

KRONOS APPROVE TIME- 01 EMPLOYEE

1. No changes to default schedule

Click on Drop Down

Click on Range of Dates

Date	Pay Code	Amount	In	Out	Shift	Daily	Cumulative
Sat 10/24							
Sun 10/25							
Mon 10/26			8:00AM			7.5	7.5
Tue 10/27			8:00AM			7.5	15.0
Wed 10/28			8:00AM			7.5	22.5
Thu 10/29			8:00AM			7.5	30.0
Fri 10/30			8:00AM			7.5	37.5
Sat 10/31							

Account	Pay Code	Amount	Wages
-/103100/6001000/257569/LL	Reg 01	37.5	
-/103100/6001000/257569/LL	Leave Accrual E...	37.5	

Enter start and end dates of the week you are approving

Click OK

Date	Start Time	End Time	Pay Code	Amount
Sun 10/25				
Mon 10/26	8:00AM	4:00PM		
Tue 10/27	8:00AM	4:00PM		
Wed 10/28	8:00AM	4:00PM		
Thu 10/29	8:00AM	4:00PM		

Approve Time

Click on Approvals

Click on Approve

Kronos WORKFORCE CENTRAL (R) - Microsoft Internet Explorer provided by Quinsigamond Community College

MY TIMECARD
Loaded: 2:04PM

Name & ID: Test, Employee 999999
Time Period: 5/31/2009 - 6/06/2009, Range of Dates

Save	Actions	Punch	Amount	Comment	Approvals	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
					Approve									
					Remove Approval									
						8:00AM		4:00PM				7.5	7.5	7.5
						8:00AM		4:00PM				7.5	7.5	15.0
						8:00AM		4:00PM				7.5	7.5	22.5
						8:00AM		4:00PM				7.5	7.5	30.0
						8:00AM		4:00PM				7.5	7.5	37.5
						8:00AM		4:00PM				7.5	7.5	37.5

TOTALS & SCHEDULE ACCRUALS AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sun 5/31				
Mon 6/01	8:00AM	4:00PM		
Tue 6/02	8:00AM	4:00PM		
Wed 6/03	8:00AM	4:00PM		
Thu 6/04	8:00AM	4:00PM		

Verify Approval

Click on Sign-Offs & Approvals

Kronos WORKFORCE CENTRAL (R) - Microsoft Internet Explorer provided by Quinsigamond Community College

MY TIMECARD
Approved: 2:14PM

Name & ID: Test, Employee 999999
Time Period: 5/31/2009 - 6/06/2009, Range of Dates

Save	Actions	Punch	Amount	Comment	Approvals	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
						8:00AM		4:00PM				7.5	7.5	7.5
						8:00AM		4:00PM				7.5	7.5	15.0
						8:00AM		4:00PM				7.5	7.5	22.5
						8:00AM		4:00PM				7.5	7.5	30.0
						8:00AM		4:00PM				7.5	7.5	37.5
						8:00AM		4:00PM				7.5	7.5	37.5

TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS & APPROVALS

Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Employee	6/02/2009	2:14PM		999999	5/31/2009	6/06/2009	

P:\Kronos Training Documents\Kronos Training Approve Time - Employee.doc
Last Updated 2/3/10