

EVERY WEEK

WEEK OF PAYROLL

## Online Attendance Reporting Process Map

Step by step instructions for completing the Online Attendance Form are included	TUESDAY         IE generates two new online timesheets, one for each week in the pay period, and sends the urls to HR         WEDNESDAY         HR distributes both timesheet urls to all employees and instructs them to complete both forms	If an employee does not have computer and internet access at home, they should arrange with their supervisor for a bi- weekly phone call to be held every other Thursday between the employee and a department designee who will enter the employee's time and attendance into the online attendance forms on
Employees will need to project their time for Fri and Sat of the current week in the Online Attendance Form. If there are any changes for those days after the timesheet is submitted, employees must communicate this to supervisors so they can make the revision in Kronos Monday morning prior to 10:00 a.m.	THURSDAY         Employees must submit timesheets each week by Thursday at 6:00 pm         FRIDAY         Supervisors review attendance reports from each employee and enter their time and attendance weekly into Kronos.	<ul> <li>their behalf.</li> <li>IT will need to ensure that all supervisors have been granted VPN access and access to the Kronos system.</li> <li>Step by step instructions for entering time into Kronos will be distributed to supervisors</li> </ul>
	MONDAY Supervisors have until 10:00 am to make any final adjustments in the Kronos system Once all updates are uploaded into Kronos and verified, IT runs a process to import data from Kronos into Banner and Payroll begins generating payroll	