**KRONOS CHECKLIST**

1. \_\_\_\_\_\_\_ **Run Queries** (monitor daily or weekly)

USING **PAY PERIOD CLOSE– All Home– select appropriate date range**

* ALWAYS use Sunday through Saturday for week
* Identify missed punches
* Identify absences
* Identify missing or partial manager approval

**Drop Down on Pay Period Close – select appropriate date range**

* 179 without budget code – for supplemental pay, be sure a budget code is assigned to the transfer
* Budget code without 179 – for supplemental duty, be sure the Supplemental Duties row is completed (with 179, or supplemental duty w/ appropriate rate)
* Long Shift – for missed punches added incorrectly, comment required if long shift confirmed valid
* Short Shift – for ½-day absences if the employee is short hours by ½ day or more for the week.
* LL3 Transfer – verify anyone on this list is accurate (the appropriate Supplemental Duties code was applied, a budget code was entered, each shift that should include a transfer is updated, the Supp Duty work rule is selected.

2. \_\_\_\_\_\_\_ **Manual Entry** (use queries to identify needs)

* Zero Work Day – Identify percentage employees for review. Add Zero Work Day to percentage employees with alternating schedules. Zero Work Day should have an amount of 1.0
* Enter missed punches – missed punch form required
* Change meal deduct – missed punch form required
* Supplemental Pay – each transfer has three entries: Supplemental Duties, Budget Code, and Work Rule
* Absences are interfaced from Frontline to Kronos each Friday afternoon for the current week. If an absence is entered in Frontline after this interface, the absence must be manually added to Kronos.
* Manually entered absences – documentation from Frontline required

3. \_\_\_\_\_\_\_ **Run Queries** – verify all data corrected

* \_\_\_\_\_\_\_\_ **Reports/Forms**
  + Time Card detail
  + Employee Transactions and Totals
* \_\_\_\_\_\_\_\_ **Review**
  + Compare Frontline Absence Summary Report to Kronos Employee Transactions and Totals report to confirm all absences match
  + Review percentage employees to confirm absences correctly entered
* \_\_\_\_\_\_\_\_ **Approval**
  + Authorized signature on Employee Transactions and Totals Report
  + Approve Time Cards **for pay period (pay period dates start on a Sunday and end on a Saturday)**
* \_\_\_\_\_\_\_\_ **Final Steps**
  + Forward following documents to payroll department in time to be **received by due date:**
    - **Signed Employee Transactions and Totals Report**
    - **AFD Paperwork/Frontline Summary Report**