Kronos Timekeeper Cheat Sheet – How to Handle Payroll Close - Biweekly

Listed below are items that are bolded in the text. These indicate screens, tabs and fields to identify in Kronos.

PAY PERIODS

Biweekly Pay Period Employees
Currently, the biweekly payroll upload includes all nonexempt career and student/limited (non-MO) employees. Of the hours reported on their timecards, the following data uploads automatically:

<table>
<thead>
<tr>
<th>Which Pay Codes Upload Automatically from Kronos to PPS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uploads Automatically</td>
</tr>
<tr>
<td>All Comp Time Hours Accrued</td>
</tr>
<tr>
<td>All Comp Time Hours Taken</td>
</tr>
<tr>
<td>All Sick Hours Taken</td>
</tr>
<tr>
<td>All Vacation Hours Taken</td>
</tr>
<tr>
<td>For Variable Appointments Only:</td>
</tr>
<tr>
<td>o All Hours Worked</td>
</tr>
<tr>
<td>o All Paid Comp Time Hours</td>
</tr>
<tr>
<td>o All Paid Holiday Hours</td>
</tr>
<tr>
<td>o All Paid Overtime Hours</td>
</tr>
</tbody>
</table>

- If any of these data items do not get uploaded (due to missing sign-off or any other reason), they must be manually entered via a PPS transaction in the soonest appropriate payroll window.
  - Catastrophic Leave is an exception to this rule, because it is the responsibility of Human Resources to enter the PPS transaction(s) for Catastrophic Leave activity.

Pay Period End (PPE)
The biweekly pay periods are scheduled every two weeks starting on Sunday and ending the following Saturday at midnight. There are two biweekly pay periods which make up a quadraweekly cycle, these are labeled B1 and B2. Employees are granted their accruals on the calendar day after the close of the B2 cycle (Sunday).

MANAGER RESPONSIBILITIES

Timekeeping Tab
When a manager opens Kronos, they should select the Pay Period Close widget.
1. **STUDENT AND LIMITED EMPLOYEES**: In the Show field, select All Employee-All Stu/Lim >0 to reconcile payroll.
   a. **Reconcile missed punches** – verify why missed
      - If the employee swiped in or out twice-add comment and then delete erroneous punch.
      - If the employee did not punch in or out- check input time and comment as to why.
   b. **Verify transferred hours** –
      - Verify that the hours transferred match the hours you expect.
      - If not, contact your timekeeper.
   c. **Unapproved time** –
      - Find the day on which the time occurred. Under the Totals and Schedule tab, in the lower left drop down menu, you can select the Daily option.
      - Then, in the timecard, click each day until you find the unapproved time and select Approvals > Approve Overtime.
   d. **Approve timecard** –
      - Verify that the employee has approved his/her timecard. Look in the Timecard > Sign-off, Requests and Approvals tab for the pay period in question
      - The manager approves by going to Timecard > Approvals and selecting approve.
   e. **Meeting Payroll Deadline** –
      - Steps a.-d. need to be completed prior to the Payroll upload. Schedule your work load accordingly.
      - Note: Timekeepers need time to review, so the manager should schedule these tasks in their calendars prior to monthly payroll deadlines.
2. NON EXEMPT CAREER EMPLOYEES – select the Genie All Employee-All NonEx Car
   a. Reconcile missed punches – verify why missed
      • If the employee swiped in or out twice – add comment and then delete erroneous punch.
      • If the employee did not punch in or out, input time and comment as to why.
   b. Unapproved time –
      • Find the day on which the time occurred. Under the Totals and Schedule tab, in the
        lower left drop down menu, you can select the Daily option.
      • Then, in the timecard, click each day until you find the unapproved time and select
        Approvals > Approve Overtime.
   c. Approve timecard –
      • Verify that the employee has approved his/her timecard. Look in the Timecard >
        Sign-off, Requests and Approvals tab for the pay period in question
      • The manager approves by going to Timecard > Approvals and selecting approve.
   d. Meeting Payroll Deadline –
      • Steps a.-c. need to be completed prior to the Payroll upload which is scheduled for
        10:00 AM every Wednesday morning after a B2 pay period end date.
      • Note: Timekeepers need time to review, so the manager should schedule these tasks
        to be completed no later than the close of their business day on Tuesday following
        the B2 pay period end date.

TIMEKEEPER RESPONSIBILITIES

Timekeeping Tab
Select the Pay Period Close widget.

1. STUDENT AND LIMITED EMPLOYEES
   a. Verify that all employee and manager tasks are completed in Kronos.
   b. Verify that you see all of your students, if not they may:
      • Not have an active distribution or are separated (check PPS).
      • Be shared with another department (check PPS).
      • Not be set up correctly in Kronos (check People Record).
   c. Verify that you see the expected holiday hours posted.
   d. The hours are uploaded at 10:00 AM on Wednesdays following the end of each B2 pay
      period; If the hours do not make the upload, the timekeeper will need to input a transaction
      for those hours in PPS.
      • Verify that the hours on the Payroll Report match the hours in Kronos for the Pay
        Period Close (the report will be sent to your email Wednesday afternoon)
      • If hours are missing, you have until Thursday at 5:00 pm to do an LX transaction in
        PPS (keep copy for files)
      • If the hours miss the upload and PPS deadline, input a transaction in PPS during
        the next biweekly payroll (make sure the missed hours are paid) Track unpaid
        hours until completed

2. NON EXEMPT CAREER EMPLOYEES – In the Show field, select All Employee-All NonEx Car.
   a. Verify that all employee and manager tasks are completed in Kronos.
   b. Make sure that the recorded timecard hours match the employee’s FTE:
      • 100% employees need to have 80 hours in the biweekly pay period.
      • If the employee is on Leave No Salary, Worker’s Compensation or FMLA, fill out
        the employee’s timecard with the appropriate hours of absence (your managers
        will need to work with you to have the leave properly recorded in PPS).
   c. Pay Overtime in PPS.
   d. Verify that you see all of your employees.
   e. The hours are uploaded at 10:00 AM on Wednesdays following the end of each B2 pay
      period; If the hours do not make the upload, the timekeeper will need to input a transaction
      for those hours in PPS.
      • Verify that the hours on the Payroll Report match the hours in Kronos for the Pay
        Period Close (the report will be sent to your email Wednesday afternoon)
If hours are missing, you have until Thursday at 5:00 to do an LX transaction in PPS (keep copy of LX for files)

If the hours miss the upload and PPS deadline, input a transaction in PPS during the next biweekly payroll. Make sure these hours get paid, keep track of all unpaid hours until they are paid.

3. Once the payroll reports are reconciled for both groups of employees, keep these reports with your monthly reconciliation files.

PAYROLL MANAGER’S RESPONSIBILITIES

Timekeeping Tab
Select the Pay Period Close widget.

1. STUDENT AND LIMITED EMPLOYEES – In the Show field, select All Employee-All Student/Lim>0.
   a. Verify that all employee, manager and timekeeper tasks are completed in Kronos.
   b. Verify that you see all of your students, and that they are approved by employee and manager.
   c. If applicable, assign holiday to eligible employees (see Holiday Instructions for Payroll Mangers).
   d. Sign off on those employees except when:
      • Requested to be withheld from upload via email (keep copy of email with upload report).
      • Employees are missing manager approval or both manager and employee approvals.
      • Employees have unapproved time or missing punches.
   e. Once the payroll reports are ready, keep copies of these reports for future reference.
      • Select the Pay Period Close widget > All Employee-All Student/Lim>0.
      • Sort employees that are not signed off to the top.
      • Make report copy for reconciliation records.

2. NON EXEMPT CAREER EMPLOYEES – In the Show field, select All Employee-All NonEx Car.
   a. Verify that all employee, manager and timekeeper tasks are completed in Kronos.
   b. Verify that you see your Non Exempt Career employees and the hours match the employee’s FTE:
      • 100% employees need to have 80 hours in the biweekly pay period
      • Follow up with timekeepers prior to upload if tasks of missed punches, unapproved time and missing approvals are not completed
   f. Sign off on those employees except when:
      • Requested to be withheld from upload via email (keep copy of email with upload report).
      • Employees are missing manager approval or both manager and employee approvals.
      • Employees have unapproved time or missing punches.
   c. The accrual hours are uploaded at 10:00 AM on Wednesdays following the end of each B2 pay period. If they do not make the upload, the timekeeper will need to input an additional transaction in PPS.
   d. Once the payroll reports are ready, keep copies of these reports for future reference.
      • Select the Pay Period Close widget > All Employee-All Non Ex Car.
      • Sort employees that are not signed off to the top; then sign off on appropriate employees timecards.
      • Make report copy for reconciliation records.