



Talent Management Division
Substitute Services Department

Fort Worth Independent School District

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OFFICE 817-814-2780 | www.fwisd.org

INDEPENDENT SCHOOL DISTRICT

KRONOS FREQUENTLY ASKED QUESTIONS

How do I access Kronos on a computer?

- <http://fwisd.kronos.net/wfc/navigator/logon>

Who needs to clock in and out?

- Non-exempt employees who are eligible for overtime
- All exempt employees working an extra assignment after their normal job duties.
- Substitutes
- All retirees, regardless of exempt or non-exempt status.

How do I punch in and out at a Kronos clock?

left corner of the clock will flash **GREEN**.

What if my punch is not accepted?

- If the punch is not accepted, the indicator light (top left corner of the clock) will flash green. If you see the error message "error reading badge", please try your punch again. If you are unable to punch in at a clock after multiple attempts, please contact your supervisor.

What username and password do I use to login to Kronos on a computer?

- Employees will use their username (without @fwisd.org) and password to login to Kronos on a computer.

Do I need to clock out for lunch?

- No, you do not. Only your arrival punch and departure punch are required.

What should I do if I forgot to clock out?

- Should you miss a punch, please email us at Substitutes@fwisd.org. Please include your

employee id, job number for that day, and your missed time in your email.

What if I lost my badge?

- Please contact Talent Management at 817-814-2717 to inquire on how to obtain a replacement. Your first badge is complementary. Replacement badges are \$25.

Can my friend clock me in or out if I give them my badge?

- NO. this is against District Policy.

What happens if I clock in twice?

- The clocks will not accept duplicate punches within a two-minute span. After two minutes, the second punch will be captured as an out punch.
- Multiple punches using a computer will be captured as IN and OUT punches.

What if the clock is not working?

- You will be able to log in to Kronos via a computer and submit your punch.

I am a substitute, why is there a schedule on my time card and why is it different on some days?

- Substitutes will have the schedule of the employee or job number they are working for applied to the time card.