Kronos Timesheet Approval Deadline Update - Reminder

October 19, 2015

Kronos users:

You should have just received the email notification about the pay period end on 10/17/15 related to the existing approval deadlines.

This is a reminder of the upcoming approval deadline change, which was communicated a few weeks ago and included a recommendation for early adoption of the approval change for the period ending 10/17/15.

**Original Notification:**

We are updating the Kronos timesheet approval deadline. All timesheets must be submitted and approved by the **Wednesday** after the end of each biweekly pay period (every other Saturday).

**Effective for:** Pay period ending 10/31/15 (approve timesheets by 11/4 for this pay period).

**Early adoption is encouraged** (that is, approve timesheets by 10/21 for the pay period ending 10/17).

Previously, employees had until Wednesday to submit their timesheets, and supervisors had until Friday to review and approve them. With this new approval deadline, we’ll gain the benefits of:

- Flexibility in the submission/review/approval dates between the employee and supervisor (e.g., employee can submit the timesheet on Wednesday as long as the supervisor also approves on Wednesday).
- Increased efficiency in the approval and payroll processes.
- Closer to real-time information in Banner.
- Faster processing of payments dependent on Kronos data (e.g., overtime pay).
- Alignment with Web-time entry processing timelines and industry best practices (i.e., mirrors timelines used at UNC Chapel Hill and ECU, which both require completed sign-offs by the Tuesday after the pay period ends).

Learn more at this [FAQ](#), including what to do when employees and/or supervisors will be out of the office. Direct further questions via email to ahamil29@uncc.edu.