

Terminated Employee Still in KRONOS

- If a terminated employee is still showing in your KRONOS listing, this generally means the employee is still active in SAP.
 - SAP sends a nightly file to update KRONOS
- Contact the KRONOS Team at:
 - kronos@jhmi.edu
 - Please provide the following:
 - Employee's full name
 - Employee's 8 digit ID number
 - Termination Date
- We can verify if the employee is terminated or still active in SAP.
- If the employee is still active, we will direct you to contact the HR Shared Services at 443-997-5828.
- If the employee is terminated in SAP, the KRONOS Team will terminate the employee in KRONOS.
- If the employee is not showing on your "All Home" listing, but is still listed in a Hyperfind Query, then the Query will need to be edited to remove the terminated employee.