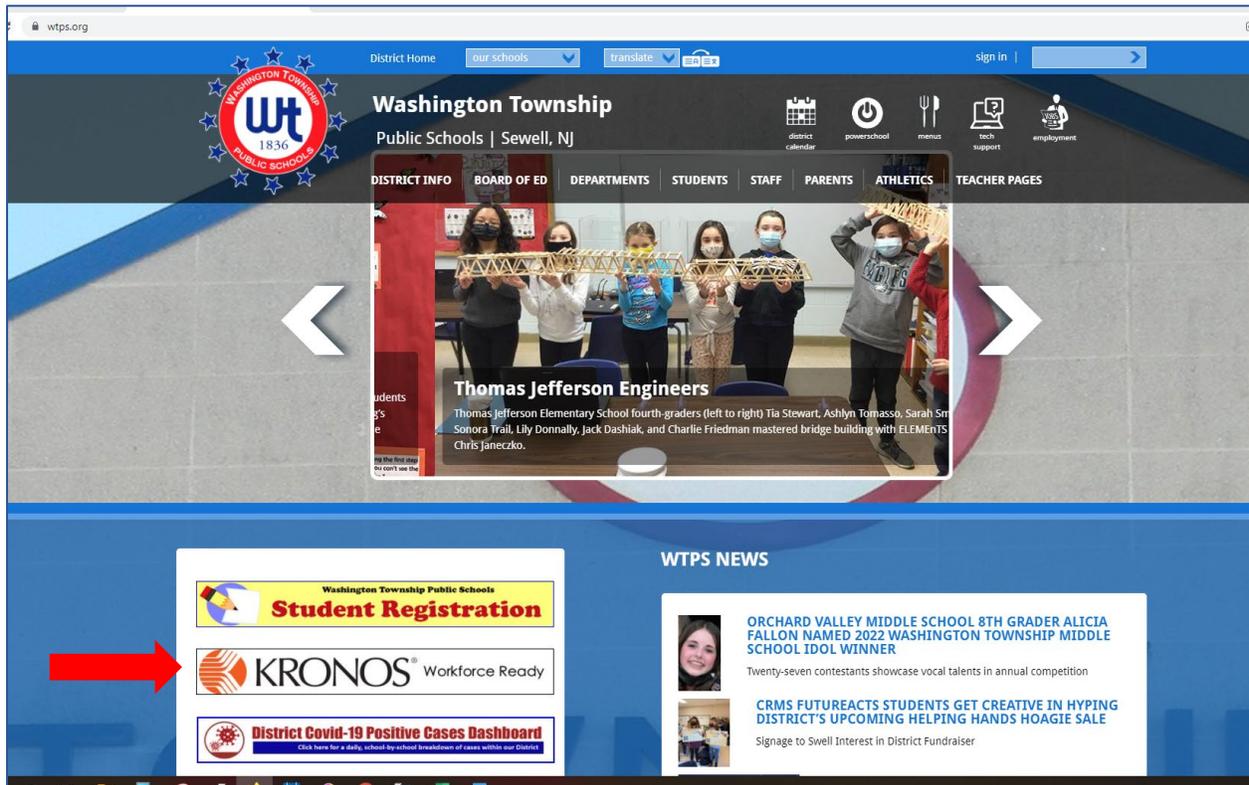
To log into Kronos, all employees must first be logged into our District website. Go to www.wtps.org, and then click on the "Sign in" prompt at the top of the page.



Log into the District website by entering your WTPS username and password and then clicking on Sign In.



To access Kronos, you can scroll down slightly to the large Kronos logo on the left-hand side of the District home page. Click on the logo to take you to the Kronos login page.



Next, click on the Kronos Workforce Ready Login Page link.

HOME / STAFF Kronos

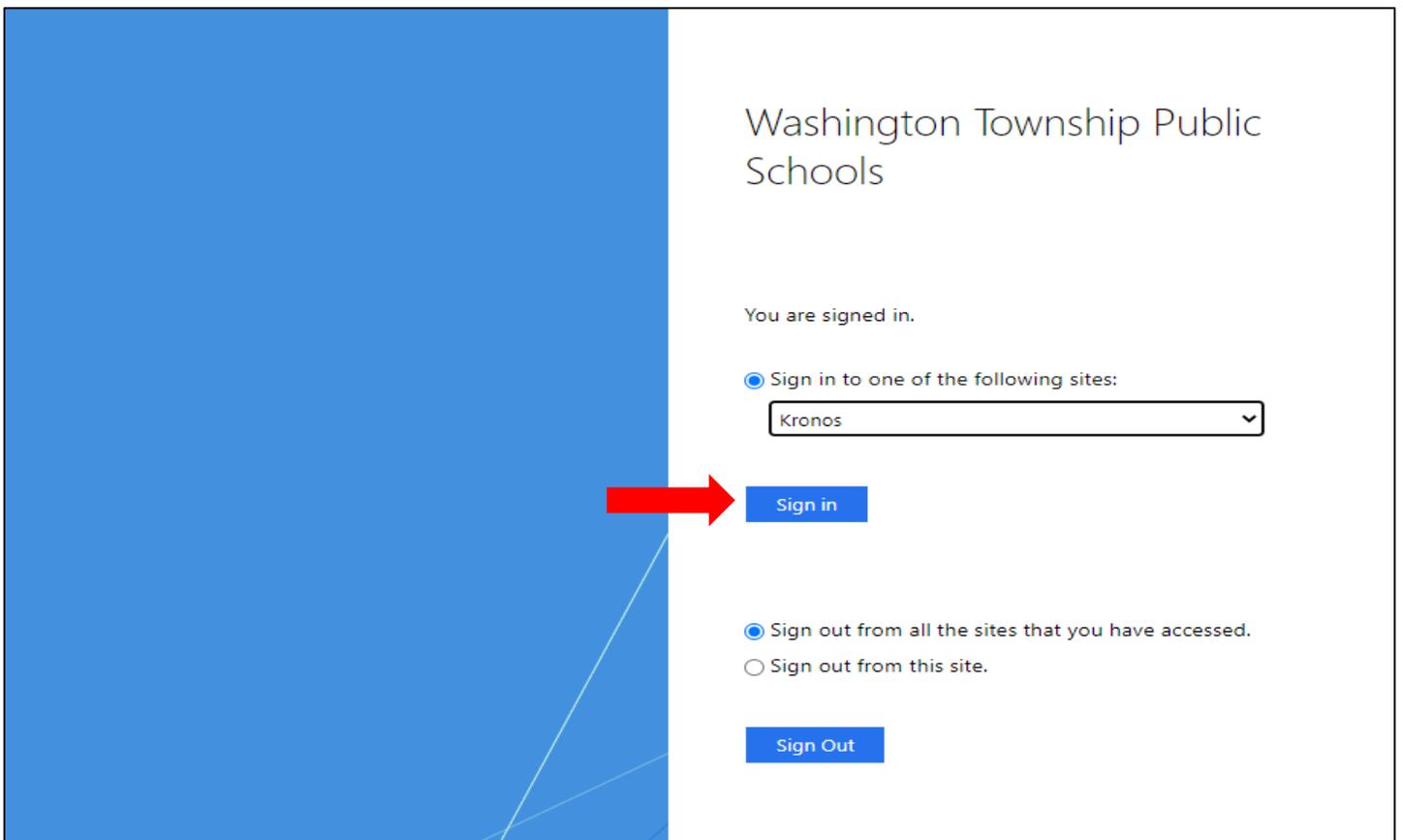
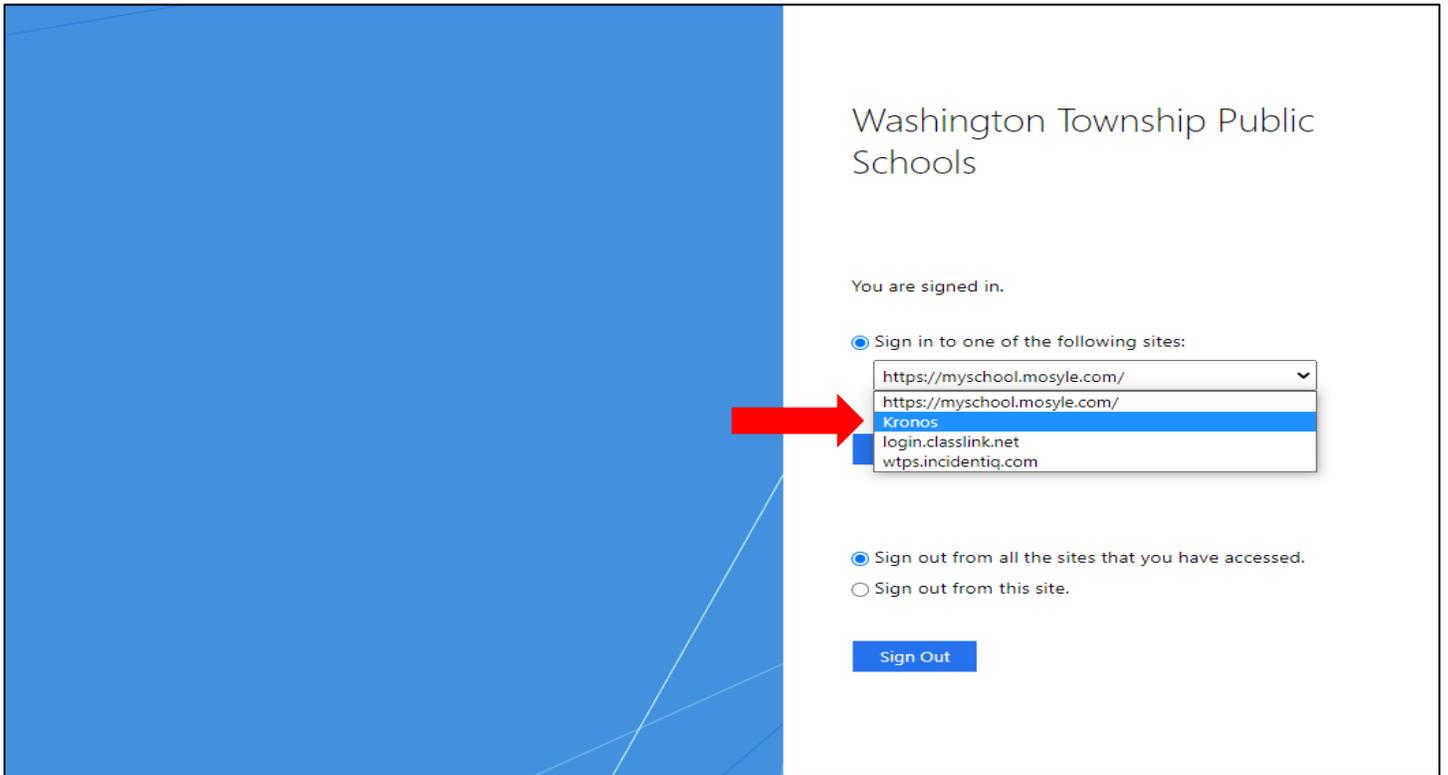


Kronos WorkForce Ready Links & Documentation

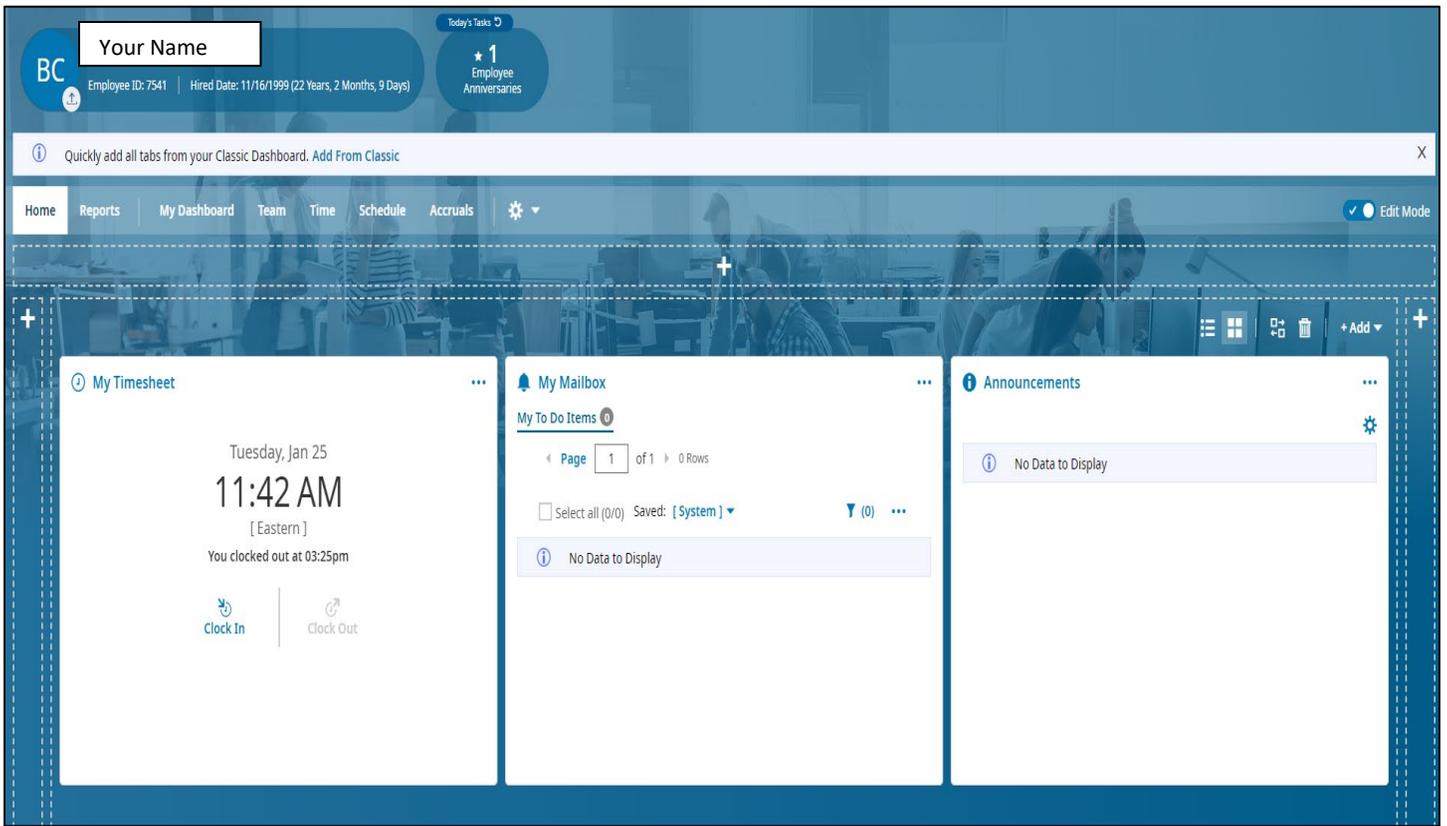
[Kronos Workforce Ready Login Page](#) ←

To log into Kronos Workforce Ready, click the link above. On the next page click the button that says Sign in to one of the following sites. Use the dropdown box to select Kronos, then click sign in. ON the sign in page, enter your district username and password (jdoe@wtps.org - password1234) and click sign in.

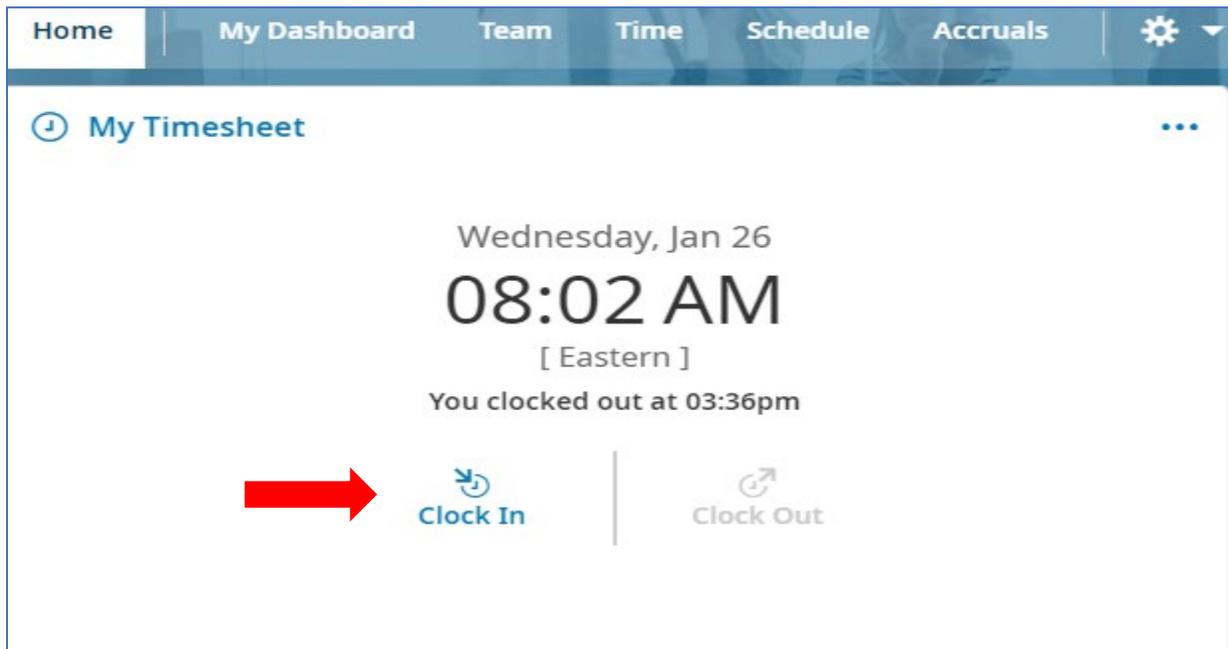
From the sign-in page, use the dropdown box to select "Kronos." Then click Sign In.



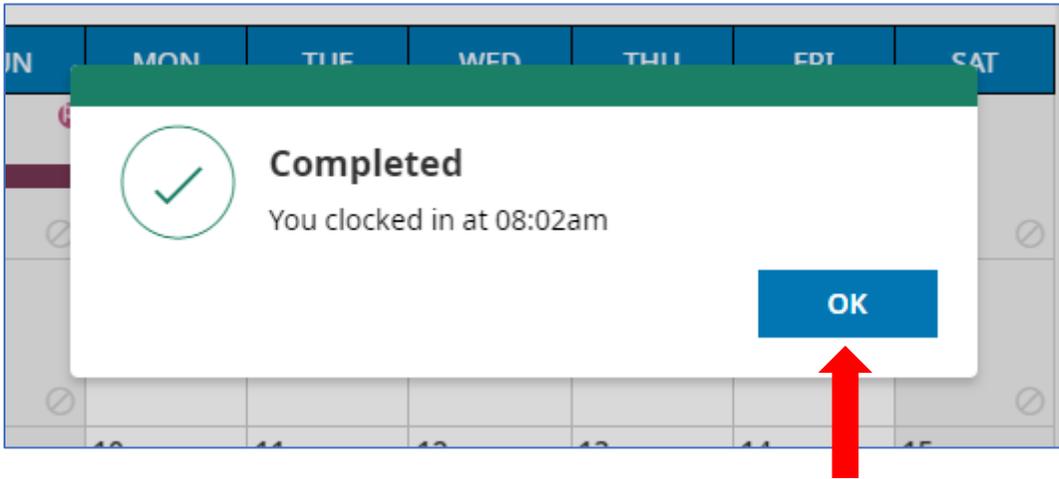
This brings you to your Kronos Workforce Ready Home page.



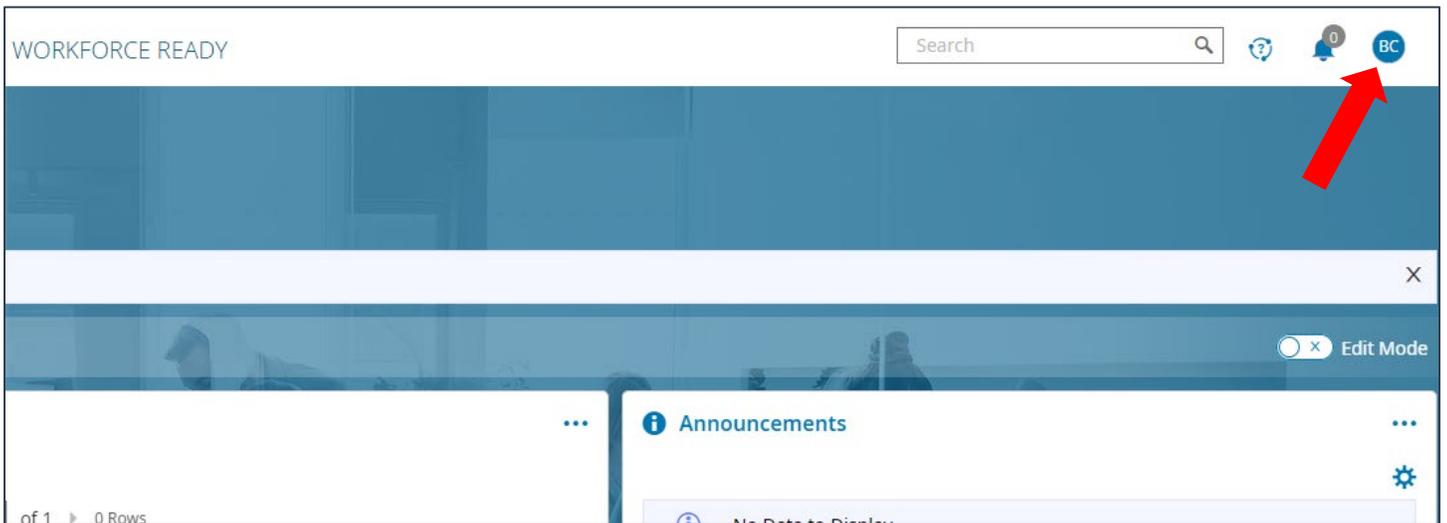
You will see a time clock on the left-hand side of the screen. Click on “Clock In” to start your workday or if you are returning after having left the building during the course of the day (lunch, travel between buildings, etc).



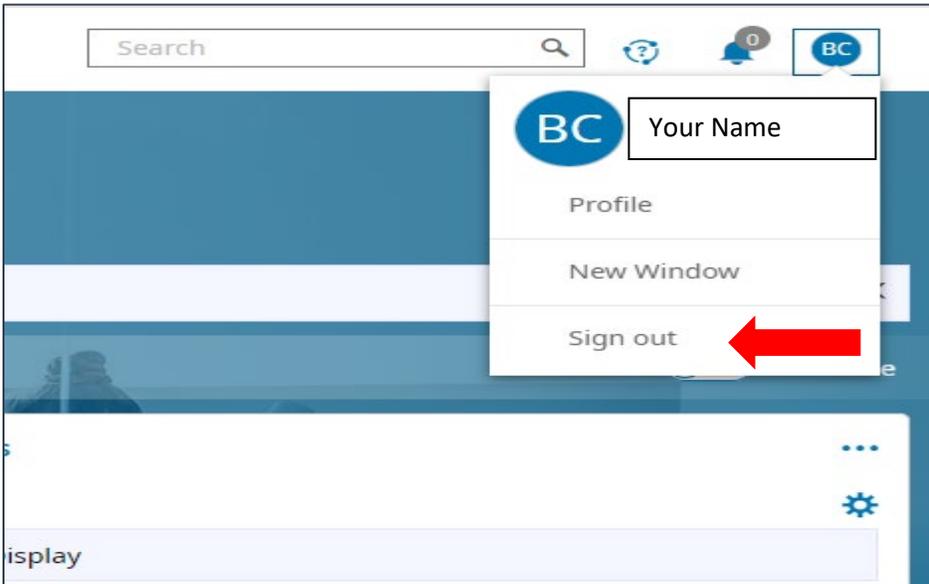
A popup window will appear confirming the time you clocked in. Click OK.



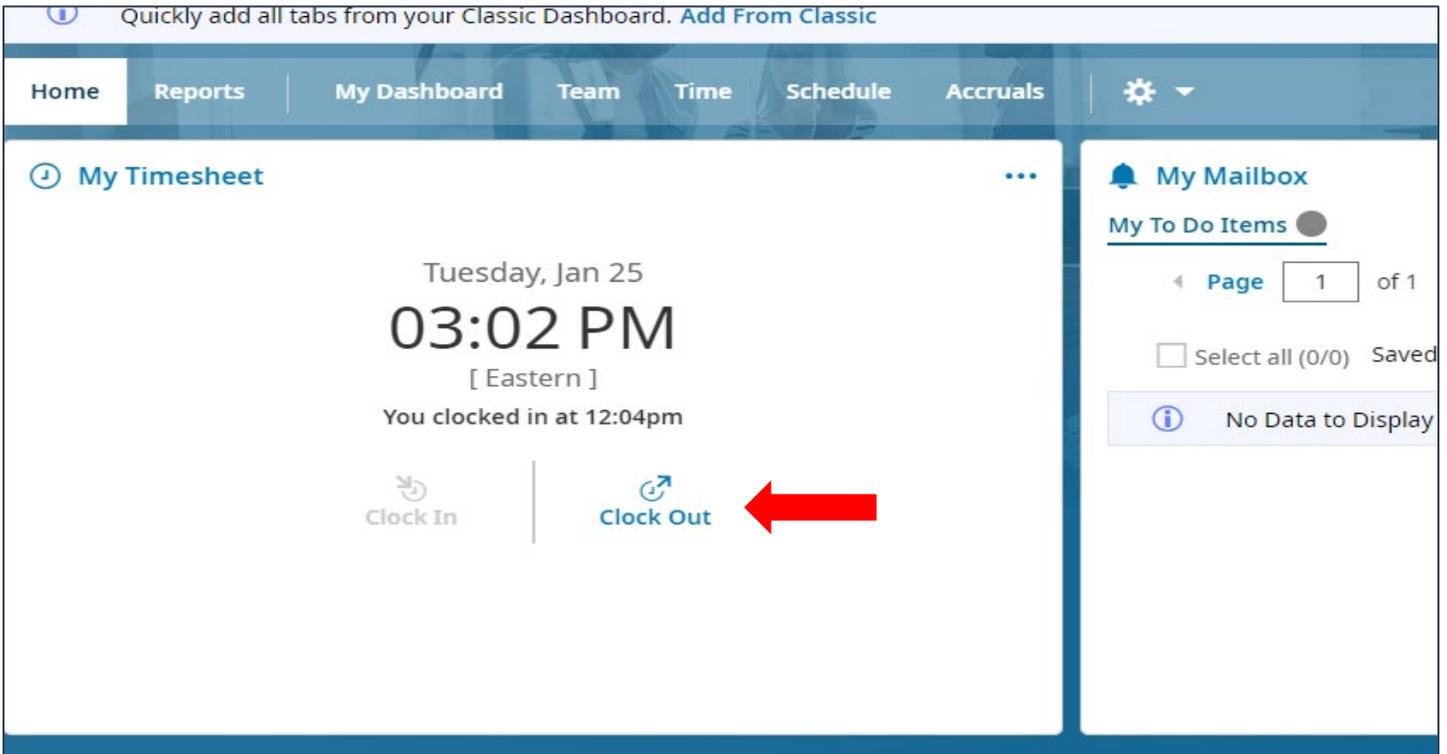
You can now logout of the system. Click on the circle with your initials located in the upper right-hand corner.



You'll get a drop-down box. Click on Sign Out.



When your workday has ended, or you are leaving the building, you will log back into Kronos and click on Clock Out.



If you require additional assistance, please contact humanresources@wtps.org