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

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

PAY PERIODS

Monthly Pay Period Employees
Currently, the monthly payroll upload includes all exempt, academic career, and student/limited MO employees. Of the hours reported on their timecards, the following data uploads automatically:

<table>
<thead>
<tr>
<th>Uploads Automatically</th>
<th>Does Not Upload Automatically</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All Comp Time Hours Accrued</td>
<td>• All Catastrophic Leave donations or receipts</td>
</tr>
<tr>
<td>• All Comp Time Hours Taken</td>
<td>• For Fixed Appointments Only:</td>
</tr>
<tr>
<td>• All Sick Hours Taken</td>
<td>• All Paid Comp Time Hours</td>
</tr>
<tr>
<td>• All Vacation Hours Taken</td>
<td>• All Paid Overtime Hours</td>
</tr>
<tr>
<td>• For Variable Appointments Only:</td>
<td>• All LNS hours</td>
</tr>
<tr>
<td>o All Hours Worked</td>
<td>• All Time Not Worked</td>
</tr>
<tr>
<td>o All Paid Comp Time Hours</td>
<td></td>
</tr>
<tr>
<td>o All Paid Holiday Hours</td>
<td></td>
</tr>
<tr>
<td>o All Paid Overtime Hours</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>o 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.</td>
<td></td>
</tr>
</tbody>
</table>

Pay Period End (PPE)
The monthly pay periods are different for the following employee types mentioned above:
1. Student and limited MO employees – the pay period is from the 16th of the month to the 15th of the following month with the hours paid on the monthly pay day scheduled following the 15th.
2. Exempt and Academic Career employees – the pay period is from the 1st of the month to the last calendar day of the month and is paid on the first working day of the following month. If the pay day falls on a weekend, the pay day is the previous Friday except for the pay due on the first working day of the new calendar year (for hours on pay status in December).

MANAGER RESPONSIBILITIES

Timekeeping Tab
When a manager opens Kronos, they should select the Pay Period Close widget.

1. STUDENT AND LIMITED MO EMPLOYEES – In the Show field, select All Employee-MO

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

- Note: Timekeepers need time to review, so the manager should schedule these tasks in their calendars prior to monthly payroll deadlines.

2. **EXEMPT AND ACADEMIC CAREER EMPLOYEES** – In the Show field, select **All Employee-All Exempt**
   a. **Verify vacation and sick time taken**
      - Exempt employees can only take time in full day increments (e.g. 8, 10, 12 hours, etc).
      - Exempt employees do not record hours worked.
   b. **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.
   c. **Meeting Payroll Deadline**
      - Steps a.-b. need to be done prior to the Payroll upload. See scheduled payroll deadlines.
      - Note: Timekeepers need time to review their department managers’ work, so the manager should schedule these tasks to be completed prior to payroll deadline.

**TIMEKEEPER RESPONSIBILITIES**

**Timekeeping Tab**
Select the **Timekeeping > Pay Period Close**

1. **STUDENT AND LIMITED MO 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)
      - May be shared with another department (check PPS)
      - Not set up correctly in Kronos (check **People Record**)
   c. That you see the expected holiday hours posted
   d. Once the hours have been uploaded
      - 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 the afternoon of the upload)
      - If hours are missing, you have until MO Pay Period Close at 5:00 to do a transaction in PPS (keep copy for your files)
      - If the hours miss the upload, input a transaction in PPS in the next monthly payroll. Make sure these hours get paid, keep track of all unpaid hours until they are paid.

2. **EXEMPT AND ACADEMIC CAREER EMPLOYEES**—select the Genie **All Employee-All Exempt**
   a. Verify that all employee and manager tasks are completed in Kronos.
   b. Verify that you see all of your employees
   c. Once the accrual hours have been uploaded:
      - Verify that the hours on the Payroll Report match the hours in Kronos for the Pay Period Close
      - If hours are missing, you have until the MO Pay Close at 5:00pm to input a transaction in PPS.
      - If the accrual hours miss the upload, do a transaction in PPS in the next monthly payroll

3. Once hours are verified and the payroll report is reconciled, keep it filed with your monthly reports for payroll

**PAYROLL MANAGER’S RESPONSIBILITIES**

1. Review all MO timecards and sign off, where appropriate, by 10:00AM on the MO upload day.