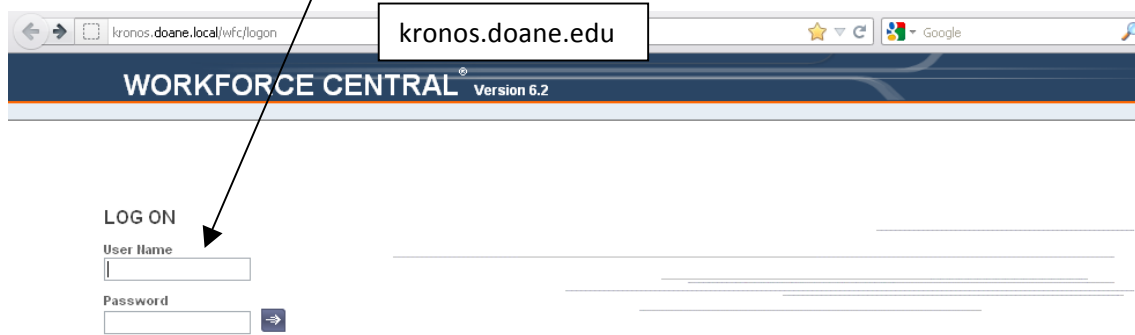
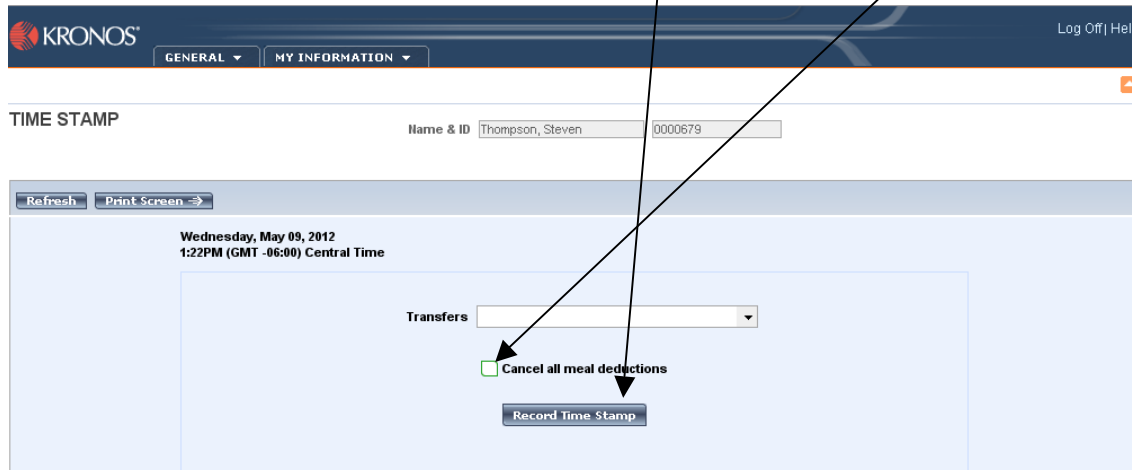


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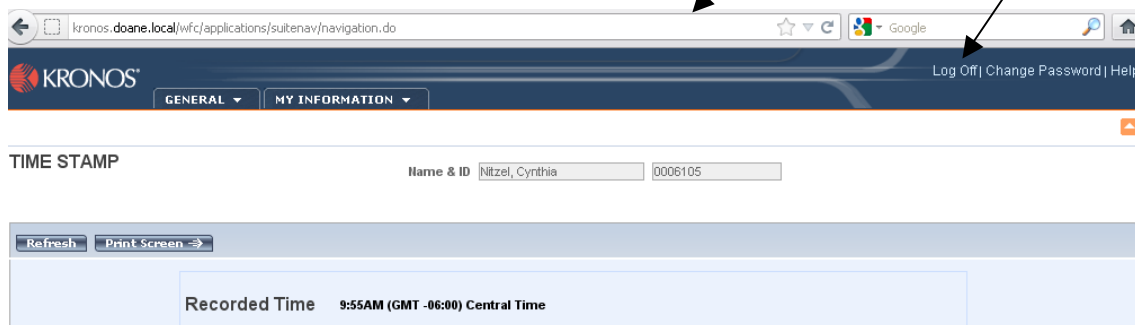
Enter your Doane username and password.



This will be the first screen you see. Click on "record time stamp", and you are clocked in (or out). Note: if you need to work through lunch, check the "cancel all meal deductions" box.



You will either be logged off automatically, or you will see this screen. At this point, log off until you need to clock in/out again.



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Click on “My Information”, and choose “My Timecard” to view your timecard.

The screenshot shows the Kronos My Timecard interface. At the top, there is a navigation bar with "GENERAL" and "MY INFORMATION" tabs. An arrow points to the "MY INFORMATION" tab, which has a dropdown menu with options: "Time Stamp", "My Timecard", "My Reports", and "My Requests". The "My Timecard" option is selected. Below the navigation bar, the user's name "Nitzel, Cynthia" and ID "0006105" are displayed. The "MY TIMECARD" section shows "Loaded: 9:12AM" and a "Period" dropdown set to "Current Pay Period".

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
<input checked="" type="checkbox"/>	Thu 4/19			8:28AM		12:33PM	12:55PM		4:32PM	7.63	7.63	111.45
<input checked="" type="checkbox"/>	Fri 4/20			8:30AM		12:25PM	1:00PM		5:05PM	8.0	8.0	119.45
<input checked="" type="checkbox"/>	Sat 4/21											119.45
<input checked="" type="checkbox"/>	Sun 4/22											119.45
<input checked="" type="checkbox"/>	Mon 4/23			8:25AM		12:30PM			5:00PM	8.1	8.1	127.55
<input checked="" type="checkbox"/>	Tue 4/24			8:30AM		12:00PM	1:00PM		5:30PM	8.0	8.0	135.55
<input checked="" type="checkbox"/>	Wed 4/25			8:36AM								135.55
<input checked="" type="checkbox"/>	Thu 4/26											135.55
<input checked="" type="checkbox"/>	Fri 4/27											135.55
<input checked="" type="checkbox"/>	Sat 4/28											135.55
<input checked="" type="checkbox"/>	Sun 4/29											135.55
<input checked="" type="checkbox"/>	Mon 4/30											135.55

TOTALS & SCHEDULE			ACCRUALS	AUDITS			
Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
			Sun 4/01				
30/FNAF-/ARASST/1/041	VACATION	8.0	Mon 4/02	8:30AM	5:00PM		
30/FNAF-/ARASST/1/041	SICK	8.0	Tue 4/03	8:30AM	5:00PM		
30/FNAF-/ARASST/1/041	FLOAT	4.0	Wed 4/04	8:30AM	5:00PM		
			Thu 4/05	8:30AM	5:00PM		
			Fri 4/06	8:30AM	5:00PM		

The red boxes indicate “exceptions”, such as early in, early out, late in, and late out punches. These will not be unusual; they are just reminders for your supervisor.

The solid red box indicates a missed punch. Your supervisor will contact you to get the correct time to enter for the missed punch.

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To request time away from work, choose "My Requests".

The screenshot shows the Kronos web application interface. At the top, there is a navigation bar with the Kronos logo and a user profile for 'Cynthia 0006105'. A dropdown menu is open under 'MY INFORMATION', with 'My Requests' highlighted. Below this, the 'MY REQUESTS' section is visible, featuring a calendar for April and May 2012. The calendar is currently set to 'Week' view. At the bottom, there is a 'My Current Requests' table which is currently empty, and a 'Requests' sidebar with links to 'My Current Requests', 'Full Day Time-Off Requests', and 'Partial Day Time-Off Requests'.

MY REQUESTS

Refresh Day Detail Legend

Time Period: Range of Dates 4/15/2012 5/25/2012 Apply

View Width: Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Apr	15	16	17	18	19	20	21	Apr
	22	23	24	25	26	27	28	
May	29	30	1	2	3	4	5	May
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	

Requests

- My Current Requests
- Full Day Time-Off Requests
- Partial Day Time-Off Requests

My Current Requests

Select	Date /	Request for	Status	Comments	Notes
This table currently contains no data.					

No available actions Apply Details Add Note

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For a full day off, or multiple days off, choose “Full Day Time-Off Requests”, enter the dates, and choose vacation, sick, or float under “Paycode”.

Accruals as of 4/25/2012	
Float	8.0
FMLA	0.0
Sick	318.5
Vacation	33.22

Hit the “Submit” button to send the request to your supervisor, who will be notified via e-mail.

This will show that your request has been submitted for approval.

Select	Date /	Request for	Status	Comments	Notes
<input type="checkbox"/>	5/23/2012	Full Day Time-Off Requests	Submitted	Employee Requests	[cindy.nitzel, 4/25/2012 9:02AM] - Type message for your supervisor here, if needed.

After your supervisor approves the time, the status will change to “Approved” and you will receive an e-mail confirmation.

This shows the “Partial Day Time-Off Request”. Note you enter the start time and the number of hours you need, choose vacation, sick, or float, and then “submit” to send the request.

Accruals as of 4/25/2012	
Float	8.0
FMLA	0.0
Sick	318.5
Vacation	33.22