<table>
<thead>
<tr>
<th>What to Do</th>
<th>Who</th>
<th>How to Do It</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Approve timecards by 10 a.m. on Monday (the Monday after the pay period is over) during a normal biweekly pay period.</td>
<td>Employee</td>
<td>• Refer to QRC Electronic Timekeeping Employee Navigating with Touchpad (pages 7 &amp; 8)</td>
</tr>
</tbody>
</table>
| 2 Approve all timecards by 10 a.m. on Tuesday (the Tuesday after the pay period is over) during a normal biweekly pay period. | Supervisor | • Refer to QRC Electronic Timekeeping Editing Timecards.  
• Refer to QRC Electronic Time Approving Timecards  
• Be sure to enter time for those in unpaid status (each benefit eligible employee must have their full hours recorded—based on CUL) |
| 3 Gather all supporting documents for the payroll period and provide to HHS HR Employment Center by Noon on Tuesday (The Tuesday after the pay period is over) During a normal biweekly pay period. | Departmental Business Office | • Pay period logs  
• Print timecards for those employees who did not approve their timecards electronically  
  o Gather employee signatures on unapproved electronic timecards and provide to HHS HR Employment Center as soon as possible |
| 4 Ensure all time cards are ready for payroll signoff. | HHS HR Employment Center | • Work with Supervisors to handle discrepancies.  
• Refer to business process Electronic Timekeeping Business Office Approval if necessary.  
• Refer to QRC Electronic Timekeeping Approving Timecards.  
• Refer to QRC – Electronic Timekeeping Supervisor Definition of Genies  
• Print a copy of timecards that are not approved by employees and hold until the Business Office provides original signatures  
• Send email to ElectronicTime@purdue.edu stating “All Complete for Org Unit #”  
• Run BW reports  
  o New Hire  
  o Employee List |
| 5 Sign off on Payroll. | Central Payroll | • Ensure all timecards are approved.  
• Sign off on pay period. |
| 6 Process Time Transfer and Time Evaluation. | Central Payroll | • SAP transactions CAT6 and PT 60 run on nightly schedule. |
| 7 Complete remaining payroll responsibilities/requirements for pay period. | HHS HR Employment Center | • See Biweekly Time Entry (Current Pay Period) business process.  
• Run BW reports from SAP  
  o Missing Time  
  o Display Working Times  
• Run Time Detail Report from Kronos  
• Balance payroll |
### College of Health & Human Sciences – Kronos
#### Electronic Time Management Process Current Pay Period

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<tr>
<th></th>
<th>Review warnings from SAP reports. NOTE: This is done on Wednesday morning of a normal biweekly pay period.</th>
<th>HHS HR Employment Center</th>
<th>Run PT_ERL00 report in SAP. Investigate error messages. Make corrections in SAP CATS. Re-balance payroll, if necessary</th>
</tr>
</thead>
</table>
| 8 | Provide Leave balances to Business Offices NOTE: This will be completed on the day after the last day in a pay period after Payroll has entered leave accruals into SAP | HHS HR Employment Center | Run PT_QTA10  
  - Export to Excel and save  
  - Send to Business Offices |

*Leave Form 33 – Request for Absence will no longer be required for those that request their leaves through the Electronic Time Management System (Kronos).*

**Resources:**
- HHSBusinessOfficeHREmploymentCenter@purdue.edu