Weekly Kronos signoff checklist for timekeepers

☐ Use the Request Manager to identify any leave requests that were not reviewed for the previous pay period and contact supervisors to approve/refuse.

☐ Review the Total Hours genie for the following items:
  o Use of shortfall
    ▪ If necessary, contact the employee and supervisor to resolve.
  o Leave washing needed
    ▪ [How to identify and resolve cases of leave washing](#)
  o Does anyone need overtime converted to comp time?
    ▪ [Converting overtime to comp time](#)
  o Do employees who performed extra work on the [supplemental payscale](#) have that time listed in the Extra Hours column?

☐ Review the Pay Period Close genie for the following items:
  o Missed punches
    ▪ Contact employee and supervisor to resolve.
  o Employee approvals
    ▪ Notify the appropriate supervisor via email.
  o Supervisor approvals
    ▪ Notify the appropriate supervisor via email.

☐ Do you have any new hires who started last week?
  o Check the timecard to see if you need to apply the “new hire no shortfall” paycode.

☐ Did anyone terminate or finish employment?
  o Review the [SOP — Offboarding termed employees](#) for guidance.
    ▪ [Directions for ending a schedule](#)
    ▪ [Directions for balancing hours](#) if the employee’s last day was not on Friday

☐ Do you have any dual job employees? Remember to check their timecards, too, even if you aren’t approving them and signing off.
  o [SOP — Dual job employees](#)

What to look for in specific scenarios:

☐ Weeks that include a holiday/non-work days:
  o 10/11 month employees: are their work days accurate for the week?
    ▪ If not, employee may be overpaid or charged shortfall incorrectly. Contact your HR generalist for guidance.
  o 12-month non-exempt employees may need the [Holiday Flex paycode if they worked beyond their schedule](#)

☐ Weeks that include a building closure:
  o Refer to the [SOP — Building closure leave](#) for guidance.
  o If your department/location has employees who were deemed essential, refer to the [SOP — Essential personnel in case of building closure](#) for guidance

☐ Departments/locations that have employees on call:
  o Review on-call payments
    ▪ [SOP — On-call pay](#)
  o If employees were called back to work, review timecard to ensure time is properly coded
    ▪ [SOP — Call Back Pay](#)