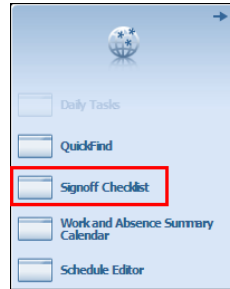


Timecard Signoff for Timekeepers

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

1 **Time Period & Employee Group**
Determines the time period and employee group to review.

2 **Request Status**
Filters the requests that display by their status.

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

4 **Request Actions**
Enables you to perform actions related to processing requests.

5 **Request Time Off**
Request time off on behalf of an employee.

Status	Employee	Pay Code	Start Date	End Date	Submitted By	Submit Date	Modified By	Employee Number	Assigned Manager
Submitted	Dunbar, Dawson	Annual Leave	7/13/2017	7/13/2017	Dunbar, Dawson	7/07/2017 8:51AM	dunbard	0999992	Meyers, Samantha

00- Annual Leave Submitted 7/07/2017 8:51AM

Status	Submitted
Employee	Dunbar, Dawson
Pay Code	Annual Leave
Start Date	7/13/2017

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

7 **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.

8 **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.

Timecard Signoff for Timekeepers

Step 2: Pay Period Overview

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

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

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

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

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

Person Name	Employee ID	Missing Punch	Unappr. Overtime	Unexcused Absence	Total Worked Paid Hours	Total Earned Comp Hrs	Total Leave Paid Hours	Total Leave Non-Paid Hours	Total App. Overtime	Total Unapp. Overtime	Total App. OT Annual	Grand Total Hours	Std Week Hours	Signed Off	Manager Approval	Manager Approved	Hours
Brown, Jordan	071190			✓									28.0				71.0
Dunbar, Dawson	0999992	✓		✓	55.5		15.0					70.5	10.0				073
Gomez, Vivienne	099993				8.5							8.5	10.0		1 (Partial)	Meyers, ...	073
Jackson, Kimberly	099994												10.0		1 (Partial)	Meyers, ...	073
Morris, Nate	0999910												37.5				073
Pak, Jee Su	099996		✓	✓	56.0							56.0	10.0		1 (Partial)	Meyers, ...	073
Race, Evan	099997				8.0							8.0	10.0		1 (Partial)	Meyers, ...	073
Walker, Jinger	099999												10.0		1 (Partial)	Meyers, ...	073
Zappo, Clarence	099998	✓			82.5				2.5			82.5	10.0		1 (Partial)	Meyers, ...	073
					9				210.50	0	15.00	0	2.50	0			225.50

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

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

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

Review and Correct Exceptions

- 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.

Person Name	Employee ID	Missing Punch	Unappr. Overtime	Unexcused Absence
Brown, Jordan	071190			✓
Dunbar, Dawson	0999992	✓		✓
Gomez, Vivienne	099993			
Jackson, Kimberly	099994			
Morris, Nate	0999910			
Pak, Jee Su	099996		✓	✓
Race, Evan	099997			
Walker, Jinger	099999			
Zappo, Clarence	099998	✓		

Note: Scroll right to review additional Totals columns.

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

Review Timecard Totals

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

Person Name	Total Worked Paid Hours	Total Earned Comp Hours	Total Leave Paid Hours	Total Leave Non-Paid Hours	Total Approved Overtime	Total Unapproved Overtime	Total Approved OT Annual	Grand Total Hours
Brown, Jordan								71.0
Dunbar, Dawson	55.5		15.0					70.5
Gomez, Vivienne	8.5							8.5
Jackson, Kimberly								10.0
Morris, Nate								37.5
Pak, Jee Su	56.0							56.0
Race, Evan	8.0							8.0
Walker, Jinger								10.0
Zappo, Clarence	82.5				2.5			82.5
		9						210.50
			0	15.00	0	2.50	0	225.50

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

Timecard Signoff for Timekeepers

Step 3: Signoff Timecards

- 1** **Time Period & Employee Group**
 Determines the time period and employees that display in the workspace.
- 2** **Help**
 Displays instructions for completing the specific step within the wizard.
- 3** **Action Buttons**
 Perform actions on employees selected in the workspace.
- 4** **Refresh**
 Updates the information in the workspace with the most current data.
- 5** **Share**
 Print or Export the information within the genie.

Signoff Checklist

Manage Time-off Requests | Pay Period Overview | **Signoff Timecard** | Next

Loaded 10:39AM | Previous Pay Period | All Home and Transferred | Edit

Select All Rows | Column Selection | Filter | People | Timekeeping | Approval | Schedule | Refresh | Share | Go To

Name	Signed Off	Employee Approval	Manager Approval	Assigned Manager	Unreviewed Exceptions	Unexcused Absence	Totals Up To Date
Brown, Jordan				Bagby, Richard	0	✓	✓
Dunbar, Dawson				Meyers, Samantha	4	✓	✓
Gomez, Vivienne			1 (Partial)	Meyers, Samantha	1		✓
Jackson, Kimberly			1 (Partial)	Meyers, Samantha	0		✓
Pak, Jee Su			1 (Partial)	Meyers, Samantha	2	✓	✓
Race, Evan			1 (Partial)	Meyers, Samantha	0		✓
Zappo, Clarence			1 (Partial)	Meyers, Samantha	6		✓
Walker, Jinger			1 (Partial)	Meyers, Samantha	0		✓
Morris, Nate				Bell, Rogelio	0		✓

- 6** **GoTo**
 Access a different Kronos component for the employees selected in the workspace (e.g. timecards, etc.).
- 7** **Approval & Signoff Status**
 Displays the approval and signoff status for each employee's timecard including the Supervisor who approved the timecard.
- 8** **Exceptions**
 Displays Unreviewed Exceptions and Unexcused Absences for each employee.

Confirm Supervisor Approval

- 1** Review the **Manager Approval** column to confirm the Supervisor has approved the employee's timecard.

Name	Signed Off	Employee Approval	Manager Approval
Brown, Jordan			
Dunbar, Dawson			
Gomez, Vivienne			1 (Partial)
Jackson, Kimberly			1 (Partial)
Pak, Jee Su			1 (Partial)
Race, Evan			1 (Partial)
Zappo, Clarence			1 (Partial)
Walker, Jinger			1 (Partial)
Morris, Nate			

- 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.

Name	Manager Approval	Assigned Manager	Unreviewed Exceptions	Unexcused Absence
Brown, Jordan		Bagby, Richard	0	✓
Dunbar, Dawson		Meyers, Samantha	4	✓
Gomez, Vivienne	1 (Partial)	Meyers, Samantha	1	
Jackson, Kimberly	1 (Partial)	Meyers, Samantha	0	
Pak, Jee Su	1 (Partial)	Meyers, Samantha	2	✓
Race, Evan	1 (Partial)	Meyers, Samantha	0	
Zappo, Clarence	1 (Partial)	Meyers, Samantha	6	
Walker, Jinger	1 (Partial)	Meyers, Samantha	0	
Morris, Nate		Bell, Rogelio	0	

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.

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

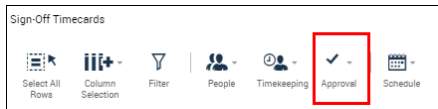
Timecard Signoff for Timekeepers

Signoff Employee Timecards

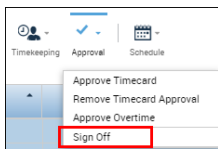
1 Click **Select All Rows**.



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

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

2 **Refresh**
Updates the results with the most recent data, including updating the status of the group edit.

3 **Status**
Displays the status of the group edit process.

4 **Results**
Displays the results of the signoff including any failures.

5 **Details**
Accesses detailed information regarding any failures.

Signoff Checklist

Pay Period Overview 1 Signoff Timecards 2 Group Edit Results for Signoff 3 Clear

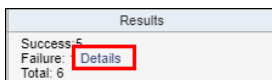
GROUP EDIT RESULTS
Last Refreshed: 7/07/2017 1:00PM

Refresh 2

Group Edit	Date	Time	User Name	Status	Results
Signed Off	6/28/2017	4:28PM	morrisn	COMPLETED	Success: 5 Failure: 1 Details Total: 6 5

Review Signoff Failures

1 If any failures exist, a Details link displays. Click **Details**.



2 Review the **Error Description**.

Employee Name	Error Description
Pak, Jee Su	Employee is already signed off.

Row Number 1 of 1

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