

# WEEKLY TIMELINE FOR KRONOS APPROVALS, SIGNOFF AND REPORTING



# MONDAY:

Employee approval of previous pay period.

All employees review and approve their timecard for the previous work week (non-exempt checklist [here](#)). All needed changes/revisions should be completed by the supervisor *before* the employee approves the timecard.

- Temporary employees approve their timecards if they are available to do so.



# TUESDAY MORNING:

Report on employee approvals.

Department heads/designees receive an automated report on employees who have not approved their timecard at 8 am. Department heads will follow up with employees who have not completed their approvals to identify obstacles that keep them from meeting the approval timeline.



# TUESDAY THROUGH WEDNESDAY MORNING:

Supervisor's approval of previous pay period.

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 temporary employees each week even if they do not log time during the pay period.
- Supervisors should approve timecards for members of boards and commissions each week.



# WEDNESDAY AFTERNOON:

Report on supervisor approvals

Department heads/designees receive an automated report on supervisors who have *not* approved their staff's timecards at 1 pm. Department heads will follow up with supervisors who have not completed their approvals to identify obstacles that keep them from meeting the approval timeline.



# THURSDAY:

## Timekeeper signoff

Timekeeper completes payroll signoff for *all* timecards, regardless of employee/supervisor approvals.

Signoff is a system requirement to ensure employee data moves into the payroll system correctly.



# THURSDAY AFTERNOON:

Report on timekeeper signoff

System Coordinator audits signoffs to identify incomplete approvals and signoffs and then completes remaining signoffs at 5 pm.

- System Coordinator notifies County Executives, timekeepers and department heads of incomplete approvals and signoffs.



Click link below to complete the Weekly Kronos Timeline for Approvals and Signoff Quiz and then hit submit.

July 2016						
Service	Qty	Unit Sale Price	Sale Price p/h	Customer Cost	Employee Hours	Average Cost p/h
<b>Campaign Operations</b>						
Campaign Setup					0.00	
Monthly Reports					0.00	
Ad-hoc Reports						
Ad-hoc QC						
<b>Setup</b>						
Migration Management		#REF!	#REF!	#REF!		
GA Setup		\$85.00	#REF!	#REF!		
GWT Setup		\$170.00	#REF!	#REF!		
Tag Manager Setup		\$85.00	#REF!	#REF!		
Goal Setup		\$125.00	#REF!	\$0.00		
<b>Consultation/Ad-hoc</b>						
Ad-hoc (Sofian)		\$85.00	#REF!	\$0.00		
Ad-hoc (Lonnle)		\$95.00	#REF!	\$0.00		
Ad-hoc (Nina)		\$300.00	\$95.00	\$0.00		
<b>Keyword Research</b>						
Top-level		\$100.00	\$95.00	\$0.00		
Per page (silo-style)						

[Weekly Kronos Timeline for Approvals and Signoff Quiz](#)

