Approving Employee Timecards (Supervisors)

1. Log on to Kronos using http://cob-kronos-app.albemarle.org/wfc/navigator/logon. This brings up your Kronos homepage.

Approving Individual Timecards

1. Use the **Search** button (magnifying glass) to open the drop-down list of your employees. Then double-click on the desired employee’s name in the list to open that timecard.
2. When the employee timecard loads, select the time period you wish to approve from the **context menu** at the top right of the screen. If it is different from the time period currently loaded, the timecard will change to the selected period.

3. You can also select a custom date range by clicking on the **pop-up calendar** beside the context menu, then choosing the **Start Date** and **End Date** of the time period you want by clicking on the pop-up calendar beside each field and using the scroll buttons to reach the desired month.
4. When the chosen timecard date range is displayed, review all times entered for accuracy. If there are errors or exceptions, they can be corrected by re-entering times manually (see Editing Employee Timecards).

5. Review the Timecard for any items on the Supervisor Checklist that need to be edited by you (examples include converting overtime to comp time, adding on-call shifts, etc.).

6. Review the **Totals** tab at the bottom of the Timecard (click on the **more** icon at the bottom center of the Timecard if this is not visible). Check to be sure that the total number of hours in the **Amount** column is correct.

7. Be SURE to select **Save** in the upper right corner of the screen after making any changes.
8. After verification, select the **Approve Timecard** drop-down menu at the top left. Then select **Approve Timecard** from the menu.

9. The timecard now turns **yellow** to show that it has been approved.

10. In order to correct any errors from this point, you must select **Remove Timecard Approval** from the Approve Timecard drop-down menu, make corrections, and re-approve the timecard.
11. To approve another employee timecard, select the **Manage My Department** widget at the top left of the screen, which will return you to the employee list. Then follow the previous steps for each Timecard you need to approve.