

# KRONOS ENTER & APPROVE STIPEND-03 EMPLOYEE

**MY TIMECARD**  
Loaded: 2:32PM

Name & ID: 03 Test Employee 333333

Time Period: 11/15/2009 - 11/21/2009, Range of Dates

Date	Pay Code	Amount	In	T	Transfer	Out	Shift	Daily	Cumulative
Sun 11/15									
Mon 11/16									
Tue 11/17									
Wed 11/18									
Thu 11/19									
Fri 11/20									
Sat 11/21									

**TOTALS & SCHEDULE** ACCRUALS AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sun 11/15				
Mon 11/16				
Tue 11/17				
Wed 11/18				
Thu 11/19				

**MY TIMECARD**  
Loaded: 10:44AM

Name & ID: Test Employee 999999

Time Period: 10/05/2009 - 10/09/2009, Range of Dates

Enter start and end dates of the week you are approving

Click OK

**Select Range of Dates**

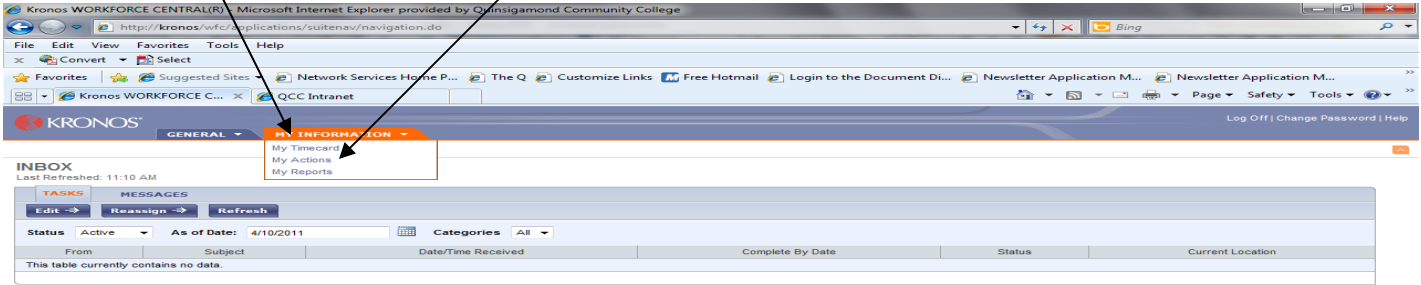
Start Date: 10/05/2009

End Date: 10/09/2009

OK Cancel

Date	Start Time	End Time	Pay Code	Amount
Sun 10/05				
Mon 10/06	8:00AM	4:00PM		
Tue 10/07	8:00AM	4:00PM		
Wed 10/08	8:00AM	4:00PM		
Thu 10/09	8:00AM	4:00PM		

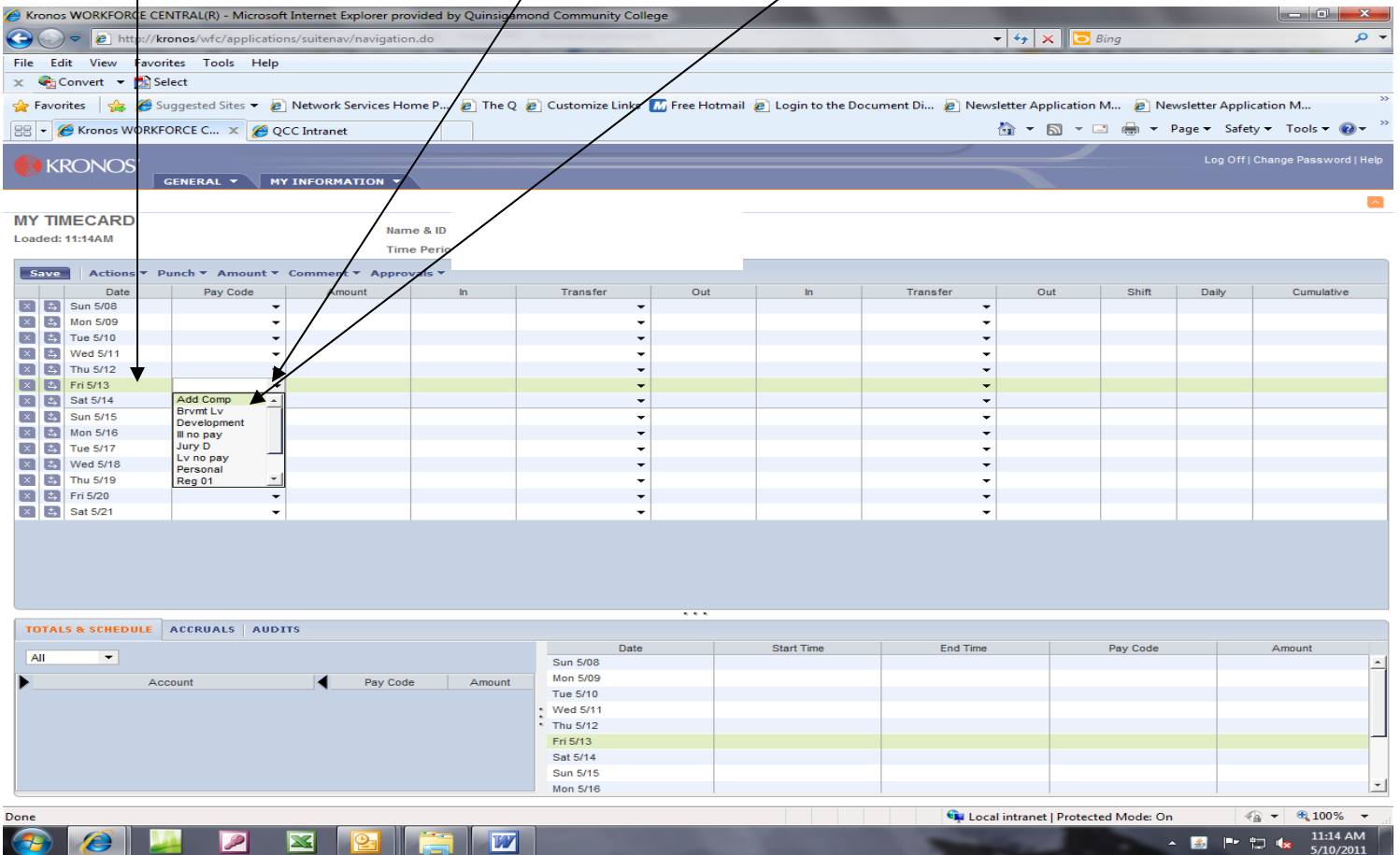
Click My Information and choose My Timecard



Click on appropriate date

Click on drop down arrow under Pay Code.

Choose Add Comp.



Enter payment under Amount

Click on drop down arrow under Transfer

Choose Search

The screenshot shows the Kronos WORKFORCE CENTRAL interface in Microsoft Internet Explorer. The main area displays a timecard grid with columns for Date, Pay Code, Amount, Comment, Approvals, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The entry for Fri 5/13 is highlighted, showing an amount of 1,500.00. A dropdown menu is open under the Transfer column for Fri 5/13, with a search box and the text "Search... Alt-S".

Date	Pay Code	Amount	Comment	Approvals	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/08													
Mon 5/09													
Tue 5/10													
Wed 5/11													
Thu 5/12													
Fri 5/13	Add Comp	1,500.00											
Sat 5/14													
Sun 5/15													
Mon 5/16													
Tue 5/17													
Wed 5/18													
Thu 5/19													
Fri 5/20													
Sat 5/21													

Choose appropriate record number

Click OK

The screenshot shows the Kronos WORKFORCE CENTRAL interface with a "Select Transfer" dialog box open. The dialog box has a "Jobs of date" dropdown set to 5/13/2011 and a "Go To" field. Below this is a list of available entries, including "6 5/10/2011 - Forever". The "Labor Account" section is also visible, with a search bar and a list of available entries including "TBD1", "Cost Center", "Job Title", "Supervisor", "TBD5", "TBD6", and "TBD7".

Jobs of date: 5/13/2011 Go To: [ ] Show

- 6 5/10/2011 - Forever

Labor Account Name or Description: [ ] Search Clear Account

Available Entries:

- TBD1
- Cost Center
- Job Title
- Supervisor
- TBD5
- TBD6
- TBD7

Work rule: <None>

Selected Transfer: [ ]

OK Cancel Refresh Help

Click Save

Click Totals & Schedule Tab

MY TIMECARD  
Last Saved: 11:41AM

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/08											
Mon 5/09											
Tue 5/10											
Wed 5/11											
Thu 5/12											
Fri 5/13	Add Comp	1,500.00	6								
Sat 5/14											
Sun 5/15											
Mon 5/16											
Tue 5/17											
Wed 5/18											
Thu 5/19											
Fri 5/20											
Sat 5/21											

TOTALS & SCHEDULE ACCRUALS AUDITS UNPROCESSED TIME

There is untotaled data in the selected time period.

Click Actions

Click Refresh

Repeat until Unprocessed Time is removed and Amount appears

MY TIMECARD  
Last Saved: 11:41AM

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/08											
Mon 5/09											
Tue 5/10											
Wed 5/11											
Thu 5/12											
Fri 5/13	Add Comp	1,500.00	6								
Sat 5/14											
Sun 5/15											
Mon 5/16											
Tue 5/17											
Wed 5/18											
Thu 5/19											
Fri 5/20											
Sat 5/21											

TOTALS & SCHEDULE ACCRUALS AUDITS UNPROCESSED TIME

Date	Start Time	End Time	Pay Code	Amount
Sun 5/08				
Mon 5/09				
Tue 5/10				
Wed 5/11				
Thu 5/12				
Fri 5/13				
Sat 5/14				
Sun 5/15				
Mon 5/16				

# Approve Time

Click on Approvals

Click on Approve

The screenshot shows the Kronos WORKFORCE CENTRAL interface in Microsoft Internet Explorer. The browser address bar shows <http://kronos/wfc/applications/suitenav/navigation.do>. The page title is "Kronos WORKFORCE CENTRAL(R) - Microsoft Internet Explorer provided by Quinsigamond Community College". The navigation menu includes "GENERAL" and "MY INFORMATION". The main content area is titled "MY TIMECARD" and "Loaded: 11:47AM". Below the title is a table with columns: "Date", "Pay Code", "Amount", "Comment", "Approvals", "Transfer", "Out", "In", "Transfer", "Out", "Shift", "Daily", and "Cumulative". The "Approvals" column has a dropdown menu open, showing "Approve" and "Remove Approval" options. A callout box points to the "Approve" option. Below the table is a "TOTALS & SCHEDULE" section with a table showing "Date", "Start Time", "End Time", "Pay Code", and "Amount". The "TOTALS & SCHEDULE" table shows a total amount of 1,500.00 for "Add Comp" on Sun 5/08. The system tray at the bottom shows "Local intranet | Protected Mode: On" and the time "11:48 AM 5/10/2011".

# Verify Approval

Click on Sign-Offs & Approvals

The screenshot shows the Kronos WORKFORCE CENTRAL interface in Microsoft Internet Explorer. The browser address bar shows <http://kronos/wfc/applications/suitenav/navigation.do>. The page title is "Kronos WORKFORCE CENTRAL(R) - Microsoft Internet Explorer provided by Quinsigamond Community College". The navigation menu includes "GENERAL" and "MY INFORMATION". The main content area is titled "MY TIMECARD" and "Approved: 11:49AM". Below the title is a table with columns: "Date", "Pay Code", "Amount", "Comment", "Approvals", "Transfer", "Out", "In", "Transfer", "Out", "Shift", "Daily", and "Cumulative". The "Approvals" column has a dropdown menu open, showing "Sign-Offs & Approvals" option. A callout box points to the "Sign-Offs & Approvals" option. Below the table is a "TOTALS & SCHEDULE" section with a table showing "Date", "Start Time", "End Time", "Pay Code", and "Amount". The "TOTALS & SCHEDULE" table shows a total amount of 1,500.00 for "Add Comp" on Sun 5/08. The system tray at the bottom shows "Local intranet | Protected Mode: On" and the time "11:49 AM 5/10/2011".

