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 pay an employee overtime hours in Kronos WFR?
- What should I do when an employee’s Kronos WFR timesheet shows a Punch In and Punch Out on different lines?
- Where do I find an employee’s Change Request or modification of a Time Off Request submitted within Kronos WFR?
- What should a supervisor do if an employee clocks out when they should have clocked in or vice versa in Kronos WFR?
- How do I correct a timesheet after it has been approved in Kronos WFR?