

Fermilab Time and Labor Notice

How to Make Changes to Previously Processed Timecards

Laboratory employees report leave and labor distribution of weekly time worked through the Kronos Workforce Central Timecard System. Timecards are locked from editing at noon on Mondays, as the payroll processing begins at that time. If a change needs to be made to a previously processed timecard, it must be communicated as soon as possible via one of the two processes outlined below.

Leave and Pay Revisions – Revisions that affect leave balances or the amount paid are to be processed by the Payroll Department. Effort reporting changes will be processed by Division/Section/Center personnel. The process for leave and pay revisions only is as follows:

1. Determine that the required revision to the previous timecard affects the pay amount or one of the leave balances. Examples would be that recorded worked hours for a non-exempt employee were incorrect, an incorrect amount of time-off was recorded, or time-off was recorded using an incorrect Pay Code (e.g. used vacation instead of holiday, or sick instead of vacation).
2. Employees should discuss the revision with their supervisors and make sure that they understand and agree that a revision is required.
3. Employees should e-mail the revision details to their supervisors per the following format.
 - a. The subject line of the e-mail should contain
 - i. Employee name
 - ii. Employee Fermi ID number
 - b. The body of the e-mail must contain
 - i. the pay period date that requires revision
 - ii. Employee name
 - iii. Employee Fermi ID number
 - iv. a phone number where employee can be reached
 - v. a detailed description and explanation of the revision required
4. Supervisors are required to review the email and may notate as deemed necessary. The supervisor then forwards the request to the Payroll Department (timecard_revision@fnal.gov) with a copy to the employee.
5. Payroll will use the information contained in the e-mail to make the revision in the FTL system.
6. Payroll will then send a confirmation to the employee & supervisor that the revision has been processed.

Effort Revisions –Each Division/Section/Center has designated employees with the authority to make effort revisions. If an employee needs to revise a timecard that has already been processed and the change does not affect pay or leave balances, the employee must contact the appropriate timekeeper. Specific instructions on how to make this type of historical edit are available at the Fermilab Time and Labor Sharepoint website, under User Documentation and FTL Timekeeper Documentation, [Historical Edits](#). Note: The timekeeper uses the Comments field in Kronos to document the reason for the change. The employee should review the timecard edits for accuracy and notify his/her supervisor of any discrepancies.