

# Timesheet Employee Tasks

## Home Page Overview

The screenshot shows the Kronos Home Page Overview. It features three main sections: 'My Calendar' on the left, 'My Timecard' in the center, and a sidebar on the right. The 'My Calendar' section displays a calendar for June 5-11, 2016, with a table below showing PTO units and reporting periods. The 'My Timecard' section shows a grid for the current pay period (Sun 5/29 to Thu 6/02) with rows for 'Hours Worked', 'Jury Duty', 'Memorial Day', and 'Daily Total'. The sidebar on the right contains a list of navigation items: My Calendar, My Timecard, My Audits, My Inbox, Calendars Employee, My Reports, and My Comments. Green arrows point from the explanatory text boxes to these specific elements.

**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

This detailed view of the 'My Timecard' widget includes several callouts:
 

- Pay Code:** Points to the 'Pay Code' column header in the timecard grid.
- Action Buttons:** Points to the 'Approve Timecard' button and other icons like 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'.
- Time Period:** Points to the 'Current Pay Period' dropdown menu.
- Total Column:** Points to the 'Total' column in the timecard grid.
- Date Columns:** Points to the date headers (Sun 5/29, Mon 5/30, etc.) in the timecard grid.
- Timecard Tabs:** Points to the 'Totals' and 'Accruals' tabs at the bottom of the widget.

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
Company Holiday	Amount
Jury Duty	8.0
	8.0

**Total Column**  
Displays total hours for the time period selected.

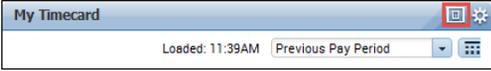
**Date Columns**  
Displays hours by pay code for each date in the selected period.

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

# 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

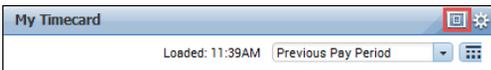
- 3 Click **Save**.



*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 Holiday
Increment 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.

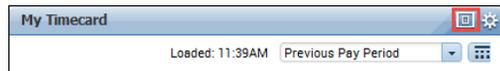
Pay Code	Sun 6/05	Mon 6/06	Tue 6/07
Hours Worked		8.0	
Bereavement			8

- 4 Click **Save**.

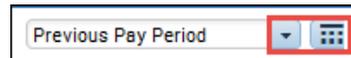


## Approve Timecard

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

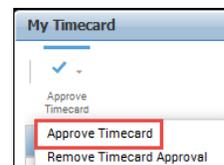


- 2 Select the time frame you are approving from the **Time Period** field.



- 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	