

Kronos: How to Approve Exempt Employee Timecards

At the end of each month, exempt employees must review their timecards and confirm that **sick and vacation hours are appropriately accounted for**. If there are any discrepancies in the timecard, the employee will contact his/her supervisor to make revisions. Once this is complete, the employee will approve his/her timecard.

Supervisors will then review and approve each exempt employee's timecard by completing the following steps:

1. Click on **My Genies** and select **QuickFind**
2. Leave the **Name or ID** field as is—blank except for an **asterisk *** and select **Find**
3. In the **Time Period** drop-down menu, select **Previous Pay Period**
4. All employees you supervise will appear and you will access each exempt employee's timecard to review and approve.
 - i. **If all of your employees are exempt**, you can select all names by clicking on the first name in the list, holding down the shift key, and then clicking on the last name on the list.
 - ii. **If only some of your employees are exempt**, you can select multiple names by clicking on the first exempt employee name, then hold down the Control (Ctrl) key, and click on any other exempt employee names. Make sure you hold down the Ctrl key until you are completely done selecting names.
5. Once all exempt employee names are highlighted, click on **Timecard** in the upper left-hand corner
6. If you receive a message saying "You cannot edit your own timecard"—simply select **OK** to proceed
7. The timecard of the first exempt employee will appear on your screen. You will notice that in the upper right-hand corner, next to Name & ID, there will be **arrows and numbers**. These arrows allow you to move between the timecards of your exempt employees.
8. Review the timecard to ensure that all time entered is correct. Make revisions as necessary.
9. Approve the timecard by clicking on the **Approvals** tab above the timecard, and selecting **Approve**.
10. Your employees should have approved their own timecards prior to getting your approval. Because they have already approved, a **Sign-Offs & Approvals** tab will be visible directly below the timecard. Clicking on this tab will show you when the timecard was approved by both yourself and the employee. (If the tab is not visible, please ask the employee to approve his/her timecard).
11. Use the arrow keys at the top of the page to move to the next employee timecard and repeat this process until all timecards are approved.

Kronos WORKFORCE CENTRAL (R) - Windows Internet Explorer

https://umc.kronoshosting.com/wfc/applications/suitenav/navigation.do

File Edit View Favorites Tools Help

Kronos WORKFORCE CENTRAL(R)

KRONOS

GENERAL MY GENIES@ MY INFORMATION

Timecard | Schedule | Reports | My Timecard

TIMECARD

Loaded: 11:17AM

Name & ID Trojan, Tommy 1111111 2 of 2

Time Period Previous Pay Period

Save Actions Punch Amount Comment Approvals Reports

Week starting: Mon 8/31

Pay Code	Transfer	Mon 8/31	Tue 9/01	Wed 9/02	Thu 9/03
Hours Worked			7.5	7.5	7.5
			7.5	7.5	7.5

Week starting: Mon 9/07

Pay Code	Transfer	Mon 9/07	Tue 9/08	Wed 9/09	Thu 9/10
Hours Worked			7.5	7.5	7.5
Labor Day		7.5			
		7.5	7.5	7.5	7.5

Week starting: Mon 9/14

TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS & APPROVALS

Account	Pay Code	Amount	Date	Start Time
UPC/2010010000/FFSADM/Sample, Steven/0/0/0	Holiday	7.5	Tue 9/01	8:00AM
UPC/2010010000/FFSADM/Sample, Steven/0/0/0	Regular	157.5	Wed 9/02	8:00AM
UPC/2010010000/FFSADM/Sample, Steven/0/0/0	Total Regular Time	165.0	Thu 9/03	8:00AM
			Fri 9/04	8:00AM
			Sat 9/05	
			Sun 9/06	
			Mon 9/07	8:00AM
			Tue 9/08	8:00AM
			Wed 9/09	8:00AM

1. Use arrows to move between employee timecards
2. Make sure you have selected Previous Pay Period
3. Approval tab
4. Sign Offs & Approvals tab appears here once the employee has approved his/her own timecard