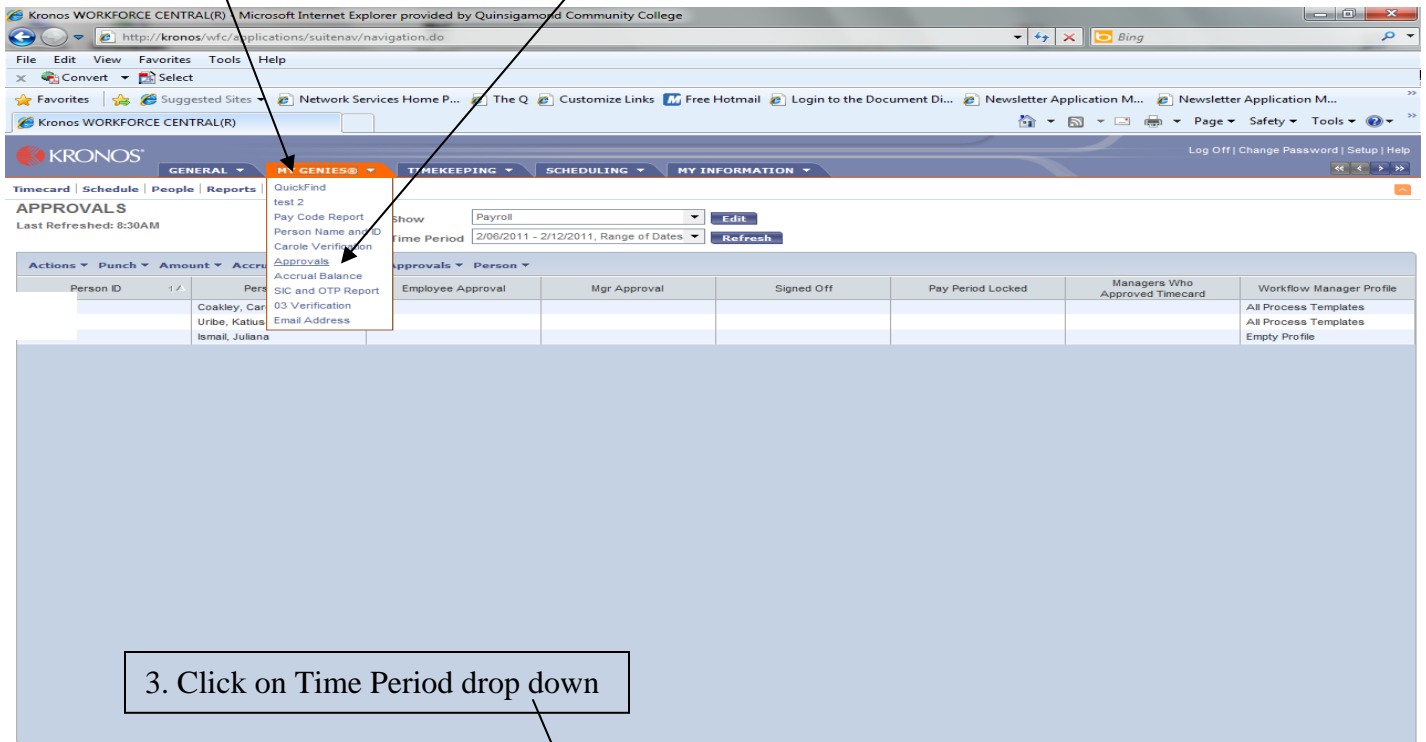


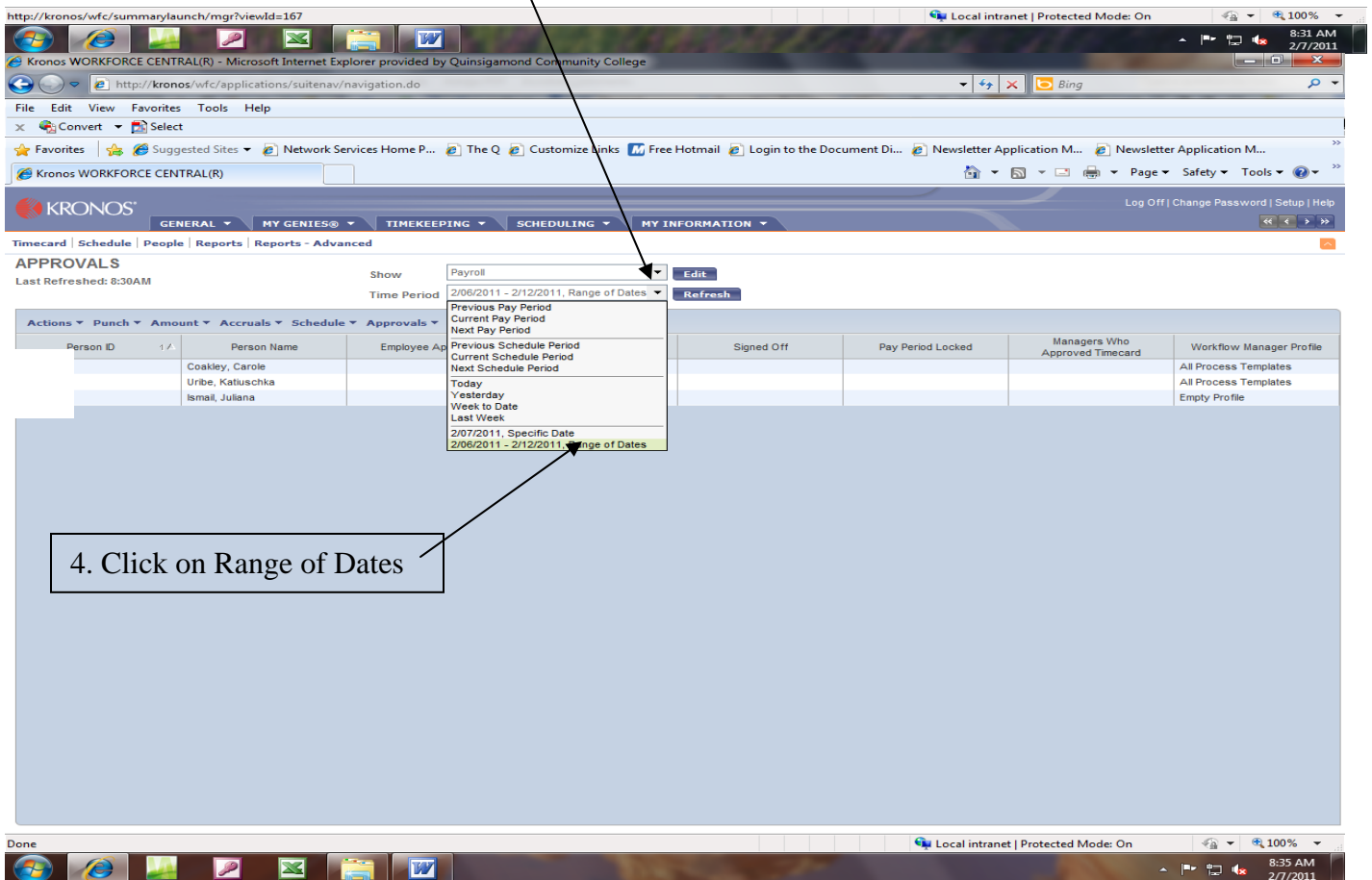
# KRONOS APPROVE TIME –SUPERVISOR

1. Click on My Genies

2. Click on Approvals



3. Click on Time Period drop down



4. Click on Range of Dates

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http://kronos/wfc/applications/suitenav/navigation.do

File Edit View Favorites Tools Help

Convert Select

Favorites Suggested Sites Network Services Home P... The Q Customize Links M Free Hotmail Login to the Document Di... Newsletter Application M... Newsletter Application M...

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Log Off | Change Password | Setup | Help

GENERAL MY GENIES TIMEKEEPING SCHEDULING MY INFORMATION

Timecard | Schedule | People | Reports | Reports - Advanced

**APPROVALS**

Last Refreshed: 8:30AM

Show Payroll Edit

Time Period 2/06/2011 - 2/12/2011, Range of Dates Refresh

Actions Punch Amount Accruals Schedule Approvals Person

Person ID	Person Name	Employee Approval	Mgr Approval	Signed Off	Pay Period Locked	Managers Who Approved Timecard	Workflow Manager Profile
	Coakley, Carole						All Process Templates
	Uribe, Katuschka						All Process Templates
	Ismail, Juliana						Empty Profile

Select Range of Dates

\*Start Date: 2/06/2011

\*End Date: 2/12/2011

OK Cancel

5. Enter begin and end dates of current week (Sunday – Saturday).  
Use drop down for calendar.

6. Click OK

Done

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8:40 AM 2/7/2011

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File Edit View Favorites Tools Help

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Favorites Suggested Sites Network Services Home P... The Q Customize Links M Free Hotmail Login to the Document Di... Newsletter Application M... Newsletter Application M...

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GENERAL MY GENIES TIMEKEEPING SCHEDULING MY INFORMATION

Timecard | Schedule | People | Reports | Reports - Advanced

**APPROVALS**

Last Refreshed: 8:46AM

Show Payroll Edit

Time Period Previous Pay Period Refresh

Actions Punch Amount Accruals Schedule Approvals Person

Person ID	Person Name	Employee Approval	Mgr Approval	Signed Off	Pay Period Locked	Managers Who Approved Timecard	Workflow Manager Profile
	Coakley, Carole	✓	3	✓	✓	Coakley, Carole Laflash, Debra Tata, Margaret	All Process Templates
	Uribe, Katuschka	✓	3	✓	✓	Laflash, Debra Tata, Margaret Uribe, Katuschka	All Process Templates
	Ismail, Juliana	✓	2	✓	✓	Laflash, Debra Tata, Margaret	Empty Profile

7. Verify that employees have approved their time sheet.

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http://kronos/wfc/applications/suite/nav/navigation.do

File Edit View Favorites Tools Help

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Log Off | Change Password | Setup | Help

GENERAL MY GENIES TIMEKEEPING SCHEDULING MY INFORMATION

Timecard Schedule People Reports Reports - Advanced

APPROVALS

Show Payroll Edit

Time Period Previous Pay Period Refresh

Actions	Punch	Amount	Accruals	Schedule	Approvals	Person	Mgr Approval	Signed Off	Pay Period Locked	Managers Who Approved Timecard	Workflow Manager Profile
Select All E-mail Print Filter Columns Export to Excel Export to CSV					Employee Approval	Coakley, Carole	3	✓	✓	Coakley, Carole Laflash, Debra Tata, Margaret	All Process Templates
					Employee Approval	Urbe, Katuschka	3	✓	✓	Laflash, Debra Tata, Margaret Urbe, Katuschka	All Process Templates
					Employee Approval	Ismail, Juliana	2	✓	✓	Laflash, Debra Tata, Margaret	Empty Profile

8. Click on Actions

9. Choose Select All

10. Click on Timecard

Done

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8:51 AM 2/7/2011

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File Edit View Favorites Tools Help

Kronos WORKFORCE CENTRAL(R)

Log Off | Change Password | Setup | Help

GENERAL MY GENIES TIMEKEEPING SCHEDULING MY INFORMATION

Timecard Schedule People Reports Reports - Advanced

TIMECARD

Loaded: 8:58 AM

Name & ID Coakley, Carole 1 of 3

Time Period Last Week

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
								Sat 1/29											
								Sun 1/30											
								Mon 1/31			8:00AM		2:45PM				6.75	6.75	6.75
								Tue 2/01											6.75
								Wed 2/02											6.75
								Thu 2/03			8:00AM		2:00PM				6.0	6.0	12.75
								Fri 2/04											12.75
								Sat 2/05											12.75
								Sun 2/06											

TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS & APPROVALS

Date	Start Time	End Time	Pay Code	Amount
Sun 1/30				
Mon 1/31				
Tue 2/01				
Wed 2/02				
Thu 2/03				
Fri 2/04				
Sat 2/05				

11. Review time sheet and adjust if needed.

12. Click on Approvals

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http://kronos/wfc/applications/suitenav/navigation.do

File Edit View Favorites Tools Help

Kronos WORKFORCE CENTRAL(R)

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING MY INFORMATION

edule | People | Reports | Reports - Advanced

Name & ID Coakley, Carole 105564 1 of 3

Time Period Last Week

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative

TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS & APPROVALS

All

Date	Start Time	End Time	Pay Code	Amount
Sun 1/30				
Mon 1/31				
Tue 2/01				
Wed 2/02				
Thu 2/03				
Fri 2/04				
Sat 2/05				

13. Select Approve

14. Click forward arrow to view next time sheet.

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http://kronos/wfc/applications/suitenav/navigation.do

File Edit View Favorites Tools Help

Kronos WORKFORCE CENTRAL(R)

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING MY INFORMATION

Timecard | Schedule | People | Reports

APPROVALS

Last Refreshed: 8:30AM

QuickFind test 2

Pay Code Report Payroll Edit

Person Name and ID Carole Verification Refresh

Time Period 2/06/2011 - 2/12/2011, Range of Dates

Actions	Punch	Amount	Accruals	Approvals	Person	Employee Approval	Mgr Approval	Signed Off	Pay Period Locked	Managers Who Approved Timecard	Workflow Manager Profile

15. Click My Genies

16. Choose Approvals

http://kronos/wfc/summarylaunch/mgr?viewId=167

Local intranet | Protected Mode: On

9:05 AM 2/7/2011

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http://kronos/wfc/applications/suitenav/navigation.do

File Edit View Favorites Tools Help

Convert Select

Kronos WORKFORCE CENTRAL(R)

Log Off | Change Password | Setup | Help

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING MY INFORMATION

Timecard | Schedule | People | Reports | Reports - Advanced

### APPROVALS

Last Refreshed: 9:26AM

Show Payroll Edit

Time Period Last Week Refresh

Person ID	Person Name	Employee Approval	Mgr Approval	Signed Off	Pay Period Locked	Managers Who Approved Timecard	Workflow Manager Profile
	Coakley, Carole	Partial	2			Coakley, Carole (Partial) Laflash, Debra Tata, Margaret	All Process Templates
	Uribe, Katuschka	Partial	2			Laflash, Debra Tata, Margaret Uribe, Katuschka (Partial)	All Process Templates
	Ismail, Juliana	✓	2			Tata, Margaret Laflash, Debra	Empty Profile

17. Verify your approval

18. If you do not see your approval, click Refresh

Done

Local intranet | Protected Mode: On

9:26 AM 2/7/2011

P:\Kronos Training Documents\Kronos Training Approve Time - Supervisor.doc  
 Last Updated 2/7/2011