

Kronos: How to View and Approve 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; non-exempt employees must view and approve their timecards on a bi-weekly basis. 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 of their employee's timecard by completing the following steps:

1. After logging in to Kronos, click on **My Genies** and select **QuickFind**
2. In the **Time Period** drop-down menu, select **Previous Pay Period**
3. Leave the **Name or ID** field as is—blank except for an asterisk * and select **Find**
4. All employees you supervise will appear and you will access each exempt employee's timecard to review and approve. 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.
5. Once all 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 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 employees. (Please see attached diagram for arrow location).
8. Your employees should have approved their own timecards prior to getting your approval. If 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).
9. Review the timecard to ensure that all time entered is correct. If you make any revisions to the timecard, the employee must re-approve the timecard prior to your approval.
10. Approve the timecard by clicking on the **Approvals** tab above the timecard, and selecting **Approve**.
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.
12. When you are done approving, you may log out of Kronos.

1 Timecard button

2 Use arrows to move between employee timecards

3 Make sure you have selected Previous Pay Period

4 Approval tab

5 Sign Offs & Approvals tab appears here once the employee has approved his/her own timecard

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