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DATE: January 27, 2022
TO: All Kronos End-Users
FROM: Carmen Arrieta-Candelaria, Chief Financial Officer
Carmen Arrieta-Candelaria
SUBJECT: Kronos Restoration Update

Thank you all for your patience as we worked with the Ultimate Kronos Group (UKG) to restore the Kronos application. I am happy to report that the first phase of the restoration is complete and we are ready to accept punch transactions. Please find the details below:

1. **Beginning Saturday, January 29, 2022**, employees that normally record their time (clock in/out) should begin doing so using the Kronos Clock, Kronos Web Application or Kronos Mobile. **Note:** Kronos Mobile is geofenced and will only accept clock ins/outs on District property.
2. Employees will continue to use the Time Capture Application (TCA) to record their time through **January 28, 2022**. **Note:** Employees that work overnight on the 28th, will clock in on January 28th in TCA and clock out on January 29th in Kronos.
3. Punch transactions entered into TCA during the outage will be imported into Kronos during phase two of the restoration effort. **Timekeepers should not modify any punch transactions in Kronos until they have been instructed to do so by the Payroll department.**
4. Timekeepers are asked to remove the “stop” signs placed on the Kronos clock, at the close of Business on **January, 28, 2022**.

If you experience any difficulty recording your time in Kronos on January 29, 2022, please contact Business Systems on (817) 814-2270 or enter a Footprints Ticket (<https://help.fwisd.org>).

Thanks again for your support during this restoration effort. We look forward to serving you!