

Kronos: Timesheet Status Definitions for Managers

Timesheet statuses show where a timesheet is in the payroll process and determine what actions can be taken. Managers are responsible for reviewing timesheets for accuracy and ensuring approvals are completed on time. The four primary timesheet statuses are **Open**, **Submitted**, **Approved**, and **Rejected**.

Open

Open is the default status for the current pay period. Employees are actively entering and maintaining their time information. The timesheet is available for employees and managers to enter, review, and update time information.

While a time sheet is open, employees and managers can freely manage time entries, including:

- Adding, editing, or deleting punches
- Adjusting worked hours
- Adding or modifying time-off requests



Manager actions:

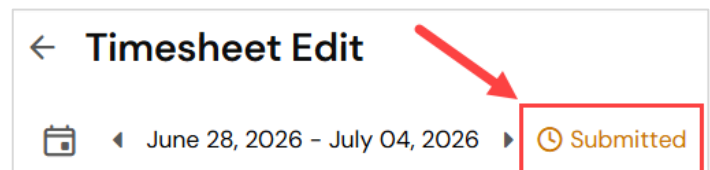
- Review time entries as needed
- Process requests promptly.
- Assist with corrections or questions
- Make updates when appropriate

Submitted

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

Manager actions:

- Review hours, overtime/comp time, and time-off/change requests
- Verify entries are accurate
- Approve the timesheet if complete
- Communicate if corrections are needed



Reminder:

A submitted timesheet is awaiting manager review. Changes may still be made before approval.

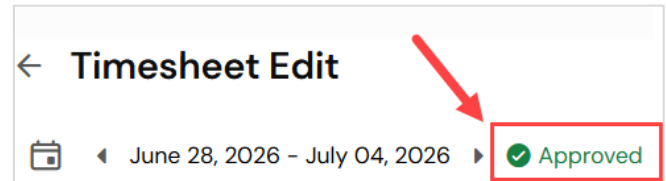
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Approved

The manager has reviewed and finalized the timesheet.

Before approving, confirm:

- Hours worked are accurate
- Time-off requests are correct
- Required corrections are complete



After approval:

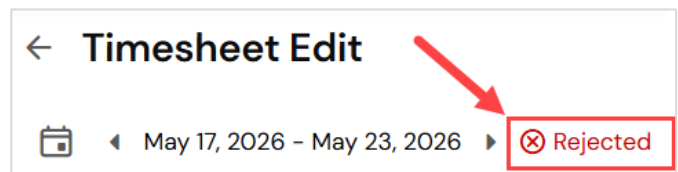
- The timesheet is locked
- Regular users cannot make changes
- Corrections require manager to reject the timesheet.

Rejected

The timesheet requires corrections before posting payroll. Rejecting a timesheet does not remove it from the process. It allows corrections to be made before payroll deadlines.

Manager actions:

- Notify the employee with correction details.
- Return the timesheet to the employee or timekeeper.
- Review and approve once corrections are complete.



Common reasons for rejection:

- Missing punches
- Incorrect hours
- Incorrect overtime
- Incomplete time-off information

Payroll Period Closed

The payroll period has been finalized and is no longer available for regular timesheet updates.

After a payroll period closes:

- Employees cannot submit changes to the closed timesheet.
- Managers cannot submit changes or approve updates for the closed period.
- Any adjustments must be processed as a **payroll correction**.

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Examples of payroll corrections:

- Missing time
- Incorrect hours
- Missed punches
- Incorrect overtime or time-off entries

Manager Review Checklist

Before approving a timesheet:

- ✓ Verify all hours are accurate
- ✓ Review overtime and time-off entries
- ✓ Resolve missing punches or discrepancies
- ✓ Approve or reject before the deadline

Timely review and approval help ensure accurate and on-time payroll processing.