

Facilities Employees Kronos Payroll Processing Schedule – 2012

Kronos Employees must approve their time clock hours by 5:00pm on the cut-off day shown below, unless it is otherwise indicated, in order to be paid on the corresponding pay date. Supervisors of employees using Kronos must approve their employees' timesheets by 5pm on the day of the cut-off shown. Managers or overtime approvers must approve all work by 5pm of the cut-off date shown.

Work Period	Employee Data entry Approval Cut-Off (for designating absences)	Kronos Supervisor Approval Cut-Off (5pm)	Manager/OT Approval Cut-Off (5pm)	Pay Dates
12-31-2011 - 01-13-2012	01-14-2012	01-16-2012	01-17-2012	01-20-2012
01-14-2012 - 01-27-2012	01-28-2012	01-30-2012	01-31-2012	02-03-2012
01-28-2012 - 02-10-2012	02-11-2012	02-13-2012	02-14-2012	02-17-2012
02-11-2012 - 02-24-2012	02-25-2012	02-27-2012	02-28-2012	03-02-2012
02-25-2012 - 03-09-2012	03-10-2012	03-12-2012	03-13-2012	03-16-2012
03-10-2012 - 03-23-2012	03-24-2012	03-26-2012	03-27-2012	03-30-2012
03-24-2012 - 04-06-2012	04-07-2012	04-09-2012	04-10-2012	04-13-2012
04-07-2012 - 04-20-2012	04-21-2012	04-23-2012	04-24-2012	04-27-2012
04-21-2012 - 05-04-2012	05-05-2012	05-07-2012	05-08-2012	05-11-2012
05-05-2012 - 05-18-2012	05-19-2012	05-21-2012	05-22-2012	05-25-2012
05-19-2012 - 06-01-2012	06-02-2012	06-04-2012	06-05-2012	06-08-2012
06-02-2012 - 06-15-2012	06-16-2012	06-18-2012	06-19-2012	06-22-2012
06-16-2012 - 06-29-2012	06-30-2012	07-02-2012	07-03-2012	07-06-2012
06-30-2012 - 07-13-2012	07-14-2012	07-16-2012	07-17-2012	07-20-2012
07-14-2012 - 07-27-2012	07-28-2012	07-30-2012	07-31-2012	08-03-2012
07-28-2012 - 08-10-2012	08-11-2012	08-13-2012	08-14-2012	08-17-2012
08-11-2012 - 08-24-2012	08-25-2012	08-27-2012	08-28-2012	08-31-2012
08-25-2012 - 09-07-2012	09-08-2012	09-10-2012	09-11-2012	09-14-2012
09-08-2012 - 09-21-2012	09-22-2012	09-24-2012	09-25-2012	09-28-2012
09-22-2012 - 10-05-2012	10-06-2012	10-08-2012	10-09-2012	10-12-2012
10-06-2012 - 10-19-2012	10-20-2012	10-22-2012	10-23-2012	10-26-2012
10-20-2012 - 11-02-2012	11-03-2012	11-05-2012	11-06-2012	11-09-2012
11-03-2012 - 11-16-2012	11-17-2012*	11-19-2012	11-20-2012	11-21-2012*
11-17-2012 - 11-30-2012	12-01-2012	12-03-2012	12-04-2012	12-07-2012
12-01-2012 - 12-14-2012	12-15-2012	12-17-2012	12-18-2012	12-21-2012
*Early release due to holiday				