For information on managing your personal time and leave, visit the Clemson University Kronos Information page: http://www.clemson.edu/employment/payroll/kronos/index.html

Access the Signoff Checklist Wizard

1. From the Timekeeper tab, click Signoff Checklist from the Related Items pane.

Note: Use the Signoff Checklist wizard to review and correct employee exceptions, manage employee time off requests, review pay period totals and signoff employee timecards for the previous pay period. Ensure all timecards have been approved by supervisors prior to signing off on the previous pay period.

Step 1: Manage Time-off Requests

- **Time Period & Employee Group**: Determines the time period and employee group to review.
- **Request Status**: Filters the requests that display by their status.
- **Help**: Displays instructions for completing the specific step within the wizard.
- **Request Actions**: Enables you to perform actions related to processing requests.
- **Request Time Off**: Request time off on behalf of an employee.

Refresh: Updates the information in the workspace with the most current data.

Workspace: Displays the details of the request submitted by the employee including pay code, start and end date for the request, which employee submitted the request and the status of the request.

Tabs:
- **Request Detail**: Displays all the information contained in the workspace plus employee demographic information such as the employee’s home department and primary labor account.
- **Accrual Columns**: Displays the employee’s leave accrual balances and activity by leave type. Use this tab to verify the employee has enough leave to accommodate his or her time-off request.
Step 2: Pay Period Overview

**Time Period & Employee Group**
Determines the time period and employees that display in the workspace.

**Help**
Displays instructions for completing the specific step within the wizard.

**Action Buttons**
Perform actions on employees selected in the workspace.

**Refresh**
Updates the information in the workspace with the most current data.

**Share**
Print or Export the information within the genie.

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Review and Correct Exceptions

1. Review the **Missing Punch**, **Unapproved Overtime** and **Unexcused Absence** columns for checkmarks.
   Make any necessary corrections to the employee’s timecard to resolve the exceptions.

2. Click **Next** to advance to the next step in the wizard.

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Review Timecard Totals

1. Review the **Totals** columns to identify any irregularities in the amount of hours.

2. Click **Next** to advance to the next step in the wizard.

---

**GoTo**
Access a different Kronos component for the employees selected in the workspace (e.g. timecards, etc.).

**Exceptions**
Displays any outstanding exceptions within the employee's timecard for the time period selected.

**Totals**
Displays each employee’s total hours for the time period selected.

---

**Note:** Scroll right to review additional Totals columns.
Step 3: Sign off Timecards

### Time Period & Employee Group
Determines the time period and employees that display in the workspace.

### Help
Displays instructions for completing the specific step within the wizard.

### Action Buttons
Perform actions on employees selected in the workspace.

### Refresh
Updates the information in the workspace with the most current data.

### Share
Print or Export the information within the genie.

### GoTo
Access a different Kronos component for the employees selected in the workspace (e.g. timecards, etc.).

### Approval & Signoff Status
Displays the approval and signoff status for each employee's timecard including the Supervisor who approved the timecard.

### Exceptions
Displays Unreviewed Exceptions and Unexcused Absences for each employee.

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### Confirm Supervisor Approval

1. Review the Manager Approval column to confirm the Supervisor has approved the employee’s timecard.

2. Click Next to advance to the next step in the wizard.

### Review and Correct Exceptions

1. Review the Unreviewed Exceptions and Unexcused Absence columns. Make any necessary corrections to the employee’s timecard to resolve the exceptions.

2. Click Next to advance to the next step in the wizard.

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**Note:** Since exceptions may impact hours, as the Timekeeper for your department or division, you may need to manage any outstanding exceptions not addressed by Supervisors.

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### Note:
Since exceptions may impact hours, as the Timekeeper for your department or division, you may need to manage any outstanding exceptions not addressed by Supervisors.
**Timecard Signoff for Timekeepers**

### Signoff Employee Timecards

1. **Click Select All Rows.**

2. **Click Approval.**

3. **Click Sign Off.**

4. **Click Yes** to confirm the signoff.

5. **Click Next** to advance to the next step in the wizard.

### Step 4: Group Edit Results for Signoff

- **Help** Displays instructions for completing the specific step within the wizard.
- **Refresh** Updates the results with the most recent data, including updating the status of the group edit.
- **Status** Displays the status of the group edit process.
- **Results** Displays the results of the signoff including any failures.
- **Details** Accesses detailed information regarding any failures.

#### GROUP EDIT RESULTS

<table>
<thead>
<tr>
<th>Group Edit</th>
<th>Date</th>
<th>Time</th>
<th>User Name</th>
<th>Status</th>
<th>Results</th>
</tr>
</thead>
</table>

#### Review Signoff Failures

1. **Review Signoff Failures**

2. **Review the Error Description.**

3. **Click Clear** to reset the wizard.