

## **Kronos Process for Payroll Off Cycle Checks**

For units using Kronos, hours submitted after the 1:00 cut-off on Payroll Monday will be paid only if a Check Request is submitted, (see the Check Request and instructions at <http://ssc.jhu.edu/payroll/forms.html>), otherwise hours will be paid on next payroll.

NOTE: Payroll must have the hours from Kronos in SAP in order to issue a payment.

After the 1:00 p.m. cut-off on “Payroll Monday”, hours or corrections of hours must be entered into Kronos Historical Edits to be paid.

### **Schedule for Historical Edits entered into Kronos and sent to SAP on a correction file:**

<b>Week</b>	<b>Entered in Kronos by</b>	<b>KRONOS Updated</b>	<b>Check Request Submitted by</b>	<b>Payment Date</b>
Pay Week	Tues. by 6 PM	Tuesday night	Friday 11 AM	Payday
Pay Week	Wed. by 6 PM	Wed. night	Friday 11 AM	Payday
Pay Week	Thurs. by 6 PM	Thurs. night	Friday 11 AM	Payday
Pay Week	Friday by 6PM	Friday night	Monday 11 AM	Monday
Off Week	Mon. by 6 PM	Monday night	Wed 11 AM	Wednesday
Off Week	Tues. by 6PM	Tuesday night	Wed 11 AM	Wednesday
Off Week	Wed. by 6 PM	Wed. night	Friday 11 AM	Friday
Off Week	Thurs. by 6 PM	Thurs. night	Friday 11 AM	Friday
Off Week	Friday by 6 PM	Friday night	N/A	Next Payday

**After Payroll Monday, payment requests received by that Thursday at 11 AM will generally be paid on pay day and distributed with regular checks.**

**Payment requests after Thursday of pay week will be mailed to the employee’s home or picked up at payroll office.**