

Using the Kronos Self-Service Portal

To clock in our clock out through the Kronos Self-Service Portal on your computer, you must be connected to the District's network directly or via an approved VPN connection.

FIRST-TIME USERS:

1. Go to: <http://10.240.10.32:50080/timekeeper/clw0044?scrdbcoid=FILE52>
2. Enter your 8-digit ID number and create a Pin that is between 4 to 8 characters long. Then click the right arrow.

KRONOS®

Kronos iSeries Central - Employee Self Service® Version 7.0.15

Server Date 03/20/20 FRIDAY 9:30:26 AM

ID
11111111

PIN (if required)
.....

Forgot your PIN?

English Français Español

3. For added security, you will be prompted to add two (2) security questions. After selecting your questions, enter your answers and click "Save".

Security Question

Save 3 Off

To help verify your identity if you forget your password, please choose and answer the following security questions.

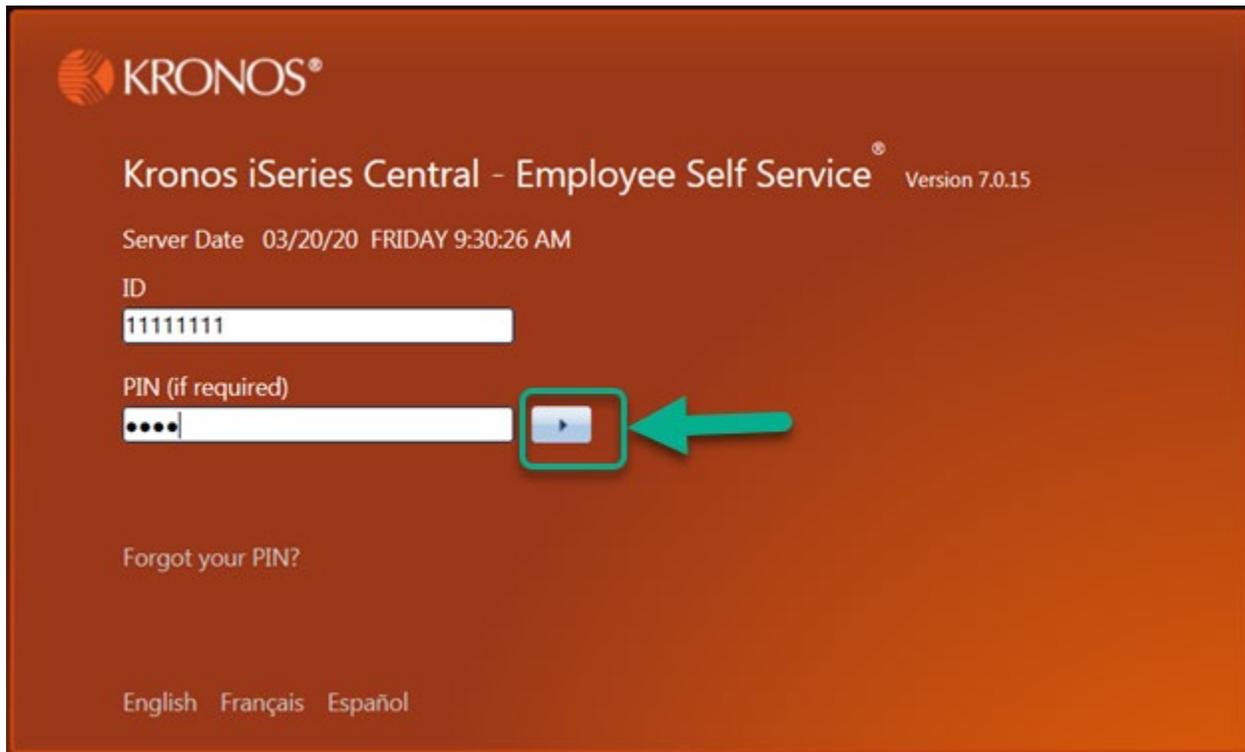
ID 010021292

QUESTIONS	ANSWERS
What is your best friend's first name?	
In what city was your mother born?	

4. You can now use the Self-Service Portal to clock in and clock out. Follow the steps below.

RETURNING USERS:

1. Go to: <http://10.240.10.32:50080/timekeeper/clw0044?scrdbcoid=FILE52>
2. Enter your 8-digit ID number and your PIN. Then click the right arrow.



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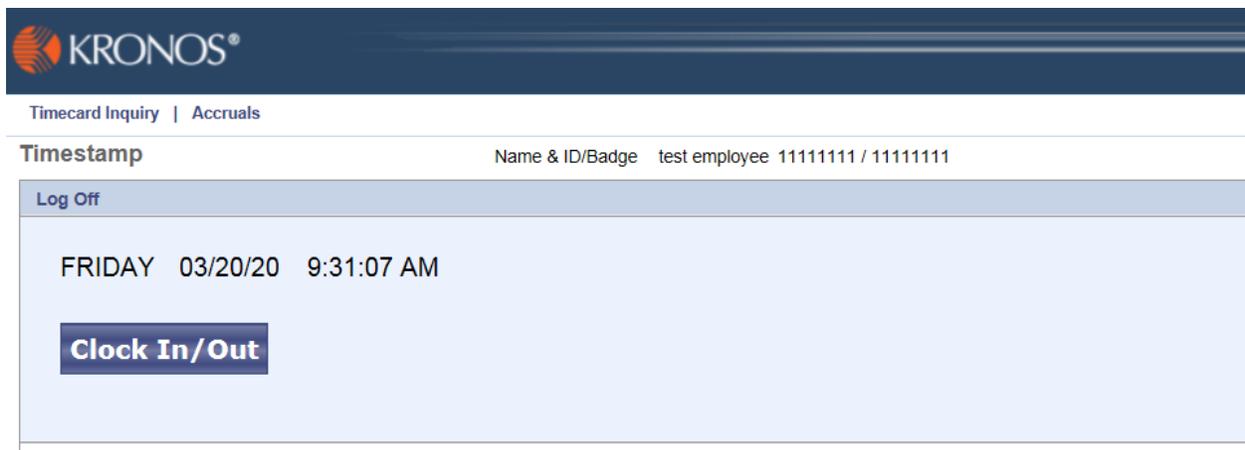
ID
11111111

PIN (if required)
●●●●

Forgot your PIN?

English Français Español

3. On the following screen, click the “Clock In/Out” button. If it is the beginning of your scheduled workday, you will be clocked in. If it is the end of your scheduled workday, you will be clocked out.



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Timecard Inquiry | Accruals

Timestamp Name & ID/Badge test employee 11111111 / 11111111

Log Off

FRIDAY 03/20/20 9:31:07 AM

Clock In/Out