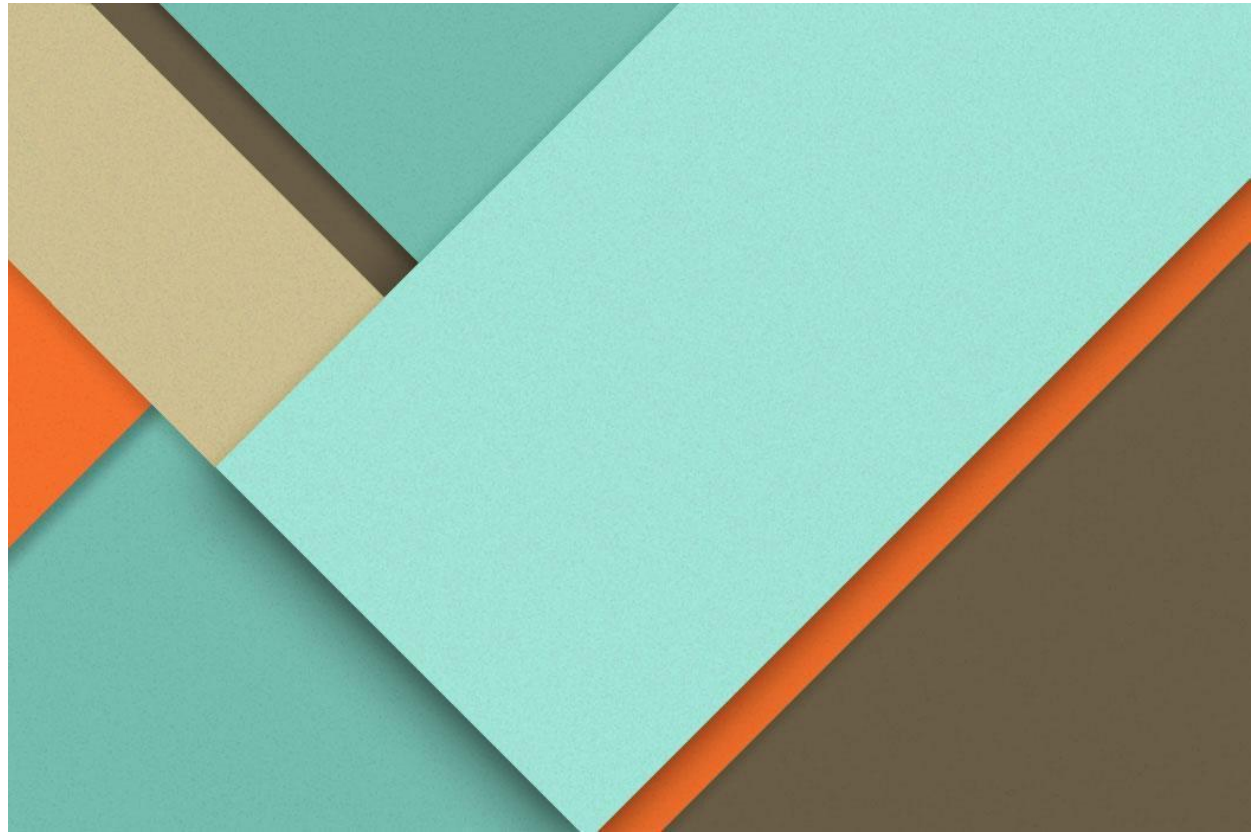




KRONOS TIMECARD RECONCILIATION

06.06.25

PAYROLL DEPARTMENT
HAMPTON CITY SCHOOLS
1 FRANKLIN ST

Purpose

To ensure:

- All employees have worked their required contractual hours per day/week.
- All absent full-time employees are charged paid or unpaid leave
- All part-time and substitute employees are paid all recorded hours.

Goals

1. Daily review timecards to identify employees with work hours in excess of what is required.
2. To reconcile Kronos exceptions (unexcused absences, missed punches) prior to approving payroll.
3. Reduce the number of timecard edits made after they've been approved

Payroll Forms

Timekeepers are to use the appropriate payroll forms when editing an employee's timecard. Copies of updated forms are provided for your convenience. Please discard all older versions.

- **Timekeeping Correction Form (2019)** – This form must be completed in its entirety prior to editing a timecard. If this form is not received prior to your approval, please code the employee with leave without pay. ***This document must be retained at your location for 5 years.***

- **Substitute Time Sheet Form** – Employees should complete and submit this form to the timekeeper by the last day of the pay period. Timekeepers are responsible for entering the appropriate transfer code and work rule on the timecard. Please contact your payroll specialist for assistance as needed.
- **Jury Duty Documents** – Any employee assigned to Jury Duty must submit a copy of the Jury Duty Summons and supporting documents for proof that he/she served as a juror. Employee should be charged 'Jury Duty' pay code after the timekeeper has received the appropriate documentation. Please remind employees that once compensation is received, the check must be endorsed and forwarded to the Payroll Department.
- **Leave Correction Google Document – *This form is not to be shared with staff.*** Please use this form to adjust or cancel an employee's leave hours. Please do not send an email request to your payroll specialist requesting leave adjustments. Payroll will adjust leave hours in Kronos and Munis per the submitted Google document. Please feel free to contact your payroll specialist with any questions.
- **Notify your Principal/Supervisor of any excess hours.** When/if an employee exceeds their weekly goal, please inform your supervisor of this as soon as possible.

RECONCILING KRONOS TIMECARDS (Daily and Weekly)

After logging into Kronos

1. You are automatically logged into your Exceptions Summary.
Click on Reconcile Timecard:

Exceptions

Exceptions Summary

Loaded 9:52AM Current Pay Period [dropdown] All Home [dropdown] Edit

Select All Rows | Column Selection | View Exceptions | Filter | People | Timeseeping | Approval | Schedule

Name	Punches	Unexcused Absence	Long Interval	Break Exceptions	Totals
PRESS, WILLIE E		2			2
HUNT, ATHENA L		2			2
NEWBERRY, SALLY E		2			2
JONES, RENEE M		2			2
BLEEKER, TRACEY M		2			2
JONES, MICHELLE R		2			2
GAINES, VICKI Y		2			2
ELLIS, MICHELLE L		2			2
RANGER, ASHLEY R					0
TOWNSEND, VIZEL L					0
SHEFFLER, BRIAN E					0
DEANHOFFER, LISA H					0
Totals	12	0	16	0	16

Reports | All WTK Exceptions | Biometric Status | IS Summary | Pay Period Close | QuickFind Widget | **Reconcile Timecard** | Search Genie | Substitutes | Weekly Goal | Tutoring

You are now on the Reconcile Timecard tab.

- Set the calendar period (daily, week to date, or personalized) to Last Week:

Reconcile Timecard

Loaded 10:00AM Yesterday [dropdown] All Home [dropdown] Edit

Select All Rows | Column Selection | Filter | People | Timeseeping | Approval | Schedule

Name	Organization	People Gr...	Pay Rule	Sub Teacher by IA	Unexcused Absence	Daily Hours	Totals Up To Date
BLEEKER, TRACEY M	845	26A	N60-37.5-12			7.5	✓
DEANHOFFER, LISA H	845	26A	E60-12			7.5	✓
ELLIS, MICHELLE L	845	26A	N60-37.5-12			7.5	✓
GAINES, VICKI Y	845	26A	N60-37.5-12			7.5	✓
HUNT, ATHENA L	845	26A	N60C-37.5...			7.5	✓
JONES, MICHELLE R	845	26A	N60-37.5-12			7.5	✓
JONES, RENEE M	845	26A	N60-37.5-12			7.5	✓
NEWBERRY, SALLY E	845	26A	N60-37.5-12			7.5	✓
PINGITORE, THOMAS L	845	26A	E60-12			7.5	✓
PRESS, WILLIE E	845	26A	N60C-37.5...			7.5	✓

Previous Pay Period | Current Pay Period | Next Pay Period | Previous Schedule Period | Current Schedule Period | Next Schedule Period | After Next Schedule Period | Week to Date | Last Week | **Yesterday** | Today | Yesterday/Today/Tomorrow | Yesterday plus 6 days | Last 30 days

To select certain dates, you can use the calendar feature:

Reconcile Timecard

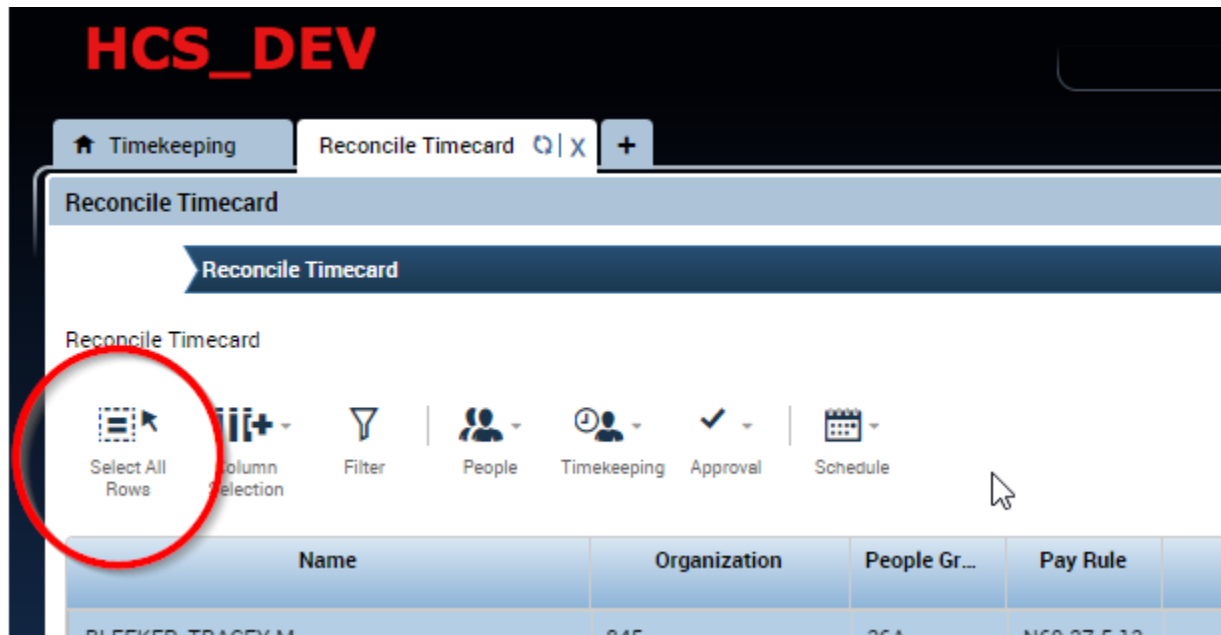
Loaded 10:00AM Yesterday [dropdown] All Home [dropdown] Edit

Select All Rows | Column Selection | Filter | People | Timeseeping | Approval | Schedule

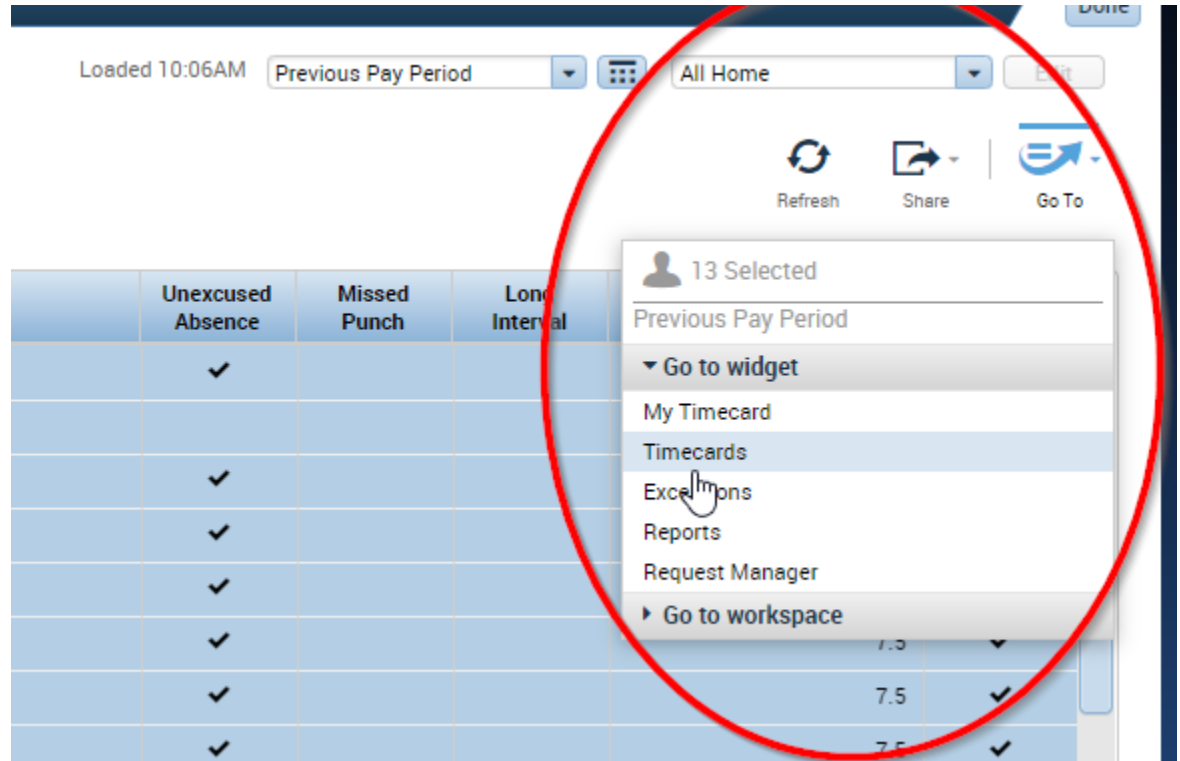
Name	Organization	People Gr...	Pay Rule	Sub Teacher by IA	Daily Hours	Totals Up To Date
BLEEKER, TRACEY M	845	26A	N60-37.5-12		7.5	✓

Select Dates
 Start Date: 6/28/2021
 End Date: 7/04/2021
 Cancel Apply

3. Select All Rows from the ribbon.



4. Click Go To (orange highlighted arrow in upper right hand corner) and select Timecards from the dropdown menu.



5. Review each employees' timecard paying close attention to the following:

- All red box exceptions

Edit punches according to signed timesheet correction forms.

If an employee hasn't submitted a timesheet correction form prior to your approval and you don't show a leave request in Munis, please enter leave without pay hours

Timecards

BLEEKER, TRAC ◀ 1 of 12 ▶ 10005

View | Approve Timecard

		Date	Schedule	In	Out	Tr
+	×	Mon 7/12				
+	×		8:00AM-4:00PM			
+	×	Tue 7/13	8:00AM-4:00PM			
+	×	Wed 7/14	8:00AM-4:00PM			
+	×	Thu 7/15	8:00AM-4:00PM			
+	×	Fri 7/16	8:00AM-4:00PM			
+	×	Sat 7/17				
+	×	Sun 7/18				

- Check the Daily column to make sure the employee has met the hour requirement.

The daily work requirement can be found by right-clicking the employee's name on the timecard.

BLEEKER, TRACEY M

Pay Rule:
beginning of time - forever; N60-37.5-12

Accrual Profile:
7/01/2019 - forever; No Benefits

Employment Terms:

Primary Account(s):
7/01/2019-forever 50-9/845-000/62160-00070/1114-0000000/-/845/5012
50-9/845-000/62160-00070/1114-0000000/-/845/SPECIALIST-
F12PNP7.50

Manager:
DEANHOFFER, LISA H

Daily: 7.5 Weekly: 0.0 Per Pay Period: 0.0

+	×	Fri 7/16	8:00AM-4:00PM
+	×	Sat 7/17	
+	×	Sun 7/18	

- o If a leave request is not present in Munis, please charge leave without pay hours to add up to the required amount if the weekly amount is not met. For example, an employee is required to work 7.50 hours per day. However, they worked 7.75 hours the previous day and they have 37.50 hours for the week. LWOP would not be entered for this employee because they've met the 37.50 hour weekly requirement.
- Cancel lunch deduction – To cancel a lunch deduction, right click the in or out time of the day the non-exempt employee did not take lunch. In the Punch Actions box, select Edit. Click the drop down menu in Cancel

Deduction and scroll to the bottom of the list to select All at the bottom of the list. Click OK.

1 of 12 ▶ 10005 Loaded: 10:08 AM Last Week

Schedule	In	Shift
8:00AM-4:00PM	7:30AM	
8:00AM-4:00PM		
8:00AM-4:00PM		
8:00AM-4:00PM		
8:00AM-4:00PM		

Punch Actions

Date: 7/12/2021

Time: 1715

Edit Punch Justify Exception

12 ▶ 10005 Loaded: 10:08 AM Last Week

Schedule	In	Shift
8:00AM-4:00PM	7:30AM	
8:00AM-4:00PM		
8:00AM-4:00PM		
8:00AM-4:00PM		
8:00AM-4:00PM		

Punch

Date: 7/12/2021

Time (h:mm) * 1715

Rounded Time:

Override:

Time Zone:

Cancel Deduction:

Exceptions:

Comments:

Sub Teacher Long Term - 4hrs

Sub Teacher Long Term - 8hrs

Sub Teacher Non-Degreed - 4hrs

Sub Teacher Non-Degreed - 8hrs

z-1 hr Ded, 4.0 hr min

z-30 Min Ded, 4.0 hr min

All

- FMLA – Timekeepers/Supervisors will receive notification from Renee Jones in Human Resources whenever an employee at their site is approved for FMLA. The timekeeper is responsible for entering the FMLA pay code and hours on the employee's timecard.

Loaded: 10:18 AM Last Week


Print
Timecard

er	Pay Code	Amount	Shift
	FMLA	7.5	

- Remember to leave a comment after editing an employee's timecard.

Loaded: 10:18 AM Last Week

Pay Code Actions

Date: 7/12/2021

Pay Code: FMLA

Amount: 7.5

Last Edit Date: 7/19/2021

Edit Made By: PINGITORE, THOMAS L

 Edit

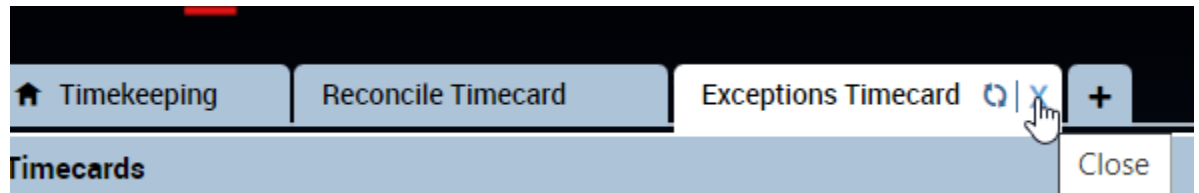
 Comments **Comments and Notes**

 Justify
Exception

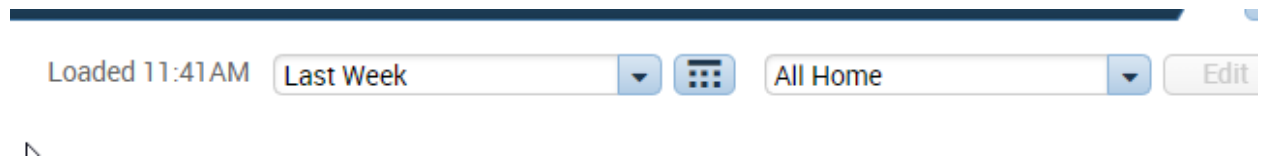
6. SAVE after each employee timecard edit.

APPROVING TIMECARDS EACH MONDAY FOR LAST WEEK

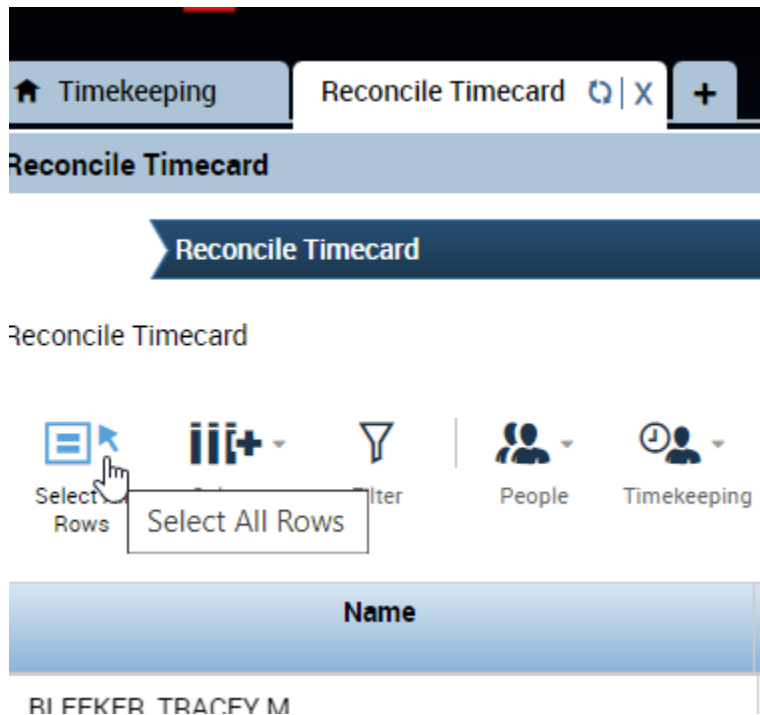
1. After all timecards are reconciled for last week, close the Exceptions Timecard tab at the top of the page. This will take you back to the beginning page.



2. This will take you back to the Reconcile Timecard tab. Verify that you are still in the Time period of Last Week.

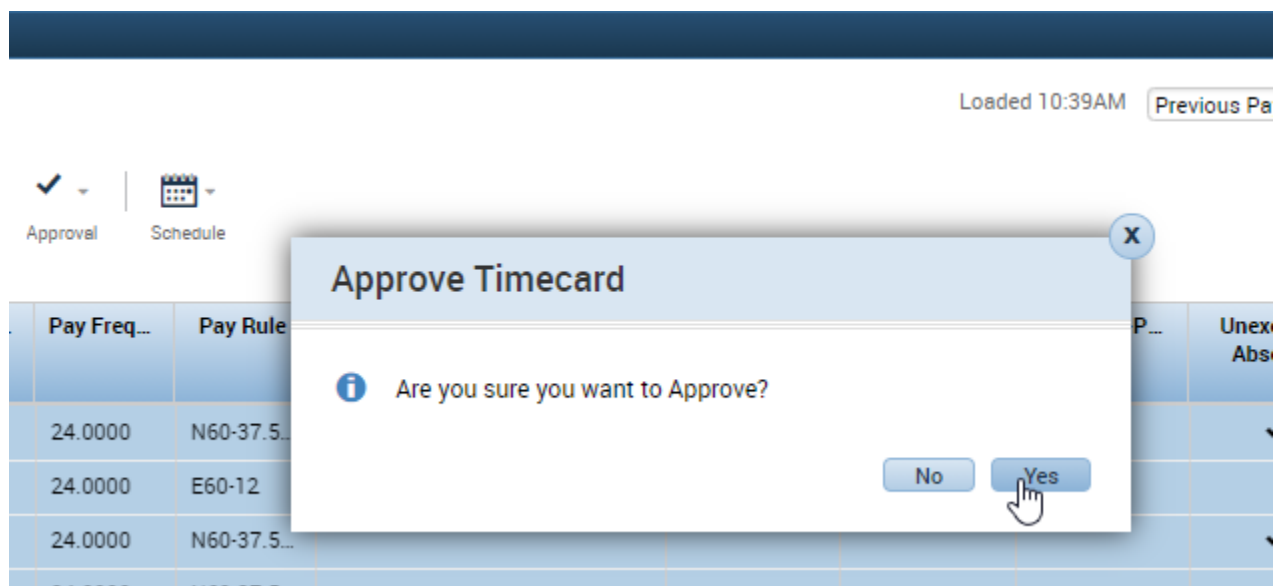


3. Select All Rows in the top Ribbon. All the names will be highlighted.



4. Click on Approval in the top ribbon and select "Approve Timecard"

"Are you sure...." box pops up and answer yes.





You have now approved the Payroll for Last Week. This will be the directions you need to follow **EVERY MONDAY**. You can go back and look at any timecard. They should be in yellow now. That means your approval is on the timecard.

5. Once your supervisor approves, you can no longer make any changes. You will need to contact the Payroll Department.