# KRONOS®

Timecard Approval for Managers

Approving Employee Timecards Using the Navigator

1 **Log-on** to the Kronos system.

2 Click **Timecard Approval** in the related items area.

3 The time period defaults to **Previous Pay Period**. If you are approving another time period then click the drop down and choose another period.

Show	All Home ▼ Edit
Time Period	Previous Pay Period ▼ Refresh
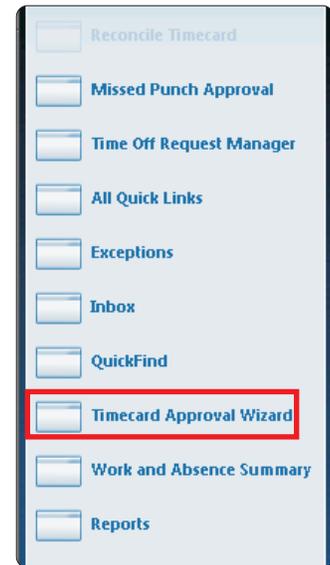
4 Make sure there are no unresolved exceptions such as Unexcused Absences of Missed Punches.

5 Make sure there are check marks in the **Employee Approval** column. If there is a check mark missing, do not approve their timecard and follow-up with them for their approval.

6 **Select all** employees by clicking on the first and dragging your selection all the way down or by selecting **Actions**, **Select All**. Each employee should turn orange reflecting a selection of all employees.

7 Click **Approvals** and then click **Approve**. Your employee timecards are now approved. You can click **Refresh** to confirm and you will see "1" appear in the Manager Approval column. Note: If you wish to remove approval you can click Approvals and then Remove Approval.

APPROVE TIMECARDS
Last Refreshed: 9:10AM

	Show	All Home ▼	Edit
	Time Period	Previous Pay Period ▼	Refresh

Actions ▼ | **Approvals**
Approve
Remove Approval
Approve Overtime ⟶

Name	Employee Number	Employee Approval	Manager Approval 2	Managers Who Approved Timecard	Missed Punch	Unexcused Absence
BOYINGTON,						✓
GOLDEN, CYNTHIA	14045					✓
HENDERSON, ROSE	09593					
HOLLINGSWORTH, TIFFANY	10509					✓
HOWELL, ELNORIA	14041					✓
KING, GAIL	11894					✓
LANGHAM, LAURA	18527					