Approving your timecard using the mobile app

1. Log into Kronos on your mobile app.
2. Click on the Timecard command on the homepage.

3. When your timecard opens, the selected pay period is identified in the upper-left corner.

4. If the timecard opened to the current pay period, click on the “Current Pay Period” text and select Previous Pay Period from the dropdown menu.
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5. 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

6. If any corrections need to be made, such as leave washing, converting overtime to comp time, or editing missed punches, notify your supervisor.

7. To open the **Totals** tab, click on the grid icon in the lower-left corner.

   ![Grid Icon](image1)

   ![Approve Button](image2)

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

   ![Pay Period Totals Table](image3)

9. Click on the grid command again to return to the timecard.

10. Once your timecard is correct, click on the **Approve** command in the lower-right corner.

   ![Approve Button](image4)