



Kronos Workforce Timekeeper

BC Pay Period Close

BC Pay Period Close is a detail Genie that provides information pertaining to payroll processing. This includes exceptions, approval status, total paid hours. This is used, if necessary, to adjust an employee's timcard and to apply approval to an individual or group of employees. When a timecard is approved, the timecard is locked and the employee cannot enter hours. The Manager can still perform edits to an approved time card until the HRSC has performed the Global Signoff.

My Genies

BC Pay Period Close

The screenshot shows the Kronos interface for the 'BC-PAY PERIOD CLOSE' genie. At the top, there are navigation tabs: GENERAL, MY GENIES@, TIMEKEEPING, and MY LINKS. Below these are sub-tabs: Timecard, Schedule, People, and Reports. The main heading 'BC-PAY PERIOD CLOSE' is highlighted with a red box. Below the heading, there is a 'Show' dropdown menu set to 'All Home' and a 'Time Period' dropdown menu set to 'Previous Pay Period'. Both dropdown menus are also highlighted with red boxes. There are 'Edit' and 'Refresh' buttons next to the dropdowns. Below the controls is a table with columns: Dept ID, Department, Name, Empl ID, Manager Approval, Missed Punch, and Signed Off. The table contains five rows of employee data.

Dept ID	Department	Name	Empl ID	Manager Approval	Missed Punch	Signed Off
		Perez, Oscar				
023000	Auxiliary Services	Hanwell, Neil F				
023000	Auxiliary Services	Vasquez, Federico A				
023000	Auxiliary Services	Devincentis, Euphemia M				
023000	Auxiliary Services	Sadek, Esam S				
023000	Auxiliary Services	Porcena, Gesnele G				

BC Pay Period Close	
Field	Description
Show	This is a hyperfind query tool used to identify a selected set of people. Use the pull down arrow key. This will provide a drop down list of existing queries to select certain groups of employees. This defaults to "All Home" which lists all employees within the department

	To create a new query, select "Ad Hoc" and click Edit.
Time Period	Use the pull down arrow key. This will provide a drop down menu of time period options to select from. This defaults to "Previous Pay Period".
Edit	Allows you to create an Ad Hoc query.
Refresh	Click to update information on the workspace with the most current information from the database server.

Field	Description
Dept ID	Lists the department ID of the employee.
Department	Lists the name of the Department of the employee.
Name	Lists the employee name.
Empl ID	Corresponding employee ID will be displayed. Job Record number is now displayed as part of the Empl ID in Kronos to match job record in PeopleSoft.
Manager Approval	Displays a numeric value of '1' when approved by managers.
Missed Punch	Displays a checkmark if employee has a missed punch on his timecard.
Signed Off	Displays a checkmark if the timecard has been signed off by the HRSC.
Total Paid Hours	Displays the total hours paid for the time period shown.

Copyright - The Trustees of Boston College

URL:

http://www.bc.edu/bc_org/hvp/hrsc/kronos_payperiodclose.htm

Last Updated: November 18, 2010

When directing comments and questions about this page to hr@bc.edu please include the URL above.

This page is provided by the HRSC of the Department of [Human Resources](#)