Completing payroll signoff - timekeepers

General overview of timecard approval

**Monday:** all employees review and approve their timecard for the previous work week. All needed changes/revisions should be completed by the supervisor *before* the employee approves the timecard.
- Temporary employees need to approve their timecards if they are available to do so.

**Tuesday/Wednesday:** the supervisor approves *all* employee timecards for the previous work week.
- If the employee is on leave or not working, the supervisor can review, edit, and approve the employee’s timecard in his/her absence.
- Supervisors should approve timecards for members of boards and commissions each week.
- Supervisors should approve timecards for temporary employees each week, even if they did not log time during that pay period.

**Wednesday afternoon:** *timekeeper audits timecards to ensure that employees and supervisors have completed their approvals.*
- Timekeeper notifies employee, supervisor, and department head of incomplete approvals.
- Department head follows up with supervisors/employees as appropriate to ensure timecard approvals are completed.

**Thursday:** timekeeper completes payroll signoff for *all* timecards.

**Thursday at 5 pm:** System Coordinator audits signoffs to identify incomplete approvals and signoffs and then completes remaining signoffs.
- System Coordinator notifies County Executives/School Division leadership, timekeepers, and department heads of incomplete approvals, signoffs.

Pre-signoff quality control tasks

On Tuesday/Wednesday, please monitor timecard approvals and perform the following quality control processes:
- Review for leave washing.
- Check the Request Manager for any outstanding leave requests that supervisors haven’t yet reviewed.
- Run the **Total Hours genie** to review overtime, straight time payments, etc.
- Run the Pay Period Close genie to identify any employees with missing punches.
- Run the **Non-Existing Budget Codes report** to identify any labor level transfers that contain invalid budget codes. Reviewing this report *prior to timecard signoff* is a critical step in the payroll process, as a non-existent budget code stops the payroll process completely.
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Kronos Timekeeper steps for completing payroll signoff

1. Click on the dropdown beside QuickFind on the Manage My Department page, and select Pay Period Close from the list. A list of all employees in your department appears.

2. Make sure the Context Selector at the top of the screen has defaulted to “Previous Pay Period.” If not, click on the dropdown arrow to select “Previous Pay Period.”

3. In the Pay Period Close genie, separate columns indicate approval by employees and their supervisor. Additional columns tabulate data on missed punches and unexcused absences, all of which should have been resolved in the process of timecard approval.

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee Approval</th>
<th>Manager Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abplanalp, Blake</td>
<td>✓</td>
<td>1</td>
</tr>
<tr>
<td>Breeden, Montie R</td>
<td>✓</td>
<td>1</td>
</tr>
<tr>
<td>Butler, James V</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Calos, Stevros E</td>
<td>✓</td>
<td>1</td>
</tr>
</tbody>
</table>

   Because this employee is absent, his supervisor is the only one to approve for the pay period.

4. Select all employees using the Select All Rows command.
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5. Click on the **Approval** command and select **Sign Off** from the dropdown menu.

6. A Sign Off caution window appears; click on the **Yes** command to verify sign off.

7. The signoff process takes some time to complete; if you want to verify that it has actually happened, click on the **Refresh** command.

8. As the signoffs complete, a checkbox appears for each employee whose signoff is done.

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee Approval</th>
<th>Manager Approval</th>
<th>Signed Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aplin, Blake</td>
<td>✅</td>
<td>1</td>
<td>✅</td>
</tr>
<tr>
<td>Breen, Montsie R</td>
<td>✅</td>
<td>1</td>
<td>✅</td>
</tr>
<tr>
<td>Butler, James V</td>
<td></td>
<td>1</td>
<td>✅</td>
</tr>
<tr>
<td>Calvo, Stavros E</td>
<td>⬜</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Crafts, Neal F</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If neither employee nor supervisor are able to complete the timecard approval, the timekeeper can still complete sign off, but this is not recommended.