

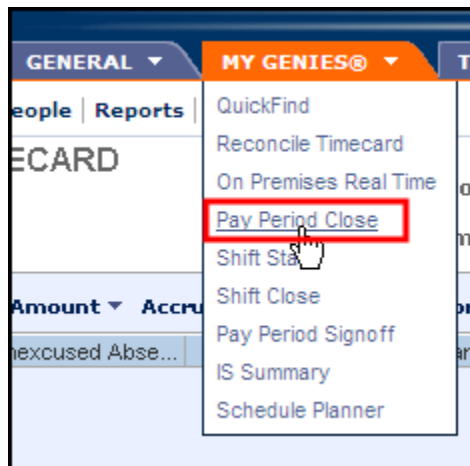
Approval and Sign-Off

- **SIGN-OFF is mandatory each pay period by 1 p.m. on Payroll Mondays.**
- **Approval is not mandatory, and is more for intra-departmental use.**
- **Per Internal Audit, the Time Management Team will run reports and contact departments that fail to sign-off time.**
 - If Payroll is not signed off by 1pm Monday, Time Management Team will sign off automatically.
 - The employee will be paid whatever hours are listed in KRONOS.
 - If there are errors in an employee's time, a Historical Edit form will need to be completed.
- Sign-off cannot occur until after the pay period has closed.
- Sign-off can be done anytime from 12pm Sunday through 1pm Monday.
- **Make sure you are Approving for the correct Pay Period. If it is Monday, you are Approving for the Previous Pay Period. If it is Friday, Current Pay Period.**

There are two ways to perform the Approval and Sign-Off, individually or by group.

I. Individual Approval and Sign-Off

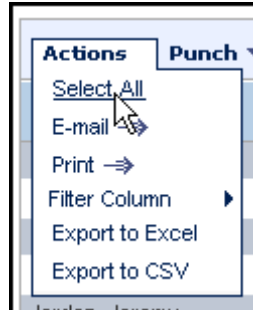
- Within My Genies select **Pay Period Close**.



- In the **Show** box, choose the group to perform the Approval and Sign Off on (All Home lists everyone you have access to).
- In the **Time Period** box, change to Previous Pay Period (if Sign-off or Approval is on the Friday at the end of a pay period, leave as Current Pay Period).

Show
 Time Period

- As a KRONOS manager, you need to verify each employee's hours are correct before Approving and/or Signing Off.
- On the **Pay Period Close** screen, click **Actions**, then **Select All**.
- This will highlight (in blue) everyone on the page.



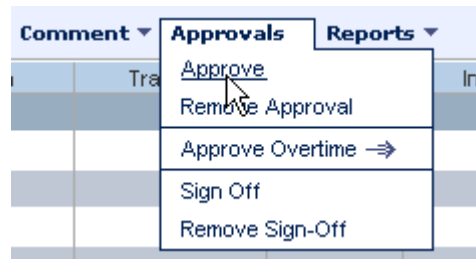
- After everyone is highlighted, look towards the upper right of the KRONOS screen and click the **Timecard launch button**.

[Timecard](#) | [Schedule](#) | [People](#) | [Reports](#) | [Reports - Advanced](#)
PAY PERIOD CLOSE

- From here, you can scroll through all the employee's timecards one-by-one by using the directional arrows or click the down arrow in the name box and select a specific employee.

- At the bottom of the timecard, verify the employee's hours under Totals and Schedules.
- When Payroll is Signed-Off, the hours listed under Totals and Schedules are what is submitted to SAP.

- If any corrections or adjustments need to be made, do so now before Approving and Signing-Off.
- If hours are correct, click Approvals and Approve.



- The Sign-Offs and Approvals tab will then appear on the timecard.

TOTALS & SCHEDULE		ACCRUALS	AUDITS	SIGN-OFFS & APPROVALS			
Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Manager	8/18/2008	10:04AM		npillai1	8/03/2008	8/16/2008	
Sign-off	8/18/2008	11:00AM		kfiore1		8/16/2008	

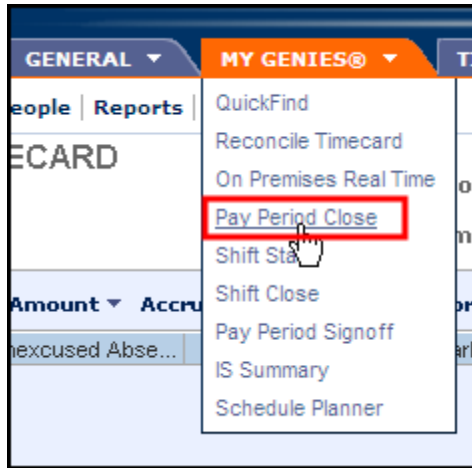
- Follow the same steps for the Sign-Off.
- You can go through each timecard one by one Approving and/or Signing-Off as you verify the hours.

II. Group Approval and Sign-Off

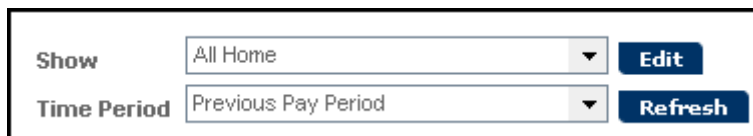
Some KRONOS Managers prefer to Approve and Sign-Off as a group, instead of individually.

First, go through each employee's timecard to verify hours are correct. Once done, go to:

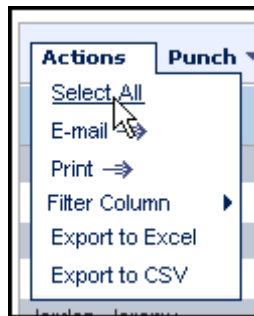
- Within My Genies select **Pay Period Close**.



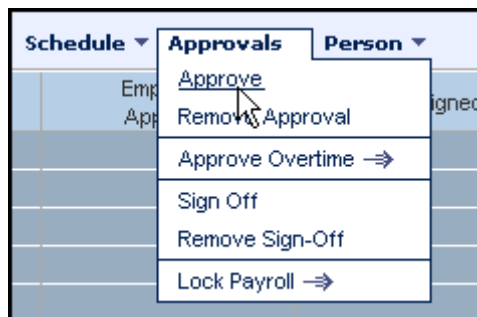
- In the **Show** box, choose the group to perform the Approval and Sign Off on (All Home lists everyone you have access to).
- In the **Time Period** box, change to Previous Pay Period (if Approving on the Friday at the end of a pay period, leave as Current Pay Period).



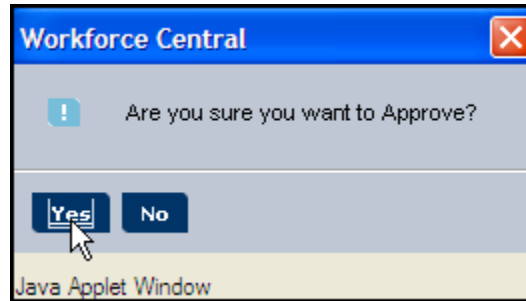
- On the **Pay Period Close** screen, click **Actions**, then **Select All**.
- This will highlight (in blue) everyone on the page.



- Click Approvals, then Approve.



- Click “Yes” on the Approval confirmation message.



- Follow the same steps for Sign-Off.
- After everything is complete, the Pay Period Close screen for the Previous Pay Period should look like the following:

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person					
Name	1 ▲	Manager Approval	Employee Approval	Employees Signed Off	Miss
Brooks, Lonnell	1			✓	
Eckert, Louis	1			✓	
Fiore, Kurt	1			✓	
Hall, Stephen	1			✓	
Jordan, Jeromy	1			✓	
Nussdorf, Daniel	1 (Partial)			✓	
Palmer, Robert	1			✓	
Rivera, Jesus	1			✓	

- “1” in the Manager Approval column indicates one KRONOS Manager has Approved the employee’s timecard (if it shows a 2 or 3, this means more than one KRONOS Manager has approved the same timecard).
- A “check mark” in the Employees Signed Off column indicates the employee’s timecard has been Signed-Off.