Kronos: Approving Exempt Leave

Guide & Procedures

Kronos Information

Supervisors of exempt staff and post-docs must sign off on their employees' leave time on a monthly basis; time for each month must be approved by the 12th day of the following month. Any employee's time sheet that is *not* signed off by a supervisor or backup approver must be printed, signed and dated, and mailed to the Kronos Help Desk after the approval deadline. *If an exempt employee takes no leave in a particular month, that month still must be approved to confirm that no time was taken.*

- **Access Kronos with your NetID and Password at:** https://www.northwestern.edu/myhr/
- You must access Kronos from an on-campus computer or using the VPN.
- For additional information, including a list of compatible operating systems and browsers, see the Kronos website at: https://www.northwestern.edu/hr/essentials/hr-systems/kronos/index.html
- For assistance, contact the Kronos Help Desk at 847-467-7606 or payroll-time@northwestern.edu.

Review Absences Recorded by Your Staff

1.	Click the "MY GENIES" tab and choose "Monthly Time Sheets."
2.	• If it is on or before the last day of the month, ensure the **Time Period** drop-down box says "Current Pay Period." • If it is *after* the end of the month, and you wish to approve for the prior month, ensure the **Time Period** drop-down box says "Previous Pay Period."
3.	Double-click an employee's name to enter the time sheet view.
4.	Scroll through the time sheet to view accrual entries. Dates with leave entered will be highlighted in blue; dates with no time entered (signifying a regular work day or a University Holiday) will be highlighted in red. *Note:* Depending upon the employee's schedule, a whole day off may display as "7.5" or "8.0"; a half day may be "3.75" or "4.0". Part time employees and those with varying work schedules may display differently. Exempt employees should only record time off as a whole day or half day. **Important: You MUST ensure absenses are recorded for the correct period and days before applying your approval.**

Reviewing Your Staff's Remaining Accrual Balance and Approvals

A) TO VIEW ACCRUAL BALANCES (REMAINING DAYS OFF):	
1.	Click the "MY GENIES" tab and choose "Monthly Time Sheets." The balance for each employee as of the current day will be displayed in the grid. If it is after August 31, the remaining balance as of the end of August will be displayed until Payroll signs off for the year.
B) TO VIEW THE STATUS OF EMPLOYEE/SUPERVISOR APPROVALS:	
1.	Follow (A). • In the grid, the **Employee Approval** column will be checked if the employee has approved his/her time. • The **Managers Who Approved Accrual Record** column will display the name of the manager who submitted approval. If blank, no manger has yet approved the time.

Recording Absences for Your Employees if They Are Not Available

1.	Click the "MY GENIES" tab and choose "Monthly Accrual Balances."
2.	• If it is on or before the last day of the month, ensure the **Time Period** drop-down box says "Current Pay Period." • If it is *after* the end of the month, and you wish to approve for the prior month, ensure the **Time Period** drop-down box says "Previous Pay Period."
3.	Double-click an employee's name to enter the time sheet view.
4.	Find the day(s) that you want to record an absence, and enter time off in the same manner used for entering your own time. (Choose the correct **Pay Code** on the left, click the open box underneath the date, and choose "full sched day" or "half sched day.")
5.	After making changes, click the **Save** button in the upper left corner.

Approving Accrual Entries

Important: You MUST ensure absenses are recorded for the correct period and days before applying your approval.

1.	Click the "MY GENIES" tab and choose "Monthly Accrual Balances."
2.	• If it is on or before the last day of the month, ensure the **Time Period** drop-down box says "Current Pay Period." • If it is *after* the end of the month, and you wish to approve for the prior month, ensure the **Time Period** drop-down box says "Previous Pay Period."
TO REVIEW AND APPROVE AN INDIVIDUAL EMPLOYEE:	
3.	Double-click an employee's name to enter the time sheet view. Review the time sheet and make any necessary changes.
4.	Click the **Approvals** menu, just above the time sheet grid.
5.	Click "Approve." Your approval is immediately saved. You can confirm this by viewing the **Sign-Offs, Requests & Approvals** tab at the bottom left of the time sheet.
6.	Repeat from Step 1 to review and approve leave for another employee.
TO APPROVE MULTIPLE EMPLOYEES AT ONCE:	
3.	Hold the CTRL key on your computer while clicking the employee names you wish to approve.
4.	Click the **Approvals** menu, just above the name column.
5.	Click "Approve."
6.	Select "Yes" to the confirmation message. Your approvals are immediately saved. You can confirm this by clicking the purple **Refresh** button next to the Time Period box. After clicking, your name will appear in the grid as the **Manager Who Approved Accrual Record**.

Note: Once you approve an employee's time, you will be locked out and unable to make additional changes. If Payroll has not yet signed off, you can remove your approval by choosing "Remove Approval" in Step 5 above. This will allow you to again make changes and re-approve the time sheet. After Payroll signs off, any changes to recorded accruals must be submitted on a paper form to the Kronos Help Desk.

Questions or Problems? Contact the Kronos Help Desk at 847-467-7606 or payroll-time@northwestern.edu.