

SELF-SERVICE - VIEW AND APPROVE YOUR TIMECARD IN KRONOS

View Your Timecard

The screenshot displays the Kronos self-service interface. On the left, the 'My Timecard' section shows a table with columns for Date, Schedule, In, Out, Transfer, and Pay Code. The table lists dates from Sun 7/05 to Sat 7/18, with a schedule of 6:00AM to 6:00PM. On the right, the 'My Timestamp' section shows the current date and time (07/10/2020 9:58:44 AM) and a 'Last Timestamp' of 7/07/2020 12:18PM. Below this are several buttons for 'Clock In', 'Clock Out Meal', 'Clock In Meal', 'Transfer-Check the transfer box', and 'Clock Out'. An 'Instructions' box is overlaid on the right, stating: '1. From the Related Items Pane, click My Timecard (only completed if the screen isn't already present)'. A red box highlights the 'My Timecard' option in the navigation pane on the far right.

Date	Schedule	In	Out	Transfer	Pay Code
Sun 7/05		6:00AM	6:00PM		
Mon 7/06		6:00AM	6:00PM		
Tue 7/07		6:00AM	6:00PM		
Wed 7/08		6:00AM	6:00PM		
Thu 7/09					
Fri 7/10					
Sat 7/11					
Sun 7/12		6:00AM	6:00PM		
Mon 7/13		6:00AM	6:00PM		
Tue 7/14		6:00AM	6:00PM		
Wed 7/15		6:00AM	6:00PM		
Thu 7/16					
Fri 7/17					
Sat 7/18					

Exempt Salary Employees

- This is a new process for Salaried Employees
- Salary employees will need to review and approve their timecards to ensure accuracy for hours paid, flex time off and on call hours

Non-Exempt Hourly Employees

- This is a new process for Hourly Employees
- Hourly employees will need to review and approve their timecards to ensure accuracy for hours paid, flex time off and on call hours

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Approve Your Timecard

My Timecard

Loaded: 9:57 AM

Previous Schedule Period
Previous Pay Period
Current Pay Period
Next Pay Period
Previous Schedule Period
Current Schedule Period
Next Schedule Period
After Next Schedule Period
Week to Date
Last Week
Yesterday
Today
Yesterday, Today, Tomorrow
Yesterday plus 6 days
Last 30 days

	Date	Schedule	In	Out	Time
(+) (X)	Sun 7/05		6:00AM	6:00PM	
(+) (X)	Mon 7/06		6:00AM	6:00PM	
(+) (X)	Tue 7/07		6:00AM	6:00PM	
(+) (X)	Wed 7/08		6:00AM	6:00PM	
(+) (X)	Thu 7/09				
(+) (X)	Fri 7/10				
(+) (X)	Sat 7/11				
(+) (X)	Sun 7/12		6:00AM	6:00PM	
(+) (X)	Mon 7/13		6:00AM	6:00PM	
(+) (X)	Tue 7/14		6:00AM	6:00PM	

My Timestamp

07/10/2020 9:58:44 AM (GMT -05:00) Eastern Time

Last Timestamp: 7/07/2020 12:18PM

Transfer

Clock In

Clock Out Meal

Clock In Meal

Transfer-Check the transfer box

Clock Out

Instructions

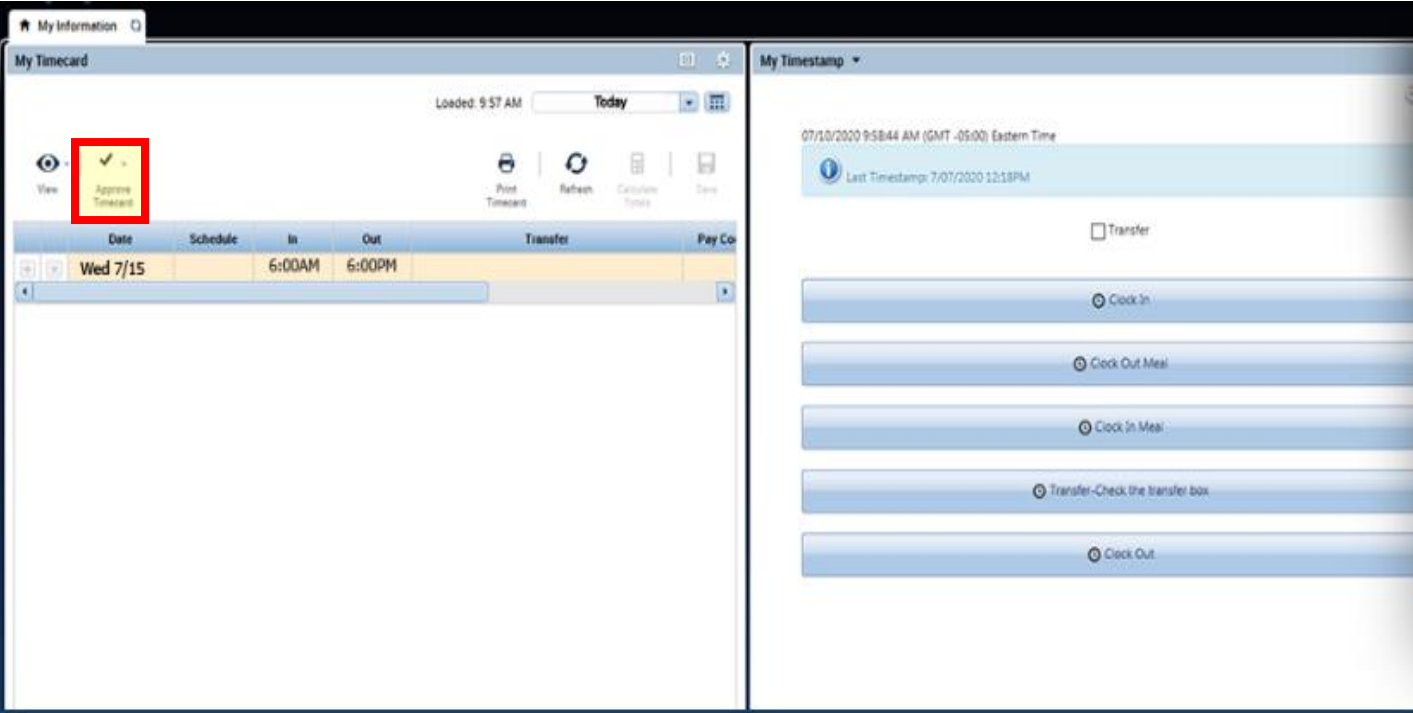
1. From the Related Items Pane, click **My Timecard** (only completed if the screen isn't already present)
2. In the Date drop down menu, click **Today**

My Timestamp

My Calendar

Help

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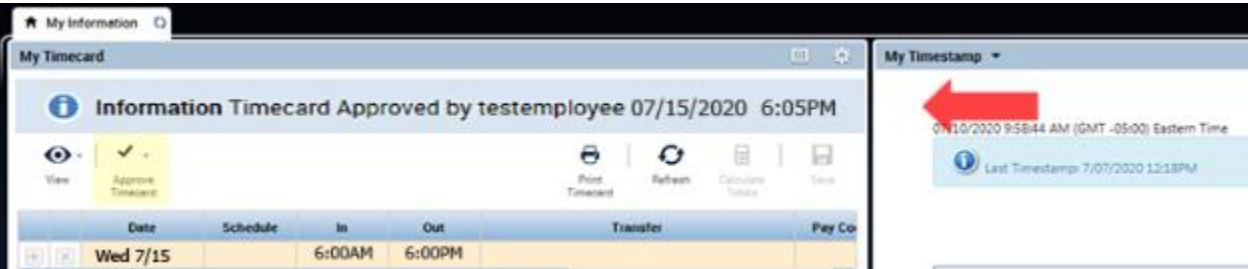
The screenshot shows the 'My Timecard' interface. The 'Approve Timecard' button is highlighted with a red box. The interface includes a table with columns for Date, Schedule, In, Out, Transfer, and Pay Co. The table shows a record for 'Wed 7/15' with 'In' at 6:00AM and 'Out' at 6:00PM. The 'My Timestamp' pane on the right shows the current date and time, and a 'Last Timestamp' of 7/07/2020 12:18PM. Below the timestamp are buttons for 'Transfer', 'Clock In', 'Clock Out Meal', 'Clock In Meal', 'Transfer-Check the transfer box', and 'Clock Out'.

Instructions

1. From the Related Items Pane, click **My Timecard** (only completed if the screen isn't already present)
2. In the Date drop down menu, click **Today**
3. If your timecard is accurate, click **Approve Timecard**

If your timecard is not accurate, please contact your Leader for further review before approving your timecard. Once the issue is corrected, you will locate the unapproved timecard using the Date drop down menu and follow the same approval process

A message will populate validating that the Timecard was approved



The screenshot shows the 'My Timecard' interface after approval. A message at the top reads: 'Information Timecard Approved by testemployee 07/15/2020 6:05PM'. The 'Approve Timecard' button is now highlighted in yellow. The table below shows the same record for 'Wed 7/15' with 'In' at 6:00AM and 'Out' at 6:00PM. The 'My Timestamp' pane on the right shows the current date and time, and a 'Last Timestamp' of 7/07/2020 12:18PM. A red arrow points to the 'Last Timestamp' field.