

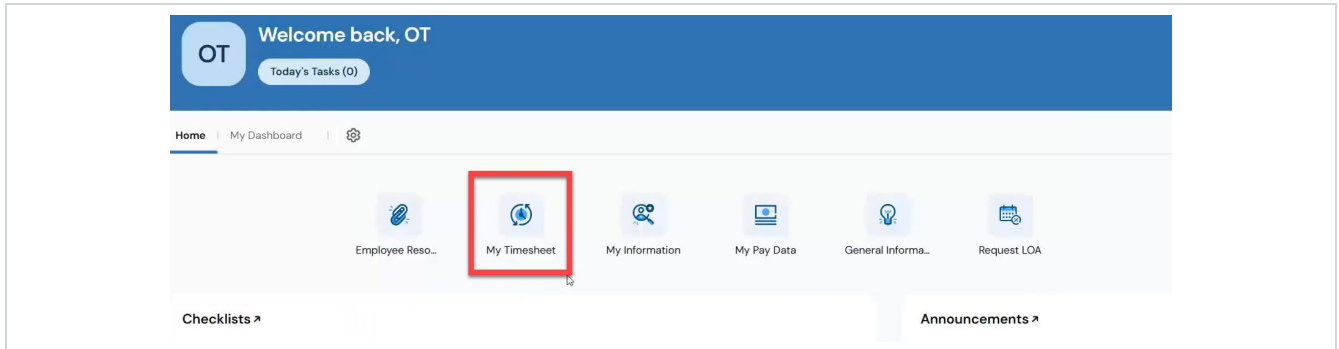
# Entering Supervision Hours in Kronos

## CF Mentors & SLPA Supervisors

*Supervision is entered once per month in Kronos as a single entry reflecting the total number of employees you supervised that month.*

### Step 1 Log In and Open Your Timesheet

Log in to Kronos and click My Timesheet from your Home screen.



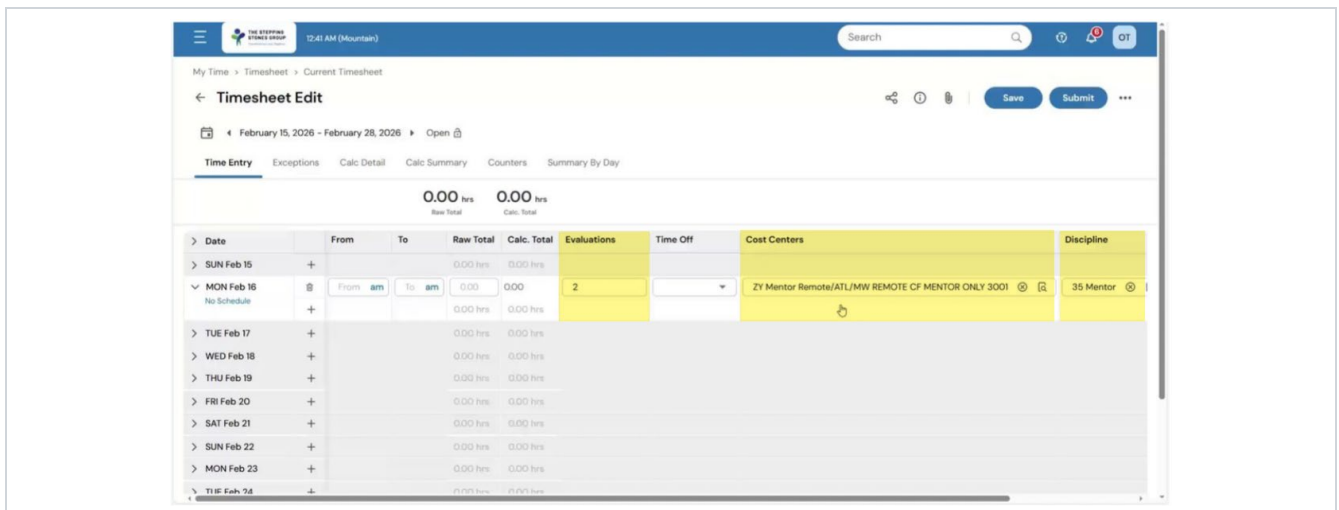
### Step 2 Open the Correct Pay Period

to the correct pay period. You can enter your supervision information on any one day within it — that date doesn't need to match when you actually visited or observed your supervisee, and you don't need to wait until the last day to submit.

### Step 3 Fill In the Highlighted Columns

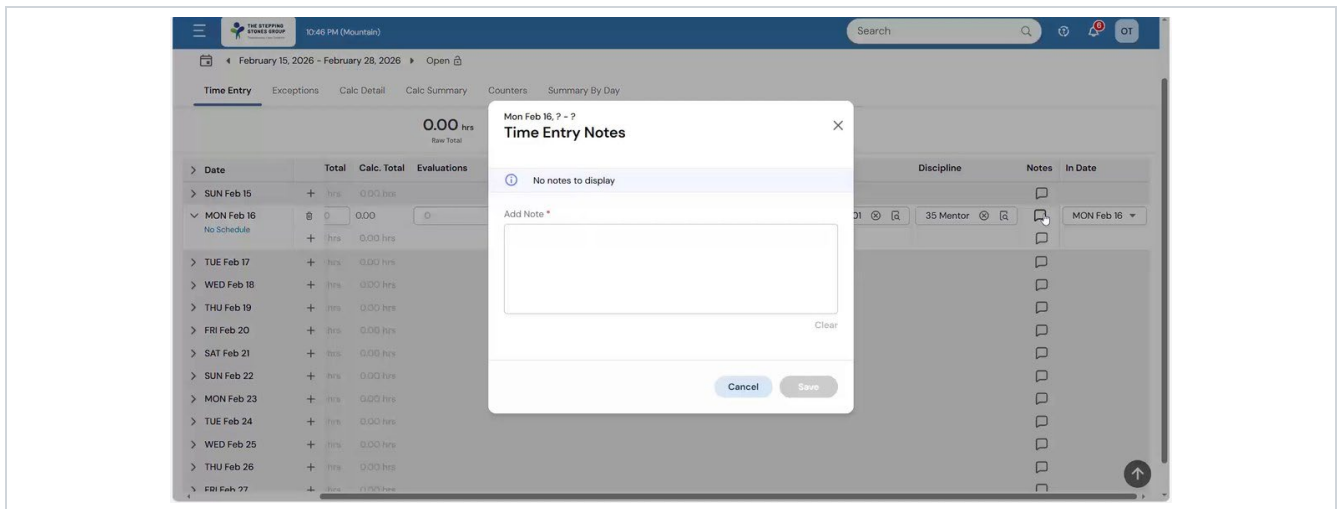
- **Supervision / Evaluations:** Only one of these columns will appear on your timesheet — they work the same way. Enter the total number of employees you supervised during the month in either column. No time is entered, and From/To stay empty.
- **Cost Center:** Confirm it matches your role:
  - CF Mentor: “ZY Mentor Remote/REMOTE CF MENTOR ONLY.”
  - SLPA Supervisor: “ZY Mentor Remote/REMOTE OTHER MENTOR ONLY.”
- **Discipline:** Confirm it shows “35 Mentor” (same for both roles).

If Cost Center or Discipline isn't already correct, click the magnifying glass icon and select the right option.



## Step 4 Add Supervisee Names

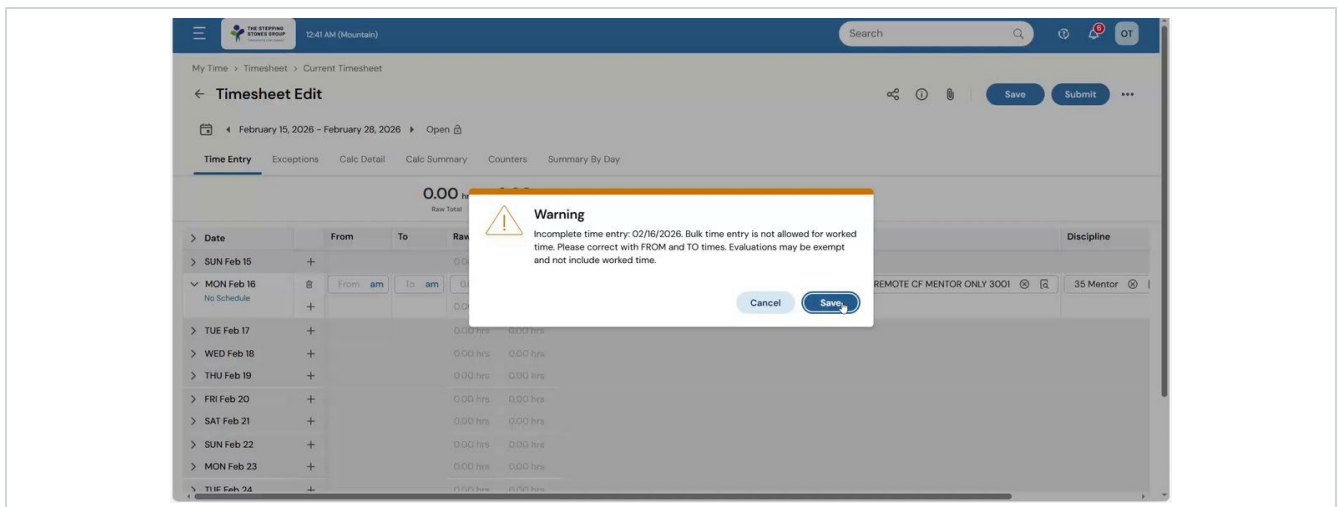
Click the chat bubble icon in the Notes column and list the names of everyone you supervised that month. The number of names must match the number you entered in Step 3.



*Note: If you serve as both a CF Mentor and an SLPA Supervisor, click the + icon to add a second line and repeat this step for the other role.*

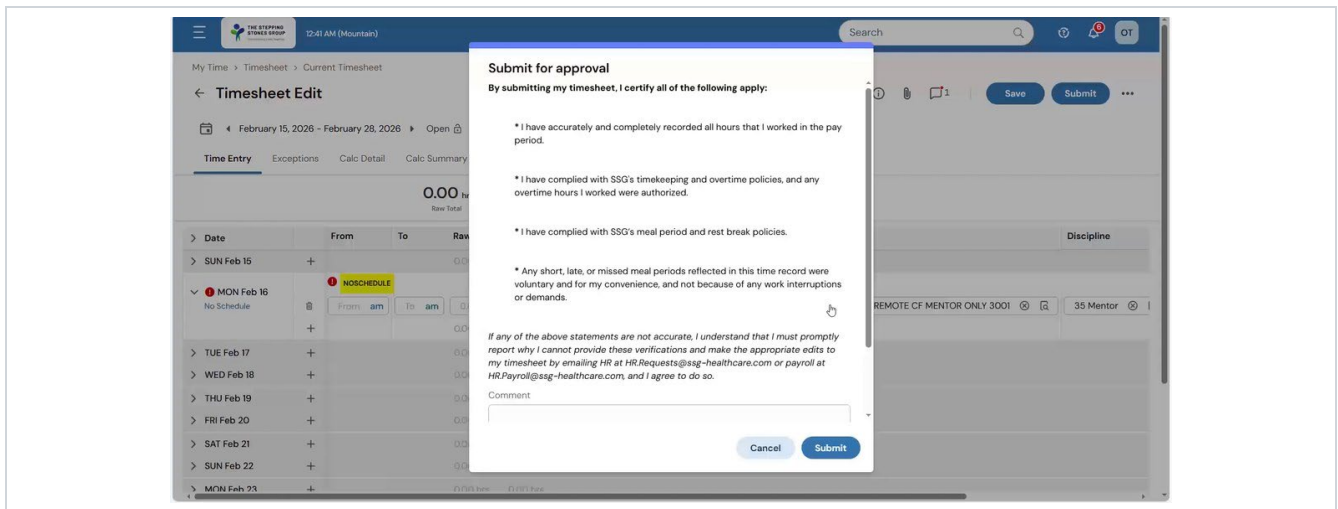
## Step 5 Save Your Entry

Click Save in the upper right corner. You'll see a warning about an incomplete time entry — this is expected for supervision entries. Click Save again to continue.



## Step 6 Submit and Confirm

If you have no other entries for the pay period, click Submit. In the confirmation window, read the certification statements, agree to them, then click Submit one final time.



### Key Takeaways

1. The From and To fields always stay empty for supervision entries.
2. The date you choose to enter your supervision information does not need to match the day you actually visited or observed your supervisee.
3. You'll see either a Supervision or an Evaluations column — never both.
4. Selecting the correct Cost Center is critical:
  - CF Mentor: "ZY Mentor Remote/REMOTE CF MENTOR ONLY."
  - SLPA Supervisor: "ZY Mentor Remote/REMOTE OTHER MENTOR ONLY."
5. Always list every supervisee's name in the Notes field — the number of names must match the number entered in either the Supervision/Evaluations column.
6. An "incomplete time entry" warning on Save is expected for supervision entries — click Save again to continue.
7. Supervision is entered once per month as a single total, not per session.