

Kronos: Timekeeping Do's and Don'ts for Managers

Accurate timekeeping is essential to ensure employees are paid correctly, maintain compliance with payroll and labor regulations, and support responsible use of resources. Supervisors play a critical role in reviewing, approving, and maintaining employee time records. The following guidelines outline the responsibilities and expectations for managing timecards in Kronos and help ensure payroll is processed accurately, consistently, and on time.

● DO

- **Review timesheets regularly:** Check employee timecards throughout the week. It's much easier to correct missed punches, hour shortages, or overages as they occur rather than waiting until the end of the pay period.
- **Meet payroll deadlines:** Ensure all timecards are reviewed and submitted by the payroll deadline.
- **Maintain records for five years:** Retain all payroll records, including leave forms, for a minimum of five years.
- **Pay employees for hours worked:** Ensure employees are compensated for all time worked.
- **Document all timecard changes:** If you add, modify, or delete information on a timecard, include a comment in Kronos explaining the reason for the change.
- **Monitor overtime and compensatory time:** Be sure to monitor overtime and comp time usage and accrual.
- **Approve requests promptly:** Review and process employee time off requests and change requests as soon as possible.
- **Refresh your screen:** If a recent update is not visible, refresh the page to ensure you are viewing the latest information.

● DO NOT

- **Do not change or delete punches yourself:** Instead add a note on the timesheet and require the employee to submit a formal change request.
- **Do not alter hours to avoid overtime/comp time:** Timesheets are legal documents. Employees must be paid for their hours worked.
- **Do not make undocumented changes:** Never modify a timecard without a formal request or written documentation.