Approving timecards in bulk using the Total Hours genie

If you want to review timecards for specific types of information before approving, such as leave taken or overtime worked, the easiest way to do so is through the Total Hours genie.

Opening the Total Hours genie

1. On the Manage My Department page, click on the dropdown arrow beside Quick Find in the upper-left corner and select Total Hours from the dropdown menu.

2. The Total Hours genie displays. The default time period is the previous pay period.

3. To change the sort order, click on a column header.
4. To group by a particular column, hover over the column header until a dropdown arrow appears on the right. Click on the dropdown arrow and select Group By this column.

Using the Total Hours genie to approve timecards

1. On the Manage My Department page, click on the dropdown arrow beside Quick Find and select Total Hours from the dropdown menu.
2. Use the genie to sort for employees with specific types of time worked or leave taken.
3. Double-click on an employee’s name to open that timecard and review it.
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4. **Note:** when you have the timecard open, you can approve that individual timecard using the **Approve Timecard** command on the left side of the page.

5. Once you have completed your review, click on the **Select All Rows** command.
6. Click on the **Approve Timecard** command and select **Approve Timecard** from the dropdown menu.

7. A warning window appears asking you to confirm your action. Click on the **Yes** command.

8. It doesn’t look like anything has actually happened, but if you double-click on an employee name to open the timecard, you can see that the timecard has been approved. You can also switch to the Approve Timecards genie, which shows employee and supervisor approvals that have been completed.
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<table>
<thead>
<tr>
<th>Person Name</th>
<th>~</th>
<th>Base Pay</th>
<th>Straight Time</th>
<th>Temp Pay</th>
<th>Extra Hours</th>
<th>Call Back</th>
<th>Overtime 1.5</th>
<th>Comp Earned 1.5</th>
<th>Meetings</th>
<th>On Call</th>
<th>Leave Used</th>
<th>Total Hours</th>
<th>Pay Rule</th>
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</table>

Understanding what goes into each column in the Total Hours genie

**Base Pay:** pulls from base pay line(s) and should match the base pay line(s) on Totals tab. Reflects normal logged time for non-exempt, and normal scheduled time for exempt employees.

**Straight Time:** a separate pay code that reflects time over your normal schedule but under 40 hours. Should apply to employees whose regular schedule is for less than 40 hours, as County policy requires that you physically work 40 hours before you earn overtime.

**Temp Pay:** normal pay for temps (hours logged in the pay period)

**Extra work:** time logged in additional supplemental pay positions

**Call Back:** time logged under call back conditions

**Overtime 1.5:** overtime earned over 40 hours physically logged in the pay period. Paid at 1.5 times the employee’s regular rate.

**Comp Earned 1.5:** any OT hours that were converted to comp time

**Meetings:** board and commissions meeting payment so that timekeepers can see that payment was done for a meeting during that pay period

**On Call:** shows the number of on-call hours during the pay period (paid on a 1.25x per 12-hour shift basis; displays as On Call Pay on the Totals tab)

**Leave Used:** all leave used during the pay period (comp, sick, annual, employee recognition, admin leave, building closure leave, court duty, election official, emergency, holiday flex used, jury duty, military, personal, LWOP)

**Total hours:** includes time physically worked, does not include payments made (such as comp time payout or annual leave payoff) or any guaranteed pay (such as call-back guarantee, transportation guarantee). Includes base pay hours, straight time pay, extra work, paid leave, and leave without pay.

**Pay Rule:** the settings in Kronos that determine how employee groups are configured