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. The only exception that may apply to student workers is the missed punch exception. If an employee punches in and forgets to punch out or vice versa, you will see a black checkmark next to the employee’s name under “Missed Punch”.

To review and correct the timecard, double click on an employee, which will pull up their timecard.
TIMECARD EXCEPTION REVIEW PROCESS

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”.

Once the missed punch is corrected, click save and return to the reconcile timecard screen by clicking the Timekeeping Tab and selecting Reconcile Timecard

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 “Student Monthly”.
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)

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.

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