

# Exempt & Non-Exempt Training Manual

## KRONOS TIMEKEEPER

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Workforce Timekeeper 5.1  
Loyola University Chicago  
Created by Financial Systems, December 2011

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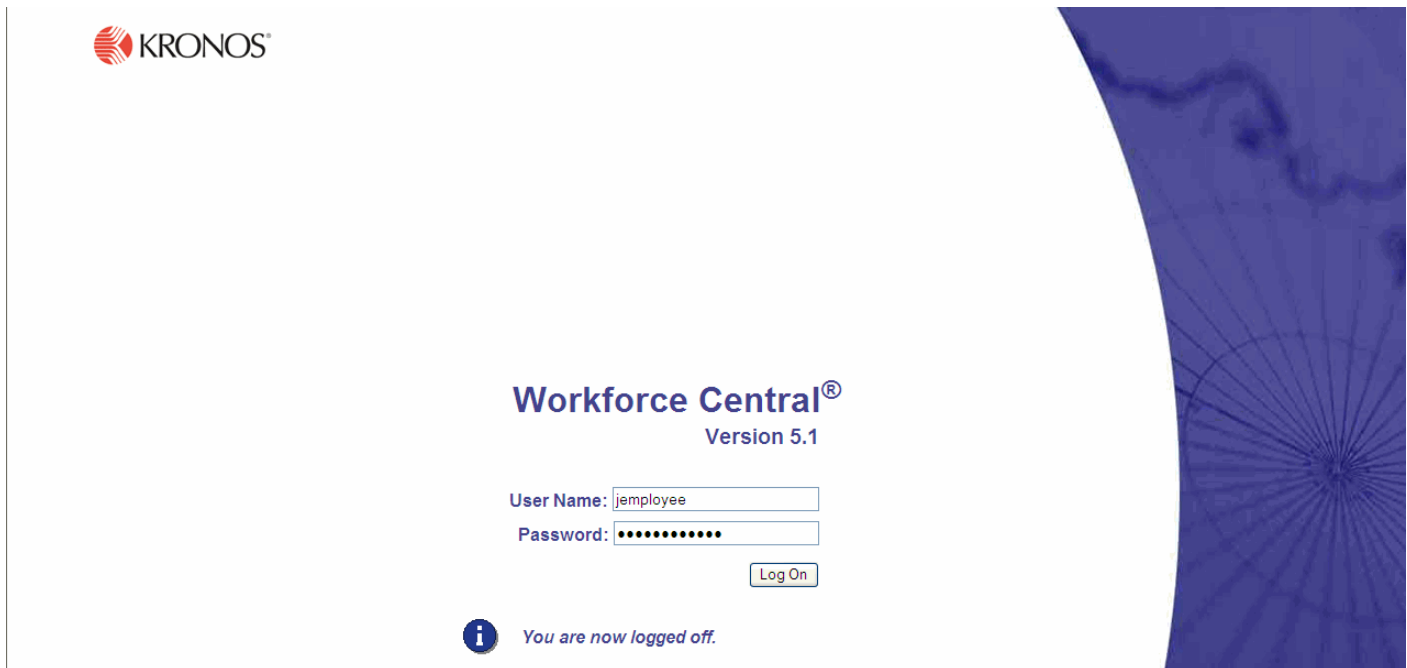
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## II. Logging into Kronos

To access Kronos: From your web browser go to <https://kwebluc1.medctr.luhs.org/wfc/logon>

Upon your first visit to the logon page, you may be prompted to install the latest version of Java. Click 'Yes' to begin install and follow the prompts. Once the install completes you will be able to log into Kronos. You may be required to reboot your PC.

You will use your network ID and password to logon.




 KRONOS

**Workforce Central**<sup>®</sup>  
Version 5.1

User Name:

Password:

 You are now logged off.

### III. Accessing Your Timecard

#### 1. Non-Approvers

For non-approvers, those who are not approving timecards for other employees in your area, your default view will be your current pay period’s timecard.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Sun 12/04											
	Mon 12/05	REGULAR	7:30								7:30	7:30
	Tue 12/06	REGULAR	7:30								7:30	15:00
	Wed 12/07	REGULAR	7:30								7:30	22:30
	Thu 12/08	REGULAR	7:30								7:30	30:00
	Fri 12/09	REGULAR	7:30								7:30	37:30
	Sat 12/10											37:30
	Sun 12/11											37:30
	Mon 12/12	REGULAR	7:30								7:30	45:00
	Tue 12/13	REGULAR	7:30								7:30	52:30
	Wed 12/14	REGULAR	7:30								7:30	60:00
	Thu 12/15	REGULAR	7:30								7:30	67:30
	Fri 12/16	REGULAR	7:30								7:30	75:00
	Sat 12/17											75:00

#### 2. Approvers

For approvers, those with rights to approve employee’s timecards in your area, your default view will be the Supervisor Sign-off screen which displays the employees you have timecard approval rights for. To access your timecard, click ‘My Information’ > ‘My Timecard’ located on the left-hand side of screen. This will bring you to the current pay period’s timecard.

Name	1/A	Loc	Descr	Employee Approval	Manager Approval	Approved Mana...	Total Hours	Regular	Vacation	Sick	OT	Ho
BODIN, SUSAN...		04100A	TREASU...				75:00	75:00				
GRIMSHAW, E...		04100A	TREASU...				75:00	75:00				
JONES, ERIC C		04100A	TREASU...				75:00	75:00				
MC CORMACK,...		04100A	TREASU...				75:00	75:00				
MORALES, LO...		04100A	TREASU...				75:00	75:00				
O'BRIEN, COR...		04100A	TREASU...				75:00	75:00				
PANDEY, INDU		04100A	TREASU...				75:00	75:00				
RILEY, TARA		04100A	TREASU...				75:00	75:00				
RUFFIN, REGI...		04100A	TREASU...				75:00	75:00				

## IV. Timecards

### 1. Editing Your Timecard

#### A. Exempt Employees

Exempt employees will have a pre-filled timecard with either 75 or 80 hours of regular time for the current pay period depending on your standard work day. If a holiday falls within the pay period the timecard will automatically be adjusted to reflect the holiday(s). *Exception hours such as Sick Time, Vacation Time, etc will need to be manually edited on the timecard.*

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Sun 12/04											
	Mon 12/05	REGULAR	7:30								7:30	7:30
	Tue 12/06	REGULAR	7:30								7:30	15:00
	Wed 12/07	REGULAR	7:30								7:30	22:30
	Thu 12/08	REGULAR	7:30								7:30	30:00
	Fri 12/09	REGULAR	7:30								7:30	37:30

To edit the Pay Code, click on the cell containing the default 'Regular' Pay Code, and select the appropriate Pay Code from the list:

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Sun 12/04											
	Mon 12/05	REGULAR	7:30								7:30	7:30
	Tue 12/06	SCHEDULED TIME	7:30								7:30	15:00
	Wed 12/07	SICK PAY	7:30								7:30	22:30
	Thu 12/08	VACATION PAY	7:30								7:30	30:00
	Fri 12/09	REGULAR	7:30								7:30	37:30

A gold bar will appear at the top of the timecard indicating that unsaved changes have been made to the timecard. To save the timecard, click 'Save' located in the menu bar at the top of the timecard:

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Sun 12/04											
	Mon 12/05	REGULAR	7:30								7:30	7:30
	Tue 12/06	REGULAR	7:30								7:30	15:00
	Wed 12/07	REGULAR	7:30								7:30	22:30
	Thu 12/08	REGULAR	7:30								7:30	30:00
	Fri 12/09	VACATION PAY	7:30								7:30	37:30

The adjusted hours will be reflected in the 'Totals & Schedule' tab located under the timecard:

Account	Pay Code	Amount
.../100825/5110/L2082/8100276/04400F	VACATION ...	7:30
.../100825/5110/L2082/8100276/04400F	REGULAR	67:30

## B. Non-Exempt Employees

### ▪ Regular Hours

Non-Exempt employees will see a blank timecard for the current pay period if hours have not yet been recorded by the employee. *For regular hours the 'Pay Code' field should be left blank. For Sick Time, Vacation Time, etc you will have to select the appropriate Pay Code (see page 9).*

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Sat 12/03											
	Sun 12/04											
	Mon 12/05											
	Tue 12/06											
	Wed 12/07											
	Thu 12/08											
	Fri 12/09											
	Sat 12/10											

For all shifts worked you will need to enter an in-time **and** an out-time. Left click in a cell to enter the time. You can enter punches in a variety of ways:

- 12-hour:
  - Ex. - Typing in 3p, 3 p, 3pm, or 3 pm will reflect as 3:00PM on the timecard.
- 24-hour:
  - Ex. – Typing in 15 or 1500 will reflect as 3:00PM on the timecard.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Sat 12/03											
	Sun 12/04											
	Mon 12/05											
	Tue 12/06											
	Wed 12/07			12:00PM		3:00PM				3:00	3:00	3:00
	Thu 12/08											3:00
	Fri 12/09											3:00
	Sat 12/10											3:00
	Sun 12/11											3:00
	Mon 12/12											3:00
	Tue 12/13											3:00
	Wed 12/14											3:00


**\*It is important to note that AM is assumed for all hours except 12:00 – 12:59 when PM is assumed. Make sure to type 'p' or 'pm' when the punch should be recorded as such.\***

A missed punch will be reflected by a red-highlighted cell. Missed punches must be corrected before the timecard is approved by the employee and the supervisor:

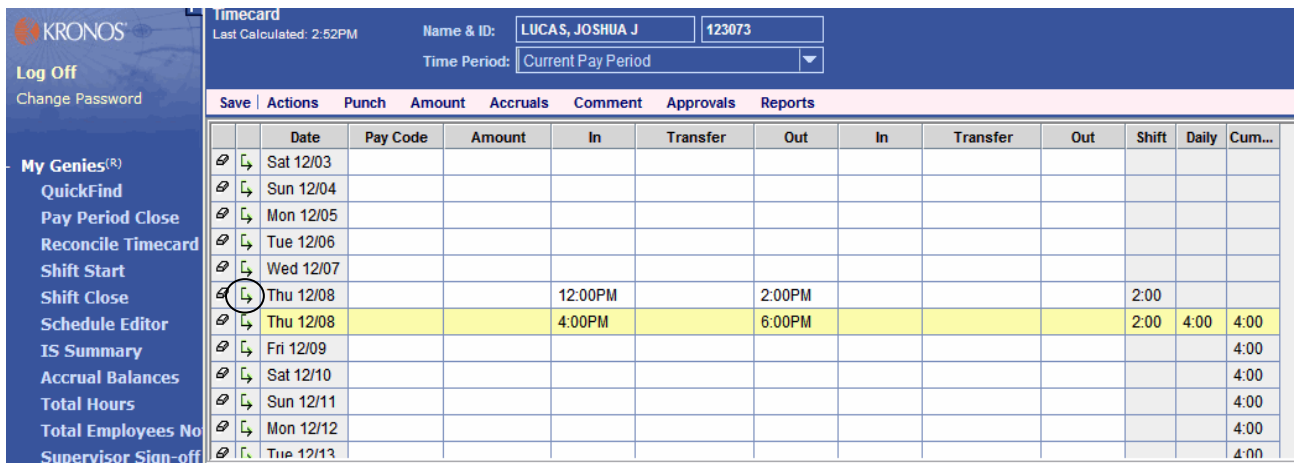
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Sat 12/03											
	Sun 12/04											
	Mon 12/05											
	Tue 12/06											
	Wed 12/07											
	Thu 12/08			12:00PM		2:00PM				2:00		
	Thu 12/08			4:00PM						2:00	2:00	

## Multiple Shifts


Multiple in and out times can be entered to reflect a split in the shift. This can be done one of two ways:

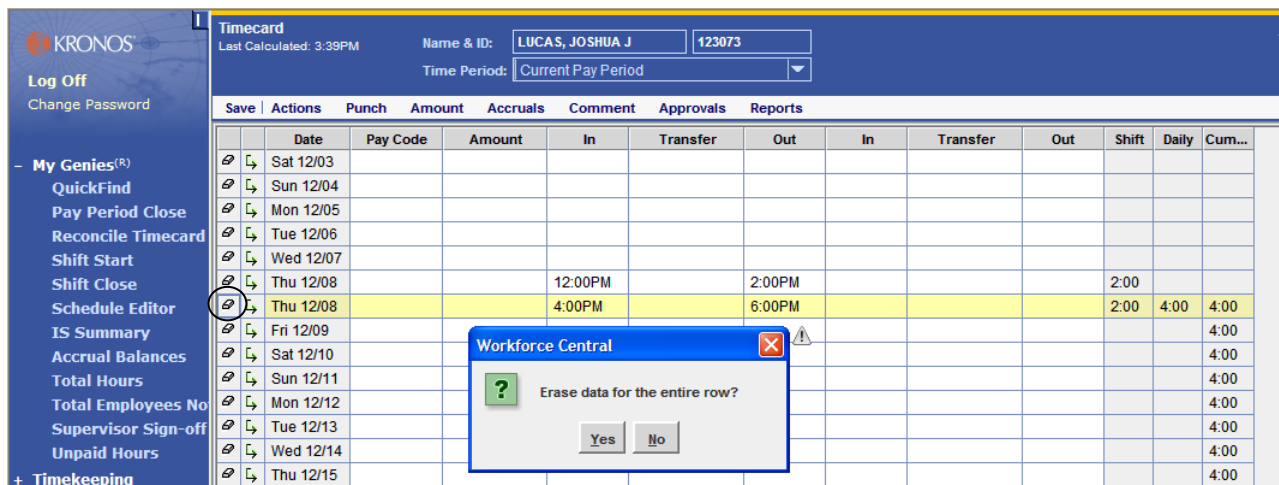
- i. On the day's line, enter an in-time and out-time followed by a second in-time and out-time.
- ii. Click on the  to the left of the day you wish to edit. This will add a second line in which you can enter the second in and out times.

Shift totals as well as the day's cumulative total are calculated on the right-hand side of the timecard.



	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Sat 12/03											
	Sun 12/04											
	Mon 12/05											
	Tue 12/06											
	Wed 12/07											
	Thu 12/08			12:00PM		2:00PM				2:00		
	Thu 12/08			4:00PM		6:00PM				2:00	4:00	4:00
	Fri 12/09										4:00	4:00
	Sat 12/10										4:00	4:00
	Sun 12/11										4:00	4:00
	Mon 12/12										4:00	4:00
	Tue 12/13										4:00	4:00

To delete a row, click the  to the left of the day you wish to edit. You will receive a pop up asking if you wish to erase the data for the entire row. Select 'Yes':



	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Sat 12/03											
	Sun 12/04											
	Mon 12/05											
	Tue 12/06											
	Wed 12/07											
	Thu 12/08			12:00PM		2:00PM				2:00		
	Thu 12/08			4:00PM		6:00PM				2:00	4:00	4:00
	Fri 12/09										4:00	4:00
	Sat 12/10										4:00	4:00
	Sun 12/11										4:00	4:00
	Mon 12/12										4:00	4:00
	Tue 12/13										4:00	4:00
	Wed 12/14										4:00	4:00
	Thu 12/15										4:00	4:00

Alternately, punches can be deleted by simply clicking in the cell and pressing the 'Delete' key on your keyboard.

A gold bar will appear at the top of the timecard indicating that unsaved changes have been made to the timecard. To save the timecard, click 'Save' located in the menu bar at the top of the timecard.

The screenshot shows the Kronos Timecard interface. At the top, a gold bar indicates unsaved changes. The header includes the user's name and ID: LUCAS, JOSHUA J 123073. The time period is set to 'Current Pay Period'. The menu bar at the top of the table contains 'Save', 'Actions', 'Punch', 'Amount', 'Accruals', 'Comment', 'Approvals', and 'Reports'. The 'Save' button is circled in red. The table below shows punch data for dates from Sat 12/03 to Thu 12/08.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Sat 12/03											
	Sun 12/04											
	Mon 12/05											
	Tue 12/06											
	Wed 12/07											
	Thu 12/08			8:00AM		4:30PM				7:30	7:30	7:30

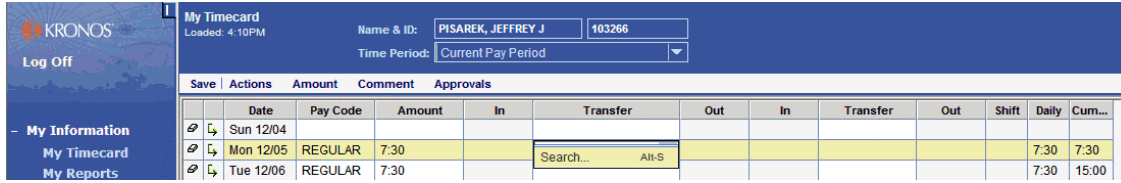
**\*NOTE: An automatic lunch deduction of either 30 minutes or 1 hour will be applied to shifts worked in excess of 6 hours and 15 minutes depending on your standard work day\*:**

This screenshot is identical to the one above, showing the Kronos Timecard interface for user LUCAS, JOSHUA J. The gold bar at the top is no longer present, and the 'Save' button in the menu bar is not highlighted. The table data remains the same, showing punch times for the week of Dec 3-8.

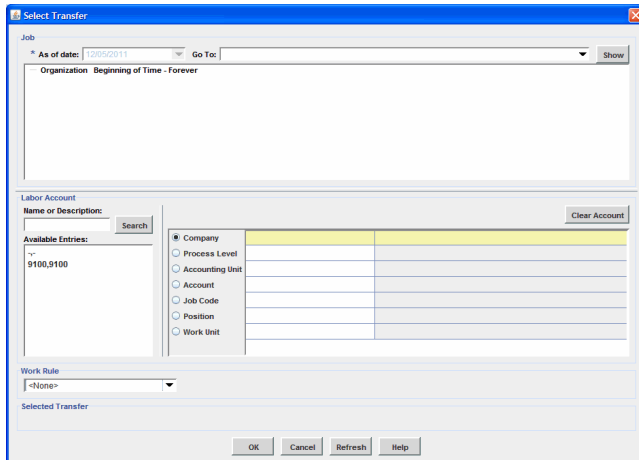
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	Sat 12/03											
	Sun 12/04											
	Mon 12/05											
	Tue 12/06											
	Wed 12/07											
	Thu 12/08			8:00AM		4:30PM				7:30	7:30	7:30

▪ **Transfer Hours**

Hours can be transferred to another Accounting Unit or Position. To transfer hours, click in the ‘Transfer’ cell for the appropriate day, click the down arrow, and select ‘Search’:



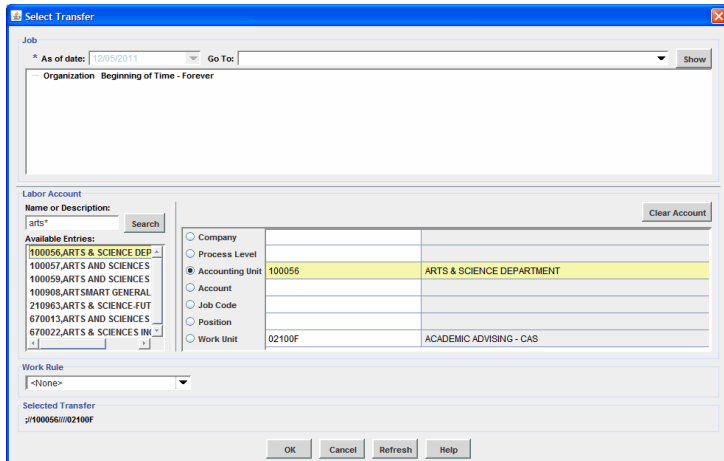
The ‘Select Transfer’ window will open:



Select the radio button next to either the Accounting Unit or the Position field. Type the appropriate number to where you would like to transfer the hours to in the blank field to the right. The search button to the left can be utilized if you do not know the entire Accounting Unit or Position number. An \* acts as a wild card.

Once you have selected the Accounting Unit or Position, you must also select a Work Unit. This will ensure that your hours appear on the Supervisor Sign-off list of the employee who approves the timecards for the department where you are transferring your hours to.

Once complete, click ‘OK’.



The transfer information is updated on the 'Totals & Schedule' tab located near the bottom of the timecard (above example highlighted):

**KRONOS** Timecard  
 Last Calculated: 4:46PM Name & ID: CATANIA, THOMAS P 103143  
 Time Period: Current Pay Period

Log Off  
 Change Password

My Genies<sup>®</sup>  
 QuickFind  
 Pay Period Close  
 Reconcile Timecard  
 Shift Start  
 Shift Close  
 Schedule Editor  
 IS Summary  
 Accrual Balances  
 Total Hours  
 Total Employees No  
 Supervisor Sign-off  
 Unpaid Hours

Timekeeping  
 Scheduling  
 Group Edit Results  
 Inbox  
 Reports  
 Transaction Assistant

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports				
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
Sat 12/03											
Sun 12/04											
Mon 12/05	REGULAR	7:30		:/100056///02100F						7:30	7:30
Tue 12/06	REGULAR	7:30								7:30	15:00
Wed 12/07	REGULAR	7:30								7:30	22:30
Thu 12/08	REGULAR	7:30								7:30	30:00
Fri 12/09	VACATION ...	7:30								7:30	37:30
Sat 12/10											37:30
Sun 12/11											37:30
Mon 12/12	REGULAR	7:30								7:30	45:00
Tue 12/13	REGULAR	7:30								7:30	52:30
Wed 12/14	REGULAR	7:30								7:30	60:00

**Totals & Schedule**    Accruals    Audits

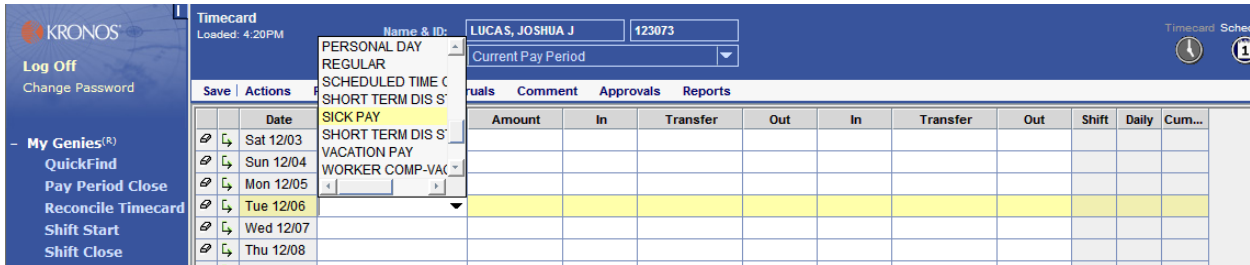
Account	Pay Code	Amount	Wages
.../100825/5110/L2084/8100657/04400F	VACATION ...	7:30	
.../100825/5110/L2084/8100657/04400F	REGULAR	60:00	
.../100056/5110/L2084/8100657/02100F	REGULAR	7:30	

Accrual Code	Bal. on Selec...	Units

Date	Start Time	End Time	Pay Code	Amount
Sun 12/04				

▪ **Sick Time, Vacation Time, etc (non-Regular) Hours**


Exception hours such as Sick Time and Vacation Time will need to be manually added to the timecard. To add a Pay Code (non-Regular hours) to your timecard, click on the 'Pay Code' cell for the appropriate day and select the a pay code from the list:

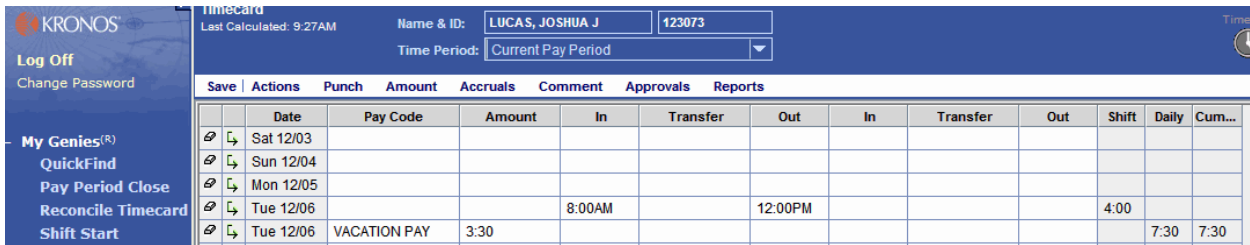


After selecting the appropriate Pay Code you will need to enter the amount of hours in the 'Amount' cell. You can enter amounts in a variety of ways:

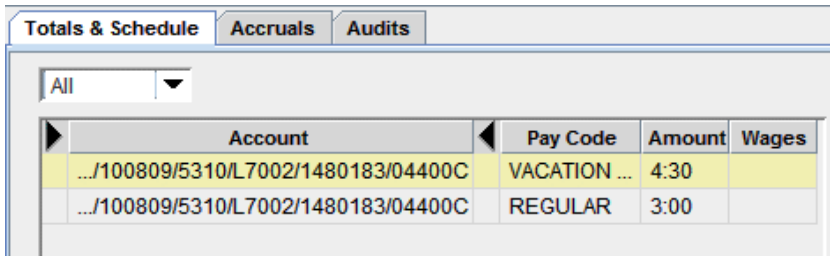
- Typing 7.5 will be reflected as 7:30, seven hours thirty minutes.
- Typing 7:30 will be reflected as seven hours thirty minutes.
- Typing 8 will be reflected as 8:00, eight hours.

**It is important to note that typing 75 (no decimal) will be reflected as 75 hours. Be sure to either type the hours with a colon or a decimal to ensure the correct amount of hours is recorded to your timecard.**

To edit a timecard to reflect a half day work and a half day of sick time, vacation time, etc, add a row to the appropriate day by clicking  to the left of the day you wish you edit. The in and out times will be entered to reflect the hours worked and the second line will be used to indicate the exception hours. Shift totals as well as the day's cumulative total are calculated on the right-hand side of the timecard:

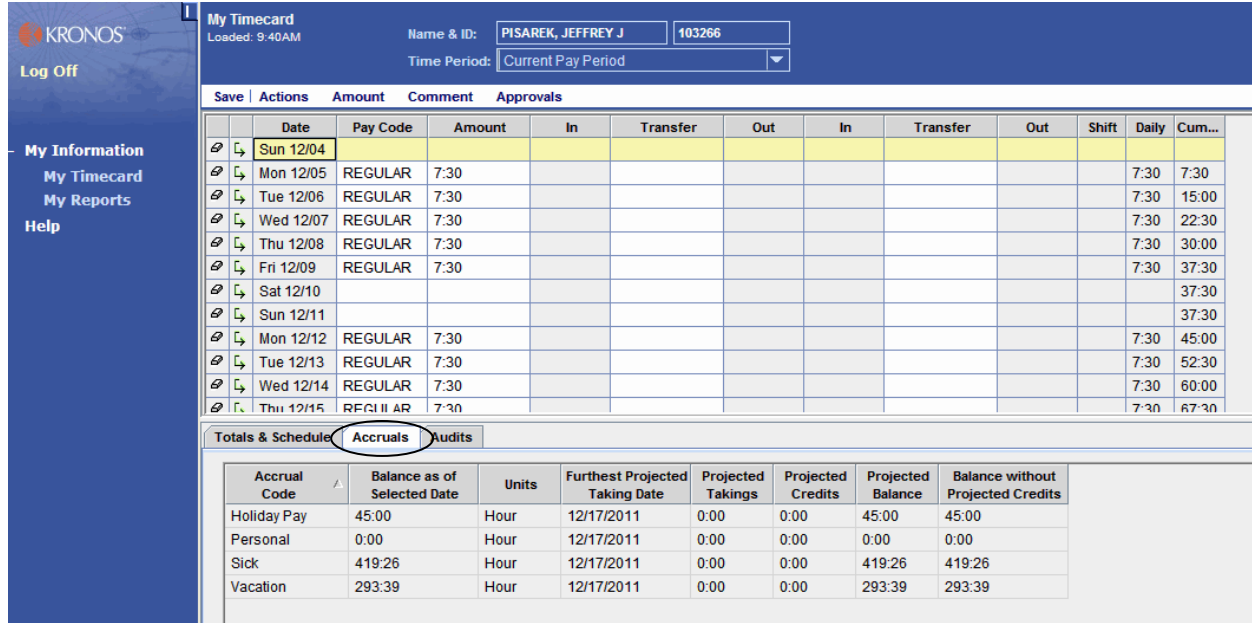


The adjusted hours will be reflected in the 'Totals & Schedule' tab located under the timecard:



## 2. Accruals

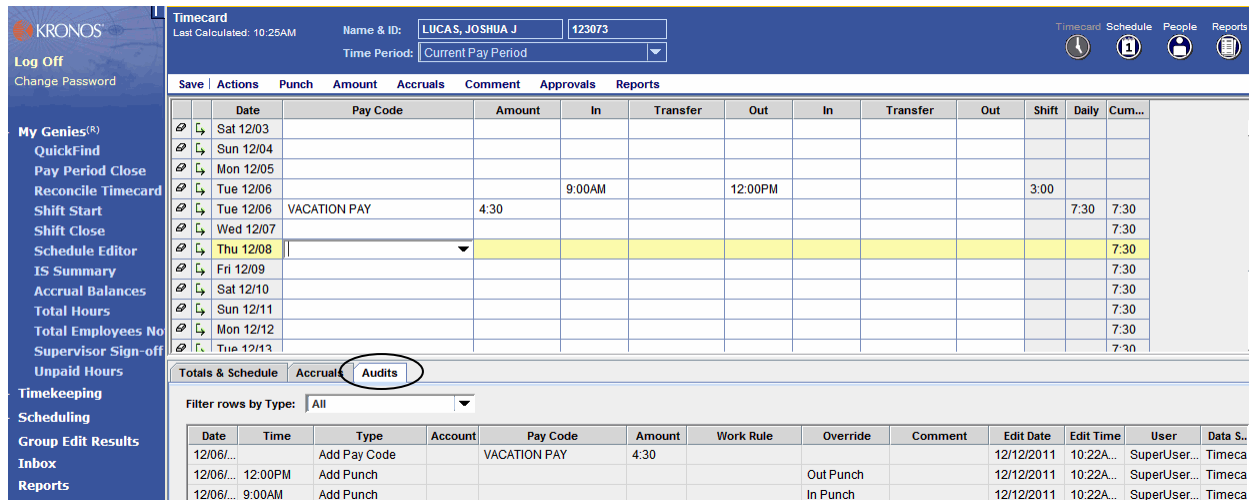
The Accruals tab located at the bottom of the timecard displays Holiday, Personal, Sick, and Vacation Time available to the employee. Accruals are updated in Kronos every Friday.



Accrual Code	Balance as of Selected Date	Units	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance without Projected Credits
Holiday Pay	45:00	Hour	12/17/2011	0:00	0:00	45:00	45:00
Personal	0:00	Hour	12/17/2011	0:00	0:00	0:00	0:00
Sick	419:26	Hour	12/17/2011	0:00	0:00	419:26	419:26
Vacation	293:39	Hour	12/17/2011	0:00	0:00	293:39	293:39

## 3. Audits

The 'Audits' tab located at the bottom of the timecard displays an audit trail of all edits made to a timecard. Some of the information available on this tab are the dates and in-times/out-times that were edited, the addition or deletion of non-regular hours such as sick time or vacation time, the date and time the actual edit was made to a timecard, and also the employee who made the edits (displayed in the 'User' column on the right):



Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data S.
12/06/...		Add Pay Code		VACATION PAY	4:30				12/12/2011	10:22A...	SuperUser...	Timeca
12/06/...	12:00PM	Add Punch						Out Punch	12/12/2011	10:22A...	SuperUser...	Timeca
12/06/...	9:00AM	Add Punch						In Punch	12/12/2011	10:22A...	SuperUser...	Timeca

## V. Approving Timecards

### 1. Non-Approvers

For non-approvers, those who are not approving timecards for other employees in your area, you will only need to approve your own timecard. This should be done only after all edits to your timecard are completed. To approve your timecard, select 'Approvals' > 'Approve' from the menu bar located above the timecard:

The screenshot shows the 'My Timecard' interface for Jeffrey J. Pisarek (ID: 103266). The 'Approvals' menu option is circled in red. Below the menu bar is a table of timecard entries for the current pay period (Sun 12/04 to Thu 12/15). At the bottom, the 'Sign-offs & Approvals' tab is active, showing a summary table with columns for Date, Start Time, End Time, Pay Code, and Amount.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
Sun 12/04											
Mon 12/05	REGULAR	7:30								7:30	7:30
Tue 12/06	REGULAR	7:30								7:30	15:00
Wed 12/07	REGULAR	7:30								7:30	22:30
Thu 12/08	REGULAR	7:30								7:30	30:00
Fri 12/09	REGULAR	7:30								7:30	37:30
Sat 12/10											37:30
Sun 12/11											37:30
Mon 12/12	REGULAR	7:30								7:30	45:00
Tue 12/13	REGULAR	7:30								7:30	52:30
Wed 12/14	REGULAR	7:30								7:30	60:00
Thu 12/15	REGULAR	7:30								7:30	67:30

Date	Start Time	End Time	Pay Code	Amount
Sun 12/04				
Mon 12/05				
Tue 12/06				

After approving your timecard, a new tab, 'Sign-offs & Approvals', is created and displayed at the bottom of the timecard. This new audit tab displays information such as the date and time the approval was made, the user, and the pay period date range. In the example below only the employee's approval has been made to the timecard. Once the supervisor also approves the timecard, that employee's username will be displayed and the date/time the approval was made:

The screenshot shows the 'Sign-offs & Approvals' tab active. It displays a table with columns for Action Taken, Date, Time, Amount, User, Start Date, End Date, and Comment. An approval entry is shown for the employee.

Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Employee	12/12/2011	10:41AM		jpisare	12/04/2011	12/17/2011	

**It is important to note that once the supervisor has approved the timecard it is locked from being edited by the employee. In order for additional edits to be made, the supervisor will either have to remove his/her approval or edit the employee's timecard for them.**

If only the employee has approved the timecard, the approval can be removed by going back to the 'Approvals' menu option and selecting 'Remove Approval'. Additional edits can then be made. The timecard should then be approved again once the edits have been made.

## 2. Approvers

For approvers, those with rights to approve employee's timecards in your area, timecard approvals can be made in two ways:

### A. From the Supervisor Sign-off screen:

This view displays a list of all employees you have access to approve timecards for and is the default view when you log into Kronos. Some of the information included in this view is Employee Name, Location, Accounting Unit, and Position. The total numbers of hours for the selected time period as well as a breakdown by Pay Code (Regular, Sick, Vacation, etc) is also displayed. This view also indicates if the employee has approved his/her timecard:

Name	Loc	Descrip	Employee Approval	Manager Approval	Approved Manage...	Total Hours	Regular	Vacation	Sick	OT	Holiday	All Other	Position	Acct Unit	Person
BERGMANN, JESSICA L	02010A	OFFICE OF INTERNA...				20:00	20:00						1470215	100050	123587
CARLSON, MARIAN E	02010A	OFFICE OF INTERNA...	✓			75:00	75:00						8101354	100298	113869
DAVIS, BIANCA C	02010A	OFFICE OF INTERNA...				75:00	75:00						8100570	101304	115335
DAY, AMYE	02010A	OFFICE OF INTERNA...				75:00	75:00						8100139	100050	119060
DE VOTO, PAULA V	02010A	OFFICE OF INTERNA...				75:00	75:00						8100074	101304	100614
FORTUNATO, GABRIEL...	02010A	OFFICE OF INTERNA...				75:00	75:00						8101658	101304	111908
HAMID, SABA	02010A	OFFICE OF INTERNA...											1470215	100050	123786
HEATH, KELLY	02010A	OFFICE OF INTERNA...				75:00	75:00						8100873	100050	105549
HO, OANH K	02010A	OFFICE OF INTERNA...	✓			75:00	67:30				7:30		8100588	100050	115099

From this screen, timecard approvals can be done a couple of different ways:

- i. Left click on the employee name to highlight the row. Right click and select 'Approve' from the menu:

Name	Loc	Descrip	Employee Approval	Manager Approval	Approved Manage...	Total Hours	Regular	Vacation	Sick	OT	Holiday	All Other	Position	Acct Unit	Person ID
BERGMANN, JESSICA L	02010A	OFFICE OF INTERNA...				20:00	20:00						1470215	100050	123587
CARLSON, MARIAN E	02010A	OFFICE OF INTERNA...	✓			75:00	75:00						8101354	100298	113869
DAVIS, BIANCA C	02010A	OFFICE OF INTERNA...				75:00	75:00						8100570	101304	115335
DAY, AMYE	02010A	OFFICE OF INTERNA...				75:00	75:00						8100139	100050	119060
DE VOTO, PAULA V	02010A	OFFICE OF INTERNA...				75:00	75:00						8100074	101304	100614
FORTUNATO, GABRIEL...	02010A	OFFICE OF INTERNA...				75:00	75:00						8101658	101304	111908
HAMID, SABA	02010A	OFFICE OF INTERNA...											1470215	100050	123786
HEATH, KELLY	02010A	OFFICE OF INTERNA...				75:00	75:00						8100873	100050	105549
HO, OANH K	02010A	OFFICE OF INTERNA...				75:00	67:30				7:30		8100588	100050	115099
KAC	02010A	OFFICE OF INTERNA...											8400280	100040	121988
LEV...	02010A	OFFICE OF INTERNA...				30:30	30:30						1470215	100050	118958
LEV...	02010A	OFFICE OF INTERNA...											1470215	100050	120405

- ii. Left click on the employee name to highlight the row. From the menu bar at the top of the page, select 'Approvals' > 'Approve':

Name	Loc	Descrip	Employee Approval	Manager Approval	Approved Manage...	Total Hours	Regular	Vacation	Sick	OT	Holiday	All Other	Position	Acct Unit	Person ID
BERGMANN, JESSICA L	02010A	OFFICE OF INTERNA...				20:00	20:00						1470215	100050	123587
CARLSON, MARIAN E	02010A	OFFICE OF INTERNA...	✓			75:00	75:00						8101354	100298	113869
DAVIS, BIANCA C	02010A	OFFICE OF INTERNA...				75:00	75:00						8100570	101304	115335
DAY, AMYE	02010A	OFFICE OF INTERNA...				75:00	75:00						8100139	100050	119060
DE VOTO, PAULA V	02010A	OFFICE OF INTERNA...				75:00	75:00						8100074	101304	100614

- iii. Multiple timecards can be selected and approved at the same time. While holding the 'Ctrl' key on your keyboard, left-mouse click those timecards you wish to approve. This will allow you to highlight multiple rows. Then, following one of the steps above, either right click and select 'Approve' or from the menu bar, select 'Approvals' > 'Approve':

Actions	Punch	Amount	Accruals	Pay From Schedule	Approvals	Schedule	WTD	Person
	Name	24	Loc 1A	Descrip	Employee Approval	Manager Approval	Approved Manage...	Total Hours
	BERGMANN, JESSICA L		02010A	OFFICE OF INTERNA...				20:00
	CARLSON, MARIAN E		02010A	OFFICE OF INTERNA...	✓			75:00
	DAVIS, BIANCA C		02010A	OFFICE OF INTERNA...				75:00
	DAY, AMYE		02010A	OFFICE OF INTERNA...				75:00
	DE VOTO, PAULA V		02010A	OFFICE OF INTERNA...				75:00
	FORTUNATO, GABRIELLA		02010A	OFFICE OF INTERNA...				75:00
	HAMID, SABA		02010A	OFFICE OF INTERNA...				75:00
	HEATH, KELLY		02010A	OFFICE OF INTERNA...	✓			75:00
	HO, OANH K		02010A	OFFICE OF INTERNA...				75:00
	LEI, SARA		02010A	OFFICE OF INTERNA...				30:30
	LUI, SARA		02010A	OFFICE OF INTERNA...				75:00
	MAI, SARA		02010A	OFFICE OF INTERNA...				9:00
	MALLEIS, SHARON L		02010A	OFFICE OF INTERNA...				8:00



After selecting 'Approve', you will receive a message asking if you are sure you want to Approve. Select 'Yes':

Actions	Punch	Amount	Accruals	Pay From Schedule	Approvals	Schedule	WTD	Person
	Name	24	Loc 1A	Descrip	Employee Approval	Manager Approval	Approved Man...	Total Hours
	BERGMANN, JESSICA L		02010A	OFFICE OF INTER...				20:00
	CARLSON, MARIAN E		02010A	OFFICE OF INTER...	✓			75:00
	DAVIS, BIANCA C		02010A	OFFICE OF INTER...				75:00
	DAY, AMYE		02010A	OFFICE OF INTER...				75:00
	DE VOTO, PAULA V		02010A	OFFICE OF INTER...				75:00
	FORTUNATO, GABRIELLA		02010A	OFFICE OF INTER...				75:00
	HAMID, SABA		02010A	OFFICE OF INTER...				75:00
	HEATH, KELLY		02010A	OFFICE OF INTER...				75:00
	HO, OANH K		02010A	OFFICE OF INTER...				75:00

**B. From an individual timecard:**

Approvals can also be made from within individual timecards. Viewing each timecard individually will allow you to see a daily breakdown of the hours worked as well as the exception hours such as Sick Time, Vacation Time, etc added to the timecard.

From the Supervisor Sign-off screen, timecards can be viewed a couple of different ways:

- i. Double click on the employee name.
- ii. Right click on the employee name and select 'Timecard'.
- iii. Left click on the employee name to highlight the row and click the  icon located at the top-right of the page.
- iv. While holding the 'Ctrl' key on your keyboard, left click those timecards you wish to view. This will allow you to highlight multiple rows. Once you have selected the timecards you wish to view, either right click and select 'Timecard' or click the  icon located at the top-right of the page.

From within the individual timecard, select 'Approvals' > 'Approve'. The 'Sign-offs & Approvals' tab will reflect the date, time, and the username of the supervisor who approved the timecard:

**Timecard**  
Approved: 1:07PM  
Name & ID: CARLSON, MARIAN E 113869  
Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | **Approvals** | Reports

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
Sat 12/03											
Sun 12/04											
Mon 12/05			8:30AM		5:00PM				7:30	7:30	7:30
Tue 12/06			8:30AM		5:00PM				7:30	7:30	15:00
Wed 12/07			8:30AM		5:00PM				7:30	7:30	22:30
Thu 12/08			8:30AM		5:00PM				7:30	7:30	30:00
Fri 12/09			8:30AM		5:00PM				7:30	7:30	37:30
Sat 12/10											37:30
Sun 12/11											37:30
Mon 12/12			8:30AM		5:00PM				7:30	7:30	45:00
Tue 12/13			8:30AM		5:00PM				7:30	7:30	52:30
Wed 12/14			8:30AM		5:00PM				7:30	7:30	60:00

Totals & Schedule | Accruals | Audits | **Sign-offs & Approvals**

Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Emplo...	12/07/2011	2:43PM		mcarl2	12/04/2011	12/17/2011	
Approval by Manager	12/12/2011	1:07PM		SuperUser	12/04/2011	12/17/2011	

If multiple timecards were selected (following step iv. above), click the icon at the top of the page to go directly to the next timecard:

**Timecard**  
Loaded: 1:17PM  
Name & ID: WRUSKY, DEANN... 116412  
Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | **Approvals** | Reports

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
Sat 12/03											
Sun 12/04											
Mon 12/05	REGULAR	7:30							7:30	7:30	
Tue 12/06	REGULAR	7:30							7:30	7:30	15:00
Wed 12/07	REGULAR	7:30							7:30	7:30	22:30
Thu 12/08	REGULAR	7:30							7:30	7:30	30:00
Fri 12/09	REGULAR	7:30							7:30	7:30	37:30
Sat 12/10											37:30
Sun 12/11											37:30
Mon 12/12	REGULAR	7:30							7:30	7:30	45:00
Tue 12/13	REGULAR	7:30							7:30	7:30	52:30
Wed 12/14	REGULAR	7:30							7:30	7:30	60:00

Totals & Schedule | Accruals | Audits | **Sign-offs & Approvals**

Account	Pay Code	Amount	Wages
.../510776/5110/L2172/8101503/02000F	REGULAR	75:00	

## **VI. Contacts**

If you have any questions or concerns, please feel free to contact the Kronos Help Desk @ ext. 57444 or via email @ [kronohelpdesk@luc.edu](mailto:kronohelpdesk@luc.edu).