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 change my employee’s work schedule in Kronos WFR?
- How do I add Holiday Premium Pay to an employee’s timesheet in Kronos WFR?
- What should I review before I submit my Kronos WFR timesheet at the end of the biweekly period?
- What should I look for when reviewing a Non-Exempt employee’s timesheet for approval in Kronos WFR?
- How do I pay an employee overtime hours in Kronos WFR?