

Kronos: Timesheet Status Definitions for Employees

Your timesheet status shows where your timecard is in the pay cycle and what actions can be taken. 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.

What can you do:

- Review hours worked
- Add or modify time entries.
- Add or modify time off requests.



Reminder:

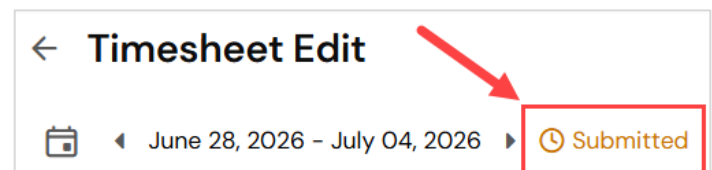
- Review your timesheet regularly to make sure your hours are accurate and submit requests as needed.

Submitted

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

What you can do:

- Review your information as needed.
- Submit requests as needed before approval.



Reminder:

A submitted timesheet is awaiting manager review. Make sure all entries are accurate. Changes may still be made before approval.

Approved

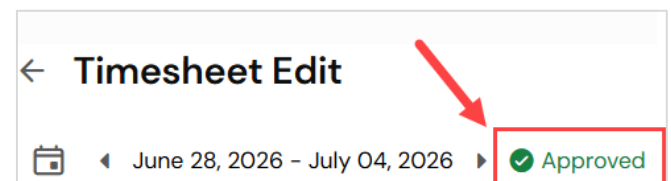
Your manager has reviewed and finalized your timesheet.

What you can do:

- View your approved timesheet.

What you cannot do:

- Make regular edits after approval.



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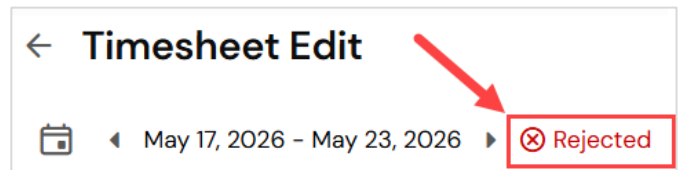
If a correction is needed after approval, contact your manager or payroll administrator for assistance. They will need to reject your timesheet so you can submit request(s) as needed.

Rejected

Your timesheet was returned because corrections are needed.

What you should do:

- Review the feedback provided.
- Correct missing or inaccurate time entries, by submitting a change or time off request.
- Notify your manager you have made the requested corrections.



Reminder:

Correct rejected timesheets before the payroll deadline to avoid delays.

Employee Timesheet Checklist

Before your timesheet is submitted:

- ✓ Confirm all hours worked are entered correctly.
- ✓ Verify missed punches or adjustments are corrected.
- ✓ Review time off requests for accuracy.
- ✓ Approve or reject before the deadline