SOP – Offboarding employees in Kronos

When an employee retires or otherwise terminates employment with Albemarle County, there are several steps to ensure that the person’s Kronos records are closed out properly.

1. Submit an electronic EAR to begin the process of terminating the employee’s records in Great Plains.
   - Need access to the electronic EAR system? Click here for the EAR System Authorization Request.
   - Don’t know how to use the electronic EAR? Review this training presentation.

2. Complete any payouts due to the employee, with the payout date set to the employee’s last day.

3. Set the employee’s schedule to end on the last day of employment.

4. If the employee’s last day is not on the last day of the pay period, balance the employee’s hours using the New Hire – No Shortfall pay code.

If the EAR is received in a timely manner, the employee will continue to show up in Kronos until seven days after the employee’s term date. If an employee continues to appear in Kronos well after this timeframe, please contact the appropriate email account:

- time@albemarle.org for Local Government and partner agencies
- time@k12albemarle.org for Albemarle County Public Schools

Step by step documentation:
- Payouts upon employee termination
- Ending a schedule pattern for a termed employee
- Balancing hours
- Finding and viewing Kronos data for termed employees
- Enable edits – payouts for termed employees

What the employee needs to know
- Use the Employee Offboarding site to prepare for ending your employment with Albemarle County.
- If relevant, review your comp time and annual leave balances in Kronos so that you know what sort of payout(s) will be made.
- Review your timecard for your last pay period to be sure that it is correct.

What the supervisor needs to know
- Use the Employee Offboarding site to guide you through offboarding your employee properly.
- Work with the employee to review their final pay period’s timecard and make sure it is correct.
- If relevant, work with your timekeeper to make sure payouts are entered on the timecard on the employee’s last day and non-exempt employees’ hours are balanced properly.
- Approve employee’s final timecard according to normal timeline.
- If employee shows up for additional pay periods while final payouts are being processed, continue to approve the timecard.
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What the timekeeper needs to know

- Use the Employee Offboarding site to guide you through offboarding the employee properly.
- Work with the supervisors to review the employee’s final pay period’s timecard and make sure it is correct.
- If relevant, work with the supervisor to make sure payouts are entered on the timecard on the employee’s last day and non-exempt employees’ hours are balanced properly.
- Sign off on employee’s final timecard according to normal timeline.
- If employee shows up for additional pay periods while final payouts are being processed, continue to sign off on the timecard.

FAQs regarding offboarding employees in Kronos

The employee has disappeared from my Kronos list. How do I find them?
Use the Finding and viewing Kronos data for termed employees directions.

The employee quit midweek and shortfall took all their leave incorrectly. What should I do?
Use the Balancing hours directions to remove the shortfall. If the scenarios in this documentation do not help you resolve the issue, contact the appropriate email account for assistance:
- time@albemarle.org for Local Government and partner agencies
- time@k12albemarle.org for Albemarle County Public Schools

Should the supervisor and timekeeper continue to approve/sign off the employee’s timecard each week?
Yes. Continuing to approve and sign off on the timecard, even though there are no hours worked, verifies the employee’s status and keeps the audit trail intact.

What should I do if I realize that I didn’t complete employee payouts correctly?
Review Enable edits – payouts for termed employees.
If you can no longer see the employee in Kronos, even after you’ve tried the Finding and viewing Kronos data for termed employees directions, contact your HR generalist for assistance.

The employee has been gone for three months but is still showing up in Kronos. What should I do?
Contact time@albemarle.org so that the project team can research the issue. Please include the employee’s last day of employment.

What about temporary employees?
Some temporary employees have position records for each temporary job, so it is important to submit the EAR terminating that specific position.
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Note: in some cases, a temp may hold multiple positions within a single department. In that case, it may not be appropriate to submit the EAR unless you have determined that the temporary employee is no longer working for your department in any capacity.

What if I need more information about employee offboarding?
Review the information available on the Off-Boarding Site. Contact your HR generalist with additional questions not answered there.