



COLUMBUS
CITY SCHOOLS

Kronos Approver Guide

This guide will show you how to perform your Kronos functions. First, note the Kronos tasks completed by timekeepers.

Timekeepers:

- Regularly review employee timesheets for exceptions and take follow-up steps
- Directly edit timesheets to correct mistaken punch interpretations or double-punches
- Correct or enter any time off entries which came over into Kronos incorrectly from Red Rover (for schools)
- Enter “Excused – Paid” for district early closure days for staff working such days who are excused from working the last hour or ½ hour of their regular schedules
- Enter a school Calamity Day (for schools). (District-wide Calamity Day entries are added by the Kronos staff.)
- Review employee timesheets at the end of the pay period. Account for employees’ scheduled hours per week
- Add or adjust an employee’s schedule and/or lunch length

Generally, timekeepers cannot approve time off and timesheet change requests. However, classified supervisors who are timekeepers and who supervise employees may approve time off and timesheet change requests.

As a Kronos approver, you:

- Approve or reject Kronos timesheet change requests ([pages 4 – 7](#))
- Approve Kronos time off requests ([pages 8 – 11](#))
- Approve timesheets ([pages 12 – 18](#))

This document also shows you how to:

- Log into Kronos ([page 3](#))
- Download the UKG Ready (Kronos) app ([page 3](#))
- Correct previously approved timesheets ([pages 19 – 20](#))
- Designate a backup approver ([pages 21 – 23](#))
- Run Kronos reports ([pages 24 – 25](#))

Highlights of changes from previous approval instructions and some points of emphasis are listed on [page 2](#).

Sometimes a Kronos approver (referred to simply as an approver throughout the remainder of this document) may need to perform timekeeping duties because their timekeeper is absent or because they don’t have a timekeeper. For timekeeping directions, see the *Kronos Timekeeper Guide*.



Kronos Approver Training Video

- For printable, step-by-step directions, see the *Kronos Approver Guide*.
- This video and the *Kronos Approver Guide* complement each other.



VIDEO: Kronos Approver Training (full-length)

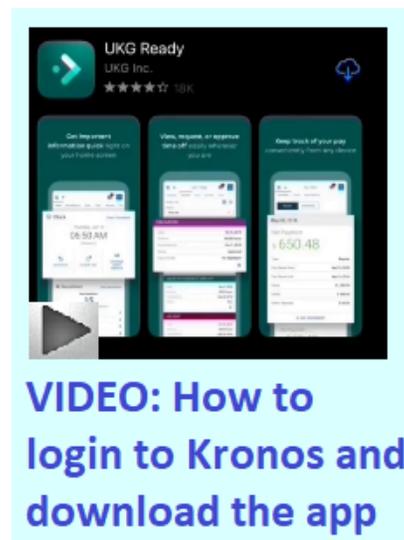
Below are highlights of some of the changes from previous approval instructions and some points of emphasis:

- Approvers must complete timesheet approvals using the 5-step **Approval Checklist** ([pages 12-18](#)). This process includes approving or rejecting all timesheet change requests and time off requests for a pay period before approving the timesheets for that pay period.
- Don't change an employee's Kronos clock punches, except to correct clear and obvious errors (see pages 8 – 9 of the *Kronos Timekeeper Guide*.) For example, don't change an employee's Kronos clock punches to prevent them from accruing overtime.
 - **Question:** If an employee is working more than their scheduled hours and accruing extra service or overtime, can I change their punches in Kronos so they don't accrue extra service or overtime?
 - **Answer:** You cannot adjust an employee's punches in Kronos for that reason. However, you can direct an employee to begin and end their workday according to their schedule and to clock in/out accordingly. If an employee fails to adhere to your direction on that matter, then you may wish to consult Employee Relations.
- You'll sometimes need to reject timesheet change requests. Some reasons are listed on [page 5](#).
- Employees who use Kronos, and who do not use Red Rover to report absences, must use Kronos self-service to report their absences.
 - If an hourly employee who normally uses Red Rover to report their absences fails to report an absence using Red Rover, they must use Kronos self-service to report their absence. Don't require employees to turn in paper absence forms for the purpose of timekeepers or others entering those absences into Kronos.
 - The exception to this guideline is restricted time off codes which are not available for employees to select using Kronos self-service (see page 7 of the *Kronos Timekeeper Guide*).
- If a timekeeper or approver enters a missed punch on an employee's behalf, they must upload to Kronos the approver's written or email approval of the missed punch (pages 4 – 6 of the *Kronos Timekeeper Guide*).
- Timekeepers are to account for employees' scheduled hours per week and take steps to address any shortfalls. With your written or email approval, the timekeeper enters any shortfall amount for each week as AWOL (page 16 of the *Kronos Timekeeper Guide*).
- Directions for running commonly requested Kronos reports ([pages 24 – 25](#)).
- Email kronos@columbus.k12.oh.us to request the addition or removal of a timekeeper for your area.
- The Kronos area of the Treasurer's Office can't approve your employees' timesheets. We can aid you in approving your employees' timesheets, but we can't approve timesheets on your behalf.
- Kronos clock not working? Email kronos@columbus.k12.oh.us.

Logging into Kronos

You can login to Kronos from a computer, laptop, tablet or smartphone as long as you have access to the internet. You do not have to be on the district’s network to login. You can access Kronos by going to <https://www.ccsokh.us> > Menu > Staff > Staff Quick Links. In the Quick Links area, click KRONOS.

When you click KRONOS, you’ll be redirected to a login screen. To login, enter your full CCS email username (including the “@columbus.k12.oh.us”) and your CCS email password. (If you have logged onto a computer or laptop at a district site by entering your username and password, when you click KRONOS, the KRONOS screen may open without you needing to re-enter your username and password.) Please note: The system may require an extra step to verify that you are who you say you are. This step may involve sending a code to your cell phone or email, and asking you to type in the code to login to Kronos.



The district’s KRONOS web address, which comes up when you click the “KRONOS” link in the Staff Quick Links area, is <https://secure4.entertimeonline.com/ta/6079644.login> You may wish to bookmark this address on your smartphone or tablet. If you have trouble logging in, contact the CCS helpdesk at 614-365-8425.

Downloading the UKG Ready (Kronos) app

Download the Mobile Application

The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.

Access the application

1. On your mobile device, open **Google Play** or the **Apple App Store**.
2. Search for **UKG Ready Mobile**.
3. Install the application.

Application setup

4. Open the application on your device.
5. Select **North America** from the list.
6. Type the following as the district's Shortname: 6079644
7. Select **Continue**
8. Enter your full CCS email username (including the “@columbus.k12.oh.us”) and your CCS email password.
9. Select **Login**.



UKG Ready Mobile for iPhone

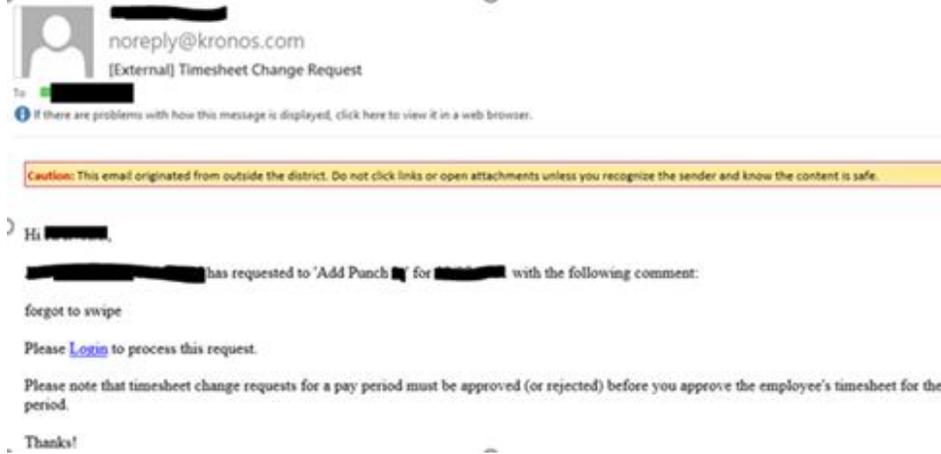


UKG Ready Mobile for Android



Approving or rejecting timesheet change requests

You can approve or reject timesheet change requests in multiple ways. The first way to approve or reject a request is to click the login link in the email notification. (You'll receive an email notification each time an employee submits a timesheet change request.)



KRONOS >> UKG WORKFORCE READY

Approving or rejecting timesheet change requests

VIDEO: Approving or rejecting timesheet change requests

The link in the email won't take you to the specific request, but rather to your Kronos "My To Do Items," which will display all of your employees' unapproved requests as well as any unapproved timesheets.

There may be more than one page of notifications. If so, click the right-facing arrow below "My To Do Items" to scroll through the pages until you locate the request from the email. Find the Timesheet Change Request you wish to approve/reject; then select it by checking the box next to the request and then clicking Approve or Reject.

- Important: Don't inadvertently select "Approve/Reject Timesheet"!

The screenshot shows the Kronos "My To Do Items" interface. At the top, there are tabs for "My To Do Items" (25) and "My Notifications" (120). Below the tabs, there are "Reject" and "Approve" buttons. A pagination bar shows "Page 4 of 5" with a right-facing arrow circled in red. A "Select all (1/3) Saved: [System]" option is visible. The main list contains five items:

- CM Approve/Reject Timesheet (Oct 28, 2023 - Nov 10, 2023)
- AW Approve/Reject Timesheet (Oct 28, 2023 - Nov 10, 2023)
- CG Timesheet Change Request (Add Punch Out (Nov 10)) (Created 11/10/2023 04:45 pm)
- CG Timesheet Change Request (Add Punch In (Nov 10)) (Created 11/10/2023 04:08 pm)
- JB Timesheet Change Request (Add Punch Out (Nov 3)) (Created 11/10/2023 11:40 am)

The detailed view for the selected "Timesheet Change Request" (Add Punch Out (Nov 10)) shows the following information:

- Timekeeper:** [redacted]
- Approver:** [redacted]
- Location:** [redacted]
- Job Class:** INTERVENTION AIDE CLASSROOM
- Responsibility Code:** DISTRICTWIDE
- Lunch Break:** 30
- Stretch:** Y
- Fund/SCC:** 001-0100
- Created:** 11/10/2023 04:45 pm
- Timesheet Period:** Oct 28, 2023 - Nov 10, 2023

At the bottom of the detailed view, there are "Reject" and "Approve" buttons, with the "Approve" button circled in red. Below the buttons is a "Fields" section with "New" as the title:

Fields	New
Date	→ Nov 10, 2023
To	→ 04:30 pm

After you click Approve a box will pop up asking if you're sure you want to approve this request. If no errors or warnings are listed, then click Approve. The employee's timesheet will populate with the request change.

Rejecting timesheet change requests

You'll sometimes need to **reject** timesheet change requests (rejection comments are required). Reasons may include:

- Duplicate Add Punch or Add Time Entry request. Note 'duplicate request' in the rejection comment field

Examples of error messages you may receive if you try to approve a duplicate Add Punch In or Add Punch Out request

⚠ Punch for LORNA A. SHARPE can not be executed.Duplicate Punch: 2023/11/13 07:29:00

Page 1 of 1 | 1 - 1 of 1 Rows | Current view | Time Entry Date: This Week

	Employee Id	First Name	Last Name	Time Entry Date	Request Type	Action Type	Request Comment	Field
<input type="checkbox"/>	102000	LORNA	SHARPE	11/13/2023	Add Punch In	Add Punch	forgot to swipe	

⚠ Punch for LORNA A. SHARPE can not be executed.Could not 'punch out' in less than 2:00 (min:sec) from previous punch.

Page 1 of 1 | 1 - 1 of 1 Rows | Current view | Time Entry Date: This Week

	Employee Id	First Name	Last Name	Time Entry Date	Request Type	Action Type	Request Comment	Field
<input type="checkbox"/>	102000	LORNA	SHARPE	11/13/2023	Add Punch Out	Add Punch	forgot to swipe	

- Employee is trying to request time off by submitting an Add Punch or Add Time Entry request; note 'submit a time off request' in the rejection comment field.

Example of a test employee trying to report time off using an Add Time Entry request

← Pending Timesheet Change Requests | Approve | **Reject**

Page 1 of 1 | 1 - 2 of 2 Rows | Current view | Time Entry Date: Last Month And Future

	Last, First Name	Employee Id	Time Entry Date	Request Type	Request Comment	New Value	Old Value	Requested On Date
<input checked="" type="checkbox"/>	KAOU, ASHTON	110500	11/01/2024	Add Time Entry	sick today; use personal illness	Start Time=09:00a, End Time=01:00p, Total Time=4:00, Job Class=IA - GENERAL, Lunch Break=0		11/01/2024 04:18p

- Employee didn't enter a valid reason in the comment field for their request for a missed punch, add time entry, or lunch cancellation request. An employee is supposed to enter the reason for such requests in the comment field. Note 'submit a reason for the request' in the rejection comment field.

Examples of invalid request reasons listed in the "Request Comment" field of Add Punch requests

← Pending Timesheet Change Requests | Approve | Reject | Delete

Page 1 of 1 | 1 - 3 of 3 Rows | Current view | Time Entry Date: This Year | Columns (1) | 2 | ...

	Last, First Name	Employee Id	Time Entry Date	Request Type	Action Type	Request Comment	New Value	Requested On Date
<input type="checkbox"/>	starts with	starts with	=	=	=	in	=	=
<input type="checkbox"/>			12/23/2024	Add Punch In	Add Punch	.	07:00a; Location=; Lunch Break=15;	12/26/2024 07:30a
<input type="checkbox"/>			12/23/2024	Add Punch Out	Add Punch	n/a	02:15p	12/26/2024 07:30a
<input type="checkbox"/>			12/23/2024	Add Punch Out	Add Punch	xx	05:00p	12/23/2024 03:58p

- AM / PM are noted incorrectly. For example, an employee submits a missed punch for 3am instead of 3pm. Note 're-submit using' in the rejection comment field, and note whether they need to use am or pm.
- You have good reason to conclude the request is not accurate. For example, the employee reports a missed punch out at 4pm, but you saw them leave for the day at 3pm.

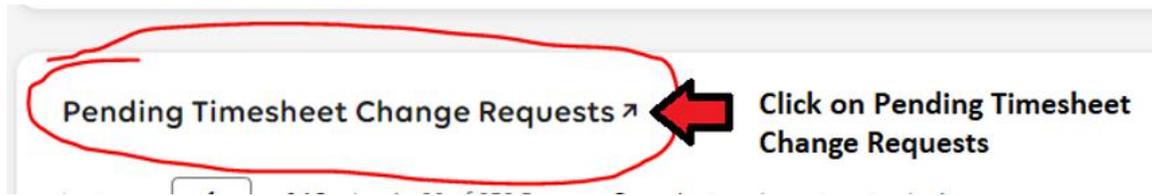
Another way to approve or reject timesheet change requests. Rather than clicking the links in each of these emails, you can approve and/or reject all unapproved requests by going to your Manager Self Service tab:



Timesheets awaiting my approval ↗

Scroll down the page to **Pending Timesheet Change Requests**. Click the words “Pending Timesheet Change Requests”

- Important: You must click the words “Pending Timesheet Change Requests” to open the report! If you don’t, you won’t have access to the Approve or Reject buttons.



Click the check box next to a Timesheet Change request and then click Approve or Reject.

UKG 01:58 PM (EDT)

Time > Timesheets

← Pending Timesheet Change Requests

Page 1 of 4 1 - 20 of 66 Rows Current view

Time Entry Date: 09/16/2023 - 09/29/2023

<input type="checkbox"/>	Employee ID	Last, First Name	Time Entry Date	Request Type	Action Type	Request Comment	New Value	Requested On Da...
<input type="checkbox"/>	[Redacted]	[Redacted]	09/18/2023	Add Punch In	Add Punch	forgot my badge	02:55p; Location=OP-CUST. #3 SERVICES-SUPERVISOR 3; Lunch Break =15;	09/18/2023 03:05p
<input type="checkbox"/>	[Redacted]	[Redacted]	09/18/2023	Add Punch In	Add Punch	forgot to punch in	07:00a; Location=OP-CUST. #3 SERVICES-SUPERVISOR 3; Lunch Break =15;	09/20/2023 10:00a
<input type="checkbox"/>	[Redacted]	[Redacted]	09/18/2023	Add Punch In	Add Punch	Forgot Badge	10:00a; Lunch Break=60;	09/18/2023 02:36p

1. Check a box or boxes

2. Then click Approve or Reject

You can check multiple boxes to Approve or Reject multiple timesheet change requests at the same time. Or you can click the check box under “Page” to select all requests to Approve or Reject. If you select multiple time off requests, you can only take one action for the selections, Approve or Reject.

You can’t approve a timesheet change request once a pay period has been locked for editing or approving. Pay periods are locked for editing or approving on the Wednesday after the end of a pay period unless noted otherwise by the Kronos area.

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 you simply need 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 by email or by signing the employee's missed punch note.
- The timekeeper or approver must upload to Kronos, at the time of 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.
- For directions on uploading a document to Kronos, see pages 5 – 6 of the *Kronos Timekeeper Guide*.

Question: What if an employee submits multiple timesheet change requests for missed punches within a pay period?

Answer: Employees working at district sites are supposed to clock in and out at the Kronos clocks. Try to determine what is causing the issue. Are they simply forgetting? If so, you may wish to warn them about forgetting to punch in/out and, if the issue persists, you may wish to consult Employee Relations.

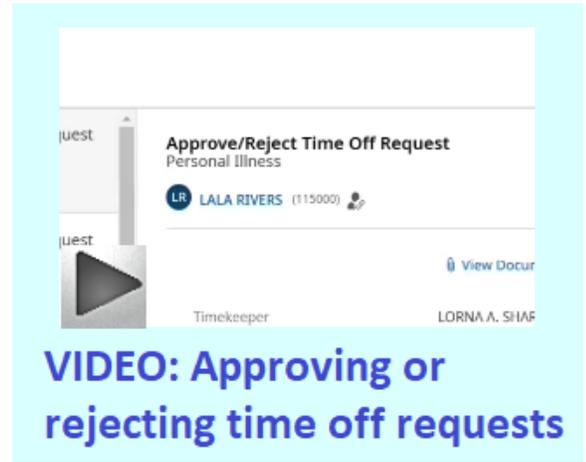
Are they claiming their badge isn't working? You or your timekeeper may wish to observe them attempt to clock in or out to verify what the issue is, if any. If there is an issue, ask them to email kronos@columbus.k12.oh.us and note their employee ID number the six-digit number which starts with a "2" on the back of their employee badge, and whether they're getting an error message or no message at all. If no issue, then you may wish to warn them about not punching in/out, and, if the issue persists, you may wish to consult Employee Relations.

Notes about Timesheet Change Requests for Lunch Deduction Cancellations

- If you required an employee to work during their lunch or gave them duties during their lunch, you must approve their lunch deduction cancellation request.
- If an employee has already worked through their lunch, and submits a request after the fact, then you should approve the request. If you don't want them to voluntarily work through lunch going forward you may note in the approval comments not to do so in the future without your prior approval. If an employee disregards your direction you may wish to consult Employee Relations.
- If an employee submits a request to cancel their lunch deduction for a time later in the day, but has not yet worked through their lunch break as of the time of your review of their request, you may choose to approve or reject their request. It's up to your discretion.

Approving or rejecting time off requests

Departmental employees use Kronos self-service to report absences. School employees use Red Rover to report absences. Absences entered by hourly employees in Red Rover automatically populate into their timesheets in Kronos. However, if a school employee fails to report their absence in Red Rover prior to the start of their absence, Red Rover will prevent them from entering their absence. In such a case, the employee should submit the absence (time off request) in Kronos. Currently, employees must submit comp time requests only through Kronos.



How to approve or reject time off requests

You can approve or reject time off requests in multiple ways. The first way to approve a request is to click the login link in the email notification. (You'll receive an email notification each time an employee submits a time off request.)

The link in the email won't take you to the specific request, but rather to your Kronos "My To Do Items," which will display all of your employees' unapproved requests as well as any unapproved timesheets. There may be more than one page of notifications. If so, click the right-facing arrow below "My To Do Items" to scroll through the pages until you locate the request from the email. Find the Time Off Request you wish to approve/reject; then select it by checking the box next to the request and then clicking Approve or Reject.

The screenshot shows the Kronos interface. At the top, there's a navigation bar with 'My To Do Items' (3) and 'My Notifications' (146). Below this is a list of 'My To Do Items' on the left, including 'Approve/Reject Timesheet' and 'Approve/Reject Time Off Request'. The main area shows a detailed view of an 'Approve/Reject Time Off Request' for 'Personal Illness'. It includes fields for 'Timekeeper', 'Approver', 'Location', 'Job Class' (BD NON STD GENERAL SUB >60), 'Responsibility Code' (DISTRICTWIDE), and 'Fund/SCC' (507-5290). A table below shows 'Created' (11/13/2023 07:41 pm), 'Time Off' (Personal Illness), and 'Date' (Nov 14, 2023). At the bottom right, there are 'Reject' and 'Approve' buttons, with the 'Approve' button circled in red.

After you click Approve, a box will pop up asking if you're sure you want to approve this request. If no errors or warnings are listed, then click Approve. The employee's timesheet will populate with the time off entry.

The confirmation dialog box asks 'Are you sure you want to approve this Time Off?'. It contains a table with the following data:

Date	Amount	Time Off
Nov 14, 2023	07:00 hrs	Personal Illness

Below the table is a 'Comment' field. At the bottom, there are 'Cancel' and 'Approve' buttons, with the 'Approve' button circled in red.

You'll need to reject time off requests in some cases, such as for the reasons noted below (rejection comments are required):

- Duplicate request; note 'duplicate request' in the comment field
- Time off had already been entered; note 'already entered' in the comment field
- Employee doesn't have sufficient time off balance for time off type selected; note 'insufficient time off balance'

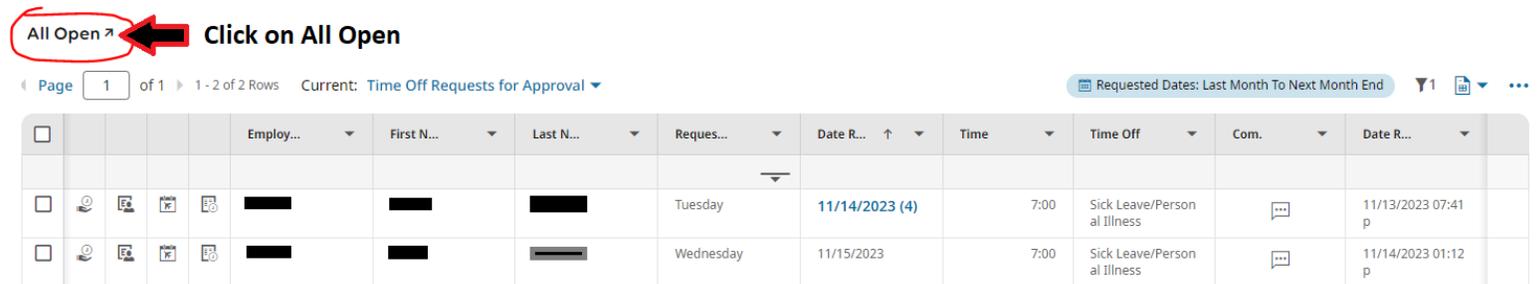
There is another way to approve time off requests. Rather than clicking the links in each of these emails, you can approve and/or reject all unapproved requests by going to your Manager Self Service tab:



Timesheets awaiting my approval ↗

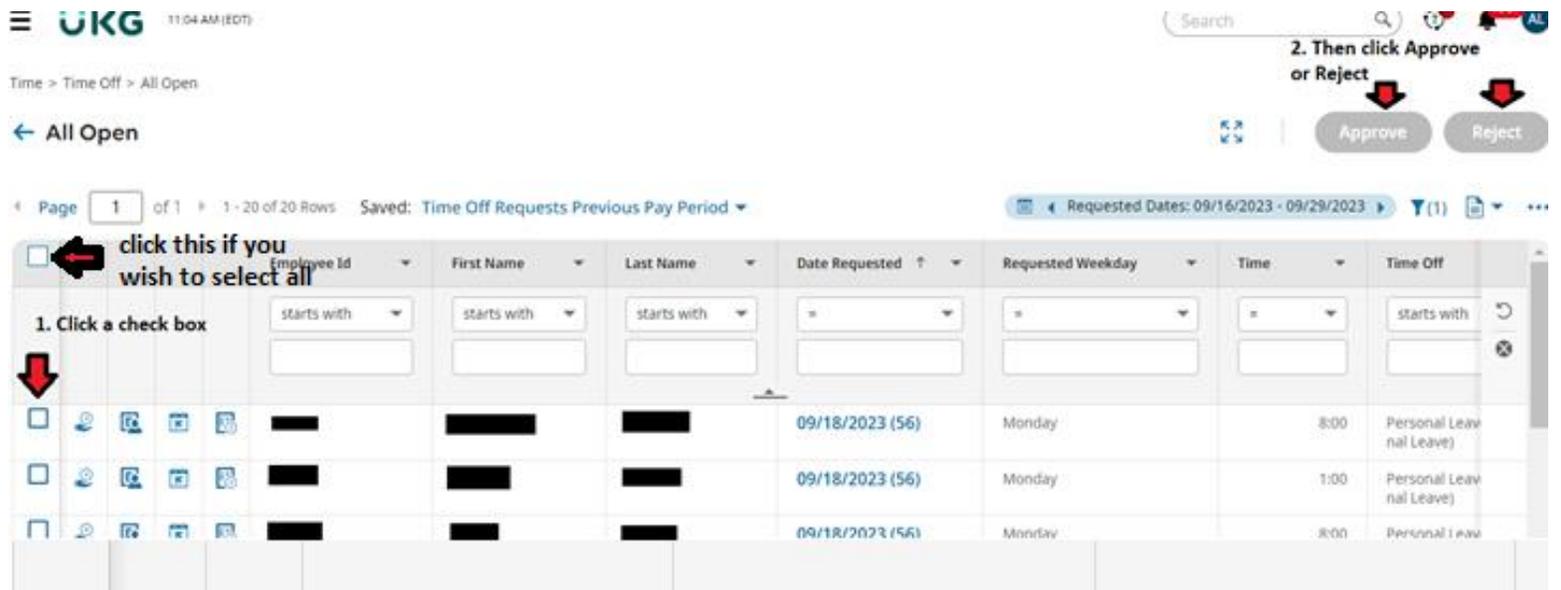
Scroll down the page to **All Open**. Click the words "All Open"

- Important: You must click the words "All Open" to open the report! If you don't, you won't have access to the Approve or Reject buttons.



Click the check box next to a Time Off request and then click Approve or Reject.

You can check multiple boxes to Approve or Reject multiple time off requests at the same time. Or you can click the check box under "Page" to select all requests to Approve or Reject. If you select multiple time off requests, you can only take one action for the selections, Approve or Reject.



What if you need to modify a request? The most common reason to modify a request is when the number of hours requested plus any time worked for that day would exceed an employee's standard hours per day. For example, in the following example the employee is a 5hr/day employee. He worked 3:50 hours and is requesting 2:30 for sick leave. The approver would want to modify the 2:30 to 1:10 so that his time worked plus time off doesn't exceed his standard hours per day of 5.

Click the icon with the airplane image for that record

<input type="checkbox"/>				Employee Id	Employee N...	Time	Time Off	Date Reque...
				starts with	=	=	starts with	=
				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>				[REDACTED]	[REDACTED]	2:30	Sick Leave/Personal Illness	10/18/2023 (34)

Change the amount of hours by typing over it and then click Modify Request. You may also change any of the fields which are not grayed out. In this case, only the hours need changed.

Modify Time Off ✕

WED OCT 18

Time Off Type * Request Type *

Date *

Duration * Total Hours *

Upload Document

Comment

Next, approve the request.

The screenshot shows the Kronos interface for a 'Pending Approval' request. At the top right, there is a search bar and a user profile icon. Below the search bar, there are navigation icons and two buttons: 'Approve' and 'Reject'. The 'Approve' button is circled in red. Below these buttons, there is a table with columns for Employee Id, Employee N..., Time, Time Off, Date Reque..., Requested..., Last Date R..., Last Reques..., and Com. The first row of the table shows a request for 1:10 Sick Leave/Personal Illness on 10/18/2023 (34) on a Wednesday. The 'Approve' button is circled in red.

When you do, because there were hours worked that day, you get the message similar to below. You would not want to remove worked time. In this example, you select Approve Time Off Request and click Submit.

The screenshot shows a dialog box titled 'Items to Resolve'. It contains the following text: 'The following items need to be resolved before continuing with request.' Below this, there is a warning icon and a redacted area. The text 'Oct 18, 2023 Personal Illness' is visible. Below this, there is a message: 'This employee already has 3:50 regular hours entered on the day of this request.' There are three options: 'Remove 3:50 (All) regular hours from 10/18/2023.' (unchecked), 'Approve Time Off Request' (checked with a red checkmark), and 'Skip' (unchecked). At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is circled in red.

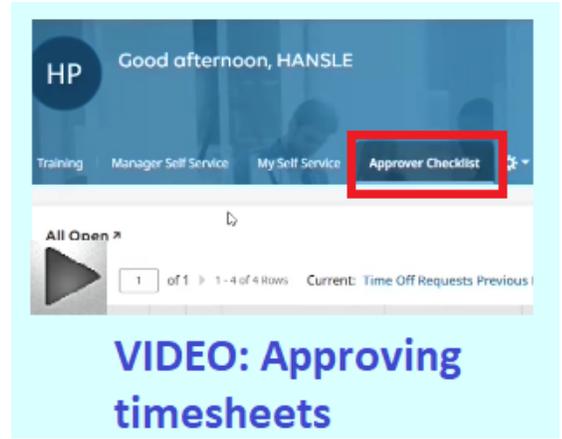
You can't approve a time off request once a pay period has been locked for editing or approving. Pay periods are locked for editing or approving on the Wednesday after the end of a pay period unless noted otherwise by the Kronos area.

Timesheet approvals

Kronos approvers must approve all timesheets:

- Shortly after the end of each pay period, but
- Before 11:59pm Monday following the end of a pay period.

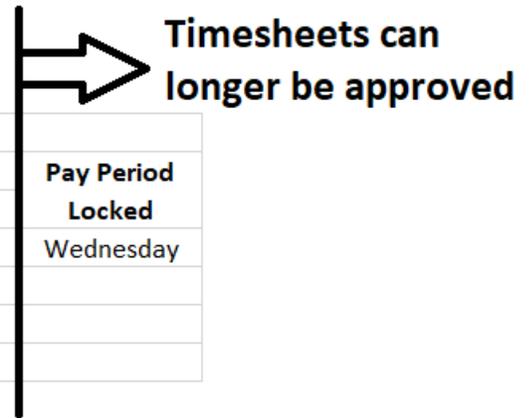
Kronos staff use Tuesday to follow-up with approvers regarding overdue timesheet approvals. Timesheets are locked for editing or approving on the Wednesday following the end of each pay period, unless noted otherwise by the Kronos area. If an approver tries to approve a timesheet after a pay period has been locked for approval they will get an error message such as the following: “Cannot approve one or more timesheet(s) due to security or workflow settings.”



VIDEO: Approving timesheets

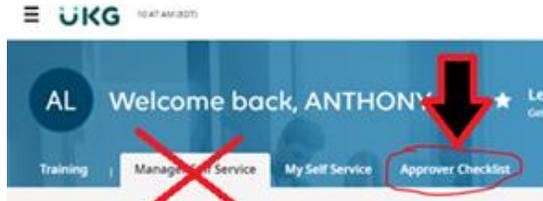
Normal Timesheet Approval Timeline

Pay Period Ends	Approval Window				Pay Period Locked
Friday	Saturday	Sunday	Monday	Tuesday	Wednesday



The exception to this approval window is when, generally because of holiday breaks, Kronos staff communicate an *earlier* deadline for approving timesheets. For example, Kronos staff communicated to all approvers that timesheets for the pay period ending Friday, November 22, 2024, must be approved by the end of the day, November 22, 2024, which was the last business day before Wellness Week.

Approvers must complete timesheet approvals using the **Approver Checklist** tab in Kronos.

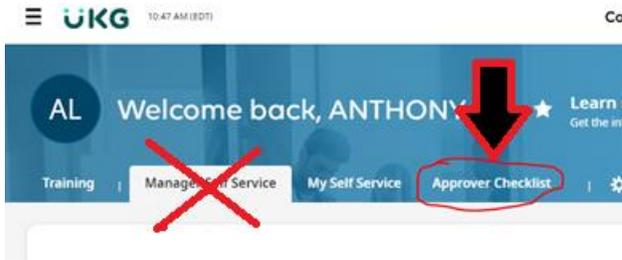


The **Approver Checklist** in Kronos displays the steps you need to take to successfully approve all of your employees' Kronos timesheets. There are 5 steps to the process:

1. Approving or rejecting all time off requests for the pay period
2. Approving or rejecting all timesheet change requests for the pay period
3. Reviewing timesheet exceptions
4. Submitting any timesheets which are not in a 'Submitted' status
5. Approving all timesheets

Details of the 5 steps are shown on the following pages.

After logging into Kronos, click **Approver Checklist**.



Checklist Item #1: Approve or Reject time off requests. Click 'All Open'. You must click 'All Open' in order to see the Approve and Reject buttons.



All Open ← Click All Open

Page 1 of 1 | 1 - 20 of 20 Rows | Saved: Time Off Requests Previous Pay Period

<input type="checkbox"/>	Emplo...	First N...	Last N...	Date R...
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	09/18/2023 (56)

Click the check box next to a time off request and then click Approve or Reject. You must Approve or Reject every one of the time off requests.

1. Click a check box

2. Then click Approve or Reject

<input type="checkbox"/>	Employee Id	First Name	Last Name	Date Requested	Requested Weekday	Time	Time Off
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	09/18/2023 (56)	Monday	8:00	Personal Leave
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	09/18/2023 (56)	Monday	1:00	Personal Leave
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	09/18/2023 (56)	Monday	8:00	Personal Leave

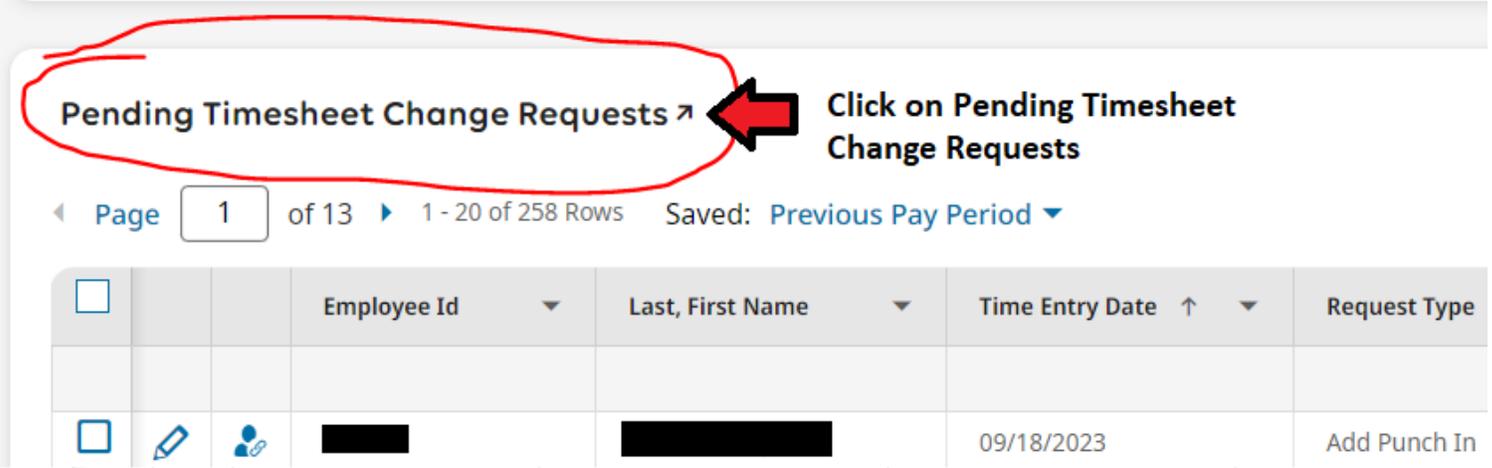
Click UKG logo to go back to Checklist

After Approving or Rejecting every time Off Request click the "UKG" logo to go back to the Approval Checklist

All Open

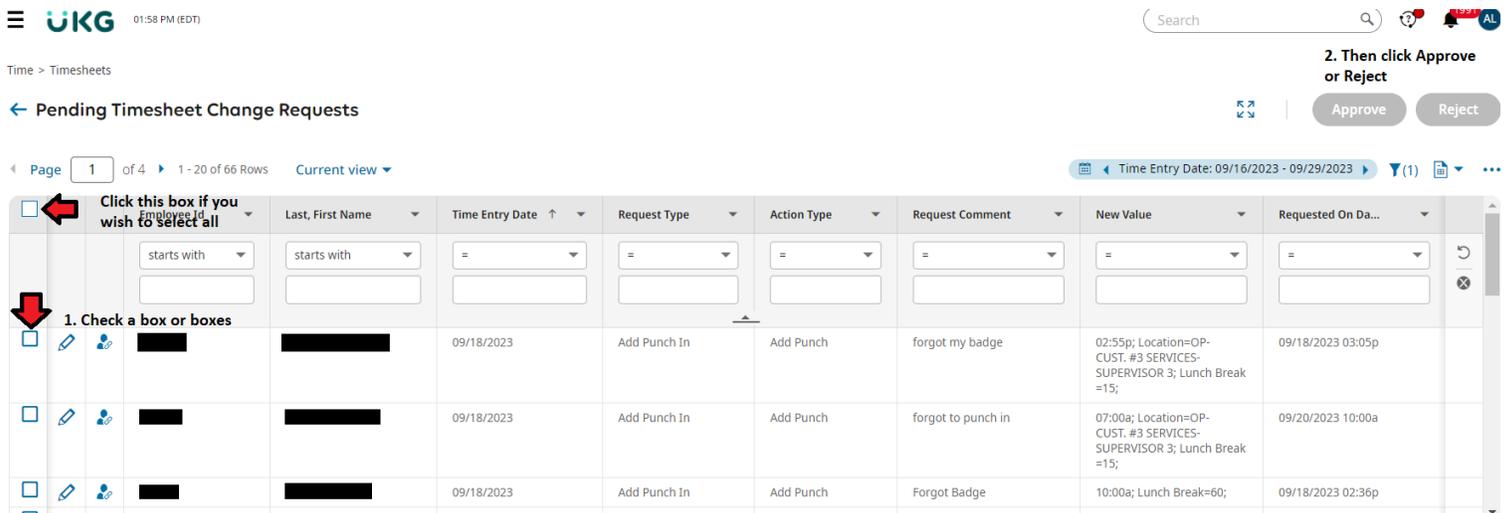
Page 1 of 1 | 0 Rows | Saved: Time Off Requests Previous Pay Period

Checklist Item #2: Approve or Reject timesheet change requests. Scroll down the Approver Checklist. Click on Pending Timesheet Change Requests. **You must click 'Pending Timesheet Change Requests' in order to see the Approve and Reject buttons.**



Click the check box next to a Timesheet Change request and then click Approve or Reject. You must Approve or Reject every one of the timesheet change requests.

Look at requests before you click approve, because you'll need to reject timesheet change requests in some cases. See [page 5](#) for reasons to reject requests.



Click the UKG logo to go back to the Checklist



← Pending Timesheet Change Requests

Checklist Item #3: Check for missed punches. (You cannot approve a timesheet which has a missed punch.) Scroll down the Approver Checklist to Exceptions. You don't need to click Exceptions, as this area is informational with nothing to approve or reject. You can request your timekeeper follow-up with the employee about the missed punch or you may do so. Of course, time to address the missed punch is very limited once the pay period has ended.

Exceptions ↗

Page 1 of 1 1 - 80 of 80 Rows Saved: Previous-Days/Punches Missing for Pr...

Emp #	Employee Name	Date	Name	Status
[REDACTED]	[REDACTED]	09/19/2023	Missed Punch	Active
[REDACTED]	[REDACTED]	09/20/2023	Missed Punch	Active
[REDACTED]	[REDACTED]	09/27/2023	Missed Punch	Active
[REDACTED]	[REDACTED]	09/28/2023	Missed Punch	Active
[REDACTED]	[REDACTED]	09/28/2023	Missed Punch	Active
[REDACTED]	[REDACTED]	09/25/2023	Missed Punch	Active
[REDACTED]	[REDACTED]	09/28/2023	Missed Punch	Active
[REDACTED]	[REDACTED]	09/28/2023	Missed Punch	Active

Click the down arrow to see all of the exceptions

Checklist Item #4: Submitting Rejected or Open Timesheets. Scroll down the Approver Checklist to "All Timesheets" with the "Saved: Submitting Rejected and Open Timesheets". **You must click 'All Timesheets' in order to see the Approve and Reject buttons.** If no timesheets are listed, go directly to checklist item #5. If there are any timesheets listed, then click All Timesheets.

All Timesheets ↗ Click All Timesheets Make sure the report is as titled below

Page 1 of 3 1 - 200 of 407 Rows Saved: Submitting Rejected and Open Times...

Employee Id	Last, First Name	Approval State
-------------	------------------	----------------

Select all timesheets. Then click Submit.

Time > Timesheets

All Timesheets

1. Click this check box to Select All timesheets

2. Then click Submit

Page 1 of 3 1 - 200 of 407 Rows Current view Timesheet Dates: 09/16/2023 - 09/29/2023 Columns (3) (4)

Employee Id	Last, First Name	Approval State	Job Class(1)	Approver Name
[REDACTED]	[REDACTED]	Open (Rejected)	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	Open (Rejected)	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	Open	[REDACTED]	[REDACTED]

Click the UKG logo to go back to the Checklist

UKG

After Submitting all timesheets, click the "UKG" logo to go back to the Approval Checklist

Time > Timesheets

All Timesheets

Page 1 of 3 1 - 200 of 405 Rows Current view

Checklist Item #5: Review and approve timesheets.

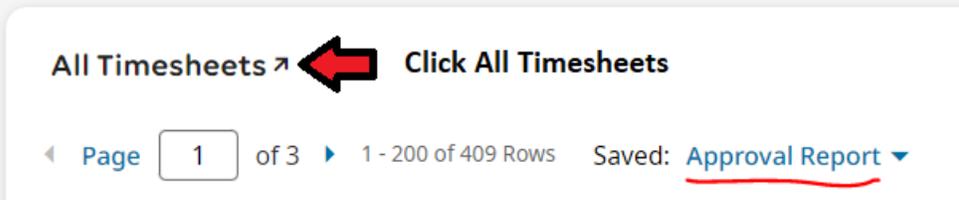
Timekeeper review

Timekeepers are instructed to review employee timesheets on the Monday following the end of each pay period (unless directed otherwise by Kronos staff), as noted on pages 14 – 16 of the *Kronos Timekeeper Guide*. This review should be completed with sufficient work time left on Monday so that you have time to approve the timesheets by the close of business on Monday. This review includes accounting for employees’ scheduled hours per week and taking steps to address any shortfalls.

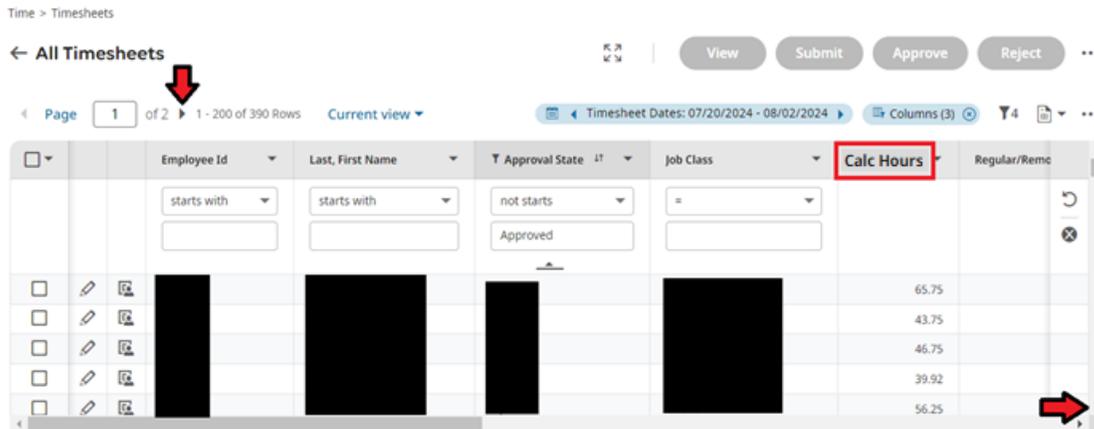
However, if your timekeeper is absent or unavailable to perform the review, then please follow the guidance on pages 14 – 16 of the *Kronos Timekeeper Guide* to review the timesheets and account for any shortfalls. Your approval of timesheets cannot be postponed based on the availability of your timekeeper.

Approver review and approval

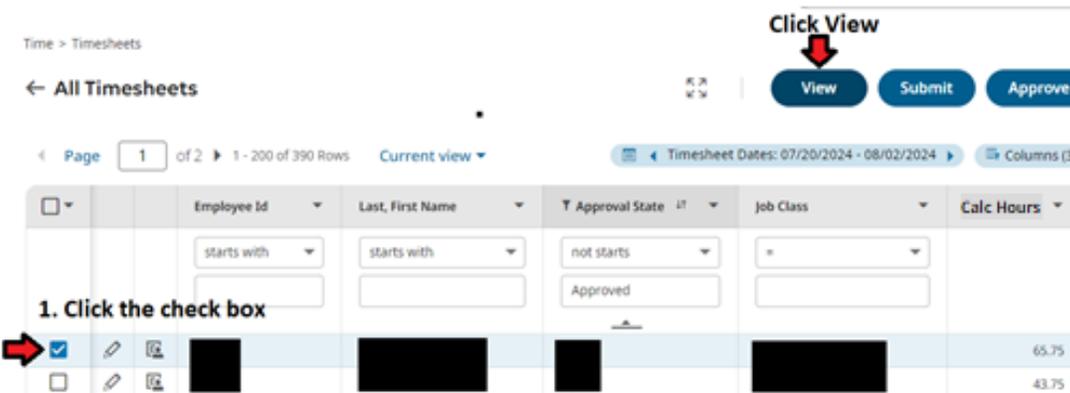
Scroll down the Approver Checklist to “All Timesheets” with the “Saved: Approval Report”. Click All Timesheets. **You must click ‘All Timesheets’ in order to see the Approve and Reject buttons.**



Scan the Calc Hours column to see if the hours¹ listed for each employee seems reasonable. If you have more than one page of timesheets, you can click the right-facing arrow under All Timesheets to see additional pages.



If you want to take a closer look at a timesheet, click the check box next to the record and click View.



¹ Paid and unpaid hours, excluding unpaid non-scheduled days and unpaid span tracking

To Approve all the timesheets click the check box under Page. Select "All on Report". Then click Approve.

03:00 PM (EDT)

Time > Timesheets

All Timesheets

Page 1 of 3 1 - 200 of 409 Rows Current view

Timesheet Dates: 09/16/2023 - 09/29/2023 Columns (3)

<input type="checkbox"/>	Last, First Name	Approval State	Job Class(1)	Total Paid	Regular/Remote	Extra Service
<input type="checkbox"/>	[REDACTED]	Open	[REDACTED]	64.25	56.25	0.00
<input type="checkbox"/>	[REDACTED]	Open	[REDACTED]	72.00	48.00	0.00
<input type="checkbox"/>	[REDACTED]	Open	[REDACTED]	72.75	72.00	0.00
<input type="checkbox"/>	[REDACTED]	Open	[REDACTED]	83.75	80.00	0.00
<input type="checkbox"/>	[REDACTED]	Open	[REDACTED]	75.00	71.75	0.00
<input type="checkbox"/>	[REDACTED]	Open	[REDACTED]	73.00	56.00	0.00
<input type="checkbox"/>	[REDACTED]	Open	[REDACTED]	72.00	48.00	0.00
<input type="checkbox"/>	[REDACTED]	Open	[REDACTED]	78.00	64.50	0.00

Don't "Reject" a timesheet unless you have previously approved the timesheet and need to correct it, before "Submitting" it again and "Approving" it again. Do not "Reject" a timesheet for any reason other than that.

If you believe a timesheet is wrong, and neither you or the timekeeper can correct the timesheet, then immediately contact kronos@columbus.k12.oh.us and report the issue, noting details of what you believe is wrong. Do not Approve or Reject the timesheet until you receive further guidance.

Error Messages you may encounter when trying to approve timesheets and resolutions.

Message: Incomplete time entry

Incomplete time entry '11/14/2023 07:30a - ?'

You are approving a current timesheet. Do you want to continue?

Date	From	To
SAT Nov 11		
SUN Nov 12		
MON Nov 13	07:29 am	04:00 pm
TUE Nov 14	MISS PUNCH	To am

Why are you getting the message? There's one or more missed punches in the employee's timesheet.

How to resolve: If there are any timesheet change requests for missed punches, approve them, as this may clear the missed punch exceptions and enable you to approve the timesheet. If there are no timesheet change requests for

missed punches, then you or the timekeeper may follow-up with the employee to note their missed punches, either by submitting timesheet change requests for missed punches or noting it in writing on paper or by email.

Message: The following items need to be resolved before continuing with the request ... There are currently [#] pending time off [or timesheet change] requests. Timesheet cannot be approved and will be skipped.

Unresolved Items ×

 The following items need to be resolved before continuing with request.

 Timesheet for **LORNA A. SHARPE** (102000)
11/11/2023 - 11/24/2023

You are approving a current timesheet. Do you want to continue?
There are currently 1 pending time off requests.

Timesheet cannot be approved and will be skipped.

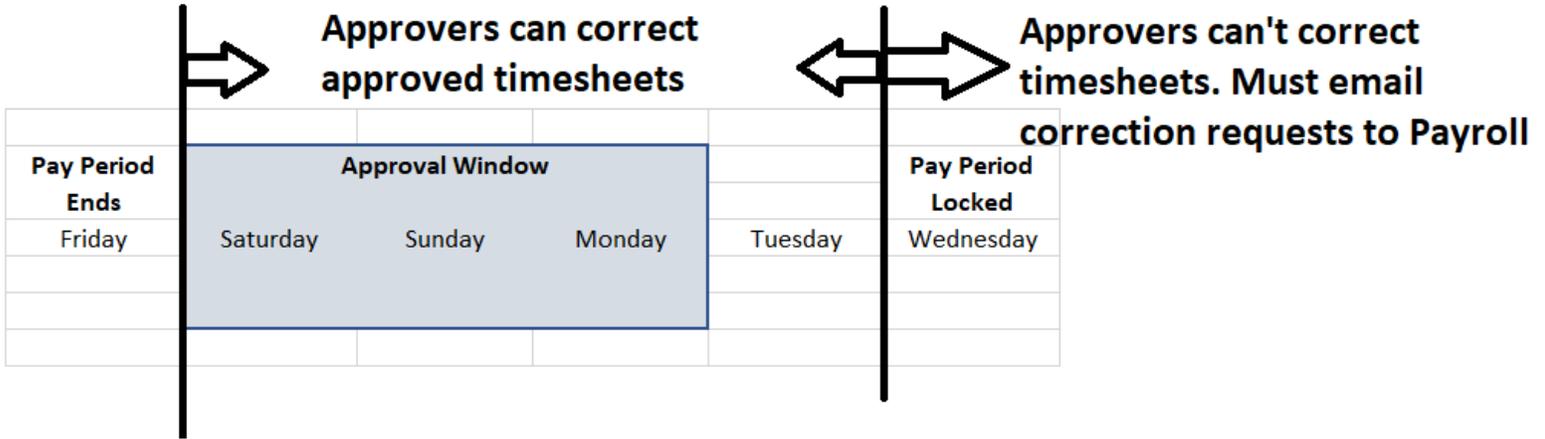
Close

How to resolve: Approve all of the time off requests and/or timesheet change requests. See approval steps #1 and #2.

If you get an error message that's not listed above, email kronos@columbus.k12.oh.us.

Correcting a timesheet you've previously approved

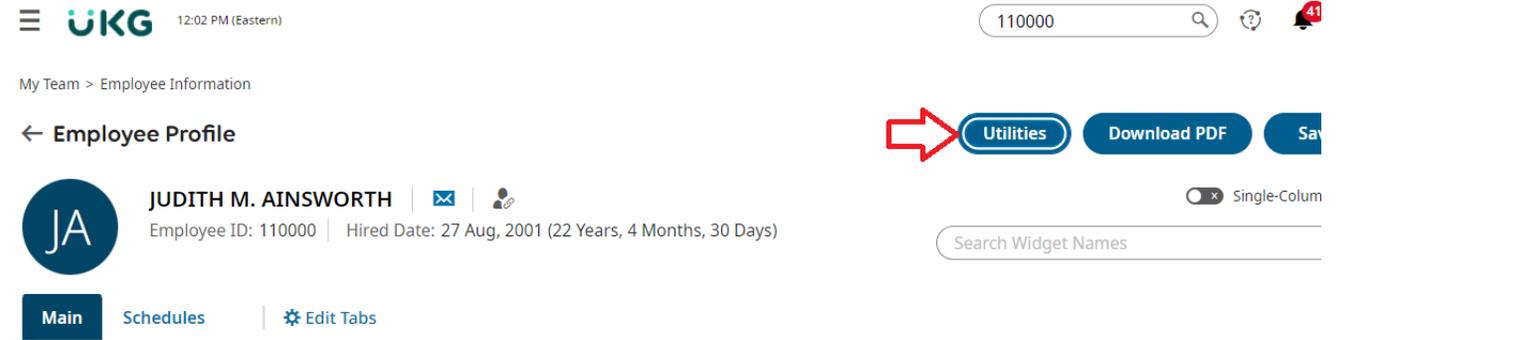
You can correct an approved timesheet prior to when timesheets are locked for editing or approving, which occurs on the Wednesday following the end of a pay period. (The exception to this is when, generally because of holiday breaks, Kronos staff lock Kronos timesheets earlier.) If a timesheet needs corrected **after** timesheets have been locked for editing or approving, you, the approver, (not the timekeeper) must email the corrections to Payroll (not Kronos).



To correct a timesheet you've approved which has not been locked for editing/approving: Type the employee number in the search box. The employee's name will pop-up. Click the person's name.



Next, click Utilities.



Click Current Timesheet

Employee Quick Links and Actions

JUDITH M. AINSWORTH
Employee ID: 110000

Links

All Timesheets

Current Timesheet

Availability/Pr

Edit Schedule

Normal Timesheet Corrections Window

Approvers can correct approved timesheets

Approvers can't correct timesheets. Must email correction requests to Payroll

VIDEO: Correcting previously approved timesheets

Click the left-facing arrow to go to the previous pay period

← Timesheet Edit

JA JUDITH M. AINSWORTH (110000) | February 03, 2024 - February 16, 2024 ▶ Open

Time Entry Exceptions Calc Detail Summary By Day

Ensure you've selected the correct person and pay period. Then click Reject. (If there is no Reject button, it means the pay period has been locked for editing or approving. In that case, you must email any timesheet corrections to Payroll.)

Time > Timesheets

← Timesheet Edit ⓘ 📎 💬 1 **Reject** ⋮

JA JUDITH M. AINSWORTH (110000) | January 20, 2024 - February 02, 2024 ▶ Approved

Time Entry Exceptions Calc Detail Summary By Day

Enter a brief comment noting why you're rejecting the timesheet. Then click Reject again.

Reject Timesheet X

You are about to reject timesheet(s). Do you want to continue?

Comment *

need to enter a correction

Cancel **Reject**

Edit / correct the timesheet as needed. Then click Save. Next, click Submit. Then click Submit again.

Time > Timesheets

← Timesheet Edit ⓘ 📎 💬 1 **Save** **Submit** ⋮

JA JUDITH M. AINSWORTH (110000) | January 20, 2024 - February 02, 2024 ▶ Rejected

Time Entry Exceptions Calc Detail Summary By Day

Then click Approve. Then click Approve again.

Time > Timesheets

← Timesheet Edit ⓘ 📎 💬 1 **Save** **Approve** **Reject** ⋮

JA JUDITH M. AINSWORTH (110000) | January 20, 2024 - February 02, 2024 ▶ Submitted

Time Entry Exceptions Calc Detail Summary By Day

Designating a Backup Approver

Approvers must ensure their employees' timesheets are approved by the end of the Monday following the end of each pay period. This must occur even if they are not available to approve the timesheets. Designating a backup approver helps ensure timecards are always approved. Please note that district Kronos staff cannot approve timesheets on behalf of administrators.

What a Backup Approver Can Do

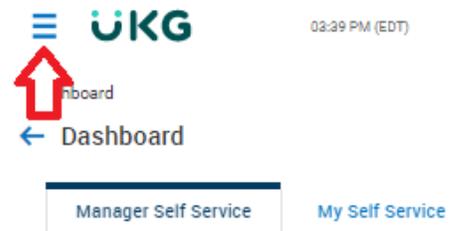
A backup approver may approve your employees' time off requests, timesheet change requests, and timesheets when you are not available to approve them because you are taking time off from work. A backup approver should not be used to approve timesheet change requests, time off requests, and timesheets for a Kronos approver who is present at work. When performing Kronos tasks, a backup approver must follow the direction in this guide.

Who Can Be a Backup Approver

You may designate another administrator within your school or department as a backup approver. More than one backup may be designated. Never designate someone as your backup without informing them. If they aren't a regular Kronos user, please share with them information on how to login and use Kronos.

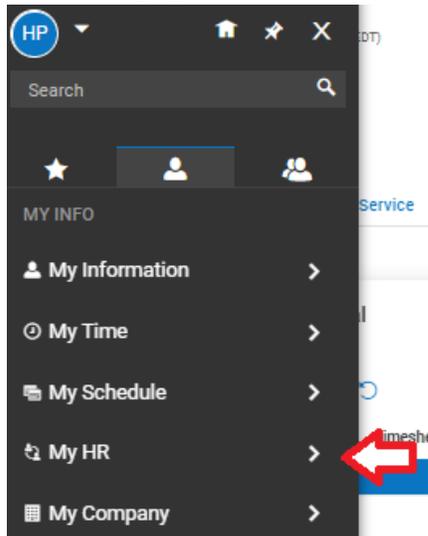
How to Designate a Backup Approver

Login to Kronos. Then click the  icon.

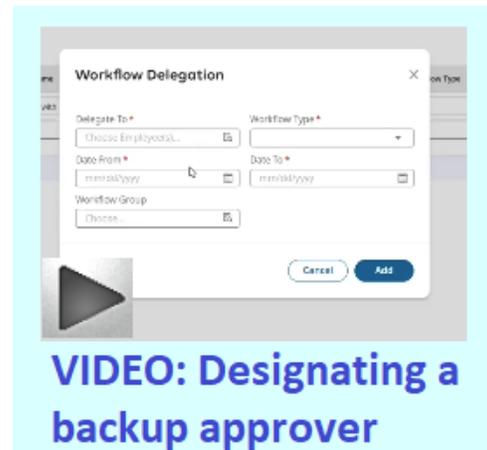


Timesheets Awaiting My Approval

A box will pop out. Click My HR.



Then click Delegations



VIDEO: Designating a backup approver

Click Add New

My HR > Delegations

← Delegations



Page 1 of 1 0 Rows Saved: [System]

Columns (1) (1)

Employee Id	Username	First Name	Last Name	Employee Status	Workflow Type	Date From	Date To
starts with	=	starts with	starts with	!=	=	=	=
				Terminated			

No Data to Display

Click the to choose the administrator you wish to “Delegate To” as your backup

Workflow Delegation X

Delegate To * Workflow Type *

Choose Employee(s)...

Date From * mm/dd/yyyy Date To * mm/dd/yyyy

Workflow Group Choose...

Cancel Add

Select the backup by entering the employee number and then clicking the selection which pops up. If you don't know the employee number, you may enter the first or last name in the search box and then select the name of the backup (if you enter the full name you must also enter the middle initial with a period or else the search may not yield any results). If you can't locate the person contact kronos@columbus.k12.oh.us

Browse and Select Employees X

Page 1 of 16 1 - 20 of 307 Rows

Search

Employee Name

Check the box next to the name of the person you wish to designate as backup and then click Apply

Browse and Select Employees X

Page 1 of 1 1 - 1 of 1 Rows

manley

Employee Name
<input checked="" type="checkbox"/> JONATHAN MANLEY

APPLY

Then click the down arrow next to Workflow Type and select All Workflows

Delegate To *

Date From *

Workflow Group

Workflow Type *

- Custom Form
- Employee Custom Form
- Overtime Request
- Questionnaire
- Time Off Request
- Timesheet
- Timesheet Change Request
- All Workflows

Then enter the start and end dates for the delegation and click Add.

Workflow Delegation

Delegate To *

Workflow Type *

Date From * ✓

Date To * ✓

Workflow Group

To remove someone from being your backup approver go to the Delegations area and then click the trashcan icon next to their name.

← Delegations

Page 1 of 1 1 - 1 of 1 Rows Current: [System] ▼

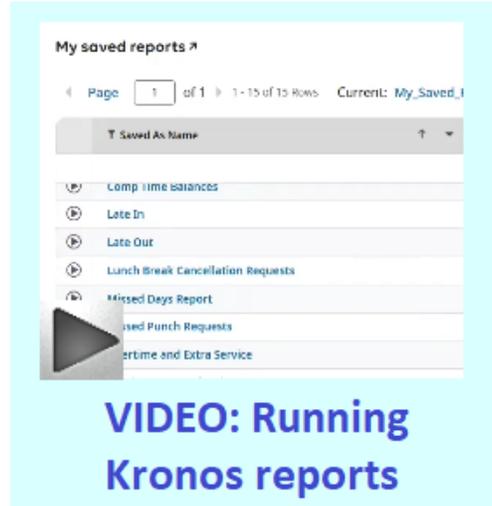
Columns (1)

	Employee Id ▼	Username ▼	First Name ▼	Last Name ↑ ▼	Employee Status ↓ ↑ ▼	Workflow Type ▼	Date From
	starts with ▼ <input type="text"/>	= ▼ <input type="text"/>	starts with ▼ <input type="text"/>	starts with ▼ <input type="text"/>	!= ▼ Terminated	= ▼ <input type="text"/>	= <input type="text"/>
<input type="button" value="Trash"/> <input type="button" value="Edit"/>	130000	jmanley	JONATHAN	MANLEY	Not In Payroll	All Workflows	01/12/2024

Kronos Reports

There a variety of Kronos reports you can access. The report names with the descriptions explain their use. Below are some of the reports which are available:

- **Clock usage:** Times and locations of punches at Kronos clocks for the past year
 - This report can help you see where an employee clocked in or out on a particular day.
- **Missed Punch Requests:** Timesheet change requests for missed punches for the past year
 - This report can help you spot possible overuse of this form of request.
- **Overtime and Extra Service:** Detail for the past year
- **Sick leave usage for the past year**
- **Specified sick and unpaid leave usage for the past year:** personal illness, family illness, LWOP and AWOL for the past year.



To access Kronos reports, click the Manager Self Service tab and then scroll to the bottom of that page. You'll see a section called "My Saved Reports", similar to what's shown below. To see all the reports, click the down arrow.

My saved reports ↗

Page 1 of 1 | 1 - 12 of 12 Rows | Current: My_Saved_Reports_View_pw

Others' Settings [checked] Columns (2) [dropdown] [dropdown] [dropdown]

Saved As Name	Description
Absences for the past year	Shows absences for the past year (on a 365 day rolling basis). Excludes the following time off types: Holidays, Wellness Week, Non Scheduled Day, Calamity Pay, OAPSE Day, Union Leave, Jury Duty and Workers' Compensation
Accrual Balances (excluding Comp Time Balance)	Employee Accrual Balances (excluding Comp Time Balance)
Approval Report	Hours summary for people to be approved.
Clock usage	Shows punches at Kronos clocks for the past year (on 365 day rolling basis) for people for whom you are approver or timekeeper. It doesn't include timesheet change requests or timesheet edits. The Terminal column is the location of the Kronos clock.
Comp Time Balance	
Lunch Break Cancellation Requests	Requests for lunch break cancellations for the past year (on a rolling 365 day basis)

To run a report, click the play button next to the listing.



Depending on the report, it may take up to a few minutes to run. Once the report completes running, to export the results, click the ellipsis located near the top right part of the report.

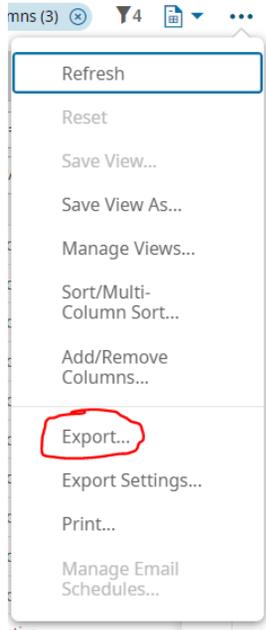
← Late / Early / Absent Report

Page 1 of 3 | 1 - 200 of 537 Rows | Current: Absences for the past year

Expression: 11/15/2022 - 11/15/2023 | Columns (3) [dropdown] [dropdown] [dropdown] [dropdown]

Employee Id	First Name	Last Name	Date	Sch. Total	Time Off ...	Time Off ...	Employee...
in	starts with	starts with	=	=	>	not in	=
					0	sub holiday,holiday:	Active
			11/15/2022	8:30	8:00	Personal Illness	Active

Then click Export



Then click the down arrow under Export File As and select the file type. Then click Export.

