

# Recreation Worker on ARC – Accessing the RFW Work Requests Widget – v. 8.1.6

Recreation Workers on an Alternate Rate Continuous (ARC) without a role in Kronos will continue to access the RW Work Request widget as they do today.

Recreation Workers on an ARC, who have a role in Kronos (Scheduler, Timekeeper) must access the RW Work Request widget differently than a when working in their base as a Recreation Worker.

Log into Kronos as a Scheduler/Timekeeper:

1. Navigate to <http://insideto.toronto.ca/pfr/etime.htm>
2. Click on “LOGIN for Approvers, Schedulers, Timekeepers & Divisional Payroll Staff”
3. Log in using your Novell ID and password

**Note:** While you are on an ARC you will only be able to access Kronos from a City of Toronto Networked Computer, you will not be able to log in from home.

When you log in to Kronos, your default view will be based on your role. To access the Recreation Worker view, you will need to:

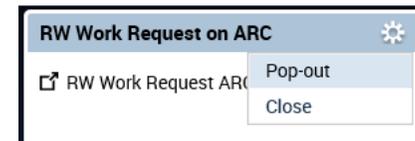
1. Select the + Tab symbol located beside the Scheduler Tab



2. After selecting the + Tab, click My Information



3. The RW Work Request on ARC will not be an available Widget. Select Pop-out to open it. Once opened you can submit requests.



**Note:** When your ARC ends, you will access Kronos at <https://jobs.toronto.ca/recreation/>, using your employee number and password that you created through the Self Service/Employee Remote Access process. If you have not completed the registration process for SS/ERA to access Kronos as a Recreation Worker you must do so. Learning materials can be found on the <https://jobs.toronto.ca/scheduling/>.

