KRONOS®

Workforce Ready

Employee Training

Seasonal & Temporary Employee

Time Clocks

THE CITY OF West Des Moines.

The Ws of Workforce Ready (WFR)

- **WHAT:** WFR is the City of West Des Moines' new HR, payroll and time and labor management (TLM) system. WFR will be replacing the current Highline/NextGen/ePersonality system.

- **WHY:** The project was undertaken to convert many of the city's manual processes to an electronic, more paperless system. One of the primary reasons the city has undertaken this transition is to ensure all employees are paid accurately for the work they perform. Another benefit is expected to be significant cost savings over time by eliminating manual data entry, while also reducing payroll errors. Currently payroll is a paper process that flows through each department's "timekeeper" into ePersonality to payroll. That paper process will be a thing of the past, as will other processes, e.g., performance reviews.

- **WHEN:** ***Important Dates to Know & Remember***
  - ***Citywide practice punching:*** March 23-July 26
  - ***Citywide go-live (all employees using WFR):*** Monday, July 27
    - ***First paycheck issued by WFR:*** Friday, August 14

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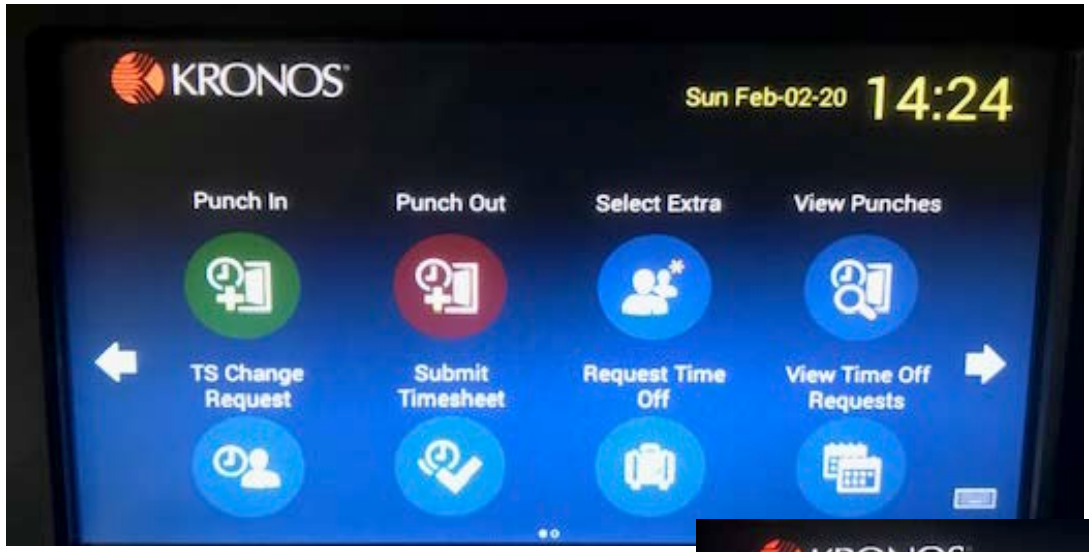
Using the InTouch Clock

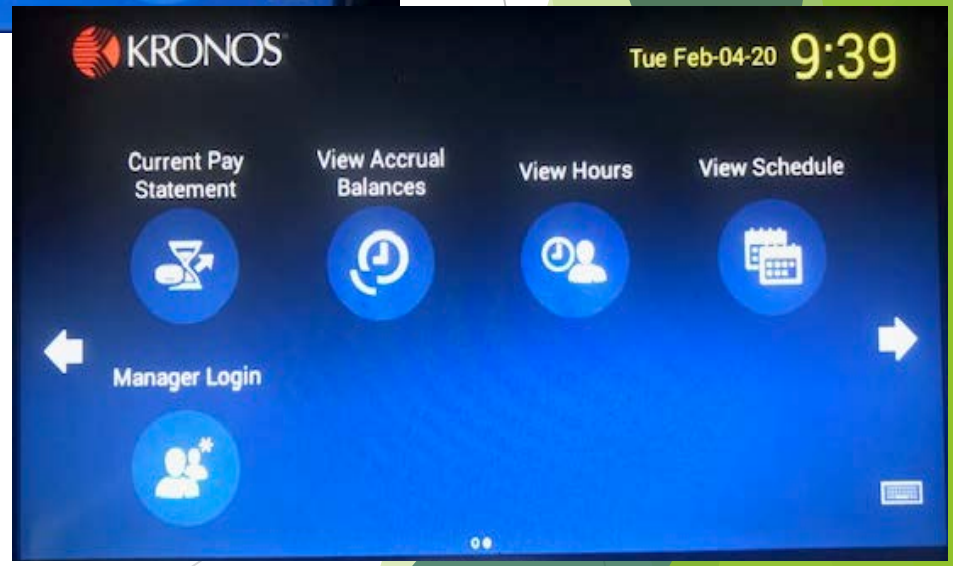
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InTouch Clock Functions

- These are the options that you will use as a seasonal/temporary employee from the time clock:
  - Punch In
  - Punch Out
  - Select Extra
  - View Punches
  - Timesheet Change Request
  - Submit Timesheet
  - Current Pay Statement
  - View Hours



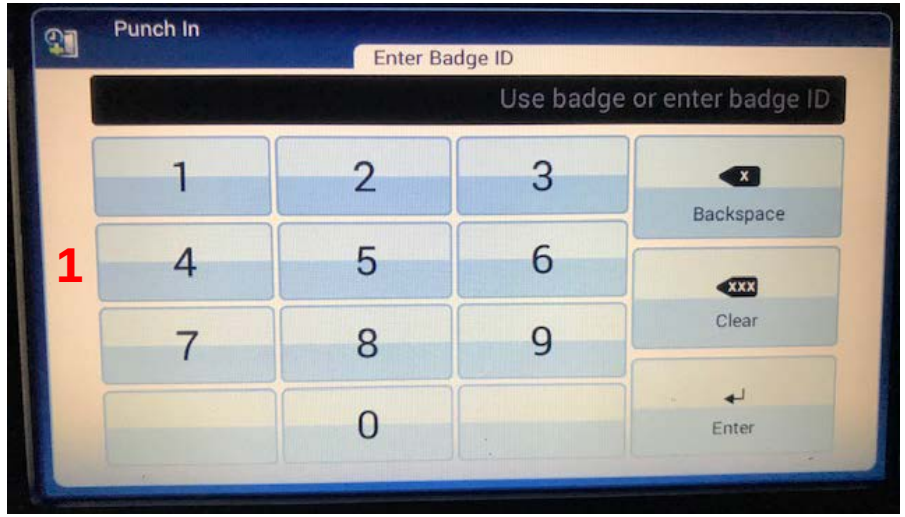


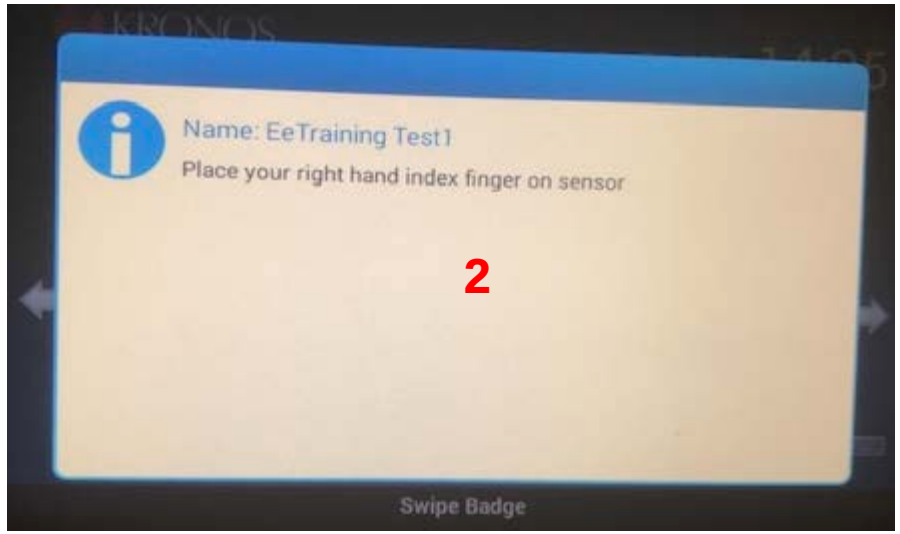
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Punch In & Out

- Punching in & out requires a 2-step verification
- **Step 1:** Enter your 6-digit Employee ID number
- **Step 2:** When prompted use the biometric scanner on the top of the clock





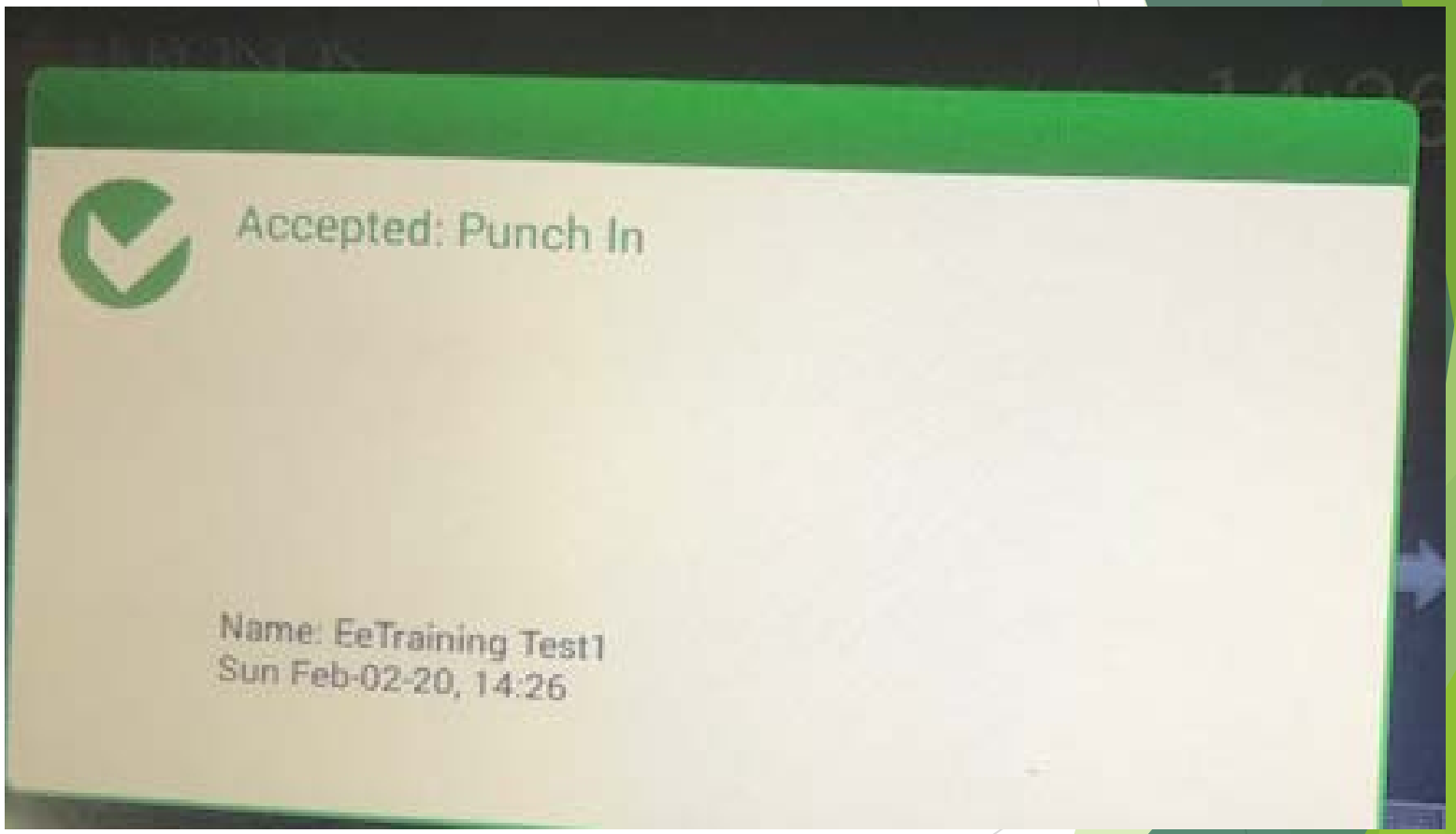


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Action Successful Confirmation

- Any actions you take at the clock will show you a green confirmation if what you did was successful
- If your action wasn't successful the prompt will be **red** instead of green



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Select Extra: Dept/Division

- Dept/Division: If you have multiple jobs in one or more departments, the system will default to your main job. If you are not working your default job, use Select Extra to change the Dept/Division cost center (no need to log out at first job if moving to another location). You will not need to punch in as Select Extra will punch you in for that shift.



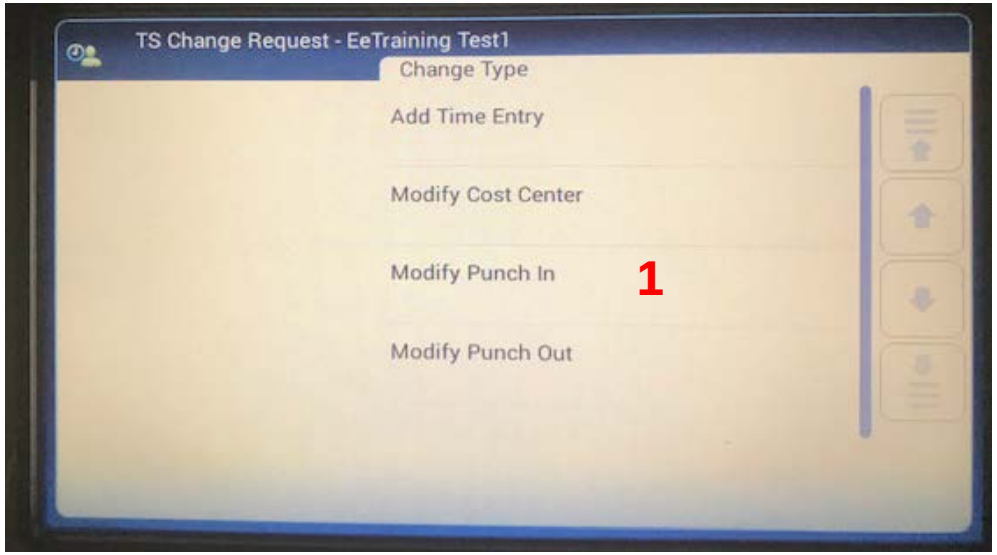
For example, if you are a pool manager and scorekeeper and your default job is scorekeeper, you will need to select "P&R Valley View Aquatic Center" under Dept/Division in order to be paid as a pool manager for that shift. If you are working as a scorekeeper, simply punch in as normal.

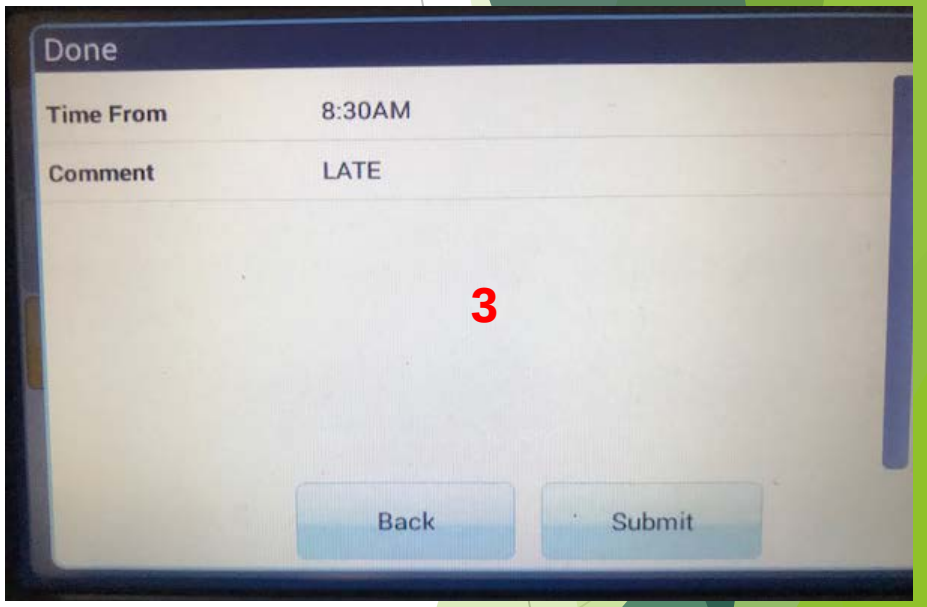
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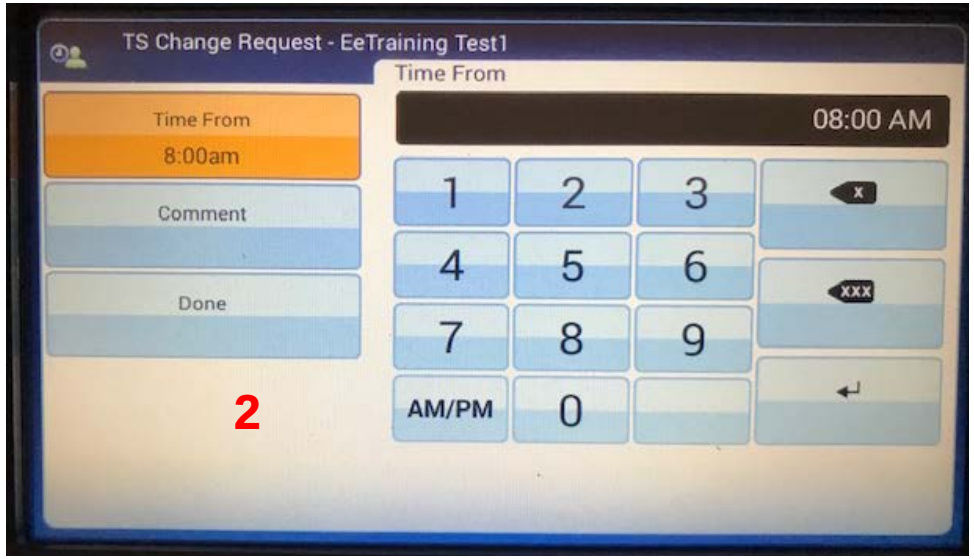
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Request a Timesheet Change

- **Step 1:** Choose the reason, e.g., Modify Punch In
- **Step 2:** Take the appropriate action on the next screen & click Done
- **Step 3:** Include a comment & click Submit





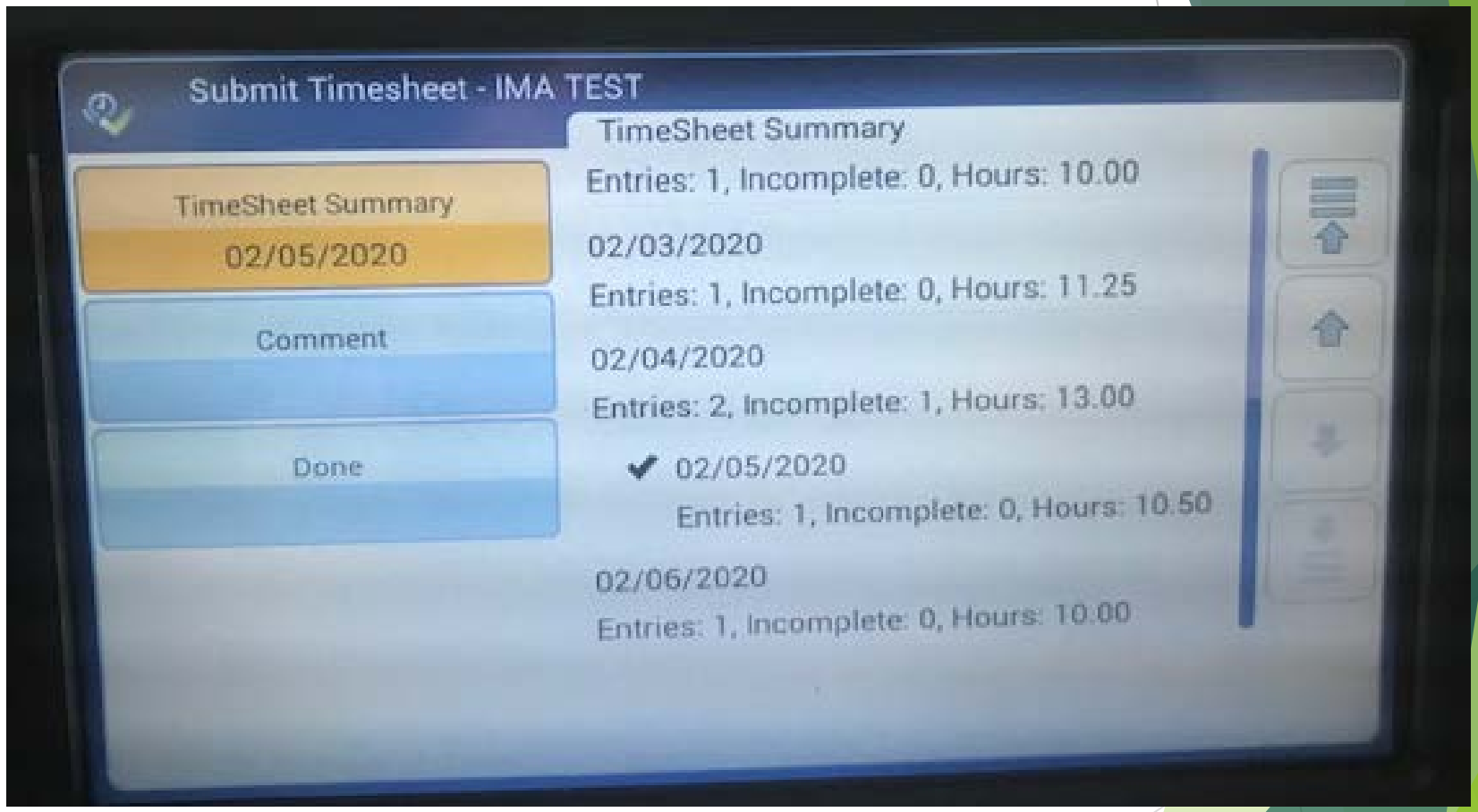


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Submit Your Timesheet

- **Step 1:** If you see any "Incomplete" entries, you'll have to submit a Timesheet Change Request first, which has to be approved before you submit your timesheet for approval
- **Step 2:** Review entries by clicking the date/entry bar
- **Step 3:** If everything looks good, click Done



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Next Steps

- Start using the Time Clock for every shift worked. You should have been enrolled during New Hire Orientation. Use Timesheet Change Requests to get all prior time worked in the pay period.

- Any questions or issues use our help email: **WFR_TimePayrollHelp@wdm.iowa.gov**

- If you are interested in using the website for access to paystubs, pay information, timesheet change requests, or other features, please watch this video: https://youtu.be/oLvRXI8Mmgs

- If you are interested in using the mobile app for all features other than punching in and out, see the following slide to set this up.

Important Dates to Know & Remember

- ***Citywide practice punching:*** March 23-July 26 (as available to work around COVID-19)
- ***Citywide go-live (all employees using WFR):*** *Monday,* July 27
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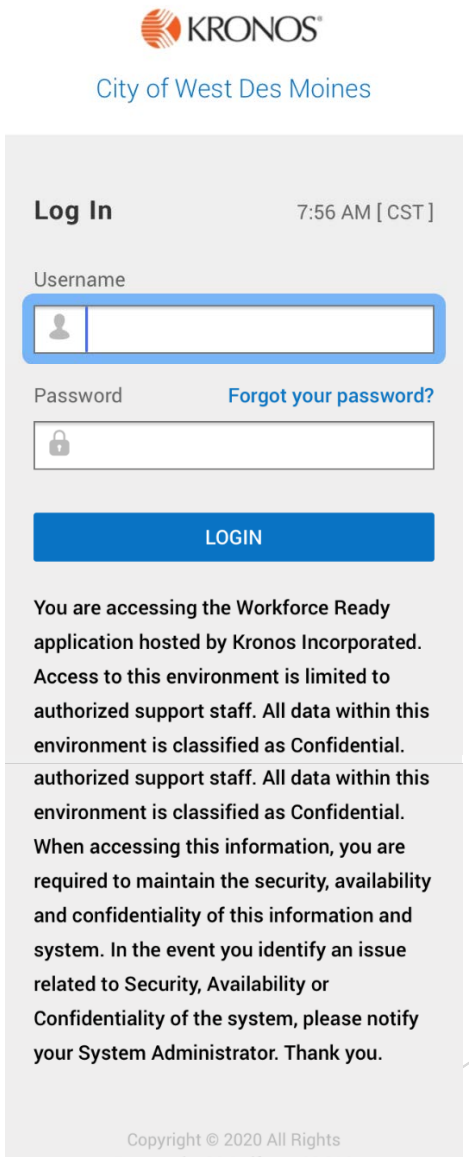
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Setting up the Mobile App

- Go to the app store for your device
- Find the app with the smallest logo (among apps that appear) & look for the blue background & cloud
- Follow the screen prompts
- You'll need your USERNAME, PASSWORD & Company ID/Code 6073685





IMPORTANT NOTE: Use of the mobile app for your job is at the discretion of your supervisor or department director.

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MyLearning: My Info > Help > MyLearning (Classic) > Employee > Accessing the Mobile App