What are the Kronos WFR timesheet review and approval deadlines?

Tell Me

1. All timesheets must be submitted and approved by the Wednesday after the end of each bi-weekly time period (every other Saturday) or four-week period (ends every 4th Sunday).
2. If a non-exempt employee knows they will be out the following Monday, they must submit their timesheet by the end of their scheduled work day on the preceding Friday.

   ! Note

   If a non-exempt employee is out unexpectedly the following Monday, they should:
   
   a. Submit their timesheet as soon as they return, OR
   b. If they end up being out past the following Wednesday, they should notify their supervisor who will approve or finish completing their timesheet, if needed, before approval.
   c. An alternate manager should be designated in the event the supervisor is also out.

3. See this FAQ if you would like to add the Kronos WFR pay period Google calendar to your calendar view.

Related Articles

- How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?
- How do I delete my employee's automatic lunch deduction in Kronos WFR if they were unable to take a lunch break?
- How do I account for hours worked in Kronos WFR while in travel status?
- How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?
- What do the different leave balance columns in Kronos WFR represent?