

Kronos Supervisory Responsibilities

1. Review each of your employee's timecards and verify the information reported is accurate and complete. You are responsible to ensure any overtime worked by your employee(s) was approved in advance. Unapproved overtime hours must still be paid but you should discuss with the employee the expectation of obtaining approval before working overtime in the future. If an emergency develops requiring the employee to work overtime without prior supervisory approval, approval must still be obtained from the supervisor as soon as possible.
2. Verify your employees have enough vacation and sick leave available to cover what they are requesting to use.
3. Obtain substantiating evidence, which includes medical facts, from any employee whose sick leave absence exceeds 3 consecutive workdays. Documentation must be forwarded to Human Resources and Development as soon as possible.
4. Obtain necessary documentation for other leave usage such as military and civil leave to ensure the employee is eligible for that leave usage under the Work Place Policies manual. Documentation must be forwarded to Human Resources and Development as soon as possible.
5. Ensure that each full-time employee has accounted for 40 hours of regular pay each week (80 total hours in the pay period).
6. Do not make entries or corrections on the employee's timecard unless the employee is unable to make the corrections due to an absence. If you find an error on an employee timecard, you should instruct the employee to fix the problem before approving the employee's timecard.
7. **Approve all employee timecards by 10 a.m. on the second business day after the end of the pay period.** You are responsible for designating a back-up supervisor to approve employee timecards in your absence. Human Resources and Development must be notified about who the back-up is so that security access can be granted to the back-up approver. You are responsible for ensuring that you or your designee will be able to approve the timecards each pay period. Back-up supervisors must either be in a lateral or managerial role in comparison to the person for whom they are covering. In no circumstance may a supervisor approve their own timecard.
8. Supervisor approvals in Kronos are the supervisor's certification that the information is a complete and accurate record of hours worked, programs charged and leave taken by the employee. By clicking the approve button on the Genie view or the Time Editor view, the supervisor electronically signs the selected records just as if he/she placed a personal signature on a paper copy of the employee's time card.
9. Do not add/edit/delete any time records after the deadline without specific approval from Human Resources and Development.
10. Do not give out Kronos manager user ID's and PIN's without approval from Human Resources and Development or IS&T.