

Kronos-Early Dismissal Instructions

In the event of an early dismissal, the employee timesheet will need to be adjusted for amount of time to account for.

Step 1: Go to the date on the timesheet that needs to be adjusted.

Step 2: Click the plus sign to add another line on the timesheet

Step 3: Add the amount of time for the Early Dismissal in the Raw Total column

Step 4: Go to the Exceptions column on the timesheet and click on the browse icon

Step 5: Choose the Early Dismissal Option and click Save

The timesheet will now be populated with the time authorized for the early dismissal.

If an employee has approved leave, this may need to be adjusted for the early dismissal hours. Please contact the Payroll Specialists in the Payroll Department for questions regarding early dismissal and leave adjustments.

This procedure only applies to permanent employees. Substitute, temporary, part time employees do not receive paid time for early dismissal hours.