

Kronos - Timecard Editing Issues

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Kronos Timecard editing issues

Document Name

Timecard editing issues

Author(s)

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Document Purpose

To help L1 support address the KRONOS timecard editing related issues.

Overview

If the caller is stating the following:

1. When an employee is unable to edit his own timecard

Required Information

1. Caller name

2. Contact number

3. E-Mail address

4. Issue

5. Reason for request

Other Information

Note 1: NIL.

Process

Please provide the below resolution notes:

1) Ask them to contact their supervisor they will resolve their issues as employees should NOT edit their own timecard

a. If further assistance is needed, contact your local Payroll coordinator

To locate local Payroll Coordinators/Supervisors go to: Hub Homepage (login if not already) > Click on Operations > Finance > Payroll Operations > Contact Us > (scroll down) > Under Directory Listings click PDF on Payroll Operations Contact List

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