



Mobile County PUBLIC SCHOOLS

1 Magnum Pass | Mobile, Alabama 36618 | www.mcps.com | 251-221-4000

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February 12, 2014

Dear Substitute:

In an effort to comply with the Affordable Care Act law, Human Resources will be implementing attendance changes for all substitutes with Mobile County Public Schools. ***Effective March 6, 2014***, substitutes working this school year (2013-2014) will be required to clock in/out for attendance. Each substitute must be enrolled in the Kronos Time Management System before the effective date to qualify for SubFinder jobs.

To begin the enrollment process, you must report to one of the schools listed in the schedule below to be enrolled in the Kronos system. ***Please present your sub-card and a government issued photo id*** to the enrollment personnel at the school site. Refer to the schedule below of assigned school sites for enrollment.

Enrollment Schedule:

February 25	February 26	February 27	February 28
9:00am - 11:00am			
Theodore HS	Alma-Bryant HS	Human Resources Central Office 9:00am -11:00am And 2:00pm - 4:00pm	Human Resources Central Office 9:00am -11:00am And 2:00pm - 4:00pm
McDavid-Jones ES	Blount HS		
Leflore HS	Montgomery HS		
Calloway-Smith	Vigor HS		
Davidson HS	Baker HS		
Williamson HS	BC Rain HS		

The enrollment process consists of a primary and secondary finger biometric verification. Please make every effort to report to one of the schools listed above for Kronos enrollment. Makeup days are scheduled in Human Resources on February 27-28, 2014 only. Substitutes that do not enroll will be restricted from working as substitute. ***Substitutes must be scheduled in SubFinder for a job assignment prior to clocking in for attendance.***

Your assistance and cooperation is appreciated as we continue to comply with federal regulations. Any questions or concerns, please contact our office at 251-221-4500.

Sincerely,

Theda Rhodes
 Automated Human Resources Systems Manager