

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>.

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

Kronos Historical Edit Form and Off-cycle check processing, timing of interfaces and cut-offs:

After the 1:00 p.m. cut-off on “payroll Monday”, hours or corrections of hours must be submitted on the Kronos Historical Edit Form, see <http://ssc.jhu.edu/payroll/forms.html>, and submitted to kronos@jhmi.edu to be entered into Kronos.

Submitted Start	Submitted End	KRONOS Updated	SAP Updated	Check Date
Payroll Monday after 1PM	Tues. by 1PM	Tuesday night	Wed. AM	Pay day
Tuesday after 1PM	Wed. by 1PM	Wed. night	Thurs. AM	Pay day
Wed. after 1PM	Thurs. by 1PM	Thurs. night	Friday AM	Friday afternoon
Thursday after 1PM	Friday by 1PM	Friday night	Sat. AM	Monday afternoon
Friday after 1PM	Mon. by 1PM	Monday night	Tues. AM	Tuesday afternoon
Monday after 1PM	Tues. by 1PM	Tuesday night	Wed. AM	Wed. afternoon
Tuesday after 1PM	Wed. by 1PM	Wed. night	Thurs. AM	Thursday afternoon
Wed. after 1PM	Thurs. by 1PM	Thurs. night	Friday AM	Friday afternoon
Thursday after 1PM	Friday by 1PM	Friday night	Sat. AM	N/A ¹

Direct Entry of Kronos Historical Edits and Off-cycle check processing, timing of interfaces and cut-offs:

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

Entered Start	Entered End	KRONOS Updated	SAP Updated	Check Date
Payroll Monday after 1PM	Tues. by 5PM	Tuesday night	Wed. AM	Pay day
Tuesday after 5PM	Wed. by 5PM	Wed. night	Thurs. AM	Pay day
Wed. after 5PM	Thurs. by 5PM	Thurs. night	Friday AM	Friday afternoon
Thursday after 5PM	Friday by 5PM	Friday night	Sat. AM	Monday afternoon
Friday after 5PM	Mon. by 5PM	Monday night	Tues. AM	Tuesday afternoon
Monday after 5PM	Tues. by 5PM	Tuesday night	Wed. AM	Wed. afternoon
Tuesday after 5PM	Wed. by 5PM	Wed. night	Thurs. AM	Thursday afternoon
Wed. after 5PM	Thurs. by 5PM	Thurs. night	Friday AM	Friday afternoon
Thursday after 5PM	Friday by 5PM	Friday night	Sat. AM	N/A ²

After Payroll Monday, check requests received by that Thursday at 10 AM will generally be paid on pay day and distributed with the regular checks.

Checks available in the afternoons are generally sent to the cashiers offices for JHH and Bayview unless otherwise instructed on the check request form.

¹ Hours will be paid with the next regular pay.

² Hours will be paid with the next regular pay.