

Kronos: Process Employee Timesheets

Employee timesheets are automatically submitted to their manager at 5:00 am on the Monday following the last day of the pay period. The manager/timekeeper must review and approve all employee timesheets for accuracy in preparation for payroll processing. There are several ways to do this. You can do this from either My To Do Items, Timesheets Awaiting My Approval widget, or while viewing the timesheet.

Timesheets are auto-submitted every Monday at 5:00 a.m. following the end of the pay week.

Before you approve your employees' timesheets, you should:

- Review employee timesheets and resolve:
 - Missed punches
 - Shortage of hours (for example, weekly total should be 37.50 but employee has 35.50)
- Process all Change Requests and Time Off Requests
- Proceed with timesheet review and approval.

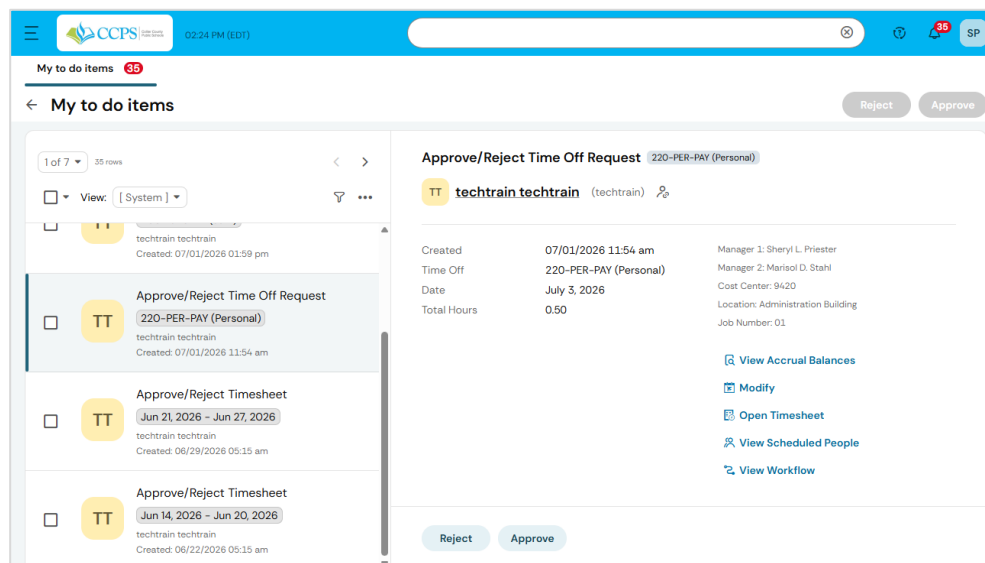
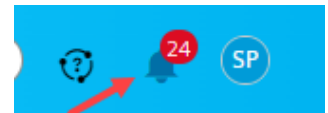
You can approve or reject timesheets from either the My To Do Items page or the Timesheet Edit page.

Access Timesheets Awaiting Approval

Employee requests appear in your Kronos mailbox.

1. From the **User Dashboard**, select the **My Mailbox** (bell) icon.
2. The **My to do items** page displays your pending requests.

Note: Your mailbox will include all requests awaiting your approval.



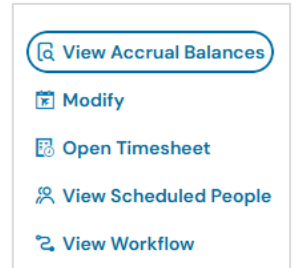
Approve a Timesheet

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Requests can only be approved for pay weeks with an Open, Submitted, or Rejected status.

From Open Timesheet View

1. Select the **My Mailbox** (bell) icon in the upper right portion of the screen.
2. Select the request (i.e., Approve/Reject Timesheet) from the left panel.
3. Select **Open Timesheet** and review the employee's timesheet for accuracy.
4. Select **Approve**.
5. Click the arrow in the upper left portion of the screen to return to your list of timesheets pending approval.

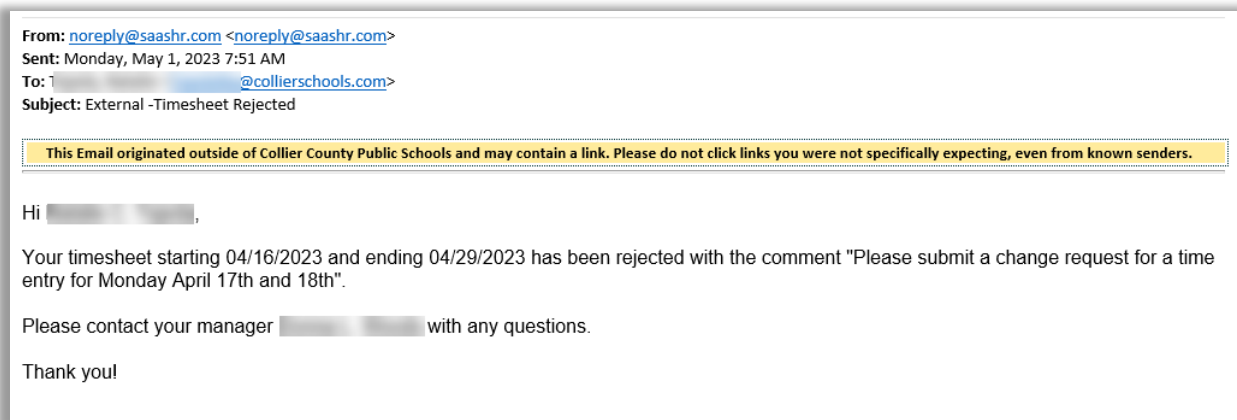


Reject a Timesheet

1. Select the blue **Reject** button.
2. The Reject Timesheet window will display.
3. In the Comment box, enter the message to the employee so the employee knows why their timesheet was rejected and what they need to do to correct the timesheet.
Note: This message will only be in the email; the employee will not see the details in any other location.
4. Click **Reject**.

The employee timesheet will reflect a status of rejected. Once the employee has made the needed corrections, you can approve the timesheet using the Approve Timesheet process.

Once you have rejected the timesheet, an email will be sent to the employee notifying them.



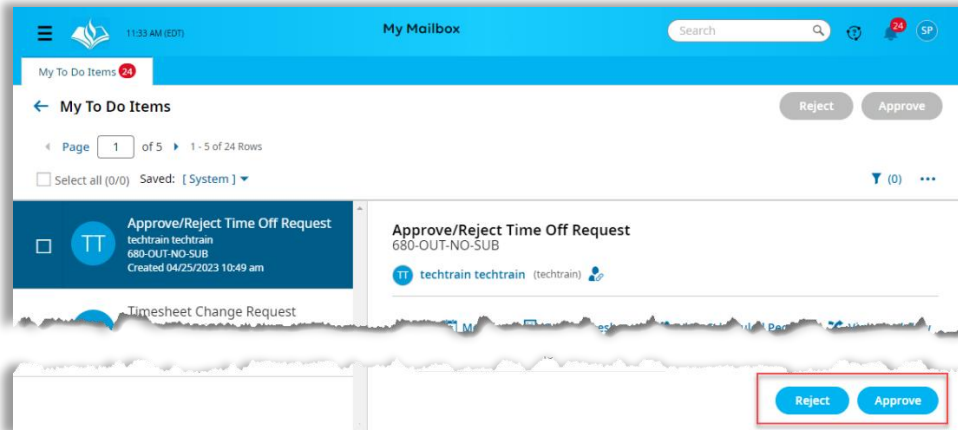
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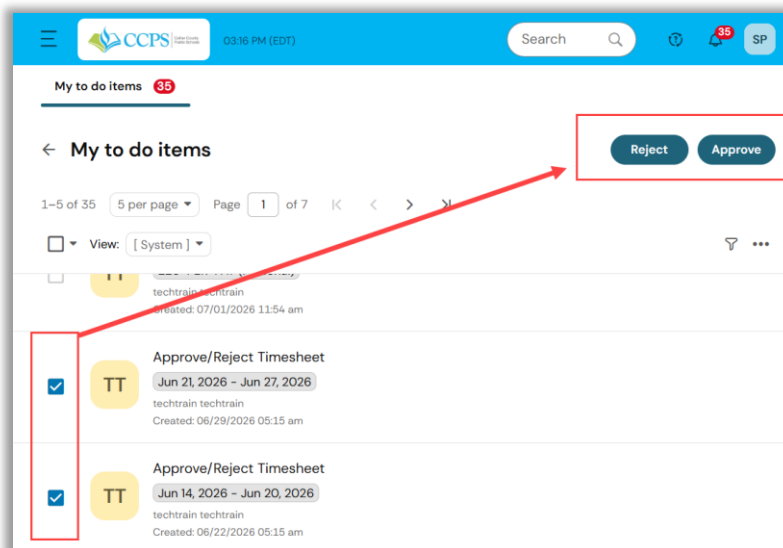
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Tip: To process multiple requests, select the checkboxes and choose Approve or Reject (in the upper right portion of the screen).



Reminder: Approved requests are added to the employee's timesheet and removed from your To Do list.

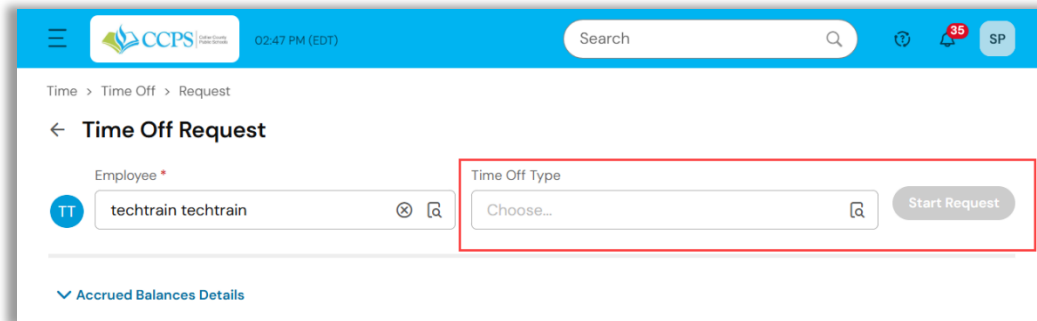
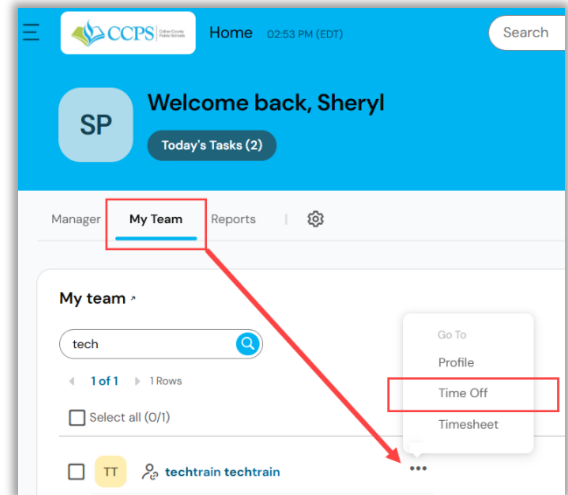
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Submit Time Off Request for an Employee

Use this option to create a request on an employee's behalf.

1. From the **User Dashboard**, select the **My Team** tab.
2. Select the **Actions (...)** menu next to the employee's name and choose Time Off.
3. The Time Off Request screen will appear.
4. Select the **Time Off Type** and click **Start Request**.
5. Select the **Request Type**.
6. Complete the required date and time details.
7. Add comments (Optional).
8. Select **Submit Request**.

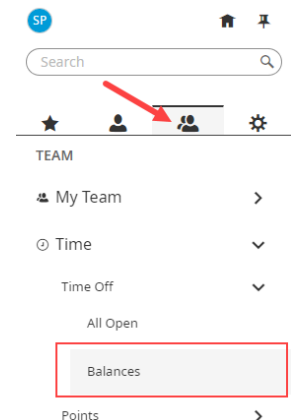
Reminder: Manager-submitted requests must still be approved before they are applied.



Viewing Time Off Accrual Balances

From the Team tab:

1. Select Time > Time Off > Balances.
2. The Time Off Balances screen will display.
3. In the Employees field, click the search icon to search for and select the employee's timeoff balance you would like to view.
4. The screen will display the time off balance (i.e., vacation, sick, personal, etc.) for the selected employee.



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Time > Time Off > Balances

← Time Off Balances

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Default
Hour
Day

01-Vacation

current

354.00 hours

Current Accrued	406.00 hrs
Current Balance	354.00 hrs
Requested	165.50 hrs

Request

01-Sick

current

86.50 hours

Current Accrued	104.00 hrs
Current Balance	86.50 hrs
Requested	13.50 hrs

Request

01-Personal

current

100.00 hours

Current Accrued	100.00 hrs
Current Balance	100.00 hrs
Requested	0.00 hrs

Request

Click to search for the employee

Click to convert hours into days

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