

Payroll Process for Kronos Performed by CSA

End of Pay Period Week by Thursday - Friday

- Review Ex. Director Timesheet and “Pre-Approve” any Leave Requests
 - When Approving Leave Request ADD “SEE NOTE” In Comments “*Pre-approve all leave per Chair*”
 - Clear all exceptions

This will allow the Ex. Director to Send his timesheet to the Chair for Approval

Once you have received the Chair’s approval, print email along with Kronos version of timesheet.

Monday of Payroll Processing Week:

Prepare by Reviewing the Sign-off Preparation Checklist

Review Reports

- Approve Ex. Director Timesheet
- Pay Period Close (Timekeeping Genies) – Look for employee approval and manager approval
 - Send emails to BEMC of outstanding issues (approvals)

There is not a lot to do on this day because they are still finalizing and approving their time

Tuesday of Payroll Processing Week:

- Review Reports for
 - Exceptions
 - Missed Punches
 - Punch Exceptions
 - Break Exceptions
 - Review hours Less than 80 and More than 80 (Standby)
 - Comptime Requests
 - Unapproved OT Requests
 - Leave submitted but not approved

Timekeeping Genie Reports:

- Pay Period Close:
 - Review Total: for Less and More than 80 hours
 - Employee and Manager Approvals
 - Print – Print by selecting “Share” and export to Excel (you may need to fiddle with margins and design to fit on paper)

- Reconcile Timecard
 - Look to make sure “TOTALS” are UP TO DATE
 - Print – Print by selecting “Share” and export to Excel (you may need to fiddle with margins and design to fit on paper)
- Ohio Unapproved OT
 - Review for any Unapproved OT (fix issues)
 - Look for Comp Time Request (XCTWK) that was requested that needs to be transferred to comp time
 - Look for any OT that was used and review to see if in the same week as Sick Leave
 - Change to OTSTR if so
 - Check to make sure there aren't double entries for OT and Comp Time
 - Print – Print by selecting “Share” and export to Excel (you may need to fiddle with margins and design to fit on paper)
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My Genies Reports:

- Employee Timecard Hrs
 - Review Summary of hours – Note any “misc” hours reported (e.g. Bereavement)
 - Print – Print by selecting “Share” and export to Excel (you may need to fiddle with margins and design to fit on paper)
 - Save a copy in the Payroll Register folder to send with payroll register

Request Manger (TOR's):

- Review any TOR not approved
 - Check “submitted” (this means they are submitted but not approved) – email BEMC and/or manager for any unapproved TOR
 - Submitted + Approved – These are the Approved TOR's
 - Submitted+ Cancel Approved – These are TOR's that were approved then canceled
 - Check timesheet to make sure it is correct

Exceptions:

- Check for Missed Punches
- Punch Exceptions
- Break Exceptions
 - Fix and clear any exceptions that apply

Reports:

- Under LEAVE
 - TOR (Time Off Request)
 - Review OT/Comp Time Request
 - Review OT Request
 - You can pick and choose different types of leave –

Once all of the Reports have been Reviewed and all exceptions have been fixed etc

Perform Sign Off-

Once you have "Signed Off" on all of the timesheets - Send Data to OAKS through Data Integration.

DON'T FORGET TO COMPLETE THE SIGN-OFF PRPERATION CHECKLIST

NEW EMPLOYEES

- Set up account in OAKS under Time and Labor>Enroll Time Reporters>Maintain Kronos Data
- Contact Matt Farntsworth and/or Jackie Masters in HRD to have them set up to be able to view and access.

TERMINATED EMPLOYEES

- You will need to go to the TERMINATED employees to Sign-off on the timesheet