Approving your timecard using a desktop or laptop computer

1. Log into Kronos on the computer.
2. Your timecard opens to the current pay period. Click on the Context Selector in the upper-right corner and select Previous Pay Period from the dropdown menu.

3. Review your timecard carefully to make sure all time is accounted for properly, including any leave. Use the appropriate timecard approval checklist below to make sure you have reviewed all necessary items.
   - Timecard approval – exempt employees and teachers
   - Timecard approval – non-exempt employees
   - Timecard approval – temporary employees
4. If any corrections need to be made, such as leave washing, converting overtime to comp time, or editing missed punches, notify your supervisor.
5. To open the Totals tab, click on the Show/Hide More Content command at the bottom of the timecard window.

6. Verify that all timecard data is summarized correctly on the Totals tab.

7. Once you have reviewed all timecard data, click on the Approve Timecard command and select Approve Timecard from the dropdown menu.

8. The background shading turns yellow once you have approved your timecard, unless your supervisor has already approved, in which case the background shading will turn green.