

## **KRONOS SUPERVISOR/MANAGER TIME CARD CHECKLIST**

This checklist provides a quick reference for all the steps a supervisor needs to take to ensure their employees' time cards are completed and approved each pay period.

- √ Review all work time recorded by each employee for accuracy.
- √ Review any overtime hours recorded by each employee to ensure the employee had prior approval for that overtime. Unapproved overtime hours must still be paid but the supervisor should discuss with the employee the expectation of obtaining approval before working overtime in the future
- √ Review all leave usage recorded to ensure it matches the leave you approved for each employee.
- √ Collect any necessary leave documentation from the employee. For example, you must have copies of the jury duty orders for an employee using civil leave to serve on a jury. You must also collect medical documentation from an employee if they are on sick leave for longer than three consecutive days. You must forward any documentation to Human Resources as soon as possible.
- √ Check to make sure each full-time employee has accounted for 40 hours of work and/or leave in each work week.
- √ Notify the employee about any errors found and ask them to correct the error and approve the correction as soon as possible.
- √ Once the time card is complete and accurate, highlight all records for the current pay period and click on APPROVE. OR, if every employee has their time card complete and approved, you may select APPROVE ALL from the Actions menu on the main view. This will mass approve all your employees' current time cards.
- √ On the main Hours Summary Genie View, check to make sure there is a 2 in the approval column for each employee you supervise.

**THESE STEPS MUST ALL BE COMPLETED NO LATER THAN 10 AM ON THE SECOND BUSINESS DAY AFTER THE END OF THE PAY PERIOD.**