What are the Kronos WFR timesheet review and approval deadlines?

Tell Me

1. All timesheets must be submitted and approved by the Wednesday after the end of each bi-weekly time period (every other Saturday) or four-week period (ends every 4th Sunday).
2. If a non-exempt employee knows they will be out the following Monday, they must submit their timesheet by the end of their scheduled work day on the preceding Friday.

   **Note**
   If a non-exempt employee is out unexpectedly the following Monday, they should:
   - a. Submit their timesheet as soon as they return, OR
   - b. If they end up being out past the following Wednesday, they should notify their supervisor who will approve or finish completing their timesheet, if needed, before approval.
   - c. An alternate manager should be designated in the event the supervisor is also out.

3. See this [FAQ](#) if you would like to add the Kronos WFR pay period Google calendar to your calendar view.

Related Articles

- Why is a lunch punch that is less than 30 minutes considered a paid lunch in Kronos WFR?
- How do I override my automatic lunch deduction in Kronos WFR?
- How do I request advance leave in Kronos WFR?
- How do I conduct a negative leave-balance review in Kronos WFR?
- How does the supervisor verify and approve advance leave in Kronos WFR?