

Timesheet Employee Tasks

Home Page Overview

My Calendar
Displays scheduling information including shifts, pay codes, and holidays.

Maximize/Restore Icon
Click to expand the widget to its maximize size. Click again to restore the widget to normal size.

My Timecard
Where you enter your worked and non-worked time and approve your time.

Related Items Pane
An inactive item can easily be opened at any time by clicking the item from within the list.

My Timecard Overview

Pay Code
Displays the pay code name to which hours are allocated.

Action Buttons
Allows you to update, print or approve the displayed timecard data.

Time Period
Determines which dates display in the timecard.

Total Column
Displays total hours for the time period selected.

Date Columns
Displays hours by pay code for each date in the selected period.

Timecard Tabs
Displays additional information. Click a tab name to view its associated data.

Pay Code	Sun 5/29	Mon 5/30	Tue 5/31	Wed 6/01	Thu 6/02	Fri 6/03	Sat 6/04	Total
Hours Worked			8.0	8.0				16.0
Jury Duty					8.0			8.0
Memorial Day		8.0						8.0
<Enter Pay Co...								
Daily Total		8.0	8.0	8.0	8.0			32.0

Pay Code	Sun 6/05	Mon 6/06	Tue 6/07	Wed 6/08	Thu 6/09	Fri 6/10	Sat 6/11	Total
Hours Worked								
<Enter Pay Co...								
Daily Total								

Totals **Accruals**

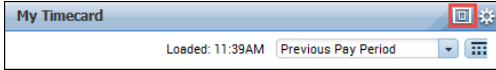
All Pay Code

Pay Code	Amount
Company Holiday	8.0
Jury Duty	8.0

Timesheet Employee Tasks

Enter Worked Time

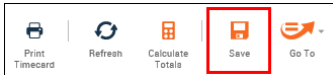
- 1 Click the **Maximize** button in the My Timecard widget.



- 2 Click the **Date** cell on the row containing the **Hours Worked** pay code and enter the number of hours worked.

Pay Code	Sun 6/05	Mon 6/06
Hours Worked		8.0
Bereavement		8

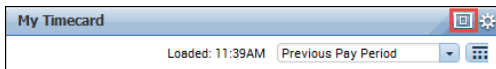
- 3 Click **Save**.



Note: Some salaried employee timecards are prepopulated with hours allocated to the Hours Worked pay code.

Enter a Pay Code and Hours

- 1 Click the **Maximize** button in the My Timecard widget.



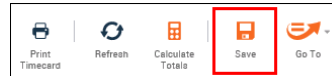
- 2 Click the **<Enter Pay Code>** cell on a new row. Select a pay code from the list.

Pay Code
Hours Worked
Please Choose:
Bereavement
Company House
Inclement Weather
Jury Duty
On Call Money
Out less than two
OTD

- 3 Click the **Date** cell on the same row and enter the number of hours to allocate to the selected pay code.

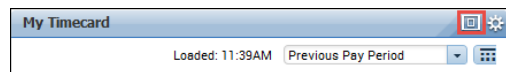
Pay Code	Sun 6/05	Mon 6/06	Tue 6/07
Hours Worked		8.0	
Bereavement		8	

- 4 Click **Save**.

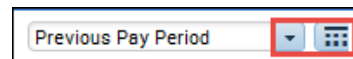


Approve Timecard

- 1 Click the **Maximize** button in the My Timecard widget.

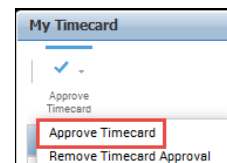


- 2 Select the time frame you are approving from the **Time Period** field.



- 3 Review the **Timecard** details for accuracy:
 - Ensure all time for the pay period is recorded.
 - Access the Totals tab to validate the total hours for payroll processing.

- 4 Click the **Approve Timecard** icon and select **Approve Timecard**.



Note: You can remove a timecard approval by selecting **Remove Timecard Approval** from the Approve Timecard icon.

US Pay & Comment Codes

Benefit/Earnings Type	Kronos Pay Code Name	Notes
PTO	PTO	When Eligible
Bereavement	Bereavement	See guidelines in Employee Handbook
Jury Duty	Jury Duty	
Out less than 2 hours	OLT	Only used by salaried employees

Contact your supervisor/HR to use any of the benefits below:

Family Medical Leave Act (FMLA)	
Maternity	
Short Term Sickness	
Unpaid Absence or Leave	