



Kronos Guide: How to Approve Your Timecard

A Kronos Guide for Employees
(v. 6.3)



Teacher Test
Sign Out

Workspaces

Timestamp Employee

My Timecard - Navigator

Current Pay Period

Refresh

Save

Cancel

More

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Sat 2/22									
Sun 2/23								0.0	0.0
Mon 2/24									0.0
Tue 2/25									0.0
Wed 2/26									0.0
Thu 2/27									0.0
Fri 2/28									0.0
Sat 3/01									0.0
Sun 3/02									

When you first log in to Kronos, you will see your timecard for the Current Pay Period, or current week. Click the drop-down menu arrow to navigate to a different time period.

Totals Details for Sun 2/23/2014

All

Account

Location	Job	Account	Pay Code	Amount

Totals

My Accruals

As of 2/26/2014

Accrual Code	Available Balance

My Totals

Daily Totals as of 2/23/2014

Pay Code	Amount

My Timestamp

Transfer



Record Timestamp

My Timecard - Navigator

My Accruals

My Totals

My Timestamp

My Timecard - Navigator

My Timecard-Classic

My Actions



Teacher Test
Sign Out

Workspaces

Timestamp Employee

My Timecard - Navigator

Current Pay Period

Previous Pay Period

Current Pay Period

Next Pay Period

Previous Schedule Period

Current Schedule Period

Next Schedule Period

Week to Date

Last Week

Yesterday

Today

Yesterday, Today, Tomorrow

Yesterday plus 6 days

Last 30 days

Refresh

Save

Cancel

More

Select "Previous Pay Period" to
navigate to last week's timecard

Totals Details for Sun 2/23/2014

All

Account

Location

Job

Account

Pay Code

Amount

Totals

My Accruals

As of 2/26/2014

Accrual Code

Available Balance

My Totals

Daily Totals as of 2/23/2014

Pay Code

Amount

My Timestamp

Transfer



Record Timestamp

My Timecard - Navigator

My Accruals

My Totals

My Timestamp

My Timecard - Navigator

My Timecard-Classic

My Actions



Teacher Test
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Workspaces

Timestamp Employee

My Timecard - Navigator

Previous Pay Period

Refresh

Save

Cancel

More

Approve

Add Row

Make sure you are in the Previous Pay Period, and then confirm that your timecard is completely correct

Once your timecard is correct, select the **More** button, then click "Approve".

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Daily	Period
Sat 2/15								
Sun 2/16							0.0	0.0
Mon 2/17				7:45AM	3:15PM		7.5	7.5
Tue 2/18				7:45AM	3:15PM		7.5	15.0
Wed 2/19				7:45AM	3:15PM		7.5	22.5
Thu 2/20				7:45AM	3:15PM		7.5	30.0
Fri 2/21				7:45AM	3:15PM		7.5	37.5
Sat 2/22							0.0	37.5
Sun 2/23								

Totals Det

Location	Job	Account	Amount
		1121/90/4312061100112140 1/0/0/0/0	37.5

Totals

My Accruals

As of 2/26/2014

Accrual Code	Available Balance

My Totals

Daily Totals as of 2/23/2014

Pay Code	Amount

My Timestamp

Transfer

Record Timestamp

My Timecard - Navigator

- ☐ My Accruals
- ☐ My Totals
- ☐ My Timestamp
- ☐ My Timecard - Navigator
- ☐ My Timecard-Classic
- ☐ My Actions



Timestamp Employee

My Timecard - Navigator

Timecard is Approved

You will now see this each time you access the timecard.

Previous Pay Period

Approved by 246810 2/26/2014 10

Date	Schedule	Pay Code	Amount	In	Out	Transfer		Shift	Daily	Period
Sat 2/15										
Sun 2/16									0.0	0.0
Mon 2/17				7:45AM	3:15PM			7.5	7.5	7.5
Tue 2/18				7:45AM	3:15PM			7.5	7.5	15.0
Wed 2/19				7:45AM	3:15PM			7.5	7.5	22.5
Thu 2/20				7:45AM	3:15PM			7.5	7.5	30.0
Fri 2/21				7:45AM	3:15PM			7.5	7.5	37.5
Sat 2/22									0.0	37.5
Sun 2/23										

You will see an Approval confirmation with the date, time and employee number of who approved the timecard.

Totals Det

Account	Pay Code	Amount
12061100112140 1/0/0/0/0	TEACHERS	37.5

Totals

My Accruals

As of 2/26/2014

Accrual Code 1	Available Balance

My Totals

Daily Totals as of 2/23/2014

Pay Code	Amount

My Timestamp

Transfer

Record Timestamp

My Timecard - Navigator

- My Accruals
- My Totals
- My Timestamp
- My Timecard - Navigator
- My Timecard - Classic
- My Actions



Summary

- Log in to Kronos: <http://kronos.wcs.k12.va.us/wfc/navigator/logon>
- Select the drop-down arrow next to “Current Pay Period” in the upper left corner of the timecard.
- Select “Previous Pay Period” from the drop-down menu
- Ensure you are on the Previous Pay Period, then confirm all information in timecard is correct (clock in and out times, total hours, and pay code/wages)
- If information is correct, select “More” in the upper middle section of the timecard
- Select “Approve” to apply your approval to your timecard for the previous week.
- Please Note:
 - If your timecard is incorrect or missing information, please contact your Supervisor immediately.
 - Employee approvals on their own Previous Pay Period timecards are due by 5pm Monday of each week, and Manager Approvals are due by 5pm on Tuesday of each week.
 - Please contact Raven Marin in Payroll with any questions:
 - rmarin@wcs.k12.va.us
 - (276) 739-3008