

Kronos Review and Approval Procedures for facilities...

The *Deadline for Kronos Approvals is close of business on Mondays of Payroll Week unless otherwise stated due to holidays, etc.,. Each Step below must be completed to ensure accurate processing of Payroll*

		Step Completed
1	Review the " Request Manager " for any leave requests that have not been addressed.	
2	Review the Excessive Leave Report for each week individually in the Pay Period (Saturday-Friday) to ensure that no employee has Paid Leave in Excess of 40 hours in each week (exception to this is Jury Duty, Military and Holiday pay). When an employee is listed, click on their name and you will be taken directly to their timecard in the week with excessive leave. After adjusting down their leave, be sure to change the date range to Previous Pay Period so you can review both weeks in the pay period. A lot of times after leave is reduced down, you will see that the other week is short of 40 hours.	
3	Click back on the Payroll Processing Tab to take you back to your facility's employees, change your timeline back to the Previous Pay Period and hit the Orange "Go To" and select Timecards . You can now scroll through each person to review and approve their timecard. Note, if you change your range of dates and review each week separately, it's easier to catch errors - especially being short of 40 hours in a week.	
4	Have your Pay Period End Reviews with you when you check your facility to ensure that all New Hires are shown in Kronos if they started. Also ensure that all Leaves of Absence and Separations are listed on the Pay Period End Review. If you had any employees Transer Out (TRANO), you will need to manually locate them by going to the "Quick Find" from the Hours Detail drop-down in the top left of your Kronos Screen, then making sure you are on the Previous Pay Period, then entering the employee's ID or name in the search in order to locate and approve their timecard.	

5	<p>Review Multiple Shifts on a Day CLOSELY. This is when an employee clocks out and back in more than once in a day. If the time between punches is approximately 2.25 hours or less, and they did not submit a leave request <u>through the request manager</u> for their break between punches, the system may think this is their paid lunch break and give them an extra 15 or 30 minutes. Create a new shift on their second In-punch if needed to remove this extra time. If the hours for both shifts are combined on one line, this is a good indicator that they are receiving this extra time.</p>	
6	<p>Make sure Full-Time staff have at least 40 <u>paid</u> hours in each week. Temporary employees can have any amount of hours - or, none at all. The Less than 40 Paid Hours in Week hyperfind can be used to quickly catch employees who are short in the week. This must be ran for each week separately .</p>	
7	<p>If there are <u>Holidays</u> in the week, make sure they are loaded for employees who are owed them or removed if they should not receive them. You can review the Hours Detail Screen in Kronos for the 3 Holiday Columns to quickly catch if an employee is not being paid their holiday(s). If they are on a leave of absence on their scheduled day before and/or after the holiday, they are not entitled to it unless they physically worked on the holiday. If their last day of work is on the <u>actual holiday</u>, they are only entitled to holiday hours up to the number of hours they worked that day. For example, if it is an 8 hour holiday but they only worked 5 hours on their last day, they would only receive 5 hours holiday. If their last day is prior to the holiday, make sure to remove the holiday(s). If employee is being paid for holiday banked hours, make sure they used the "HOLIDAY BANK TAKEN" code. This is the one that pays</p>	
8	<p>FINAL Review before DAS takes Over... From the "Hours Detail" drop-down in Kronos, select "Pay Period Close" and then "Previous Pay Period" and your Facility. Review this screen for timecards that have Not been Approved by a Manager and Missed Punches.</p>	