

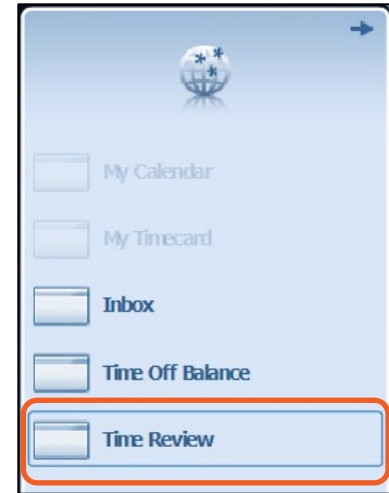
## Self-Service: Approving timecards

As an employee, you have a responsibility to approve your timecard. Before approving your timecard, it is important to review the data for accuracy, and make adjustments as needed. After you approve a timecard, you may have permissions to remove the approval.

In this job aid you will learn how to approve your timecard and remove approval from your timecard using Time Review

### Approving your timecard

- 1 Access the **Kronos** log on page.
- 2 Log in using your credentials.
- 3 In the **Related Items** pane, select **Time Review**.

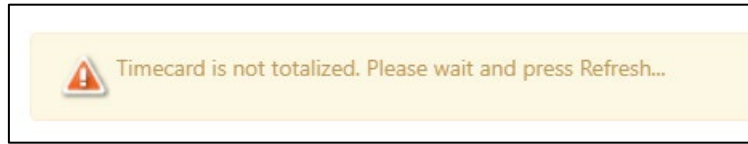


- 4 In the **Time Period** field, verify that you are viewing the relevant time period.
- 5 Click **Approve**.
- 6 In the **Approve Timecard** pop-up, attest to the time worked and the accuracy of the time entries. Click **Submit**.

A screenshot of the Kronos 'Time Review' interface. At the top left, there is a 'Current Pay Period' dropdown menu highlighted with a red border. To its right are 'Approve', 'Reject', and refresh buttons, with the 'Approve' button also highlighted. Below these is a table with columns: Date, Schedule, Pay Code, Amount, In, Transfer, Out, Daily, and Period. The table contains data for dates from Sun 8/26 to Sat 9/01. Below the table is a 'Timecard Totals' section with a table showing 'Regular' (8.5) and 'Shift 4 \$3.38' (5.0). At the bottom left are 'Audits' and 'Totals' buttons. A large 'Approve Timecard' pop-up window is centered on the screen, containing a certification statement and 'Submit' and 'Cancel' buttons at the bottom, with the 'Submit' button highlighted.

### Approving your timecard *continued*

- 7 If you see the timecard is not totalized, click the **Refresh** icon.

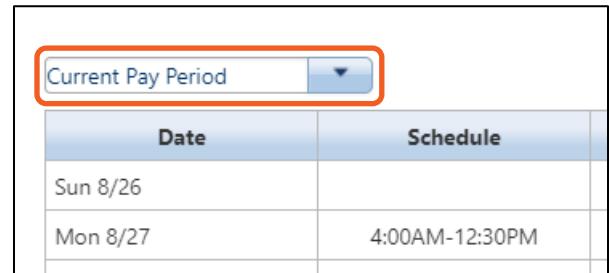


- 8 Verify that the **Approved** message is displaying.

| Current Pay Period <span>▼</span> (Approved) |                |
|--|----------------|
| Date   | Schedule       |
| Sun 8/26                                     |                |
| Mon 8/27                                     | 4:00AM-12:30PM |

### Rejecting your timecard

- 1 In the **Timecard Review** widget, select the time period you want to reject.

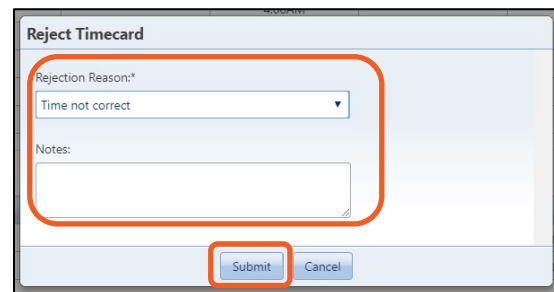


| Current Pay Period <span>▼</span> |                |
|-----------------------------------|----------------|
| Date                              | Schedule       |
| Sun 8/26                          |                |
| Mon 8/27                          | 4:00AM-12:30PM |

- 2 Click **Reject**.



- 3 Select the **Rejection Reason** from the drop-down list. If applicable, add a note in the **Notes** section. Click **Submit**.

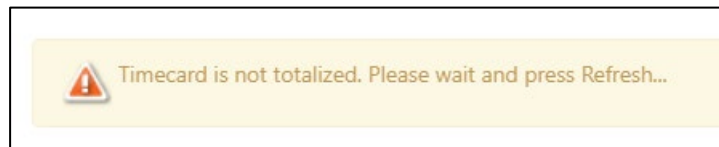


**Reject Timecard**

Rejection Reason:\*  
Time not correct ▼

Notes:

- 4 If you see the timecard is not totalized, click the **Refresh** icon.



- 5 Verify that the **Rejected** message is displaying.

| Current Pay Period <span>▼</span> (Rejected) |          |
|--|----------|
| Date   | Schedule |