
KRONOS Timecard APPROVAL Due dates for both Student Employee (RA) and Faculty Manager

Biweekly Schedule (RA's paid an Hourly Rate Only)

Dates of Services	Paycheck	RA Approval Due Date	*Faculty Manager Approval Due Date
12/31/17-01/13/18	B2 01/24/2018	01/13/18	01/16/18
01/14/18-1/27/18	B1 02/07/18	01/27/18	01/30/18
01/28/18-02/10/18	B2 02/21/18	02/10/18	02/13/18
02/11/18-02/24/18	B1 02/23/18	02/24/18	02/27/18
02/25/18-03/10/18	B2 03/21/18	03/10/18	03/13/18
03/11/18-03/24/18	B1 04/04/18	03/24/18	3/27/18

Mid-Month to Mid-Month Schedule (RA's who have an Academic [monthly rate]/Staff [hourly rate] Appointments)

Dates of Services	Paycheck(s)	RA Approval Due Date	*Faculty Manager Approval Due Date
01/16/18-02/15/18	03/01/18	02/15/18	02/17/18
02/16/18-03/15/18	04/01/18	03/15/18	03/17/18
03/16/18-04/15/18	05/01/18	04/15/18	04/17/18
04/16/18-05/15/18	06/01/18	05/15/18	05/17/18
05/16/18-06/15/18	07/01/18	06/15/18	06/17/18
06/16/18-07/15/18	08/01/18	07/15/18	07/17/18

***Faculty Managers please make sure you approve RA's timecard *after* they completed their timecard and approve their hours.**

Financial & Budget Coordinators *will only be sending one reminder* to the RAs and Faculty Managers. Please, make sure you mark your calendars!