Kronos Online Approval Process (Facility)

The Kronos online supervisory approval process will allow supervisors to easily review and approve timecards as well as view employee leave balances and run reports showing leave usage. This manual will outline the responsibilities of the employee, supervisor, timekeeper, and Human Resources Representative as well as provide specific work instructions about navigating and using Kronos.

Employee Responsibilities:
1. Clock in/out as required and submit slips for missed clock ins/outs as soon as possible.
2. Submit leave slips to supervisor in a timely fashion.
3. Review their Kronos timecard on-line and report any discrepancies to their supervisor and timekeeper no later than the first business day after the end of the pay period.

Timekeeper Responsibilities
1. Enter leave usage, missed punches and any other corrections in Kronos according to signed documentation such as approved leave slips.
2. Assist supervisors with questions they have about entries made in Kronos.
3. Assist employees with questions they have about their timecards.
4. Finish entering and approving by the set deadline (check with your Human Resources Representative on what your deadlines are).

Supervisor Responsibilities
1. Review and sign employee leave slips and missed clock forms.
2. Submit to timekeeper immediately for entry in Kronos. Slips must be submitted no later than the first business day after the end of the pay period to ensure prompt payment.
3. Review each employee's timecard in Kronos.
4. Work with the employee and timekeeper to correct any errors on the timecard.
5. Approve the timecard by the set deadline (check with your Human Resources Representative on what your deadlines are).

Human Resource Responsibilities
1. Provide guidance on appropriate payroll procedures to employees, supervisors and timekeepers.
2. Provide guidance on Kronos procedures to employees, supervisors and timekeepers.
3. Send approved timecards over to payroll system for payroll calculation and processing.