**Create and Use your Employee Sign-In Sheet for the current payroll period and review entries**

TIMEKEEPER CHECKLIST 2018-19

* **Highlight ABSENCES**
* **Highlight OVERTIME (non-exempt employees)**
* **Highlight EXTRA SERVICE (exempt employees)**
* **Highlight SUBSTITUTE and TEMPORARY employee attendance**

**KRONOS Time Reporting**

* **Access and review the Kronos Reconcile Timecard report**
* **Check the roster carefully** 
  + **Employee reporting to your location – but not on the roster: if your site is the primary location – report the missing staff member to your HR generalist and payroll specialist**
  + **Employee name listed that is not on your staff: report the employee to your HR generalist and Payroll Specialist**
* **Check for missing and double punches – both time in and time out**
  + **Determine problem with swipe or badge and reconcile**
  + **Add or correct all punches as needed**
* **Check for other exceptions, unexpected absences, or missed time – enter pay codes as needed**
* **Any discrepancy or issue concerning a quota bank – contact your payroll specialist**
* **Record authorized overtime for non-exempt employees as needed – enter cost assignment transfers for all overtime entries**
* **For substitute teachers and temp employees –**
* **Check and correct all punches in and out; insert cost assignment transfers if needed**
* **Review the Reconcile Timecard report ---** 
  + **Check and correct all missed punches in and/or out; check and enter pay codes(s) for all absences (Note: Principals/Dept Heads required to maintain the time for the location timekeeper)**
* **If you are the Principal or Department Head --- Approve time for staff** 
  + **Check the Time Period on the screen ---**
    - **Use Current Pay Period --- Approving on the last Friday of the payroll cycle**
    - **Use Previous Pay Period --- Approving on the Monday of the new payroll period**
  + **Perform an audit of each timecard – enter corrections yourself or by your timekeeper**
  + **For substitute teachers and temp employees – check and correct time entries and cost assignment transfers**
  + **Do not approve time for** 
    - **Any individual on your roster who has not worked at your location – report the name to your HR generalist and payroll specialist**
    - **Any substitute or temp who has not worked at your location**
  + **Approve the time after all the exceptions have been reconciled --- missed punches, absences with pay codes, overtime, etc.**
* **Option: Run the Pay Period Close report to check the time approvals that you have recorded**

**EXTRA SERVICE Time Reporting**

* ***Refer to SLPS website (Payroll tab) for detail direction***

**ASSISTANCE**

* **Call your payroll specialist; make an appointment with your payroll specialist for training ---**
* **Latrisa Avery: 345-2284; Sandra Swanagan: 345-2378; Connie Eskew: 345-2417; Artis Larry: 345-2235**