

## **LEAVE CORRECTIONS AND EXCEPTIONS FOR THE “LIVE” KRONOS ENVIRONMENT**

Leave approvals are independent of Kronos time card approvals. It is critical that managers approve employee leave requests daily in Kronos. This should be a part of the managers’ daily responsibilities.

If the manager has approved an employee’s leave in Kronos, the approved leave information will go with the next leave file export. Therefore, it’s very important that leave is entered/requested and approved timely. The Kronos leave file uploads to PeopleSoft on the night of the 7<sup>th</sup> (for leave entered into Kronos for the preceding pay period - the 16<sup>th</sup> through the end of the preceding month) and the night of the 22<sup>nd</sup> (for leave entered into Kronos for the preceding pay period - the 1st through the 15th of current month)

**If leave is not entered/requested and approved in Kronos within the appropriate timeframes, it will NOT go with the leave file exported and will not upload to PeopleSoft from Kronos.**

Once the timecards are approved and signed off no further edits can be made. Edits in Kronos for a particular pay period can only be made up to the Manager Approval deadline for that pay period—no Historical Edits. Any leave requests or edits to leave (i.e. corrections or late leave approvals) for a pay period that are not made prior to the leave file export deadline must be entered directly into PeopleSoft.

**For example, the manager would not be able to edit leave for 4/16/12 – 4/30/12 after the May 2nd Manager approval date even though the export file isn’t sent to SAO until May 7th.**

Approved leave for future dated requests, will be exported on the dates that coincide with the actual date of the leave requested. For example, leave approved on 2/15 for a future use date of 4/1, would be exported with the leave file on 4/22.

Each employee will need to work closely with their manager and time/leavekeeper to ensure they are made aware of any changes and/or adjustments. Time/leavekeepers and managers will be held accountable for ensuring accurate recording of leave usage and balances. Corrections and adjustments to leave should be recorded and submitted on the Leave Discrepancy Memorandum Form.

***\*\*PeopleSoft is the official record of accuracy – and documentation must support the PeopleSoft Record.***

-Awareness of the employee’s schedule and Kronos timecard and hours is critical

-When there is a revision, addition, or correction to leave usage, after the leave file has exported from Kronos to PeopleSoft (on the 7<sup>th</sup> and 22<sup>nd</sup>), then following must occur:

It must be entered directly into PeopleSoft. The *Leave Discrepancy Memorandum Form* is completed and submitted to the Time/Leavekeeper/Human Resources Department (*whoever enters leave information in PeopleSoft for your location*) for handling and resolution.

It is critical that the Original leave card be current, accurate and maintained at all times. This document will be key and instrumental if we have to audit an employee’s leave balances and usage at a later date.

It is critical that the time/leavekeeper reconcile any discrepancy in leave balances. The PeopleSoft leave panels should be checked monthly (*after the Kronos leave file exports have occurred*) against the Original Leave Card to ensure that employees leave usage and balances are reflected accurately.

Managers and time/leavekeepers are encouraged to contact their local HR office with any questions or for assistance.

*April 25, 2012*