

# Payroll Reporting Training

*Chapter 1:*

**General Info & UKG Kronos Manager**

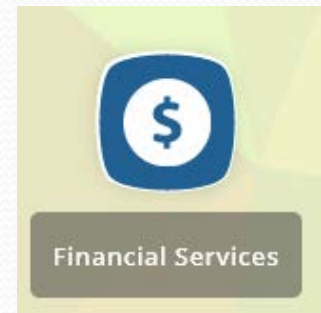


# Important Contacts

- **Payroll**
  - [payroll@conroeisd.net](mailto:payroll@conroeisd.net)
  - x97722
- **Technology**
  - [help@conroeisd.net](mailto:help@conroeisd.net)
  - x97658
- **Human Resources**
  - [hrrequests@conroeisd.net](mailto:hrrequests@conroeisd.net)
  - x97859
- **Substitute Office**
  - [substitutes@conroeisd.net](mailto:substitutes@conroeisd.net)
  - x97710



Payroll Due Date Schedules, manuals, links and information can be found on the Payroll Internal Website, accessible through the CISD SSO.





# Payroll Internal Website

<https://sso.conroeisd.net/>

The screenshot displays the Conroe ISD SSO dashboard. At the top, there is a navigation bar with the Conroe ISD SSO logo, a search icon, and a notification bell. Below the navigation bar, there are ten application tiles arranged in two rows of five. The tiles are: Administrative Directory, Bus Hub, Bus Referrals, Campus Contacts, Canvas, eFinancePLUS, eFinancePLUS Test, Employee Documents, Financial Services (circled in red), and Frontline Asset Management. Each tile features a unique icon and a label.

Icon Description	Application Name
Calendar with ID card	Administrative Directory
Yellow school bus	Bus Hub
Yellow school bus	Bus Referrals
House with people	Campus Contacts
Red and grey globe	Canvas
Green and blue pie chart	eFinancePLUS
Blue 'P' logo	eFinancePLUS Test
Blue document with checkmark	Employee Documents
Blue circle with white dollar sign	Financial Services
Green and white logo	Frontline Asset Management



# Payroll Internal Website

**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT









Parents/Students ▾ Employees ▾ Community ▾ MORE !

Google translate English ▾

HOME // FINANCIAL SERVICES-INTERNAL

## Financial Services-Internal

IN THIS SECTION

-  [Accounts Payable →](#)
-  [Activity Funds →](#)
-  [Finance & Budget →](#)
-  [Finance Training →](#)
-  [Payroll →](#)
-  [Procurement Services →](#)
-  [Travel →](#)
-  [Warehouse →](#)





# Payroll – Internal

Select from the links below for additional information.

[2023-2024 Pay and Due Date Schedules](#)

[2022-2023 Pay and Due Date Schedules](#)

[Pay Information](#)

[Direct Deposit Information](#)

[Tax Information](#)

[Deduction Information](#)

[Resignation/Retirement](#)

[Leave Information](#)

[Manuals/Procedures](#)

[Forms](#)

[Services](#)

[Links](#)

[Summer School](#)

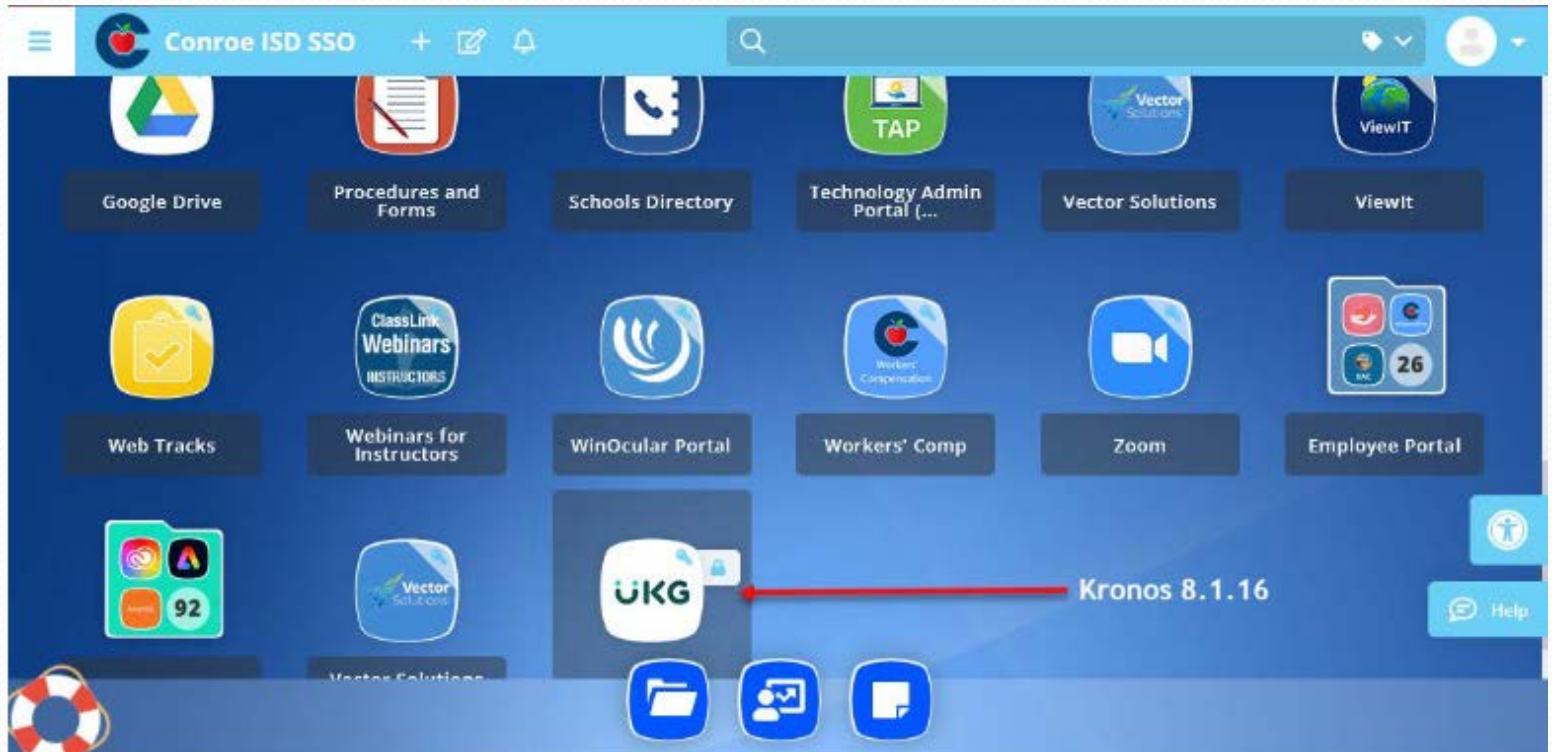
[Kronos Manuals and Information](#)



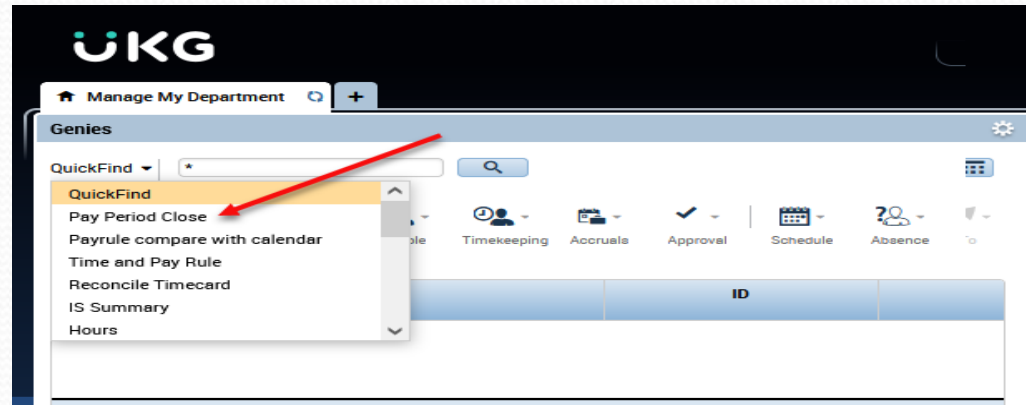


# Navigating UKG Kronos

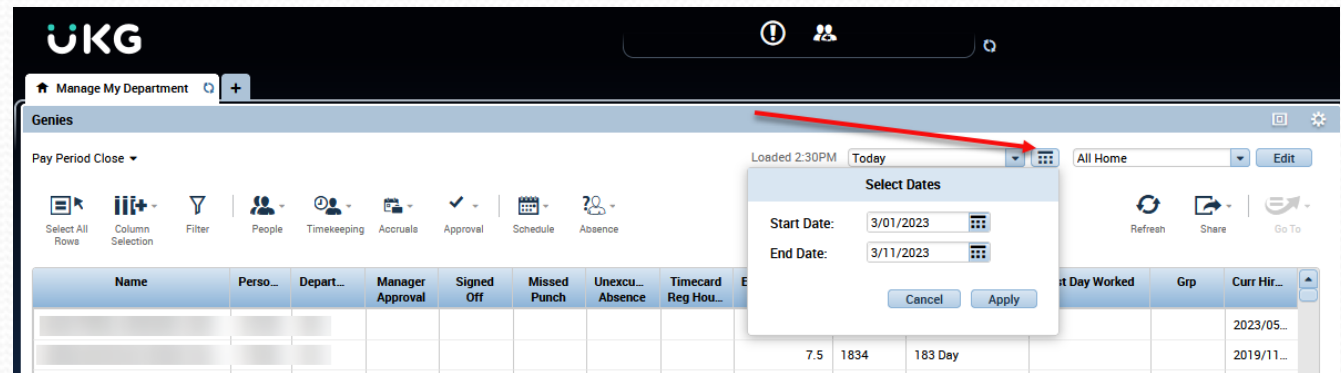
Log in to the SSO and click the UKG tile.



- Manage My Department > Genies > Pay Period Close



- Choose Range of Dates by clicking on the Calendar icon



- Missed punches and Unexcused Absences are identified with check marks

This is a close-up view of the table from the previous screenshot. The 'Missed Punch' and 'Unexcused Absence' columns contain check marks for three rows. The 'Unexcused Absence' column is circled in red. The table headers are: Name, Personnel, Department, Manager Approval, Signed Off, Missed Punch, Unexcused Absence, Timecard Reg Hou..., Exp Daily Ho..., Calendar, Pay Rule, Last Day Worked, and Grp.

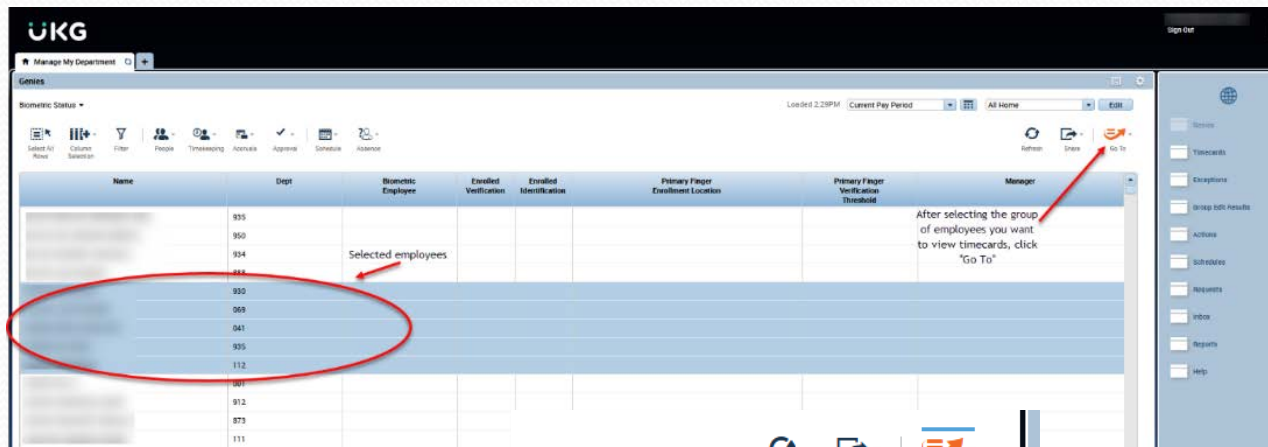
Name	Personnel	Department	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Timecard Reg Hou...	Exp Daily Ho...	Calendar	Pay Rule	Last Day Worked	Grp
						✓		7.5	2024	183 Day		
			1 (Partial)	✓		✓		7.5	1834	Change Me		
						✓		7.5	2024	Standard		



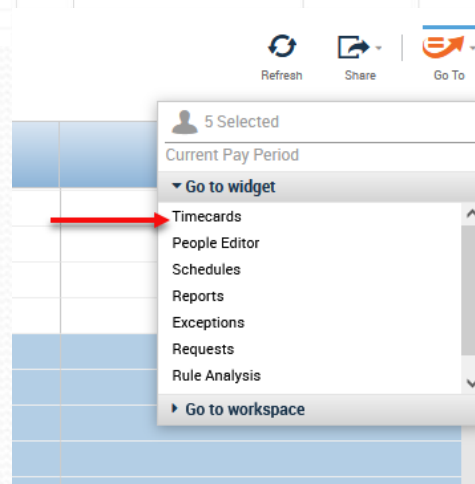


# Kronos Timecards

From Quickfind to search for a particular EIN, or Pay Period Close to select multiple employees, once the employee(s) is selected, click the “Go To” icon on the right side of the screen.



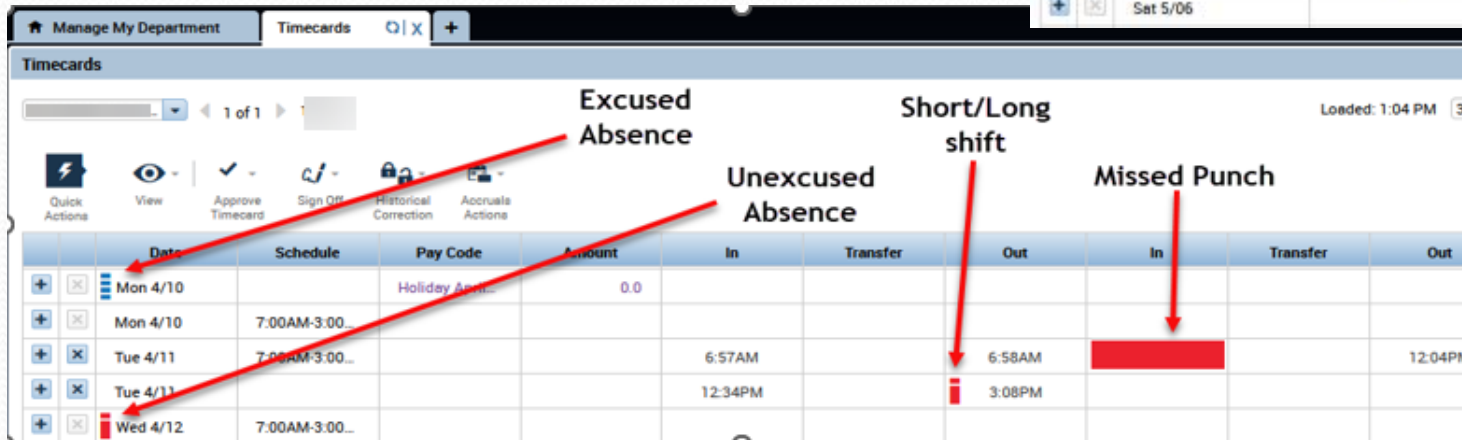
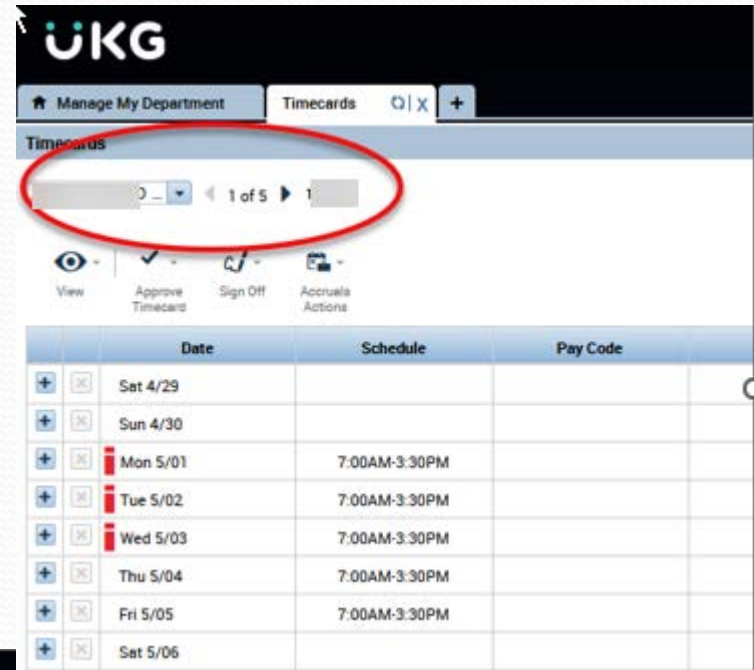
Select  
Timecards  
from the drop  
down menu.



# Kronos Timecards

The first employee's timecard in the selected group will appear. To scroll through the selected employees' timecards, use the ">" arrow button in the top left of the screen to roll to the next timecard.

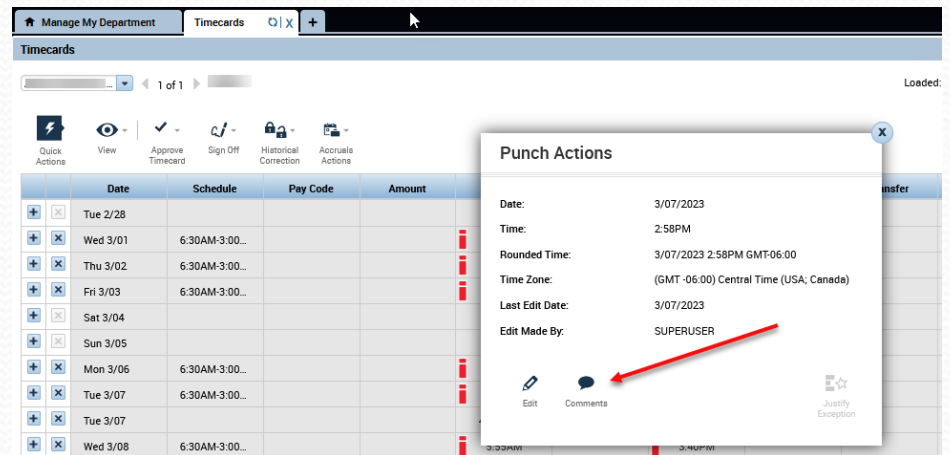
Exceptions in the timecard are denoted in the following ways (right click or hover on exception icon for more info):



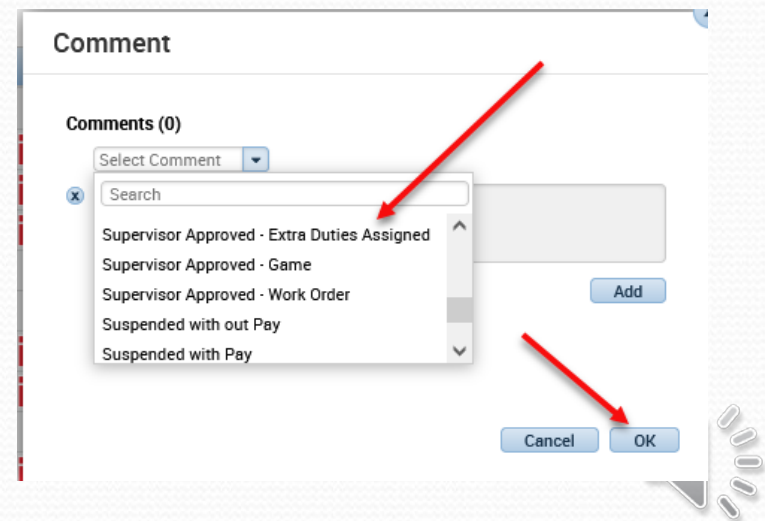


# Entering Comments

- In employee's timecard, right click on the punch to apply the comment.
- A pop-up box will display, select the comment symbol.



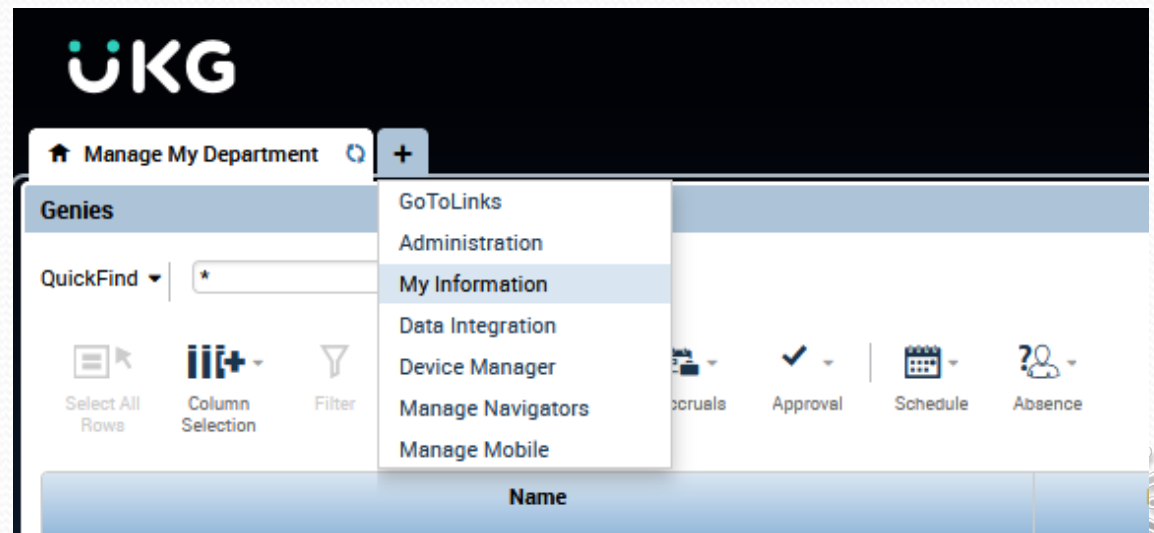
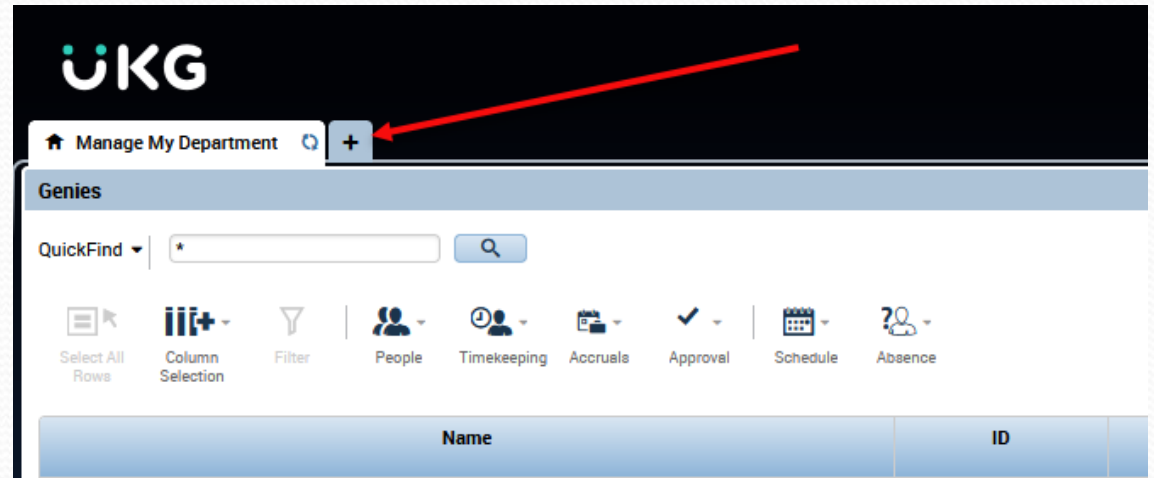
- Select a standard comment from the list, add a note with a bit more detail, click OK.
- Save the timecard – Payroll can see that you reviewed the long/short shift and no further confirmation is required.





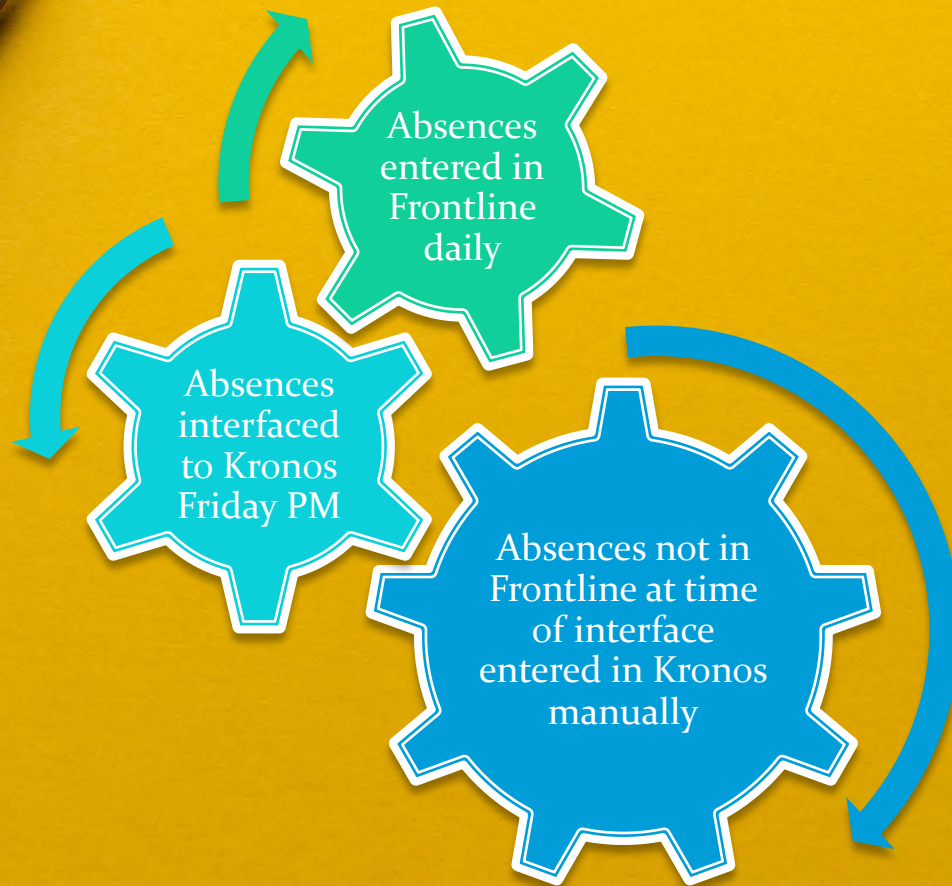
# Timestamps

- To clock in/out, navigate to the “My Information” tab. To do this, click the “+” beside “Manage My Department” and select “My Information”.





# Kronos – Employee Absences

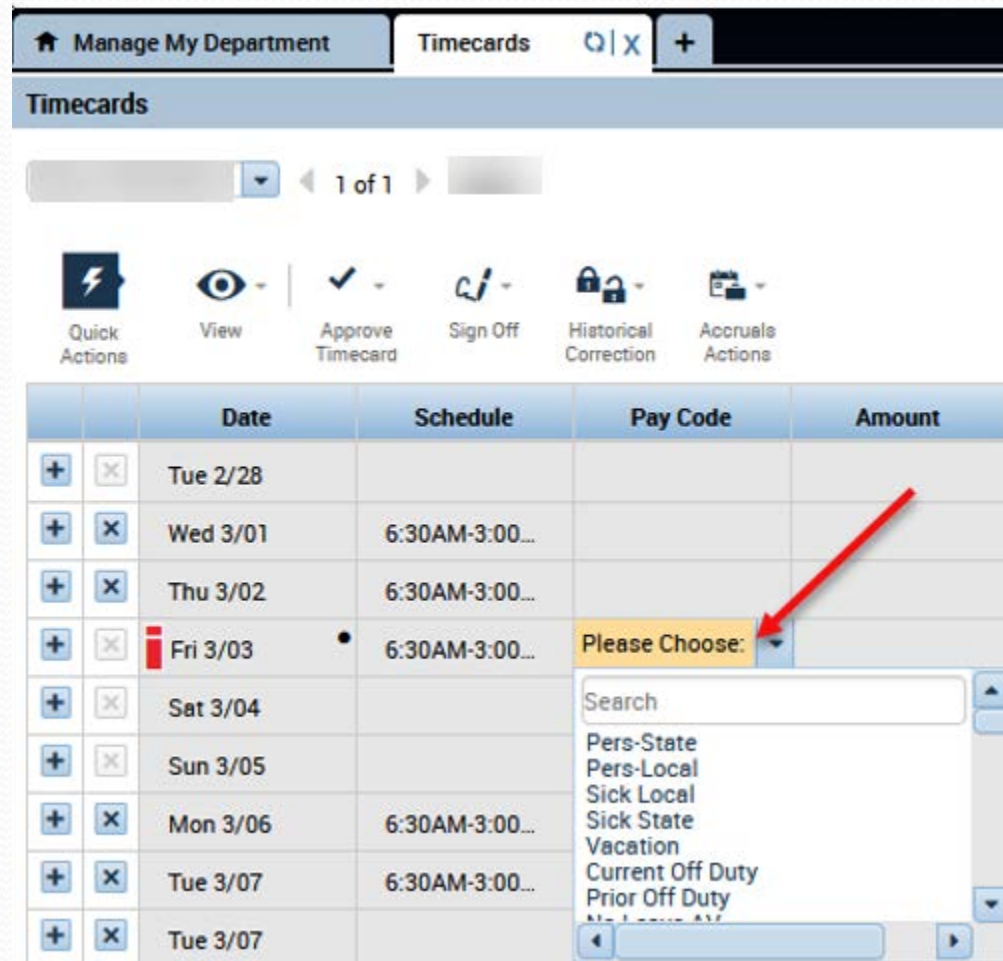




# Entering Kronos Absences

In employee's timecard, on date absent, select the appropriate pay code. Absence type much be the same as what is entered into Frontline.

**IMPORTANT: Be sure you keep documentation for any changes, deletions, or additions to Kronos.**



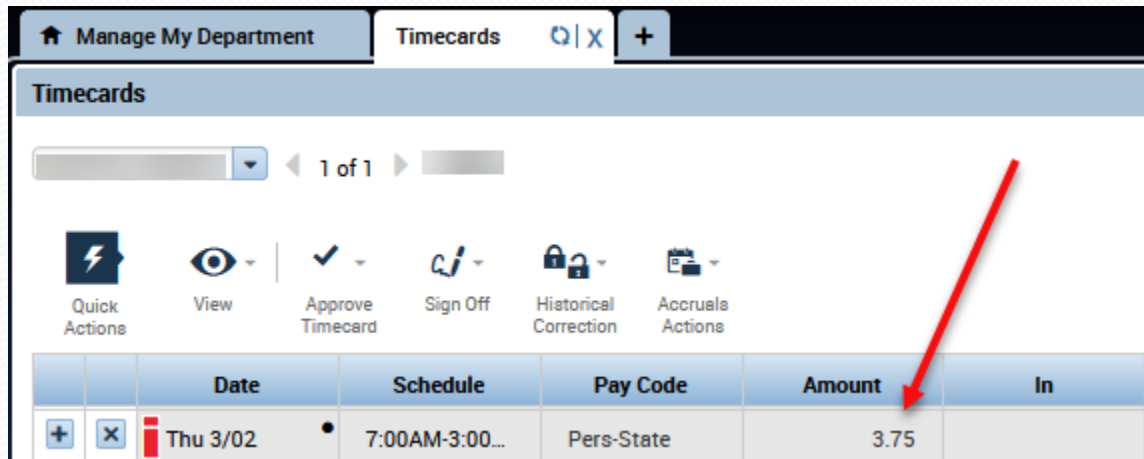
The screenshot shows the Kronos Timecards interface. At the top, there are tabs for "Manage My Department" and "Timecards". Below the tabs, there is a "Timecards" header and a navigation bar showing "1 of 1". A row of icons for "Quick Actions", "View", "Approve Timecard", "Sign Off", "Historical Correction", and "Accruals Actions" is visible. The main content is a table with columns for "Date", "Schedule", "Pay Code", and "Amount". The table contains rows for dates from Tue 2/28 to Tue 3/07. The "Pay Code" column for Fri 3/03 is highlighted, and a dropdown menu is open, showing a search bar and a list of pay codes: "Pers-State", "Pers-Local", "Sick Local", "Sick State", "Vacation", "Current Off Duty", "Prior Off Duty", and "Min Leave AM". A red arrow points to the dropdown menu.

		Date	Schedule	Pay Code	Amount
+	×	Tue 2/28			
+	×	Wed 3/01	6:30AM-3:00...		
+	×	Thu 3/02	6:30AM-3:00...		
+	×	Fri 3/03	6:30AM-3:00...	Please Choose:	
+	×	Sat 3/04			
+	×	Sun 3/05			
+	×	Mon 3/06	6:30AM-3:00...		
+	×	Tue 3/07	6:30AM-3:00...		
+	×	Tue 3/07			



# Entering Kronos Absences

Most absences must be entered in whole or half day increments. For example: 7.5 hr. per day employee will either have 7.5 or 3.75 hours entered.



The screenshot shows the Kronos Timecards interface. At the top, there are tabs for 'Manage My Department', 'Timecards', and a search icon. Below the tabs, there is a 'Timecards' header and a navigation bar with '1 of 1' items. A row of icons includes 'Quick Actions', 'View', 'Approve Timecard', 'Sign Off', 'Historical Correction', and 'Accruals Actions'. Below this is a table with the following columns: Date, Schedule, Pay Code, Amount, and In. A red arrow points to the 'Amount' column in the first row of data.

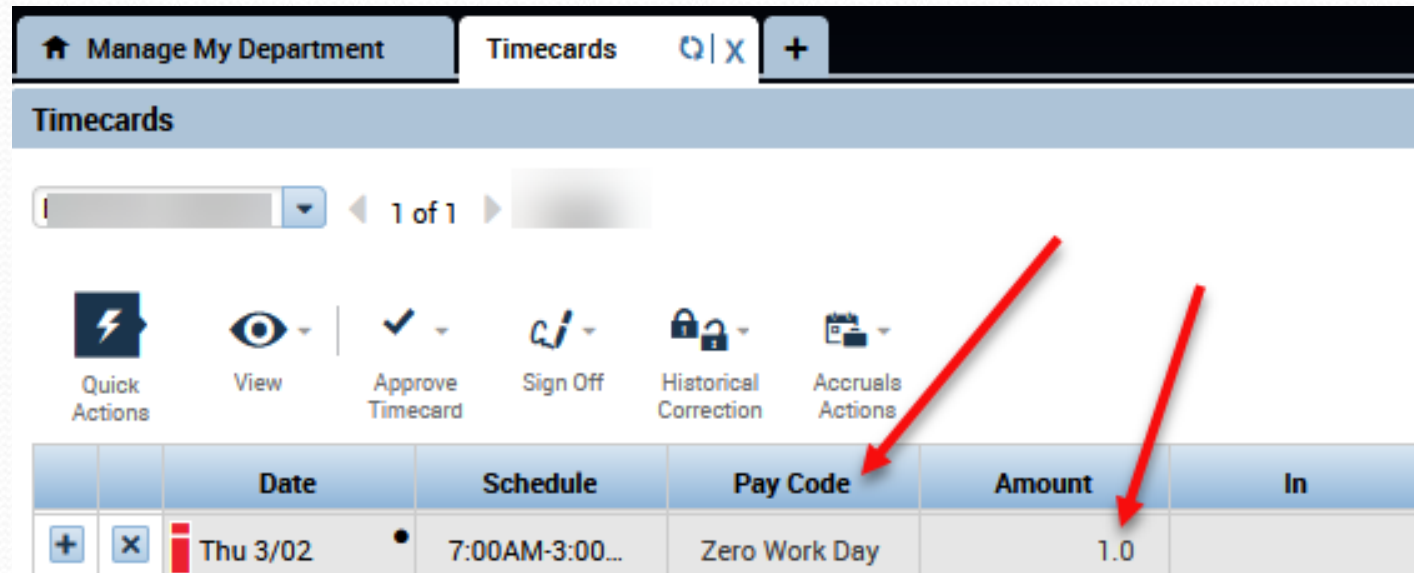
	Date	Schedule	Pay Code	Amount	In
+ x	Thu 3/02	7:00AM-3:00...	Pers-State	3.75	

Percentage employees receive fewer days (50% receives 2.5 state/local personal), each day is still worth 7.5 hours. Employees who work  $\frac{1}{2}$  of a day every day would enter  $\frac{1}{2}$  (3.75 hours) absence for each day absent. Employees who work  $\frac{1}{2}$  the number of days in a week (at 7.5 hours each day) would enter a full day (7.5 hours) for each day absent.



# Zero Work Day

- Days not worked by percentage employees should have a Zero Work Day added. This removes the unexcused absences and causes the time to calculate correctly.
- The amount should be 1.0.
- If a day includes hours or a pay code, Zero Work Day is not required.



The screenshot shows a web interface for managing timecards. At the top, there are navigation tabs: "Manage My Department" (selected), "Timecards", and a "+" button. Below the tabs is a "Timecards" header. A search bar and pagination controls ("1 of 1") are visible. A row of action icons includes "Quick Actions", "View", "Approve Timecard", "Sign Off", "Historical Correction", and "Accruals Actions". Below the actions is a table with the following data:

		Date	Schedule	Pay Code	Amount	In
		Thu 3/02	• 7:00AM-3:00...	Zero Work Day	1.0	

Two red arrows point from the "Approve Timecard" and "Sign Off" icons to the "Pay Code" and "Amount" columns of the table, respectively.





# Kronos Queries

The screenshot shows the UKG Kronos interface. At the top left is the UKG logo. Below it is a navigation bar with 'Manage My Department' and a search icon. The main header area includes a 'Genies' title, a 'Pay Period Close' dropdown, and a 'Loaded 2:49PM' status. A search bar contains the query '!Long shift', with a red arrow pointing to it. To the right of the search bar are 'Refresh', 'Share', and 'Go To' buttons. Below the search bar is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. The main content area is a table with the following columns: Name, Perso..., Depart..., Manager Approval, Signed Off, Missed Punch, Unexcused Absence, Timecard Reg Hou..., Exp Daily Ho..., Calendar, Pay Rule, Last Day Worked, and Grp. The table contains two rows of data:

Name	Perso...	Depart...	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Timecard Reg Hou...	Exp Daily Ho...	Calendar	Pay Rule	Last Day Worked	Grp
		910	1	✓			55.37	8.0	2264	Standard		
		873	1	✓			58.72	8.0	2624	Police		

## Useful queries

- Short shift
- Long shift
- 179 no Budget Code
- Acct Code no 179
- Missed Punches
- Unexcused Absences
- Zero Hours



# Kronos Queries

## Short Shift

- Use to catch missing half-day absences or missing punches
- **Employees cannot choose to be docked hours equal to or greater than half their normal day (per District policy)**
- Enter comments for approved short shifts

## Long Shift

- Use to catch AM/PM manual punch errors
- Enter comments for approved long shifts (required for shifts exceeding 12 hours)



# How are Supplemental Duties Paid?

## eFinancePlus

### Enter Supplemental Pay:

- Full-time exempt ONLY

## Kronos Transfer:

- Full-time non-exempt
- Part-time
- Retirees
- Substitutes ONLY if hired as Part-time

*Questions about who is eligible to work a particular duty should be directed to HR*



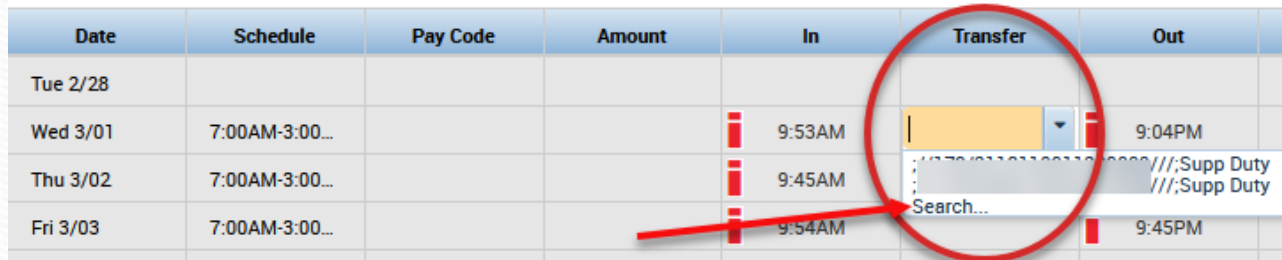


# Kronos Supplemental Duty

If you need to transfer an employee's time to a different budget code for a supplemental duty, click the space between the two punches in the transfer column.

Then click **Search...**

Date	Schedule	Pay Code	Amount	In	Transfer	Out
Tue 2/28						
Wed 3/01	7:00AM-3:00...			9:53AM		9:04PM
Thu 3/02	7:00AM-3:00...			9:45AM		9:04PM
Fri 3/03	7:00AM-3:00...			9:54AM		9:45PM



**Transfer**

Name  
Job  
Labor Account  
Work Rule

[Job Transfer](#) | [Labor Account](#) | [Work Rule](#)

**Add Labor Account** Clear All

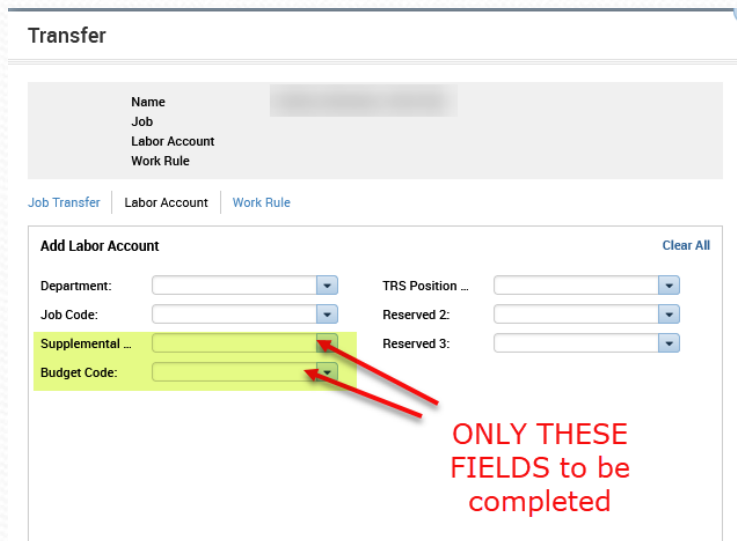
Department:  TRS Position ...

Job Code:  Reserved 2:

Supplemental ...  Reserved 3:

Budget Code:

**ONLY THESE FIELDS to be completed**



# Kronos Supplemental Duty

Under the **Labor Account** tab, and from the drop down box under Supplemental, select **179**, **179** to pay the employee their regular hourly rate for this duty.

Only specific situations **\*\*with prior administrator approval\*\*** allow for selecting any rate other than **179,179**.

The screenshot shows the 'Transfer' form in the Kronos system. The 'Labor Account' tab is selected. The 'Add Labor Account' section contains several fields: Department, Job Code, Supplemental (highlighted in green), Budget Code, TRS Position, Reserved 2, and Reserved 3. A dropdown menu is open for the 'Supplemental' field, showing a list of options. A red arrow points to the '179 179' option in the list. The 'Cancel' and 'Apply' buttons are visible at the bottom right.

Supplemental	Rate
0	Default
179	179
181	Athletics
800	Stipend
854	Transportation Pay
855	Secondary Job 14.0
859	Class C Driver 15.2



# Kronos Supplemental Duty

Then, select **Budget Code** and scroll to choose the correct code from the drop down box.

Direction on which budget code to use should come from your administrator – Payroll cannot advise on which budget code you should select.

Transfer

Name  
Job  
Labor Account //179//  
Work Rule

Job Transfer | Labor Account | Work Rule

Add Labor Account Clear All

Department:  TRS Position ...

Job Code:  Reserved 2:

Supplemental ... 179 - 179  Reserved 3:

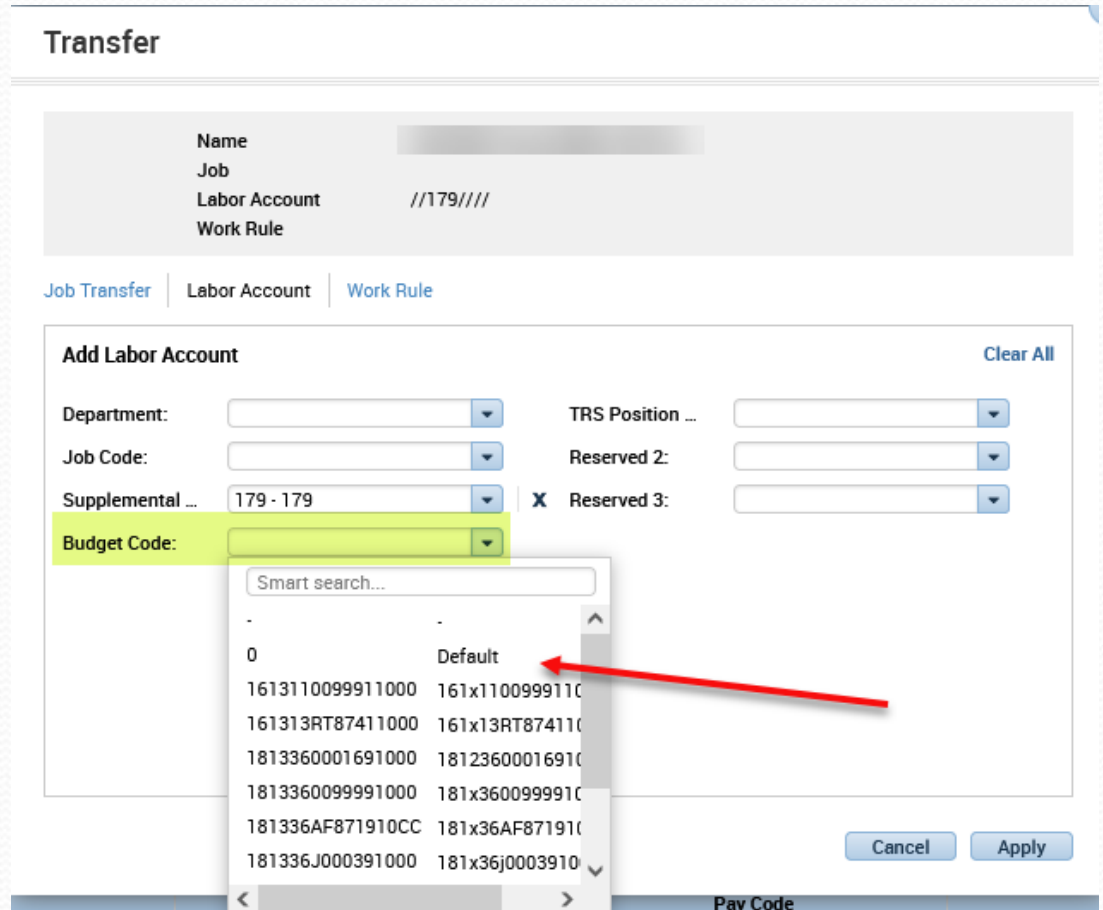
Budget Code:

Smart search...

0	Default
1613110099911000	161x1100999110
161313RT87411000	161x13RT874110
1813360001691000	18123600016910
1813360099991000	181x3600999910
181336AF871910CC	181x36AF871910
181336J000391000	181x36j0003910

Cancel Apply

Pay Code





# Kronos Supplemental Duty

Next, Select **Work Rule** tab, and select Supp Duty in the drop down box. Then, click Apply.

**\*\*Make sure you transfer ALL the needed segments\*\***

Lastly, after all transfers are created, click Save at the top right.

**Transfer**

Name  
Job  
Labor Account  
Work Rule

Job Transfer | Labor Account | **Work Rule**

**Add Work Rule** Clear All

Search List

- Standard 37.5 No Meal Deduct
- Standard 37.5 Police
- Standard 40 1hr Meal deduct
- Standard 40 30e
- Standard 40 30Min Meal deduct
- Standard 40 60e
- Standard 40 No Meal deduct
- Stipend
- Supp Duty**
- Supp Duty Police

Cancel Apply

Loaded: 12:34 PM Today 1 Employee(s) Selected

Print Timecard Refresh Calculate Totals Save Go To

In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
8:00AM	...000///;Supp Duty							

# Kronos Queries – Supplemental Pay

**\$Acct Code no 179**

Transfer is missing  
Supplemental  
Duties rate

**\$179 no budget  
code**

Transfer is missing  
a budget code

UKG

Manage My Department

Genies

Pay Period Close

Loaded 2:27PM 8/27/2023 - 9/02/2023, S ... All Home Edit

Hyperfinds (216)

- Ad Hoc
- \$\$Non-Holiday w/ Holiday
- \$\$Zero Hours
- \$179 no budget code**
- \$Acct Code No 179**
- \$ Change Me Labor Account

Name	Perso...	Depart...	Manager Approval	Signed Off	Missed Punch	Unexcu... Absence	Timecard Reg Hou...	Exp Daily Ho...	Calendar	Pay Rule
		934						8.0	2624	Hourly 261 30e

# Approve Timecards (Weekly)

The screenshot shows the UKG Kronos interface. At the top, there is a navigation bar with the UKG logo and a 'Manage My Department' button. Below this, there is a 'Genies' section and a 'Pay Period Close' dropdown menu. A red arrow points to the 'Pay Period Close' dropdown. Below the dropdown, there are several icons: 'Select All Rows', 'Column Selection', 'Filter', 'People', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. A red arrow points to the 'Approval' icon. A context menu is open over the 'Approval' icon, listing the following options: 'Approve Timecard', 'Remove Timecard Approval', 'Approve Overtime - Group Approval', 'Sign Off', 'Remove Sign-Off', 'Enable Edits', and 'Disable Edits'. The 'Approve Timecard' option is highlighted in green. Below the context menu, there is a table with columns: 'Name', 'Perso...', 'Depart...', 'Manager Approval', and 'Timecard Reg Hou...'. The table contains several rows of data, with the first row having a value of '934' in the 'Depart...' column, the second row having '016', and the third row having '127'.

Go to Pay Period Close. Choose "Last Week" in Time Period field



"Select All" to highlight all employees



In the Approvals menu, select "Approve Timecard"

- Please approve Kronos weekly!





# Employee Transactions & Totals

From Pay Period Close, select the date range for the report, highlight all employees to include on report, and click “Go To”, then select “Reports”.

Manage My Department

Genies

Pay Period Close

Loaded 2:46PM 2/01/2023 - 2/12/2023, S... All Home Edit

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule Absence Refresh Share Go To

Name	Perso...	Depart...	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Timecard Reg Hou...	Exp Daily Ho...	Calendar	Pay Rule	Last Day Worked	Grp	Curr Hir...
		003	1	✓			60.73	7.5	1834	183 Day		ST	2022/12...
		003	1	✓			60.32	7.5	1834	183 Day			2022/09...
		003	1	✓			59.47	7.5	1834	183 Day			2022/09...



# Employee Transactions & Totals

## REPORTS

**SELECT REPORTS** | **CHECK REPORT STATUS**

**Run Report** | **Refresh** | **Email** | **Print** | **Schedule Report**

**Create Favorite** | **Save Favorite** | **Duplicate Favorite** | **Delete Favorite**

- Actual vs. Schedule by Job
- Actual vs. Schedule by Labor Account
- CISD Employee Transactions and Totals
- CISD Hours by Department
- CISD Time Detail
- Employee Hours by Job
- Employee Hours by Job (Excel)
- Employee Hours by Labor Account
- Employee Schedule - Monthly
- Employee Schedule - Weekly
- Employee Transactions and Totals**
- Employee Transactions and Totals (Excel)
- Exceptions
- Exception Summary
- Hours by Labor Account
- Punch Origin
- Timecard Audit Trail
- Time Detail
- Time Detail (Excel)
- + Other Reports

### EMPLOYEE TRANSACTIONS AND TOTALS

**Description** Display and totals by employee as well as a grand total. Pay codes, their respective time or money amount totals are included in the report. Combined pay codes are not included in the report.

**People** **Employees in report**  
Previously Selected Employee(s) ▼

**Time Period** **Enter Range of Dates**  
Range of Dates ▼ 6/28/2015 [calendar] 7/11/2015 [calendar]


**Display Empty Totals** No ▼

**Actual/Adjusted** Show hours credited to this period only. ▼

**Pay Codes**

Available	Selected
	Pers-State
	Pers-Local
	Sick Local
	Sick State
	Vacation
	Current Off Duty
	Prior Off Duty
	No Leave AV
	Admin Leave
	Donated Days
	Jury Duty
	Other Absence

**Output Format** Adobe Acrobat Document(.pdf) ▼



# Employee Transactions & Totals

Manage My Department | Reports

Reports

REPORTS

Click "Refresh Status" multiple times until "Status" says Complete

SELECT REPORTS | CHECK REPORT STATUS

View Report | Refresh Status | Delete

Name  Search

Report Name	Format	Date In	Date Done	Status
Employee Transactions and Totals	pdf	9/04/2023 2:52PM	9/04/2023 2:52PM	Complete
Employee Transactions and Totals	pdf	9/02/2023 2:00PM	9/02/2023 2:00PM	Complete

## Employee Transactions & Totals

Time Period: 7/09/2017 - 7/29/2017  
 Query: Previously Selected Employee(s)  
 Pay Codes: (48): |Pers-State|Pers-Local|Sick Local|Sick State|Vacation|Current Off Duty|Prior Off Duty|No Leave AV|Admin Leave|...  
 Actual/Adjusted: Show hours credited to this period only.

Data Up to Date: 7/28/2017 4:37 PM  
 Executed on: 7/28/2017 4:37PM GMT-05:00  
 Printed for: rjimenez

Employee:	Totals:	Hours	Money	Days	Wages
REGULAR	Totals:	19.73	\$0.00	0.00	\$450.31
Regular	Totals:	19.73	\$0.00	0.00	\$450.31
	Totals:	19.73	\$0.00	0.00	\$450.31

Summary Totals:	Hours	Money	Days	Wages
Regular	92.87	\$0.00	0.00	\$1,459.26
Timecard Regular Total	92.87	\$0.00	0.00	\$1,459.26
Grand Totals:	185.73	\$0.00	0.00	\$2,918.52

Total Number of Employees: 4

Have Principal or Administrator sign and date here





# Retirees in Kronos

- Full-time and Part-time retirees are required to use Kronos
- Hours
  - Full Time, Exempt – time and leave only, not pay
  - Part Time, Exempt - time and pay
  - Non-Exempt - time, leave, and pay
  - Absences will come from Frontline unless entered after the Friday afternoon interface. Leave pay code is **Ret-Reg**.
- Stipends
  - Exempt and Non-Exempt - time only, not pay
- Extra Duty
  - Exempt and Non-Exempt – Time and Pay
  - Flat Rates are not allowed



# Retirees in Kronos

- Retirees will have an RT in the group column

Loaded 2:46PM 2/01/2023 - 2/12/2023, S... All Home Edit

Refresh Share Go To

Exp Daily Ho...	Calendar	Pay Rule	Last Day Worked	Grp	Curr Hir...
0.0	SUB4	Part Time		RT	2021/04...
0.0	SUB4	Part Time		RT	2021/05...
0.0	SUB4	Part Time		RT	2021/05...
7.5	2264	Exempt-Retiree		RT	2019/07...

FT Retiree with stipend:

PT Retiree with stipend:

TIMECARD  
Loaded: 9:44AM

Name & ID: doe, jane 123457  
Time Period: 7/17/2016 - 7/23/2016, Range of Dates  
Last Calculated: 9:43AM

Date	Pay Code	Amount	In	Transfer	Out	In
Sun 7/17						
Mon 7/18			8:00AM		4:30PM	
Tue 7/19	//800////Stipend		6:30PM		8:30PM	
Wed 7/20	//862////Supp Duty		10:30AM		12:30PM	

TIMECARD  
Loaded: 9:43AM

Name & ID: doe, john 123456  
Time Period: 7/17/2016 - 7/23/2016, Range of Dates  
Last Calculated: 9:43AM

Date	Pay Code	Amount	In	Transfer	Out	In
Sun 7/17						
Mon 7/18			6:30AM		4:30PM	
Mon 7/18	//800////Stipend		6:30PM		8:30PM	
Tue 7/19	//862////Supp Duty		1:30PM		3:30PM	

TOTALS & SCHEDULE ACCRUALS AUDITS

All

Account	Pay Code	Amount	Date
999/623/0/0/0/0	Ret-Reg	8.5	Sun 7/17
(x)999/623/800/0/0/0	Stipend	2.0	Mon 7/18
(x)999/623/862/0/0/0	Regular	2.0	Tue 7/19
			Wed 7/20
			Thu 7/21

TOTALS & SCHEDULE ACCRUALS AUDITS

All

Account	Pay Code	Amount	Date
999/998/0/0/0/0	Regular	10.0	Sun 7/17
(x)999/998/800/0/0/0	Stipend	2.0	Mon 7/18
(x)999/998/862/0/0/0	Regular	2.0	Tue 7/19
			Wed 7/20
			Thu 7/21



# Retirees in Kronos

## Employee Transactions & Totals

Time Period: 7/17/2016 - 7/23/2016  
 Query: Previously Selected Employee(s)  
 Pay Codes: (45): |Pers-State|Pers-Local|Sick Local|Sick State|Vacation|Current Off Duty|Prior Off Duty|No Leave AV|Admin Leave|...  
 Actual/Adjusted: Show hours credited to this period only.

Data Up to Date: 8/3/2016 9:47 AM  
 Executed on: 8/03/2016 9:47AM GMT-05:00  
 Printed for: jadoe

Employee:		ID: 123457		
Totals:	Pay Code	Hours	Money	Days
	Timecard Regular Total	2.00	\$0.00	0.00
	Totals:	2.00	\$0.00	0.00
	Regular	2.00	\$0.00	0.00
	Ret-Reg	8.50	\$0.00	0.00
	Stipend	2.00	\$0.00	0.00
	Totals:	12.50	\$0.00	0.00

Employee:		ID: 123456		
Totals:	Pay Code	Hours	Money	Days
	Timecard Regular Total	12.00	\$0.00	0.00
	Totals:	12.00	\$0.00	0.00
	Regular	12.00	\$0.00	0.00
	Stipend	2.00	\$0.00	0.00
	Totals:	14.00	\$0.00	0.00

Summary Totals:	Hours	Money	Days
Regular	14.00	\$0.00	0.00
Ret-Reg	8.50	\$0.00	0.00
Stipend	4.00	\$0.00	0.00
Timecard Regular Total	14.00	\$0.00	0.00





# Month-End Review - TRS

- All non-exempt employee timecards must be updated by the end of the month – no missed punches.
- All extra-duty hours worked must be updated by the end of each month.



START

Correcting  
Missed  
Punches  
Daily

**Kronos  
Maintenance**

Run Queries,  
Review  
Absences  
Weekly  
(Friday)

Scan Employee  
Transactions &  
Totals Report  
Payroll Due  
Date

Approve  
Timecards  
Weekly  
(Monday)



# Kronos Tips

Any web browser

Approve Timecards Weekly

Keep all paperwork and documentation to support manual changes

Extra duty hours should be tracked as worked and submitted with the correct pay period

Substitutes working part-time must be hired as part-time employees





# Kronos: What does Payroll need?

*Timecards are correct*  
*Whole pay period is approved*  
**Signed Employee Transactions & Totals Report**

