Welcome to the Temple University’s Kronos Newsletter. The purpose of the newsletter is to provide the Kronos User Community the latest information pertaining to the Kronos Time and Attendance System.

Updated - 11/8/2012! – The Bi-Weekly Kronos Payroll Schedule Calendar available at the Kronos/HR Website.

**Winter Holiday**

Winter Holiday Pay will be populated in Monthly and Biweekly Full Time Employees’ timecards for Dec 26, 27, 28, and 31st. If you have entered a Winter Holiday pay code edit into the Monthly or Full Time Employees’ timecard, please delete this edit, since Kronos will be populating the Winter Holiday Pay Code for you. If worked time is entered on a designated Winter Holiday, the Winter Holiday Pay will be removed from the employee’s timecard. The Winter Holiday Pay will need to be manually entered by the Timekeeper for qualified Part Time Employees. Please click on the following link for instructions Kronos How To Winter Holiday Guide.

**New Accrual Reports**

The TU Accrual Activity by Department and TU Accrual Summary Report are now available for use. These reports will allow you to run against multiple employees.
The purpose of this segment is to explain the behavior of the Kronos manager approval functionality.

When a day(s) or pay period is approved by a Kronos Manager, punches and edits are prevented from occurring on those days that have been approved.

Scenario –

It is Friday and it is the last day of the pay period and I would like to approve my employee’s timecard; however, my employee is still working on Friday.

What should I do?

You have two options:

1. Select a range of dates from the beginning of that pay period to that Thursday. Click Approvals and Approve.

2. Do not approve. You should not approve the timecard if an employee is not done for the week. By approving the timecard you are closing it which will cause the employee not to be able to clock out at the end of their shift. You can however, approve the previous pay period as early as Saturday (1st day in a current pay period) or before approval deadline date and time as defined by the Bi-Weekly Kronos Payroll Schedule posted on the Kronos-Temple website.