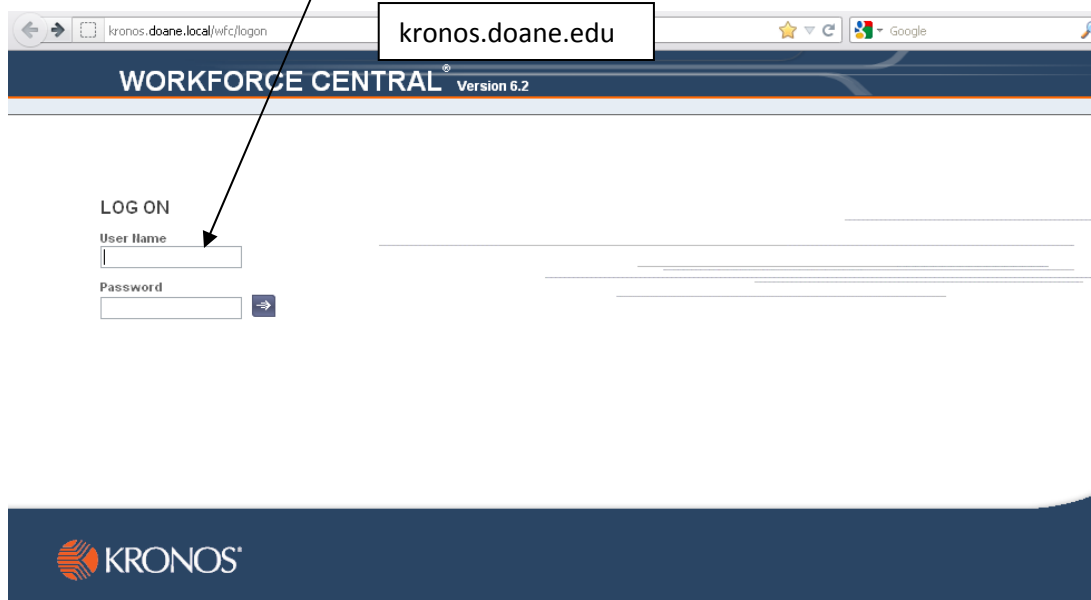


## Kronos Faculty Reference Guide

Enter your Doane username and password.



WORKFORCE CENTRAL<sup>®</sup> Version 6.2

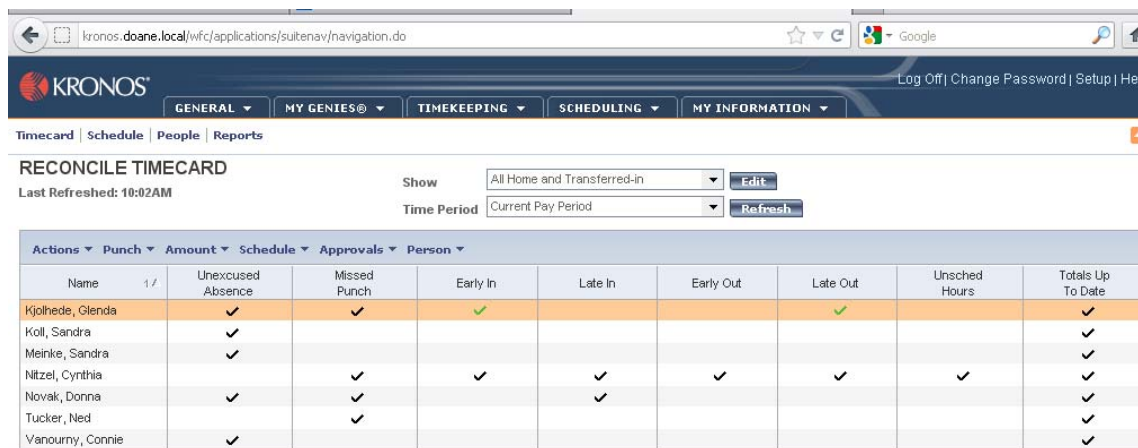
LOG ON

User Name

Password

KRONOS

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”



RECONCILE TIMECARD

Last Refreshed: 10:02AM

Name	1/	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Unsched Hours	Totals Up To Date
Kjolhede, Glenda		✓	✓	✓			✓		✓
Koll, Sandra		✓							✓
Meinke, Sandra		✓							✓
Nitzel, Cynthia				✓			✓	✓	✓
Novak, Donna		✓	✓		✓				✓
Tucker, Ned			✓						✓
Vanourmy, Connie		✓							✓

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

## TIMECARD EXCEPTION REVIEW PROCESS

Date	Pay Code	Amount	Accruals	Comment	Approvals	Overtime	Reports
Wed 7/31							
Thu 8/01				9:58AM		5:56PM	
Fri 8/02				8:55AM		4:55PM	
Sat 8/03							
Sun 8/04							
Mon 8/05				10:00AM		6:06PM	
Tue 8/06				9:58AM		5:57PM	
Wed 8/07				10:00AM		5:58PM	
Thu 8/08				10:00AM		6:00PM	
Fri 8/09				9:02AM			
Sat 8/10							
Sun 8/11							
Mon 8/12				9:57AM		5:59PM	
Tue 8/13						5:56PM	

Date	Start Time	End Time	Pay Code	Amount
Thu 8/01	10:00AM	6:00PM		
Fri 8/02	9:00AM	5:00PM		
Sat 8/03				
Sun 8/04				
Mon 8/05	10:00AM	6:00PM		
Tue 8/06	10:00AM	6:00PM		
Wed 8/07	10:00AM	6:00PM		

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

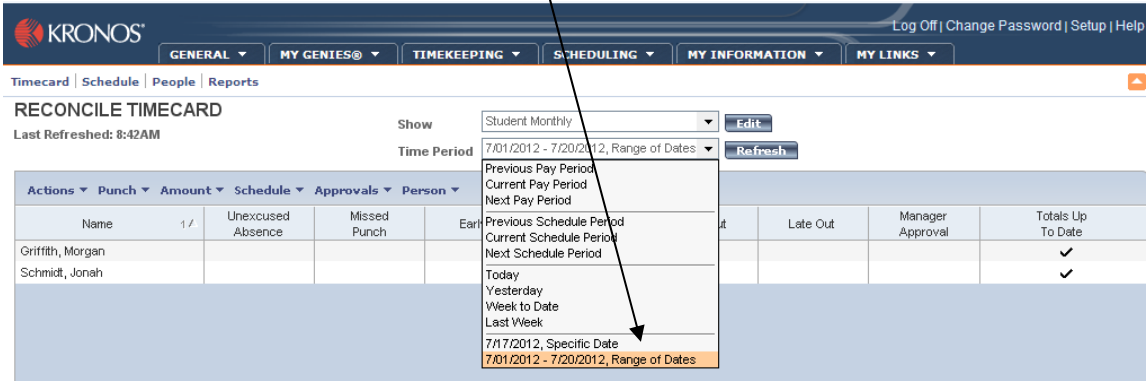
## APPROVING TIMECARDS AT MONTH END

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”.

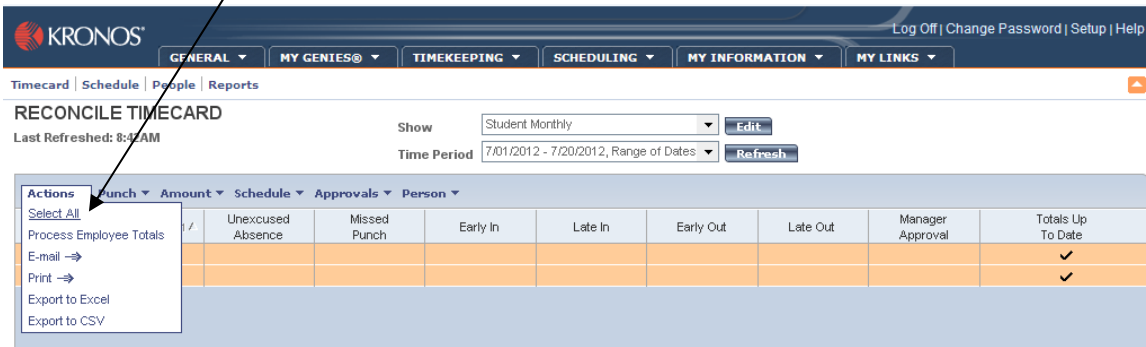
Name	Unexcused Absence	Missed Punch	Ear
Griffith, Morgan			
Huls, Norma	✓		
Schmidt, Jonah			

# Kronos Faculty Reference Guide

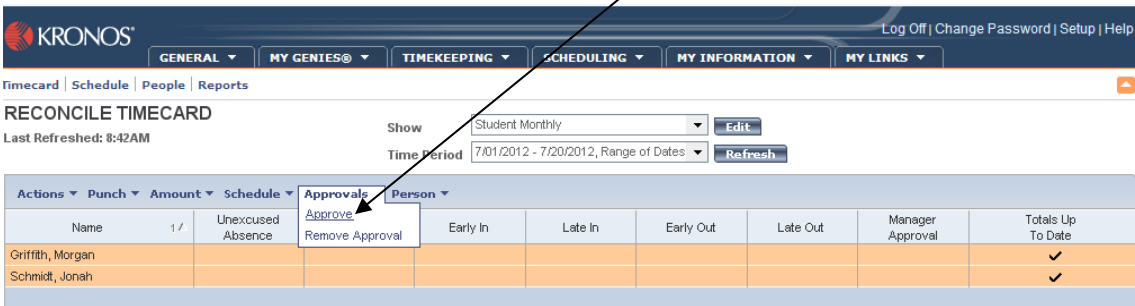
Next, select “range of dates” and change the dates to the dates that the payroll office specifies to you (i.e. June 24 to July 24<sup>th</sup>)



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

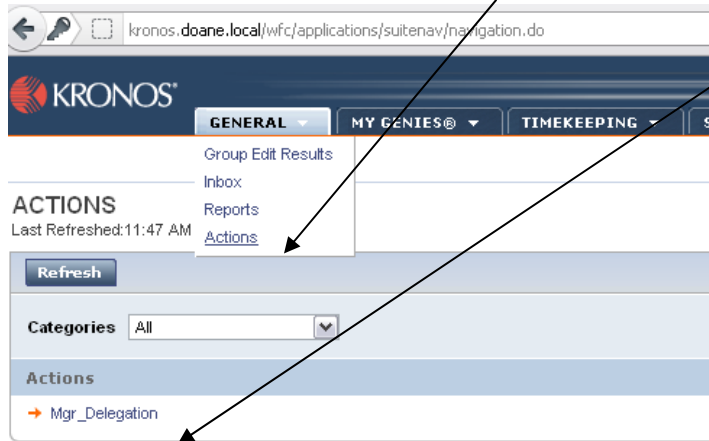


Once they are highlighted, choose “Approvals” and then “Approve”. Once approved, timecards cannot be changed by managers or employees, unless you come back to this screen and “remove approval” for those employees.



### 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.

A screenshot of the 'Create Delegation' form in Mozilla Firefox. The browser address bar shows 'kronos.doane.local/wfc/KDWEFormServlet?id=817'. The form has a section for 'Existing Delegations' with one entry: 'Schmidt, Julie: 4/26/2012 - 4/30/2015, Salary Manager Role'. Below this is the 'New Delegation' section with the following fields: '\* Delegate:' with a dropdown menu showing 'Sears, Laura'; '\* Start Date:' with a date field '4/26/2012' and a calendar icon; '\* End Date:' with a date field '4/30/2015' and a calendar icon; and '\* Role:' with a dropdown menu showing 'Salary Manager Role'. At the bottom are 'Save & Close' and 'Cancel' buttons.

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