

What is Kronos? Kronos is an electronic timekeeping system.

How do you access it? There are two options for clocking in and out. Your supervisor will let you know which method you will be using.

1. Kronos Time Clock
2. Designated Computer

Kronos Time Clocks: For students with only ONE position

Students will use their Doane College ID cards to clock in and out.

Kronos Time Clock Locations: Haddix Center, Perry Campus Center, Butler Gym, Martin, Fuhrer Field House, Lied Science, Hansen Hall, Padour Walker, Colonial Hall, Communications, Gaylord and Art & Educ.

If you are clocking in/out, simply place your Doane ID card along the right side of the terminal, indicated by the white star in the photo above. A green light will flash in the upper left corner and an audible beep will confirm.

Clocking in and out with a designated computer: For students with ONE OR MORE positions

To access Kronos go to: kronos.doane.edu

Select the appropriate position and clock in and out.

Available Resources:
- On-line training materials and Kronos information - www.doane.edu/kronos
- Doane College Helpdesk – ext. 8411 for time clock issues, problems logging in, or other error messages
**Recording Time Policy:** Student employees are responsible for clocking in and out for themselves. Employees who clock in and out for another employee(s) will be subject to disciplinary action up to and including termination.

**Q & A:**

**Q:** Will I have access to Kronos on my first day of my new job?

**A:** You may not have access to Kronos the first few days in your new job. Please ensure you have completed all of the necessary payroll and financial aid forms. Typically it will take 2-3 days before you will be able to access the Kronos system. During the waiting period you should record the hours you work separately and your supervisor will be able to enter those hours for you. If you have completed the forms and still do not have access after the first few days or cannot see the appropriate job in the list of options, contact your supervisor.

**Q:** What if I forget to clock in or out?

**A:** Let your supervisor know and they will be able to adjust your time card.

**Q:** Do all student positions use the Kronos system?

**A:** No, there are certain positions that are paid through a stipend, examples of these positions include: Doane Owl staff, RA’s, and some research positions.
Clocking In/Out via the Time clock

Students with only ONE campus position can scan their Doane College ID card on the right hand side of the Kronos time clock to clock in (out).
Students with MORE THAN ONE campus position can Clock OUT using the Kronos time clock; clocking in must be completed online at Kronos.doane.edu (see page 2).

To clock in/out, simply place your Doane ID card along the right side of the terminal, indicated by the white star in the photo above. A green light will flash in the upper left corner and an audible beep will confirm.

Logging on to Kronos.doane.edu

Go to Kronos.doane.edu and enter your Doane username and password.
Clocking In/Out via Kronos.doane.edu

After logging in, the “time stamp” screen will appear. If you only have one campus position, simply click on “record time stamp”, and you are clocked in (or out).

If you have more than one campus position, you need to select the correct job from the Transfers drop down menu and then click “record time stamp”.

Important: When you clock out, you must leave the transfer box empty, (unless you are transferring directly to your next job, in which case you would choose the second job in the Transfers drop down) and click “record time stamp”.

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.
Reviewing your Timecard

Log on to Kronos.doane.edu and click on “My Information”. Choose “My Timecard” to view your timecard.

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

If you have multiple positions on campus your timecard will look something like this, showing the appropriate job code after each clock in time, with a summary at the bottom, showing total hours for each job for the month.