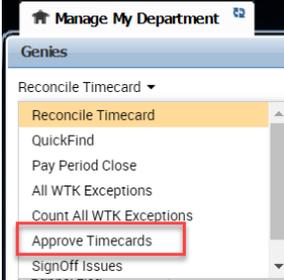


Kronos Payroll Close Checklist

Use this checklist at the end of each Pay Period to verify you completed all the payroll close steps before approving timecard. Refer to the *Review & Approve Timecards in Kronos Job Aid* for detailed steps to complete a payroll close.

| Task | Description | Complete |
|--|--|--------------------------|
| Approve or deny all time off requests | | <input type="checkbox"/> |
| Review each time card individually to verify: <ul style="list-style-type: none"> - Augmentations/Transfers are correct - Leave time entries are correct | The only way to be sure a timecard is correct is to look at it. | <input type="checkbox"/> |
| Fix Rounding Issues | Employees are paid by when they punch in and out. Supervisors need to determine if the time clock rounding issues need to be fixed. | <input type="checkbox"/> |
| Add missed punches and manage unexcused absences | Employees may have a missed punch or an unexcused absence if no time entered on a day they were scheduled to work. | <input type="checkbox"/> |
| Fix Schedule Exceptions <ul style="list-style-type: none"> - Contact your Payroll Administrator if a schedule needs to be adjusted so employee receives correct Shift, Deviation, or Overtime Pay | If an employee has an exception due to a change in schedule, the schedule needs updating to reflect the time that they punched in and out. | <input type="checkbox"/> |
| Go to the Approve Timecards Genie to approve after all issues are fixed. |  | <input type="checkbox"/> |

Go to the **Pay Period Close** Genie to verify that there are still no exceptions and that time cards show Manager Approval.

Select the **All Home with Time in Period** Hyperfind, or use your personal Hyperfind Query (if you have one set-up) to show your employees with time in the pay period who are not active as of today.

The screenshot shows the Genie software interface. At the top, it says "Genie" and "Pay Period Close". Below that, there are several icons for "Select All Rows", "Column Selection", "Filter", "People", "Timesheeting", "Approval", and "Schedule". The main area is a table with the following columns: "Name", "Employee Approval", "Assigned Manager", "Manager Approval", and "Signed Off". The table contains three rows of data. To the right of the table is a "Hyperfinds (23)" dropdown menu. The menu is open, showing a list of options: "All Coffee Shop w/Time in Period", "All Home", "All Home and Scheduled Job Transfers", "All Home and Scheduled Job Transfers*", "All Home and Transferred-in", "All Home and Transferred-in*", and "All Home w/Time in Period". The "All Home w/Time in Period" option is highlighted with a red box. Below the table, there is a "Hours Wo..." column with values 64.0, 52.0, and 65.63.

| Name | Employee Approval | Assigned Manager | Manager Approval | Signed Off | Hours Wo... |
|------|-------------------|------------------|------------------|------------|-------------|
| | | | 1 | ✓ | 64.0 |
| | | | 1 | ✓ | 52.0 |
| | | | 1 | ✓ | 65.63 |

