


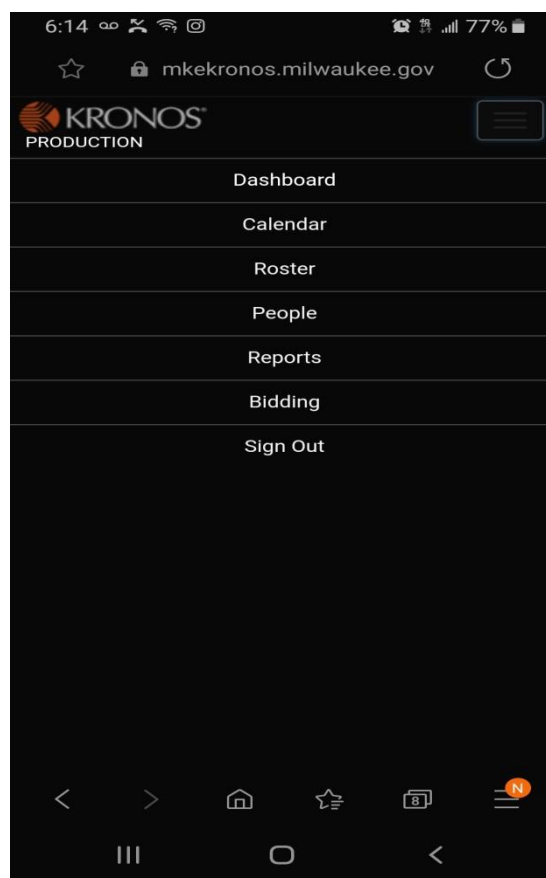
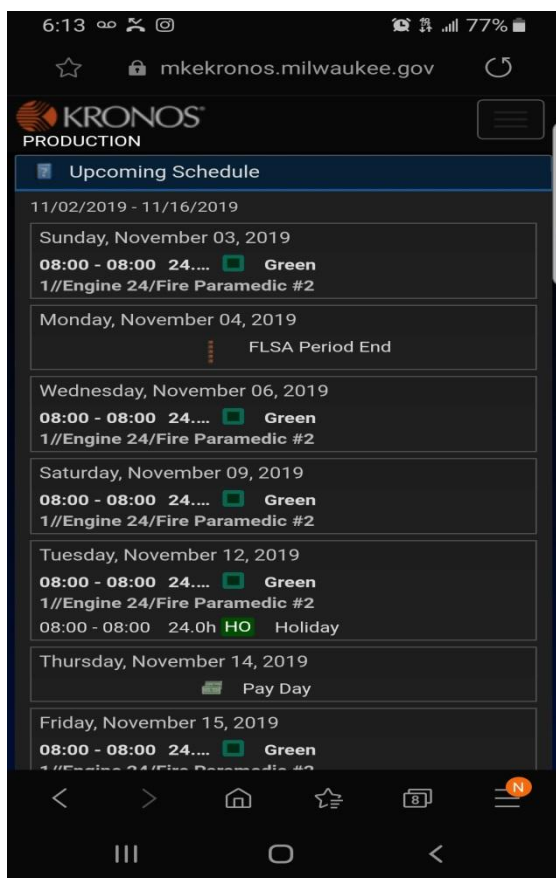
MFD all,

PO Scheduling begins November 4<sup>th</sup>, 2019. Refer to #NN 2019-35. There is some setup that must take place during the morning. PO scheduling will begin as soon as administratively possible. Each member will be notified when they are the active bidder. Workforce Telestaff is now web-based and will present in the same general format on whatever device utilized. The link below will take you to the login page. Your user name and password are the same as your department email username (minus the @milwaukee.gov) and your department email password.

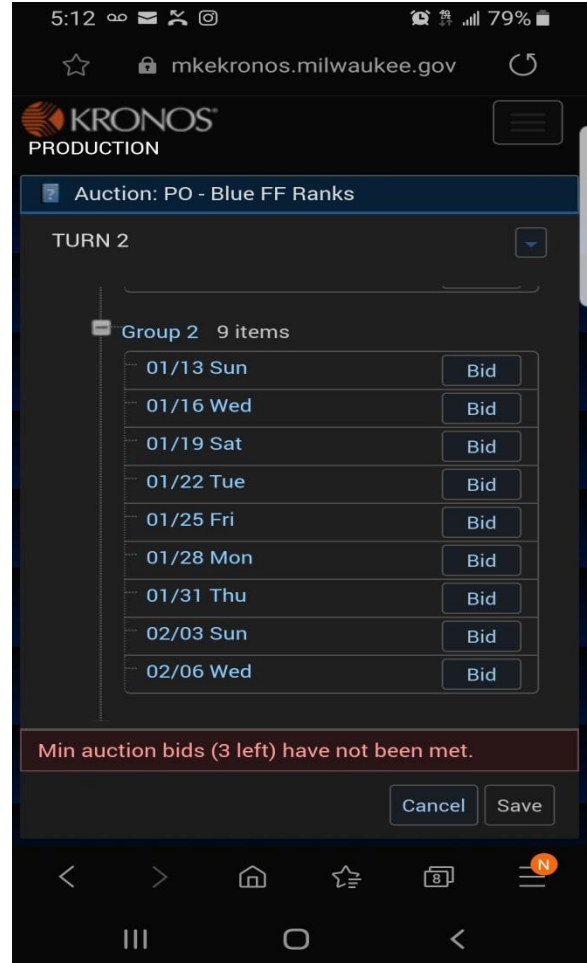
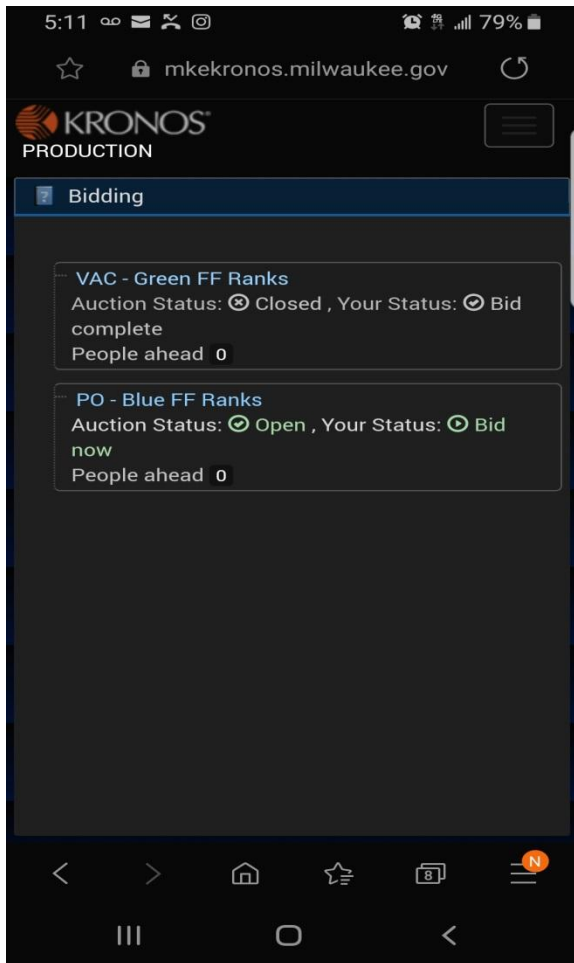
<https://mkekronos.milwaukee.gov>

## **From a Mobile Device:**

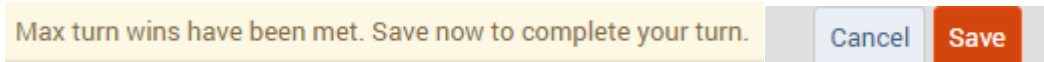
Once logged in, Telestaff opens to display the upcoming schedule page. Press the  button located in the top right corner. This will generate a list of user options. By selecting "Bidding", Telestaff navigates to the "Bidding Dashboard".



Select the PO bidding which will indicate your status within the auction. Make your selections as defined in the PO regulations (select three (3) days in the first round; select the remaining three (3) days in the second round.) by clicking on “BID”.



Once three (3) have been selected, the **Save** button becomes active.



Double check your selections, and once confirmed, click **Save**.