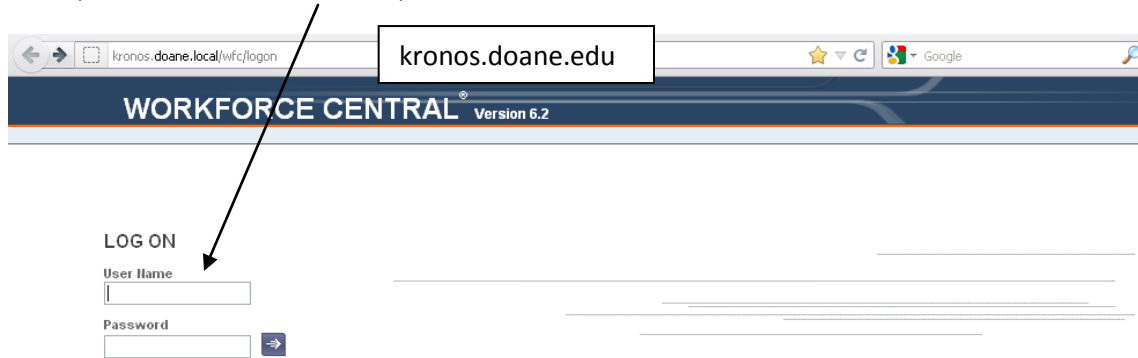
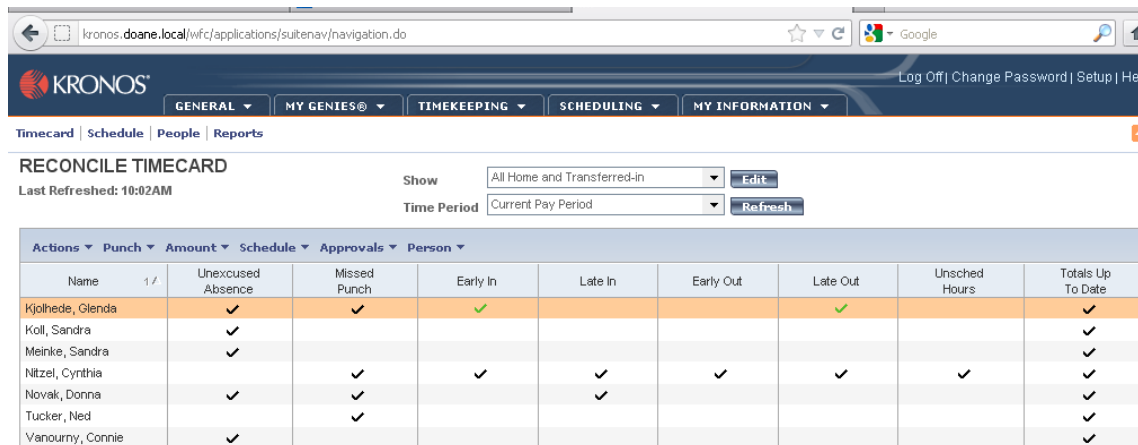


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Enter your Doane username and password.



After you login, you will see this screen, "Reconcile Timecard". This will give you a summary of any "exceptions" your employees have on their timecards.



Double click on an employee to bring up their timecard.

TIMECARD EXCEPTION REVIEW PROCESS

The screenshot shows the Kronos Timecard interface for employee Cynthia Nitzel. The main table displays timecard entries from Tue 4/17 to Fri 4/27. Key features include:

- Exceptions:** Red boxes highlight specific punch times: 8:25AM (In), 1:00PM (Out), 8:36AM (In), 1:52PM (In), 1:00PM (In), 10:38AM (In), 4:32PM (Out), and 5:30PM (Out).
- Unexcused Absence:** A red box in the 'Date' column for Fri 4/20 indicates an unexcused absence.
- Missed Punch:** A solid red box in the 'Out' column for Tue 4/24 indicates a missed punch.
- TOTALS & SCHEDULE:** A secondary table below shows account balances and scheduled shifts, including VACATION (8:00), SICK (8:00), and FLOAT (4:00).

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 you. Right click on the exception punches, and choose “approve” to change the box from red to green.

The red box in the “Date” column indicates an unexcused absence. Contact your employee to determine the reason for the absence, and adjust accordingly.

The solid red box indicates a missed punch. You will need to contact your employee to get the correct time to enter for the missed punch. Shortcuts are available for time entry – here are a few examples.

The Kronos system assumes “AM”. Simply enter “8” for 8:00 AM. Enter “1p” for 1:00 PM. You can also use military time – i.e. enter “13” for 1:00 PM. Do not enter the “:” between the hour and minutes; for 8:30 AM, enter “830”, or “830a”. For 1:30 PM, enter “130p” or “1330”.

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TIME OFF REQUEST PROCESS

To approve time off requests, select “Schedule Editor”. You will have received a message from your employee showing the specific dates they requested. You will need to select the appropriate time period to include the dates requested.

SCHEDULE EDITOR
Loaded: 11:02AM

Show: All Home | Edit
Time Period: 4/25/2012 - 5/31/2012, Range of Dates | Refresh

Name	Sch Hrs.	Wed 4/25	Thu 4/26	Fri 4/27	Sat 4/28	Sun 4/29	Mon 4/30	Tue 5/01	Wed
Kjolhede, Glenda	224.00	8a - 430p	8a - 430p	8a - 430p			8a - 430p	8a - 430p	8a - 430p
Koll, Sandra	224.00	830a - 5p	830a - 5p	830a - 5p			830a - 5p	830a - 5p	830a - 5p
Meinke, Sandra	224.00	730a - 4p	730a - 4p	730a - 4p			730a - 4p	730a - 4p	730a - 4p
Nitzel, Cynthia	224.00	830a - 5p	830a - 5p	830a - 5p			830a - 5p	830a - 5p	830a - 5p
Novak, Donna	224.00	VACATION 8:00	730a - 4p	SICK 2:00			730a - 4p	730a - 4p	730a - 4p
Scheduled Hours	1,344.00	40	48	46	0	0	48	48	
Number of Emplo...	6	5	6	6	0	0	6	6	

REQUESTS COMMENTS

Request for: <Select Request> | Status: All Status | Reload

Employee	Request for	Status	Submitted on

Next, select “all requests” and click on the “Reload” button.

REQUESTS COMMENTS

Request for: <Select Request> | Status: All Status | Reload

Request for dropdown menu:
- <Select Request>
- All Requests
- Full Day Time-Off Requests
- Partial Day Time-Off Requests

Employee	Request for	Status	Submitted on

This will load all time off requests for the selected dates.

REQUESTS COMMENTS

Request for: All Requests | Status: All Status | Reload

Employee	Request for	Status	Submitted on
Nitzel, Cynthia	Full Day Time-Off Requests	Submitted	4/25/2012 9:02AM
Novak, Donna	Full Day Time-Off Requests	Approved	4/20/2012 9:25AM

Right click on the employee, and select the appropriate action.

REQUESTS COMMENTS

Request for: All Requests | Status: All Status | Reload

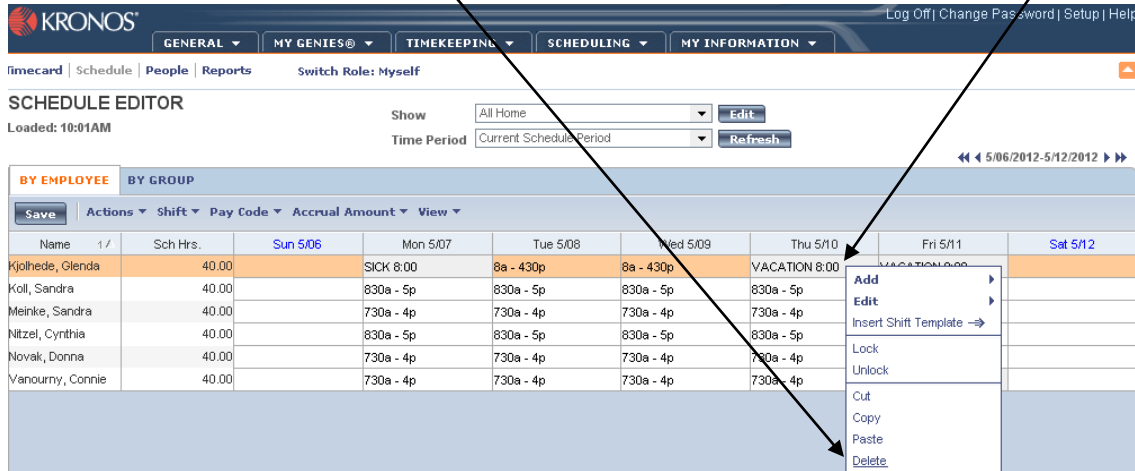
Employee	Request for	Status	Submitted on
Nitzel, Cynthia	Full Day Time-Off Requests	Submitted	4/25/2012 9:02AM
Novak, Donna	Full Day Time-Off Requests	Approved	4/20/2012 9:25AM

Context menu:
- View History ->
- Retracted
- Refused
- Pending
- Approved

If you choose to “refuse” or “retract” the request, be sure to discuss this with your employee first, as this will immediately generate an e-mail to the employee.

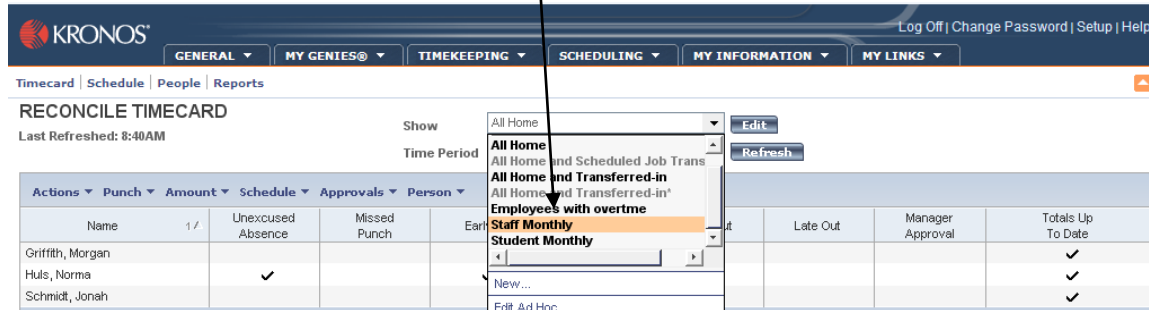
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NOTE: If you to “retract” a time-off request after it was approved, the time-off will not be removed from the employee’s schedule. You must remove the time via “Schedule Editor”. Right click on the day, and choose “delete” to remove the time off. Then type their scheduled hours back into the field.

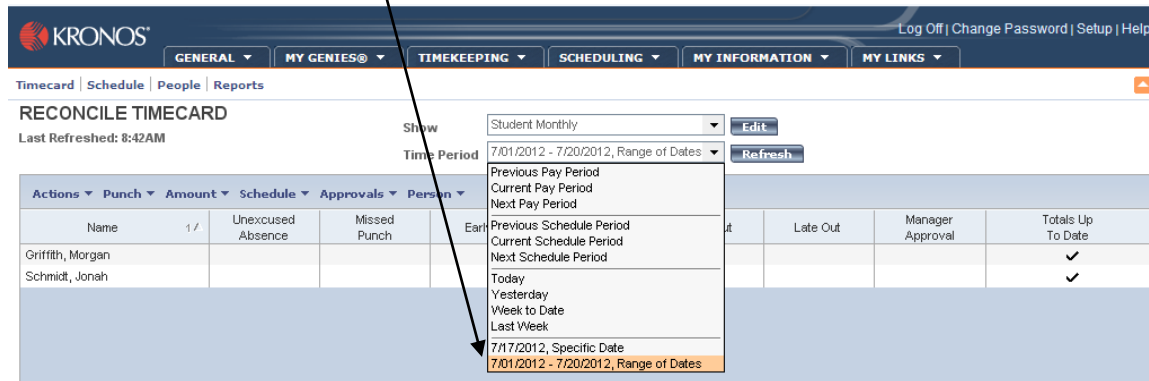


APPROVING TIMECARDS AT MONTH END

On the “RECONCILE TIMECARD” screen, once you have all exceptions cleared (all the checkmarks below are green), and the payroll office has notified you it’s time to close, you need to approve the timecards. First choose “Staff Monthly” or “Student Monthly” depending on which payroll group you are approving.

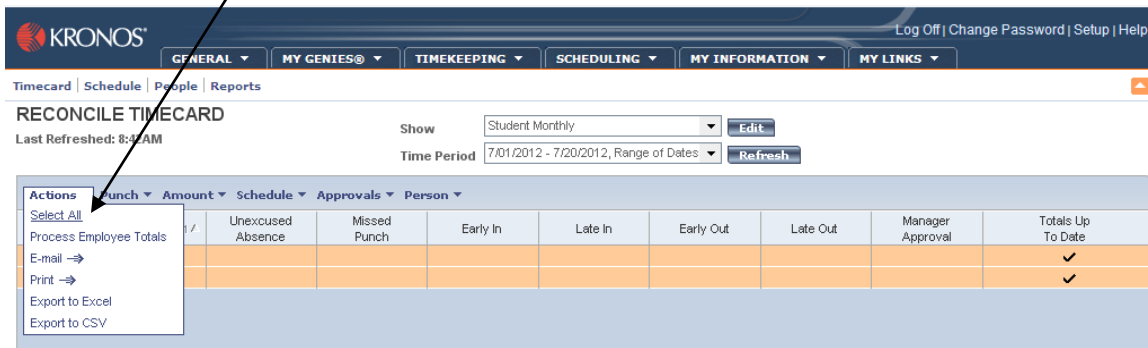


Next, select “range of dates” and change the dates to the dates that the payroll office specifies to you (i.e. June 24 to July 24th)

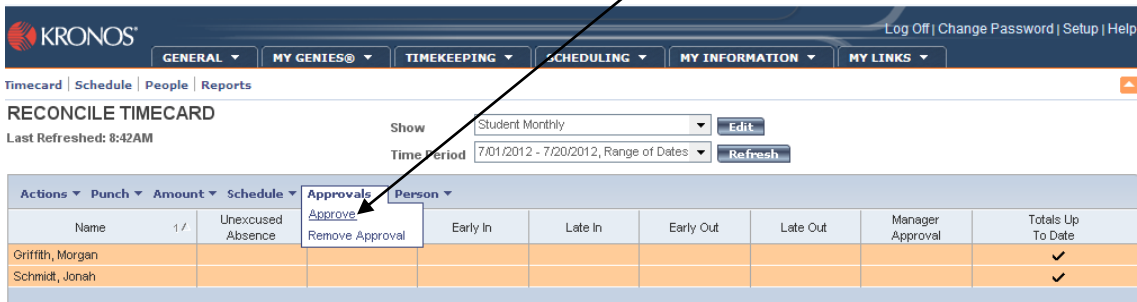


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Next, choose “select all” to highlight all employees.

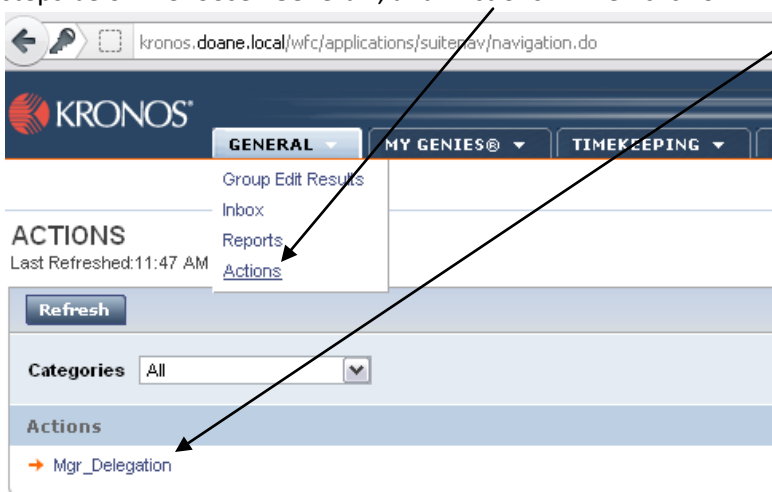


Once they are highlighted, choose “Approvals” and then “Approve”. Once approved, timecards cannot be changed by managers or employees, unless you come back to this screen and “remove approval” for those employees.



MANAGER DELEGATION

To setup another manager to review your employee’s timecards in your absence, follow the steps below. Choose “General”, and “Actions”. Then click on “Mgr_Delegation”.



The following box will pop up. Choose from the drop down box of Doane managers for the appropriate person, and then enter the start and end dates you would like them to have access to your employee’s timecards. If you would like them to be a “permanent” backup, enter a date well out into the future.

Create Delegation - Mozilla Firefox

kronos.doane.local/wfc/KDWEFormServlet?id=817

Existing Delegations

Schmidt, Julie: 4/26/2012 - 4/30/2015, Salary Manager Role

New Delegation

* **Delegate:** Sears, Laura

* **Start Date:** 4/26/2012

* **End Date:** 4/30/2015

* **Role:** Salary Manager Role

Save & Close Cancel

The manager you requested will receive a notification in their “Inbox Tasks”, and will need to accept the request before it will be activated.