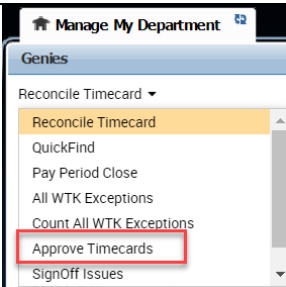


## Kronos Payroll Close Checklist

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"> <li>- Augmentations/Transfers are correct</li> <li>- Leave time entries are correct</li> </ul>	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"> <li>- Contact your Payroll Administrator if a schedule needs to be adjusted so employee receives correct Shift, Deviation, or Overtime Pay</li> </ul>	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 <b>Approve Timecards</b> 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.

Genies

Pay Period Close

Loaded 9:02AM

Previous Pay Period

All Coffee Shop w/Time L

Edit

Select All Rows

Column Selection

Filter

People

Timesheeting

Approval

Schedule

Name	Employee Approval	Assigned Manager	Manager Approval	Signed Off
Employee Name		Assigned Manager	1	✓
Employee Name		Assigned Manager	1	✓
Employee Name		Assigned Manager	1	✓

Hyperfinds (23)

Ad Hoc

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\*

All Home w/Time in Period

New

Edit Ad Hoc

Hours Wo...

64.0

52.0

65.03

