



COLUMBUS
CITY SCHOOLS

Kronos Timekeeper Guide

Revised July 2025

Hourly employees, including you as a timekeeper:

- Submit timesheet change requests, using Kronos, to:
 - Add a missed punch
 - Add a time entry
 - With this request type, an employee may submit one request for both a punch in and a punch out for the same day. On the same request, an employee may note the type of work, if applicable, such as staff development or remote work.
 - Cancel their lunch deduction
 - Convert overtime to comp time 1.5 and convert time worked on a Calamity Day to comp 1.0
- Check their Kronos timesheets near the end of a pay period
- Hourly employees in departments report time off using Kronos
- Hourly employees in schools report time off using Red Rover
 - Time off requests in Red Rover automatically come over into Kronos timesheets
 - If/when an employee in a school can't use Red Rover, they use Kronos to request time off

Kronos approvers:

- Approve Kronos time off requests
- Approve Kronos timesheet change requests
- Approve timesheets

Throughout the remainder of this document a Kronos approver will be referred to simply as an approver.

As a timekeeper, you MUST NOT:

- Add or change punches for your own timesheet
- Cancel or change a lunch deduction for your own timesheet
- Add time worked, such as remote work or staff development, for your own timesheet
- Add time off to your own timesheet, except for time off entries which are added for all staff for a particular day ([pages 12 – 13](#)), or Red Rover entries which failed to come over into Kronos or came over with incorrect amounts ([pages 10 – 11](#))
- Fail to follow directions in this document for how to edit other employees' timesheets
- Use 'Excused - Paid' time off in timesheets for any reason other than early release days or as directed by the Kronos area ([page 12](#))

The rest of this document shows **what you as a timekeeper do in Kronos¹**. As a timekeeper, you:

1. Regularly review employee timesheets for exceptions and take follow-up steps ([pages 3–7](#))
2. Edit timesheets to correct mistaken punch interpretations, double-punches and other errors ([pages 8 –9](#))
3. {For timekeepers in schools} > Correct time off entries which came over into Kronos incorrectly from Red Rover or enter time off entries which failed to come over into Kronos from Red Rover ([pages 10 – 11](#))
4. Enter "Excused – Paid" for early release time ([page 12](#))
 - Kronos staff do not add these entries. Timekeepers or approvers must enter these time entries.

¹ Information in this guide regarding Red Rover and school calamity days applies to school timekeepers, not generally to departmental timekeepers. This is because generally only school employees use Red Rover. Accordingly, departmental timekeepers may feel free to disregard Red Rover information in this document, unless they have employees who are using Red Rover to report absences because these employees need substitute coverage.

5. {For timekeepers in schools} > Enter a school Calamity Day [District-wide Calamity Day entries are added by the Kronos staff] ([page 13](#))
 6. Review employee timesheets at the end of the pay period. Account for employees' scheduled hours per week. Inform approver that the timecards are ready for their review and approval ([pages 14 – 16](#)).
 7. Check employees' profiles in Kronos to ensure they have schedules listed, and that the schedules are correct ([page 17](#)). Add or adjust an employee's schedule ([pages 18 – 22](#)) and/or lunch length ([pages 23 – 24](#)).
 - New employees are added to Kronos with default schedules for their job class or no schedules at all. It is necessary for you to add or adjust their schedules and/or lunch break length. Existing employees transferred to your school or department may need their schedules adjusted. Please check their schedules in Kronos and adjust as necessary.
 8. Answer basic questions from employees about using Kronos ([page 25](#))
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Listed below is an overview of the significant changes from the previous version of the *Kronos Timekeeper Guide*.

- A list of edits timekeepers must not make ([page 1](#))
- Kronos self-service should be used to correct missed punches. However, if a timekeeper enters a missed punch on an employee's behalf, they must upload to Kronos the approver's approval of the missed punch ([pages 5 – 6](#)).
- If an absence was unexcused, with the approver's approval, enter the absence in Kronos as AWOL. Attach the approver's approval for use of AWOL to the timesheet ([page 7](#)).
- Account for employees' scheduled hours per week and take steps to address any shortfalls ([pages 14 – 16](#)).
- Regularly check employees' profiles in Kronos to ensure they have schedules listed and that these schedules are correct. Add or edit schedules as needed ([page 17](#)).
- Per the request of an employee's approver, Kronos staff grants the employee permissions as a timekeeper in Kronos. However, if a timekeeper doesn't follow the directions noted in this guide and any accompanying training, their Kronos timekeeper permissions may be restricted or removed by the Kronos staff.
- Kronos clock not working? Email kronos@columbus.k12.oh.us

If you're reading this guide on a computer, tablet, or phone, you can click on the video clips located throughout this guide to watch step-by-step instructions. These video clips are excerpts from the full-length video, listed below.



1. Regularly review employee timesheets for exceptions and take follow-up steps

As a timekeeper, regularly review (daily if possible) employee timesheets for missed punch exceptions and missed day exceptions. These exceptions are listed on your main dashboard as shown below.

Training **Manager Self Service** My Self Service

[Timesheets Awaiting My Approval](#)

Page 1 of 1 0 Rows Saved: Previous Pay Period Timesheet Dates: 1

Employee Id	First Name	Last Name	Timesheet Start
No Data to Display			

UKG Columbus City Schools

Manager Self Service

Exceptions

Last, First Name	Emp #	Date	Name
ANDWORTH, JUDITH	110000	09/16/2024	Missed P
ANDWORTH, JUDITH	110000	09/18/2024	Missed P
ANDWORTH, JUDITH	110000	09/19/2024	Missed P
ANDWORTH, JUDITH	110000	09/20/2024	Missed P
ANDWORTH, JUDITH	110000	09/23/2024	Missed P

VIDEO: Reviewing timesheets for exceptions

Exceptions Exceptions on the left side are always for the current pay period

1 of 1 21 Rows Current-Days/Punches... Date Range: 12/24/2022 - 01/06/2023

Employee Id	Employee Name	Date	Name
100500	JENNY RAMSHARAN	01/04/2023	Missed Day
102000	LORNA A. SHARPE	12/27/2022	Missed Day
102000	LORNA A. SHARPE	12/28/2022	Missed Day

Exceptions Exceptions on the right side are always for the most recent past pay period

1 of 1 48 Rows Previous-Days/Punches... Date Range: 12/10/2022 - 12/23/2022

Employee Id	Employee Name	Date	Name
100500	JENNY RAMSHARAN	12/12/2022	Missed Day
100500	JENNY RAMSHARAN	12/13/2022	Missed Day
100500	JENNY RAMSHARAN	12/14/2022	Missed Day

Step 1 for a Missed Punch or a Missed Day exception: Check Pending Timesheet Change Requests and All Open (Time Off Requests for Approval) to see if the employee has submitted a request which, when approved, will clear the exception. Pending Timesheet Change Requests consist of unapproved timesheet change requests submitted to approvers. All Open (Time Off Requests for Approval) consist of unapproved time off requests submitted by employees to approvers. Pending Timesheet Change Requests and All Open (Time Off Requests for Approval) are listed below Exceptions on the **Manager Self Service** tab. To open each report in Kronos, click on the words Pending Timesheet Change Requests or All Open.

Exceptions

1 of 5 833 Rows Current-Days/Punches... Date Range: 12/24/2022 - 01/06/2023 Exceptions (2)

Employee Id	Employee Name	Date	Name	Employee Status
	ANA	12/27/2022	Missed Punch	Active
		01/04/2023	Missed Punch	Active
		12/29/2022	Missed Day	Active
		12/30/2022	Missed Punch	Active
		01/03/2023	Missed Punch	Active
		01/02/2023	Missed Punch	Active
		12/27/2022	Missed Day	Active
		12/28/2022	Missed Day	Active

Exceptions

1 of 4 763 Rows Previous-Days/Punches... Date Range: 12/10/2022 - 12/23/2022 Exceptions (2)

Employee Id	Employee Name	Date	Name	Employee Status
		12/12/2022	Missed Day	Terminated
		12/12/2022	Missed Day	Active
		12/13/2022	Missed Day	Active
		12/14/2022	Missed Day	Active
		12/15/2022	Missed Day	Active
		12/16/2022	Missed Day	Active
		12/19/2022	Missed Day	Active
		12/20/2022	Missed Day	Active

Pending Timesheet Change Requests

Page 1 of 1 1 - 163 of 163 Rows Saved: Pending Timesheet Change Requests Time Entry Date: Last Month And Future

Employee Id	First Name	Last Name	Time Entry Date	Request Type	Request Comment	Field	Old Value	New Value	Requested On Date
			12/27/2022	Add Punch In	forgot badge			07:00a; Location=OP-CUST: #1 SERVICES-SUPERVISOR 1; Lunch Break =15;	12/27/2022 12:19p
			12/27/2022	Add Punch Out	forgot badge			03:15p	12/28/2022 12:11p
			12/27/2022	Modify Cost Center	Please cancel my lunch I did n't take one due to reduced building schedule ...Thank yo	Cost Center	OP-STUDENT ACTIVITY; 0000; 30; 001-0100	-; ; 0; -	12/27/2022 02:34p

All Open ↗

Page 1 of 21 1 - 20 of 403 Rows Current: Time Off Requests for Approval

Requested Dates: Last Month To Next Month End

<input type="checkbox"/>					Employee Id	First Name	Last Name	Requested ...	Date Requ...	Time	Time Off	Com.	Date Requ...
<input type="checkbox"/>								Friday	10/27/2023 (645)	5:00	Sick Leave/Personal Illness		09/14/2023 10:30a
<input type="checkbox"/>								Friday	10/27/2023 (645)	5:00	Sick Leave/Personal Illness		10/27/2023 03:42a
<input type="checkbox"/>								Monday	10/30/2023 (410)	1:00	Comp/Comp Used		10/30/2023 11:17a

Approvers can approve these requests. Classified supervisors who are timekeepers and who supervise employees may approve these requests. All other timekeepers (the majority of timekeepers) cannot approve these requests. However, timekeepers can see all the unapproved timesheet change requests and time off requests. As a timekeeper you are checking to see if the employee with an exception has already submitted a request which would, when approved, clear the exception. Then:

- If the employee has made a request to clear an exception, **remind the approver to approve the request.** When the approver approves the request, the employee's timesheet will be updated, their exception will disappear from your list, and their request will disappear from your Pending Timesheet Change Requests.
- If the employee has not made a timesheet change request to clear the exception, go to Step #2.

Step #2 for a Missed Punch Exception: If an employee has a missed punch exception and has not yet submitted a request for a missed punch, **remind the employee to submit a timesheet change request for the missed punch.**

- After the request is submitted the approver will need to approve the request for the missed punch to be added to the timesheet and to clear the exception.

Question: Is it ever acceptable for a timekeeper or approver to enter a missed punch directly in an employee's timesheet?

Answer: Kronos self-service should be used whenever possible. **A timekeeper should never enter a missed punch for their own timesheet.** If an employee has already submitted a timesheet change request for the missed punch, the timekeeper or approver must not enter the missed punch in Kronos. In such a case the approver simply needs to approve the request.

However, except for what's noted above, there may be times when a timekeeper or approver decide they need to enter a missed punch on an employee's behalf. If they choose to enter a missed punch directly in an employee's timesheet they must adhere to the following guidance:

- The employee must note in writing, by email or on paper, the date and time of the missed punch. If on paper, the employee must sign the note.
 - The approver must approve the missed punch, whether by email or by signing the employee's missed punch note.
 - If the approval was an email, the timekeeper or approver must save the email as a pdf to an electronic folder.
 - If the approval was on paper, the timekeeper or approver must
 - Scan it and save the scanned file to an electronic folder OR take a picture of the signed paper and save the picture file.
- The timekeeper or approver must upload to Kronos, at the time of the entry of the missed punch, the approver's approval of the missed punch, whether that's a saved email, scanned paper form, or a picture of a paper form. The following 2 pages will show how to upload such a document to an employee's Kronos timesheet.

How to upload a document to Kronos: In the employee's timesheet, click the paperclip icon.

Time > Timesheets

← Timesheet Edit

JOAN VALENCE (177440) | September 30, 2023 - October 13, 2023 | Open

Time Entry | Exceptions | Calc Detail | Summary By Day

08:35 hrs Raw Total | 08:35 hrs Calculated Total | 00:30 hrs Overtime

Date	From	To	Raw Total	Calc. Total	In Date	Time
SAT Sep 30			00:00 hrs	00:00 hrs		
SUN Oct 1			00:00 hrs	00:00 hrs		
MON Oct 2 8HR 7:15A - 3:45P :30L	e 07:15 am	e 03:45 pm	08:30	08:30	MON Oct 2	

Click Choose

Supporting Documents

A maximum of 5 files are allowed to be selected per upload.

Upload Document

Choose No file chosen

Punch Documents

No Data to Display

Close

Then navigate to the folder location of the document showing approval of the punch. Double-click the file to select it. Or click it once and then click Open.

Open

← → ↑ ↓ This PC > Desktop Search Desktop

Organize New folder

Quick access

- Desktop
- Downloads
- Documents
- Pictures

Columbus City Schools

Creative Cloud Files

OneDrive - Columbus City Schools

This PC

3D Objects

File for Import 230623

Missing Punch Note

File name: All Files

Open Cancel

The Supporting Documents screen will open. Click the down arrow to scroll down.

Supporting Documents

File 1

Missing Punch Note.Docx

Display Name

Missing Punch Note.docx

Document Type

Description

Close

Click the checkbox next to “Can Employee View”. Then click “Upload”.

Supporting Documents

☒ Can Employee View

Upload

Punch Documents

No Data to Display

Close

After the document successfully uploads click Close.

Step #2 for a Missed Day Exception: If an employee has a **Missed Day** exception, try to determine the reason for the missed day exception. If the reason is because:

- The employee worked but didn't clock in/out that day:
 - Then ask them to submit a timesheet change request for an 'Add Time Entry'; the approver will then need to approve the request.
- The employee didn't enter a time off request in Kronos (or Red Rover for schools):
 - If the absence was excused, then request the employee submit a time off request in Kronos. If the employee has submitted a time off request in Kronos and it's unapproved, remind the approver to approve it.
 - Note: Employees in schools use Red Rover to report absences. However, if they fail to report their absence prior to the start of their absence, Red Rover will prevent the employee from entering their absence. In such a case, the employee should submit a time off request in Kronos for the absence.
 - If the absence is for a time off type that's not available through Kronos self-service (for example, LWOP or Religious Leave) then enter the absence in Kronos and attach the absence approval (from the approver and/or HR) to the timesheet (see previous pages for directions on attaching documents).
 - If the absence was unexcused, with the approver's approval, enter time off as AWOL. Attach the approver's approval for use of AWOL to the timesheet.
- {For school timekeepers} The absence record from Red Rover didn't come over to the employee's Kronos timesheet (this is uncommon but it does happen occasionally).
 - Then enter the time off in Kronos as it's listed in Red Rover.

As noted above, sometimes you may need to add time off to an employee's timesheet, such as for time off types not available through Kronos Self-Service or for Red Rover absence records which failed to come over into Kronos. To select time off in Kronos, click the down arrow in the Time Off field and click Browse. (If there is a time entry for the day, click the + icon below the time entry record to add a blank record, and then add the time off to the new record.)

There is more than one page to Browse. If you don't see the Time Off you need to enter, click the right-facing arrow to go to the next page of options. Click the button next to the Time Off you wish to choose.

Then enter the amount of time off in the Raw Total column and then Save the timesheet. (When entering time off, **don't** enter time in the From or To columns.) Then Save the timesheet changes.

2. Edit a timesheet to correct

- mistaken punch interpretations
- double-punches
- clear and obvious punch-in / punch-out errors made by employees

Date	From	To	Raw Total	Calc. Total	In Date
SAT Aug 17			00:00 hrs	00:00 hrs	
SUN Aug 18			00:00 hrs	00:00 hrs	
MON Aug 19	07:30 am	04:00 pm	00:00 hrs	00:00 hrs	MON Aug 19

VIDEO: Editing timesheets to correct errors

Fixing a mistaken punch interpretation

Below is an example of a mistaken punch interpretation. The in punch, 8am, is listed in the “To” column when it should be in the “From” column. This is also causing the out punch, 12pm, to mistakenly be listed in the “From” column. In this example, to correct this error, click the clock icon.

Date	From	To	Raw Total	Calc. Total	In Date
WED Nov 2	08:00 am	12:00 pm	00:00	00:00	WED Nov 2

After you click the icon, the punches are reordered correctly. Then click Save.

Date	From	To	Raw Total	Calc. Total	In Date
WED Nov 2	08:00 am	12:00 pm	04:00 hrs	00:00 hrs	WED Nov 2

Fixing a double-punch. Below is an example of a double-punch. The employee punched in at 8am, then punched in again at 8:15am, and then punched out for the day at 12pm. This results in a missed punch exception.

Date	From	To	Raw Total	Calc. Total	In Date
MON Oct 31	e 08:00 am	12:00 pm	00:15	00:15	MON Oct 31

A double-punch most often happens because an employee forgets they clocked in for the day and so they clock in again. Verify with the employee what they think happened and then edit their timesheet accordingly. In this example, the employee clocked in again because they didn't remember if they had clocked in for the day. In this example, to correct this, select the out punch.

Date	From	To	Raw Total	Calc. Total	In Date
MON Oct 31	e 08:00 am	12:00 pm	00:15 hrs	04:00 hrs	MON Oct 31

And right-click your mouse and select Cut

The screenshot shows the Kronos Timekeeper interface. A right-click context menu is open over a table. The 'Cut' option is highlighted with a red circle. The table has columns: Date, From, To. The 'From' column contains 'e 08:00 am' and the 'To' column contains 'e 08:00 am'. A red banner at the top says 'MISS PUNCH'.

Date	From	To
SAT Oct 29	+	
SUN Oct 30	+	
MON Oct 31	MISS PUNCH	
4HR 8:00A - 12:00P :0...	e 08:00 am	e 08:00 am

Then select the second in punch (the bogus double-punch)

The screenshot shows the Kronos Timekeeper interface. The second punch record is selected. The 'From' column contains 'e 08:00 am' and the 'To' column contains 'e 08:15 am'. A red banner at the top says 'MISS PUNCH'.

Date	From	To	Duration	Start Date	End Date
MON Oct 31	MISS PUNCH				
4HR 8:00A - 12:00P :0...	e 08:00 am	e 08:15 am	00:15	00:15	MON Oct 31
	From am	To am	00:00	03:45	MON Oct 31
			00:15 hrs	04:00 hrs	

Then right-click your mouse and select Paste

The screenshot shows the Kronos Timekeeper interface. A right-click context menu is open over the table. The 'Paste' option is highlighted with a red circle. The table has columns: Date, From, To. The 'From' column contains 'e 08:00 am' and the 'To' column contains 'e 08:15 am'. A red banner at the top says 'MISS PUNCH'.

Date	From	To
SAT Oct 29	+	
SUN Oct 30	+	
MON Oct 31	MISS PUNCH	
4HR 8:00A - 12:00P :0...	e 08:00 am	e 08:15 am

Then click the trash can icon next to the now empty record. Then Save the timesheet.

The screenshot shows the Kronos Timekeeper interface. The trash can icon is highlighted with a red circle. The table has columns: Date, From, To. The 'From' column contains 'e 08:00 am' and the 'To' column contains 'e 12:00 pm'. A red banner at the top says 'MISS PUNCH'.

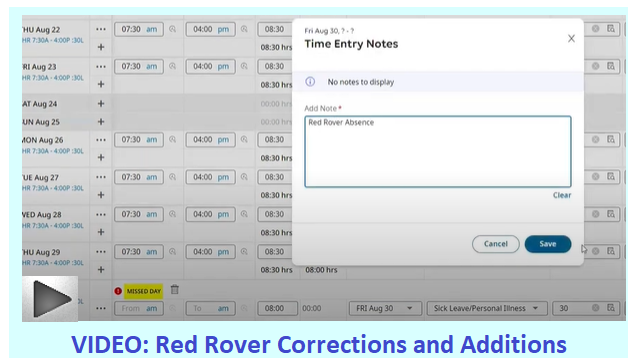
Date	From	To	Duration	Start Date	End Date
MON Oct 31	MISS PUNCH				
4HR 8:00A - 12:00P :0...	e 08:00 am	e 12:00 pm	04:00	00:15	MON Oct 31
	From am	To am	00:00	03:45	MON Oct 31
			04:00 hrs	04:00 hrs	

Correcting clear and obvious punch-in / punch-out errors made by employees. Example: an employee punches in for the day at 7:30am and forgets to punch out. They submit a timesheet change request for the missed punch which is approved by the approver. However, the employee's request for a punch out is for 4am instead of 4pm. Since the intent of the employee is clear (pm not am) you can simply correct the mistake on the timesheet, changing am to pm, and then note in the comments the reason for the change. Then click Save.

3. {For timekeepers in schools} > Correct or enter any time off entries which came into Kronos incorrectly from Red Rover or which failed to come into Kronos from Red Rover.

At times Red Rover may send over an incorrect amount. This may happen, for example, if Red Rover is using the bell schedule for the school (which is usually 7 hours) instead of the employee's Kronos schedule (which is almost always 8 hours, except for half-day employees). How to correct? Note the following example.

In the example below, for Wed Oct 19, Red Rover sent over 7 hours of sick leave, even though the employee is an 8 hours/day employee and selected a full-day absence in Red Rover. To correct this in Kronos, click in the field with the incorrect amount (in the example below, it's circled).



VIDEO: Red Rover Corrections and Additions

JOAN VALENCE (177440) | October 15, 2022 - October 28, 2022 | Open

Time Entry		Exceptions		Summary By Day				
						39:30 hrs	38:00 hrs	00:00 hrs
						Raw Total	Calculated Total	Overtime
> Date		From	To	Raw Total	Calc. Total	In Date	Time Off	Job Class
> SAT Oct 15	+			00:00 hrs	00:00 hrs			
> SUN Oct 16	+			00:00 hrs	00:00 hrs			
✓ MON Oct 17	...	07:15 am	03:45 pm	08:30	08:00	MON Oct 17		IA - GENERAL
	+			08:30 hrs	08:00 hrs			
✓ TUE Oct 18	...	07:15 am	03:45 pm	08:30	08:00	TUE Oct 18		IA - GENERAL
	+			08:30 hrs	08:00 hrs			
✓ WED Oct 19	...	From am	To am	07:00	07:00	WED Oct 19	Sick Leave/Personal Illness	Choose...
	+			07:00 hrs	07:00 hrs			

Then change the amount to the correct absence length; in this example to 8.

✓ WED Oct 19	...	From am	To am	8	07:00	WED Oct 19	Sick Leave/Personal Illness
	+						

In the Comment field in Kronos for that record note: "Correction to Red Rover".

Then click Save.

Occasionally, Red Rover may not send over a time off record to Kronos.

How to fix

Enter the appropriate time off in Kronos. **Use the same time off type and amount listed in Red Rover if there is sufficient balance in the employee's accruals.** However, if there isn't sufficient balance, and there are no other appropriate paid accrual balances available to use, then select the appropriate unpaid time off type. For example:

- If the leave was entered in Red Rover as "FMLA – Personal (or Family) Illness", and the sick leave has run out and so the absence didn't come across from Red Rover to Kronos, generally you would want to use "FMLA – Unpaid."
- If the leave was entered in Red Rover as "Approved LOA – Sick", and the sick leave has run out and so the absence didn't come across from Red Rover to Kronos, generally you would want to use "Approved LOA – Unpaid."

To select time off in Kronos, click the down arrow in the Time Off field and click Browse. (If there is a time entry for the day, click the + icon below the time entry record to add a blank record, and then add the time off to the new record.)

The screenshot shows a timesheet for Monday, Jan 10, which is marked as a "MISSED DAY". The interface includes columns for "From", "To", "Time", and "Time Off". A dropdown menu is open for the "Time Off" field, showing options: "Browse...", "Vacation/Vacation", "Personal Leave/Personal Leave", and "Sick Leave/Personal Illness". The "Browse..." option is highlighted.

There is more than one page to Browse, so if you don't see the Time Off you need to enter, click the right-facing arrow to go to the next page of options. Click the button next to the Time Off you wish to choose.

The "Browse and Select" dialog box is shown, displaying a list of time off types. The list includes "AWOL", "Calamity Pay", and "Comp Used". The "Full Path" column shows the full name of each type, such as "Other Paid & Other Unpaid/AWOL".

Then enter the amount of time off in the Raw Total column. (When entering time off, **don't** enter time in the From or To columns.) Then note "Red Rover absence" in the Comment field. Then Save the timesheet.

The screenshot shows the timesheet for Monday, Jan 10, with the "Time Off" field set to "Family Illness". The "Raw Total" column shows the amount of time off entered, which is "8". The "Comment" field is empty.

4. Enter “Excused – Paid” for:

- For early release time for employees in school buildings, except for custodians, who were dismissed/released early by building principals, such as on the last school day before winter break and the last school day before spring break. “Excused – Paid” time should equal the difference between an employee’s early release time and their scheduled end time in Kronos. However, if this causes the total paid hours for the day to go over 8, the “Excused – Paid” time must be reduced so the total paid hours for the day equals 8 hours.
 - Example #1: An employee’s normal scheduled daily end time is 4:00pm and they were released at 2:30 pm. The employee would receive 1.5 hours of “Excused – Paid”.
 - Example #2: An employee’s normal scheduled daily end time is 4:00pm and they were released at 2:30 pm, however, the employee started work 15 minutes earlier than their normal schedule. When released at 2:30 pm, they had 6:45 minutes of worked time. The employee would receive 1.25 hours of “Excused – Paid”.
- Early dismissal time for employees at all district sites working on the business days before the following holidays: New Year’s Day, Fourth of July, and Winter Break. The amount of “Excused – Paid” entered for each employee on such dates should equal the difference between an employee’s early release time and their scheduled end time in Kronos, not to exceed 1 hour of “Excused – Paid” time. However, if this causes the total paid hours for the day to go over 8, the “Excused – Paid” time must be reduced so the total paid hours for the day equals 8 hours.

In the example below, Fri Oct 21, is a district early release day [not an actual early release date – just used as an example], and employees who work that day are permitted to leave 1 hour earlier than their standard work day. The employee clocked in at their normal time, 7:15 am, and ended work at 2:45pm, totaling 7 hours of worked time (7 ½ hours from start time to end time less an ½ hour unpaid lunch break).

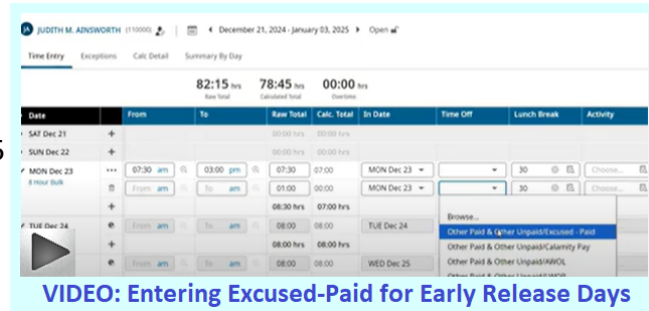
To add the “Excused – Paid” time click the plus icon.

In the added row enter the amount of “Excused – Paid” time (such as “1” or “0.5”) in the Raw Total field. In this example, 1 hour is added.

Click the down arrow in the Time Off column for that row.

Select “Excused – Paid” as the Time Off type and then Save the timesheet

- Kronos staff do not add these entries. Timekeepers or approvers must enter these time entries, as appropriate.
- Don’t use “Excused – Paid” for employees who were absent on early closure days.
- Don’t use “Excused – Paid” for any days other than early closure days or as directed by the Kronos area of the Treasurer’s Office.



5. {For timekeepers in schools} > Enter a school Calamity Day. (District-wide Calamity Day entries are added by Kronos staff.)

A school Calamity Day occurs when the Board determines that one or more individual schools (not all schools such as with a district-wide Calamity Day) must be closed owing to damage to a school building, utility failure, or other public calamity.

Enter the employee's standard work day hours total in the Raw total field for the date of the Calamity Day. In the example below, the Calamity Day was on Monday, October 24, and the employee is an 8-hour a day employee. Enter 8 hours in the Raw Total field.

▼ MON Oct 24	...	From am	To am	08:00	00:00	MON Oct 24 ▼	
8HR 7:15A - 3:45P :30L	+			08:00 hrs	00:00 hrs		

Calamity Days

- District-wide calamity days
 - Kronos staff add the calamity day entries to employees' timesheets.
- One or more schools are closed due to a calamity, such as a utility failure, but there is no district-wide calamity day
 - Timekeepers at the closed schools must add the calamity day entry to employees' timesheets.

VIDEO: School Calamity Day Entries

Click the down arrow in the Time Off field and click Browse.

▼ TUE Oct 18	...	07:15 am	03:45 pm	08:30	08:00	TUE Oct 18 ▼	IA - GEN
8HR 7:15A - 3:45P :30L	+			08:30 hrs	08:00 hrs		
▼ WED Oct 19	...	From am	To am	08:00	08:00	WED Oct 19 ▼	Choose
8HR 7:15A - 3:45P :30L	+			08:00 hrs	08:00 hrs		
▼ THU Oct 20	...	From am	To am	08:00	08:00	THU Oct 20 ▼	Choose
8HR 7:15A - 3:45P :30L	+			08:00 hrs	08:00 hrs		
▼ FRI Oct 21	...	From am	To am	01:00	01:00	FRI Oct 21 ▼	IA - GEN
8HR 7:15A - 3:45P :30L	...	07:15 am	02:45 pm	07:30	07:00	FRI Oct 21 ▼	IA - GEN
	+			08:30 hrs	08:00 hrs		
> SAT Oct 22	+			00:00 hrs	00:00 hrs		
> SUN Oct 23	+			00:00 hrs	00:00 hrs		
▼ MON Oct 24	...	From am	To am	08:00	00:00	MON Oct 24 ▼	IA - GEN

Then select "Calamity Pay"

Browse and Select

Page 1 of 3 1 20 of 45 Rows

Search

Name	Full Path
<input type="radio"/> AWOL	Other Paid & Other Unpaid/AWOL
<input type="radio"/> Approved LOA - Personal Leave	Personal Leave/Approved LOA - Personal Leave
<input type="radio"/> Approved LOA - Sick	Sick Leave/Approved LOA - Sick
<input type="radio"/> Approved LOA - Unpaid	Other Paid & Other Unpaid/Approved LOA - Unpaid
<input type="radio"/> Approved LOA - Vacation	Vacation/Approved LOA - Vacation
<input type="radio"/> Assault Leave	Other Paid & Other Unpaid/Assault Leave
<input checked="" type="radio"/> Calamity Pay	Other Paid & Other Unpaid/Calamity Pay
<input type="radio"/> Comp Earned 1.0	Comp/Comp Earned 1.0
<input type="radio"/> Comp Earned 1.5	Comp/Comp Earned 1.5

Close

After clicking Calamity Pay, it looks like below. Then Save the timesheet.

▼ MON Oct 24	...	From am	To am	08:00	00:00	MON Oct 24 ▼	Other Paid & Other Unpaid/Calamity Pay ▼	IA - GENERAL	30
8HR 7:15A - 3:45P :30L	+			08:00 hrs	00:00 hrs				

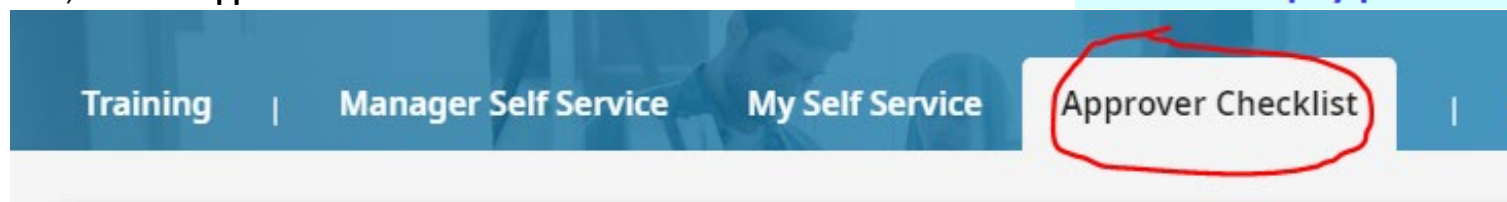
6. Review each employee's timesheet at the end of each pay period. Account for each employee's scheduled hours per week.

Approvers must review and approve timecards by 11:59 pm of the Monday following a pay date. Your final review of timesheets needs to occur after the end of the pay period but prior to when the approver approves the timesheets.

Most timekeepers complete their final review on the Monday morning following a pay date. You and your approver can determine by what time your review of the employees' timesheets needs to occur, but it should be completed with sufficient work time left on Monday so that the approver has time to approve the timesheets.



First, click the **Approval Checklist** tab.



The Approver Checklist displays the steps **approvers** need to take in order to approve all their employees' Kronos timesheets. These steps include approving or rejecting **each** time off request and timesheet change request. An employee's timesheet cannot be approved if an employee has any outstanding Kronos requests for the pay period.

As you scroll down the Approver Checklist, if you see any time off requests,

[All Open ↗](#)

Page 1 of 12 1 - 20 of 235 Rows Current: Time Off Requests Previous Pay Period Requested Dates: 09/30/2024

<input type="checkbox"/>		Last, First Name ↑1	Employee Id	Date Requested ↑2	Time	Time Off	Com.	Date Request Su...
<input type="checkbox"/>		[REDACTED]	[REDACTED]	09/30/2024 (397)	3:00	Sick Leave/Personal Illness		10/01/2024 12:43p

or timesheet change requests,

[Pending Timesheet Change Requests ↗](#)

Page 1 of 3 1 - 200 of 515 Rows Current: Previous Pay Period Time Entry Date: 10/02/2024

<input type="checkbox"/>		Last, First Name ↑1	Employee Id	Time Entry Date ↑2	Request Type	Action Type	Request Comment	New Value
<input type="checkbox"/>		[REDACTED]	[REDACTED]	10/02/2024	Add Punch Out	Add Punch	Missed punch	03:30p


please remind the approver to follow the steps in their Kronos guide for approving each and every such request.

After checking for outstanding time off requests and timesheet change requests, start your review of timesheets by scrolling to the very bottom of the Approver Checklist page. Then click "All Timesheets".



[All Timesheets ↗](#)

Page 1 of 1 1 - 7 of 7 Rows Current: Approval Report

This report will show timesheets for the previous pay period for all employees for whom you are listed as timekeeper, whose timesheets have not yet been approved, and who have total paid/unpaid hours greater than zero, excluding unpaid unscheduled hours. To look at each employee timesheet, one by one, click the select all box  icon, select "All on Page", and then click the **View** button.

Time > Timesheets > Timesheet Views > All Timesheets

← All Timesheets

VIEW

SUBMIT

APPROVE

REJECT

Page 1 of 1 1 - 2 of 2 Rows Current view

Timesheet Dates: 12/11/2021 - 12/24/2021

Columns (2) (3)

	Employ...	Last, FI...	App...	Job Class(1)	Total Paid	Regular/R...	Extra Serv...	Overtime	Sick/Pers/...	Misc	Comp Ear...	Unpaid	Approver Name	# Emp...
<input checked="" type="checkbox"/>	110000	AINSWORTH, JUDITH	Submitted	ACCOUNT CLERK	80.00	64.00	0.00	0.00	0.00	16.00	0.00	0.00	HANSLE PARCHMENT	Active
<input checked="" type="checkbox"/>	102000	SHARPE, LORNA	Submitted	SECRETARY II	80.00	56.00	0.00	0.00	8.00	16.00	0.00	0.00	HANSLE PARCHMENT	Active
Page Total					160.00	120.00	0.00	0.00	8.00	32.00	0.00	0.00		

Click the **Summary By Day** tab. Look at the **Summary by Day** tab for each employee.

← Timesheet Edit

1 of 7 KR KAREN D. ROTH (168110)

Time Entry

Exceptions

Calc Detail

Summary By Day

Check the **Weekly Totals for each employee**. Determine if each week's Calc Totals are less than the employee's standard hours per day multiplied by 5 (standard hours per week). For most employees, this is 40 hours. For building substitute teachers, it is 35 hours. In the example below, for the 40/hr week employee, the amount in the Calc Total column / Weekly Totals row for the first week is 38:15; for the second week it's 39:45. There is a shortfall for each week which needs addressed.

11 of 20 DB [REDACTED] October 14, 2023 - October 27, 2023 Open

Time Entry

Exceptions

Calc Detail

Summary By Day

Historical Timesheets

81:23 hrs
Raw Total

78:00 hrs
Calculated Total

00:00 hrs
Overtime

Date	Calc Total	Extra Service (Counter)	LWOP (Counter)	OAPSE Day (Counter)	Regular (Counter)
SAT Oct 14	-	-	-	-	-
SUN Oct 15	-	-	-	-	-
MON Oct 16	8:00	-	-	-	8:00
TUE Oct 17	6:00	-	-	-	6:00
WED Oct 18	8:15	-	-	-	8:15
THU Oct 19	8:00	-	-	-	8:00
FRI Oct 20	8:00	-1:45	-	8:00	-
Weekly Totals	38:15	-1:45	0:00	8:00	30:15
SAT Oct 21	-	-	-	-	-
SUN Oct 22	-	-	-	-	-
MON Oct 23	8:00	-	-	-	8:00
TUE Oct 24	7:45	-	-	-	7:45
WED Oct 25	8:00	-	8:00	-	-
THU Oct 26	8:00	-	-	-	8:00
FRI Oct 27	8:00	-12:15	4:00	-	4:00
Weekly Totals	39:45	-12:15	12:00	0:00	27:45
Pay Period Totals	78:00	-14:00	12:00	8:00	58:00

Steps for addressing shortfalls: If a Weekly Total in the Calc Total column is less than the standard hours per week, then take the following steps:

- Follow-up with the employee regarding any Missed Punch or Missed Day exceptions for which they have not yet submitted Kronos requests. Follow-up with the approver regarding any Timesheet Change Requests or Time Off Requests which still need approved (see [pages 3 – 7](#))
- Double-check Red Rover to ensure all absences entered into Red Rover came over into Kronos and for the correct amounts. If an absence didn't come over from Red Rover into Kronos, then enter the time off in Kronos as it's listed in Red Rover (see [pages 10 – 11](#))
- Ensure you've entered "Excused-Paid", as appropriate, for any early release days (see [page 12](#)). Ensure you've entered "Calamity Pay" for any school Calamity Days (see [page 13](#))
- Ensure that any mistaken punch interpretations, double-punches, or other errors have been addressed (see [pages 8 – 9](#))

If, after taking all these steps, the Calculated Total is still less than the standard hours per week, and the shortfall is not due to submitted but unapproved Timesheet Change Requests or Time Off Requests, then what?

- With the approver's approval, enter the shortfall amount for each week as AWOL. Attach the approver's approval for use of AWOL to the timesheet (see [pages 5 – 6](#) for directions on attaching documents in Kronos).
 - Enter AWOL for the day or days the employee was short of their standard hours per day; however, ensure that the amount of AWOL entered doesn't cause the Weekly Calc Total to exceed the employee's standard hours per week.
 - If an employee is on an unpaid leave, though, enter the appropriate unpaid leave type, instead of AWOL, in the employee's timesheet.

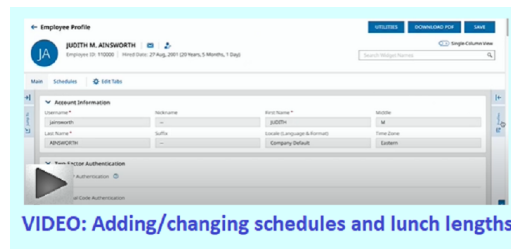
Using the example from the last page, the employee worked 38:15 the first week. On Tuesday, the employee worked 6 hours, which is 2 hours less than their standard hours per day. However, since AWOL is entered based on *weekly* totals, not daily, you'd enter 1:45 of AWOL for Tuesday, not 2 hours. This gives the employee 40 hours in the Weekly Total / Calc Totals area.

Date	Calc Total	AWOL (Counter)	Extra Service (Counter)	LWOP (Counter)	OAPSE Day (Counter)	Regular (Counter)
SAT Oct 14	-	-	-	-	-	-
SUN Oct 15	-	-	-	-	-	-
MON Oct 16	8:00	-	-	-	-	8:00
TUE Oct 17	7:45 ✓	1:45	-	-	-	6:00
WED Oct 18	8:15 ✓	-	-	-	-	8:15
THU Oct 19	8:00	-	-	-	-	8:00
FRI Oct 20	8:00	-	-1:45	-	8:00	-
Weekly Totals	40:00 ✓	1:45	-1:45	0:00	8:00	30:15

Once the review is complete, inform the approver that the timesheets are ready for their review and approval. As a reminder, a timesheet cannot be approved if there are any missed punch exceptions or outstanding time off requests or outstanding timesheet change requests for the timesheet pay period.

7. As needed, adding or adjusting an employee's schedule and/or lunch length

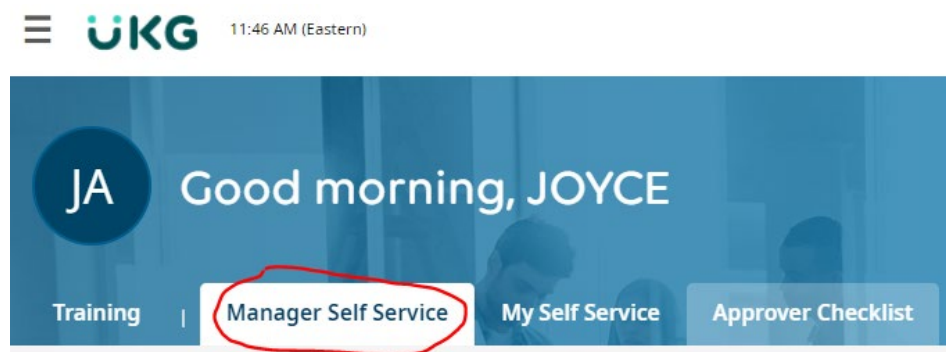
Regularly check employees' profiles in Kronos to ensure they have schedules listed and that the schedules listed appear correct. Add schedules for any employees with no schedules listed (except for the groups noted in the next paragraph). This is important because if an employee doesn't have a schedule listed in Kronos it may lead to their pay not being calculated correctly.



Most employees listed in Kronos need schedules. However, the following groups don't need schedules and so the direction in the previous paragraph doesn't apply to them:

- Substitute employees who are not building sub teachers [building sub teachers need schedules]
- Part-time employees who are not on stretch pay

To check employees' schedules, and to check whether each employee has a schedule listed, click the Manager Self Service tab




Scroll down towards the bottom of the page until you see "Attendance board". Check to see if each employee has a work schedule listed and, if applicable, a lunch break length. Also check to see if each employee's schedule and lunch break length appears correct. For directions on adding or changing an employee's schedule or lunch break length, see the following pages.

Attendance board

Page 1 of 1 1 - 21 of 21 Rows Current: Attendance Board Layout - pgf

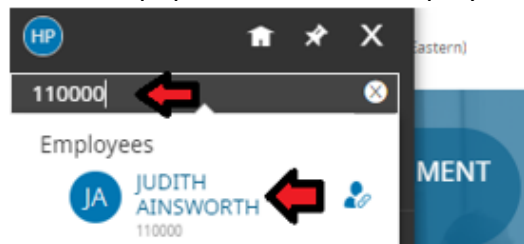
	Employee Name	Default Job Class	Location(1)	Attendance Status	Work Schedule	Lunch Break(1)
		CHILD CARE ATTENDANT CLASSROOM		In	8HR 6:15A - 2:45P :30L	30
		BD NON STD GENERAL SUB >60		In	7HR 7:15A - 2:45P :30L	30
		IA - SPECIAL ED MD		In	8HR 6:15A - 2:45P :30L	30

Changing an employee's schedule for the current day and going forward

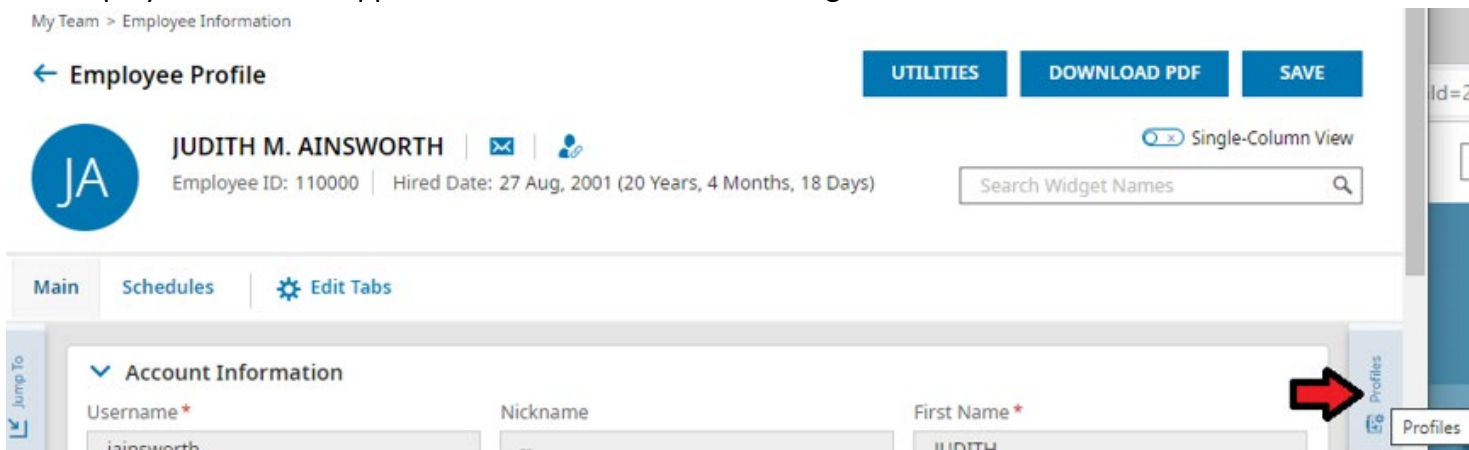
Click the  icon near the top left



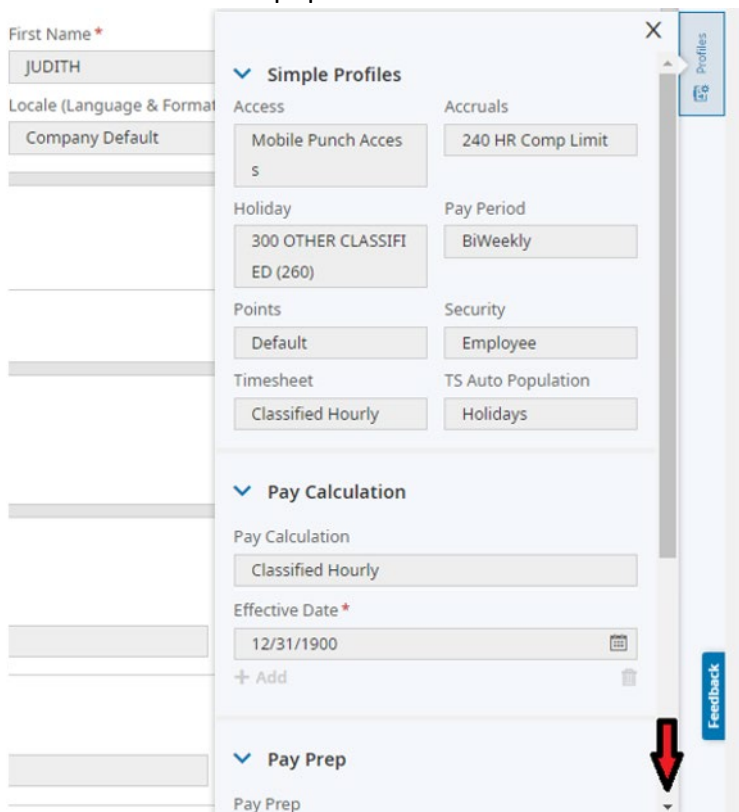
A box will pop out. Enter the employee ID. When the name appears, click on the name (don't press Enter to select).



The Employee Profile will appear. Then click "Profiles" on the right side of the screen.



The Profiles box will pop out. In that area click the down arrow ...




... until you see the Work Schedule fields.

To change the schedule, click the  icon in the Work Schedule field.

A box will pop up from which you can select the schedule.

Most employees have schedules which contain the elements: Hrs per day, start time, end time, and lunch length.

Some employee groups, primarily bus drivers and classified supervisors, have schedules which only contain hours per day. For example, nearly all classified supervisors have the schedule of  8 Hour Bulk.

8HR 7:30A - 4:30P :60L

▼ Work Schedule

Work Schedule

8HR 7:30A - 4:30P :60L

Start Schedule On

Day

1

UTILITIES

[DOWNLOAD PDF](#)**SAVE**

Work Schedule

Work Schedule

8HR 7:30A - 4:30P :60L

Start Schedule On

Day

1

> Date		From	To	Raw Total	Calc. Total	In Date	Time Off	Job Class	Lunch Break
> SAT Jan 8	+			00:00 hrs	00:00 hrs				
> SUN Jan 9	+			00:00 hrs	00:00 hrs				
✓ MON Jan 10 8HR 7:00A - 3:30P :30L	...	07:30 am	04:30 pm	09:00	08:30	MON Jan 10		ACCOUNT CLERK	30
	+			09:00 hrs	08:30 hrs				
✓ TUE Jan 11 8HR 7:00A - 3:30P :30L	...	07:30 am	04:31 pm	09:01	08:30	TUE Jan 11		ACCOUNT CLERK	30
	+			09:01 hrs	08:30 hrs				
✓ WED Jan 12 8HR 7:00A - 3:30P :30L	...	07:30 am	04:31 pm	09:01	08:30	WED Jan 12		ACCOUNT CLERK	30
	+			09:01 hrs	08:30 hrs				
✓ THU Jan 13 8HR 7:00A - 3:30P :30L	...	07:30 am	04:30 pm	09:00	08:30	THU Jan 13		ACCOUNT CLERK	30
	+			09:00 hrs	08:30 hrs				
✓ ⓘ FRI Jan 14 8HR 7:30A - 4:30P :60L	...	07:30 am	04:31 pm	09:01	08:00	FRI Jan 14		ACCOUNT CLERK	60
	+			09:01 hrs	08:00 hrs				

20

Changing the schedule listed in an employee's timesheet for a particular day or days

Click on the day's schedule.

A box will pop up. Click the down arrow next to Shift Type and then select the correct schedule.

Jan 10, 2022
JUDITH M. AINSWORTH (110000)

Availability/Preferences

Available: _____ - Prefer: _____

Shift(s)

SHIFT 1

SHIFT 2

Shift Type
8HR 7:00A - 3:30P :30L

Start Date
Mon

From * 07:00 am To * 03:30 pm Standard Total Hours 08:00

Has Lunch
☐ Yes ☐ No

Then click Save.

Jan 10, 2022

JUDITH M. AINSWORTH (110000)

X

Availability/Preferences

Available: _____ - Prefer: _____

Shift(s)

SHIFT 1

SHIFT 2

Shift Type
8HR 7:30A - 4:30P :60L

Start Date *
Mon

From * 07:30 am To * 04:30 pm Standard Total Hours 08:00

Has Lunch
☒ Yes ☐ No

Lunch (Min Time) * 01:00 Lunch Start * After Lunch Time * 04:00

Location Job Class

Responsibility Code Lunch Break 60

Activities Stretch

Bus Driver Span OT Fund/SCC

Overrides Day Type

Is Scheduled Off Breakdown

No

CANCEL

SAVE

Notice the Monday schedule changed. However, Tues–Thurs also need changed to reflect the changed schedule.

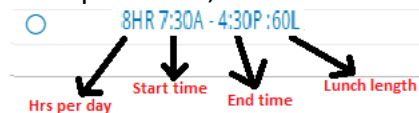
> Date		From	To	Raw Total	Calc. Total
> SAT Jan 8	+			00:00 hrs	00:00 hrs
> SUN Jan 9	+			00:00 hrs	00:00 hrs
✓ MON Jan 10 8HR 7:30A - 4:30P :60L	...	07:30 am	04:30 pm	09:00	08:30
	+			09:00 hrs	08:30 hrs
✓ TUE Jan 11 8HR 7:00A - 3:30P :30L	...	07:30 am	04:31 pm	09:01	08:30
	+			09:01 hrs	08:30 hrs
✓ WED Jan 12 8HR 7:00A - 3:30P :30L	...	07:30 am	04:31 pm	09:01	08:30
	+			09:01 hrs	08:30 hrs
✓ THU Jan 13 8HR 7:00A - 3:30P :30L	...	07:30 am	04:30 pm	09:00	08:30
	+			09:00 hrs	08:30 hrs
✓ ⓘ FRI Jan 14 8HR 7:30A - 4:30P :60L	...	07:30 am	04:31 pm	09:01	08:00
	+			09:01 hrs	08:00 hrs

This is what the timesheet looks like after those schedules are changed. Also, in this example, the lunch break lengths for Mon-Thursday had to be adjusted to 60 minutes.

> Date		From	To	Raw Total	Calc. Total	In Date	Time Off	Job Class	Lunch Break
> SAT Jan 8	+			00:00 hrs	00:00 hrs				
> SUN Jan 9	+			00:00 hrs	00:00 hrs				
✓ MON Jan 10 8HR 7:30A - 4:30P :60L	...	07:30 am	04:30 pm	09:00	08:00	MON Jan 10		ACCOUNT CLERK	60 ✓
	+			09:00 hrs	08:00 hrs				
✓ TUE Jan 11 8HR 7:30A - 4:30P :60L	...	07:30 am	04:31 pm	09:01	08:00	TUE Jan 11		ACCOUNT CLERK	60
	+			09:01 hrs	08:00 hrs				
✓ WED Jan 12 8HR 7:30A - 4:30P :60L	...	07:30 am	04:31 pm	09:01	08:00	WED Jan 12		ACCOUNT CLERK	60
	+			09:01 hrs	08:00 hrs				
✓ THU Jan 13 8HR 7:30A - 4:30P :60L	...	07:30 am	04:30 pm	09:00	08:00	THU Jan 13		ACCOUNT CLERK	60
	+			09:00 hrs	08:00 hrs				
✓ FRI Jan 14 8HR 7:30A - 4:30P :60L	...	07:30 am	04:31 pm	09:01	08:00	FRI Jan 14		ACCOUNT CLERK	60
	+			09:01 hrs	08:00 hrs				

Changing an Employee's Lunch Break Length for the Current Day and Going Forward

Employees should use Kronos self-service to request lunch break cancellations for the current day or past days. However, if an employee is requesting a permanent change in their lunch length, this page and the next show you how to make that permanent change. For employees who have a lunch break length in their schedule, such as the example below,



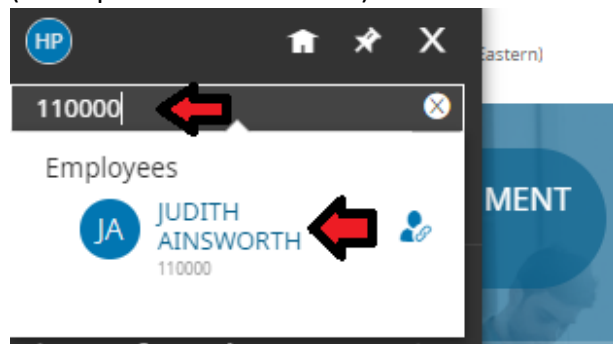
there are 2 steps you must follow to change the lunch length for the current day and going forward. The 1st step is to follow the directions in [pages 18 – 22](#) for selecting a schedule for the employee with the correct lunch break length.

The 2nd step (or for employees, such as classified supervisors, with a lunch break and a bulk schedule

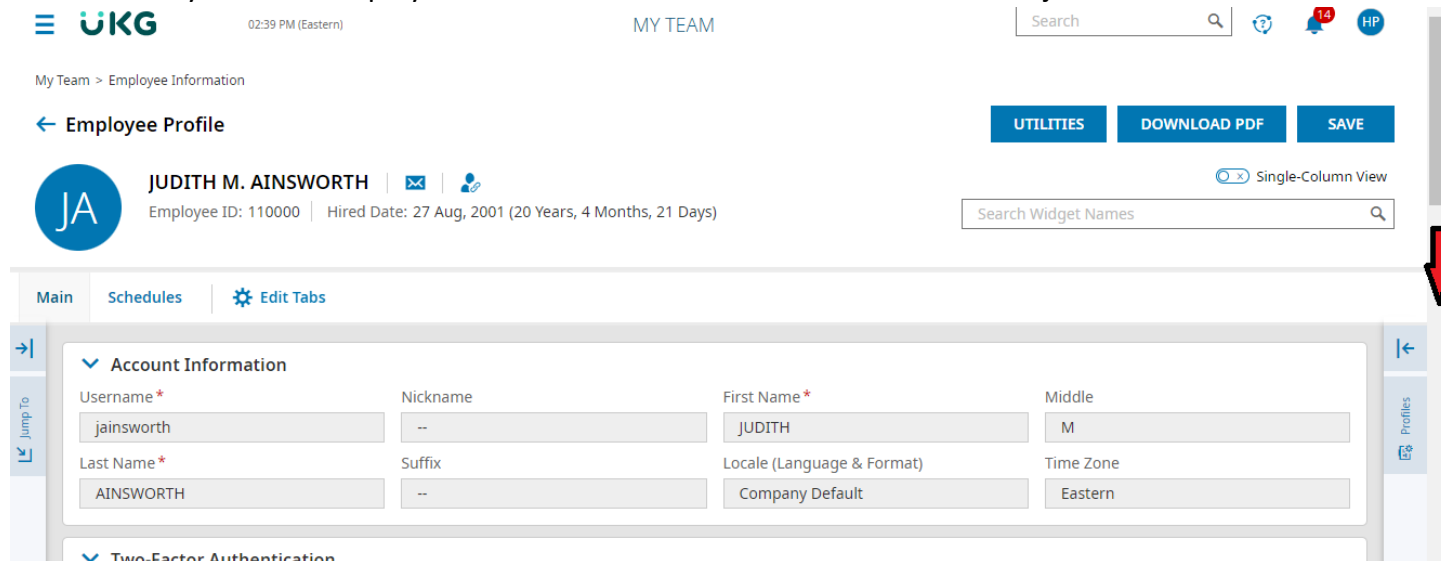
8 Hour Bulk, the only step) to change an employee's lunch break length for the current day going forward, is, from the dashboard, to click the icon near the top left.



A box will pop out. In the Search area enter the employee ID and then when the name appears **click** on the name (don't press Enter to select).



This will take you to the Employee Profile. Scroll down to the Cost Centers area just above the Accruals area.



Then click the down arrow in the Default Lunch Break field. Click Browse and then select the lunch break length.

The screenshot shows the 'Default Lunch Break' dropdown menu. The dropdown is open, showing options '30', 'Browse...', and '30'. A red arrow points to the 'Browse...' option.

In this example, 30 is what the lunch has been; however, 60 is selected for the current day and going forward.

The screenshot shows the 'Browse and Select Cost Centers' dialog box. The 'Cost Full Name' column shows 'starts with' and the 'Cost Description' column shows '0', '15', '30', and '60'. The '30' option is selected.

Then click Save

The screenshot shows the 'SAVE' button. A red arrow points to the 'SAVE' button.

In this example, the lunch break for the current day, Jan 18, and going forward has been changed to 60 minutes.

▼ TUE Jan 18 8HR 7:30A - 4:30P :60L	...	07:30 am	04:30 pm	09:00	08:00	TUE Jan 18		ACCOUNT CLERK	60
▼ WED Jan 19 8HR 7:30A - 4:30P :60L	+	From am	To am	00:00	00:00	WED Jan 19		ACCOUNT CLERK	60
▼ THU Jan 20 8HR 7:30A - 4:30P :60L	+	From am	To am	00:00	00:00	THU Jan 20		ACCOUNT CLERK	60
▼ FRI Jan 21 8HR 7:30A - 4:30P :60L	+	From am	To am	00:00	00:00	FRI Jan 21		ACCOUNT CLERK	60

8. Answer basic questions from employees about Kronos

Timekeepers have a higher level of access to Kronos and generally have a greater level of knowledge of Kronos than other employees. We appreciate your efforts in being a Kronos resource for other employees at your school or department. Much Kronos information is available to you in the Training tab in Kronos. Additionally, below is a listing of replies to common employee and approver statements or questions.

Employee: My badge doesn't work.

What to do: Clarify with the employee whether the badge is not working at the Kronos clocks or for building access, or both. Please note that Kronos cannot assist employees with building access issues.

If the badge is not working at the Kronos clocks, ask the employee to email kronos@columbus.k12.oh.us and include the following information:

- Employee ID#
- The 6-digit number on the back of their new employee badge (in the upper right-hand corner)
- Whether or not they're receiving a red error message on the time clock when trying to clock in/out

Please note that new hires should wait at least 2 business days after picking up their badge or 2 days after their hire date, whichever is the later date, before emailing. Existing employees picking up replacement badges should wait at least 2 business days after picking up their new badge before emailing.

Employee: I can't log into Kronos.

What to do: Remind the employee that Kronos uses the same email and password that is used for logging into the CCS network and email. Refer them to pages 2 and 3 of the *Employee Kronos Guide* for more information. What if the employee is entering the correct username and password? If the employee was hired within a week of noting the issue, it's likely a timing issue that will be resolved in a few more days. However, if the employee has been hired for more than a week and they're still experiencing the issue, inform them to contact the CCS helpdesk.

Employee: What are the rounding rules?

Answer: If punched in 1 to 5 minutes before or after a scheduled start time **as listed in Kronos**, an in-punch will round to the scheduled start time. Except for an in-punch within 5 minutes of a scheduled start time listed in Kronos, a day's total swiped time is rounded to the nearest 5-minute interval.

Employee: How do I know whether the approver has approved my Kronos request?

Answer: An employee receives an email notification whenever one of their requests is approved (or rejected). Additionally, an employee can click the 3 horizontal lines next to the UKG logo and then select My Time > Timesheet > Change Requests and then change the "Time Entry Date" to the correct time period. This will let them see all the requests which have been made and their statuses. (Email reply is the easiest explanation)

Additional info

Kronos timesheets for a pay period are locked for editing or approving on the Wednesday following the end of a pay period. **Prior to** the Wednesday following the end of the pay period, an approver can correct a timesheet they've approved. Directions for how they can do that are listed in the *Kronos Approver Guide*. If an employee's timesheet needs corrected **after** a pay period has been locked in Kronos, the **approver**, not you as the timekeeper, must email the corrections to the appropriate payroll clerk.

Finally, feel free to contact Phil Watson or Erin Schehl for Kronos help by emailing kronos@columbus.k12.oh.us. Your payroll clerks are also good resources. Thanks for your work!