



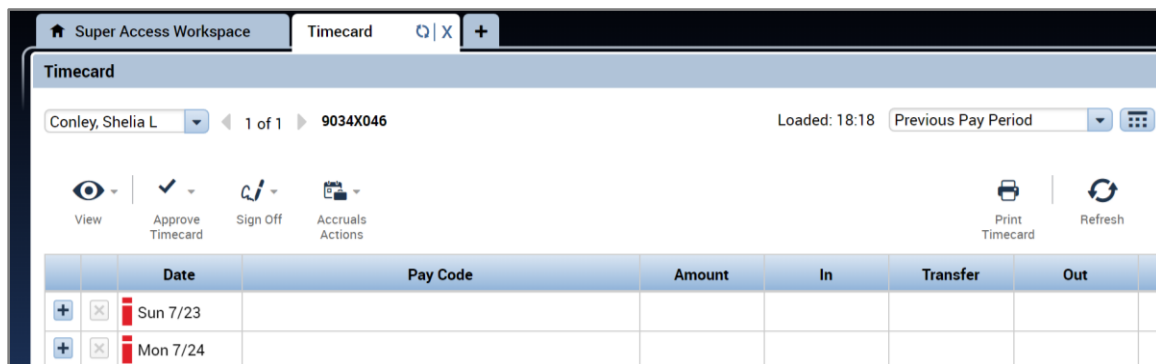
Kronos Timecard Approval

From the Timecard

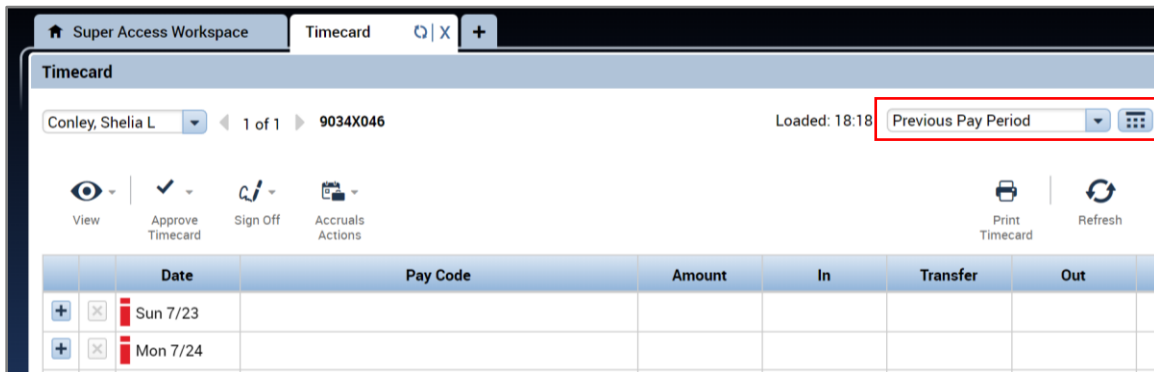
Approval indicates that the team member's timecard is correct and ready for payroll processing. The time approver can remove an approval to make edits for a timecard that has been approved. After the time card has been signed off by Payroll, the time approver cannot remove approval. All timecards including salaried team members must be approved.

See the steps below on how to approve a team member's timecard.

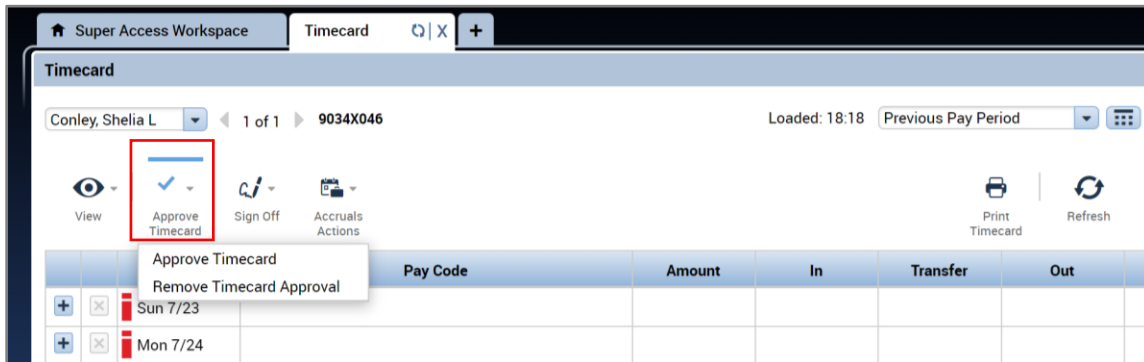
- Open the team member's timecard.



- Select the time period.



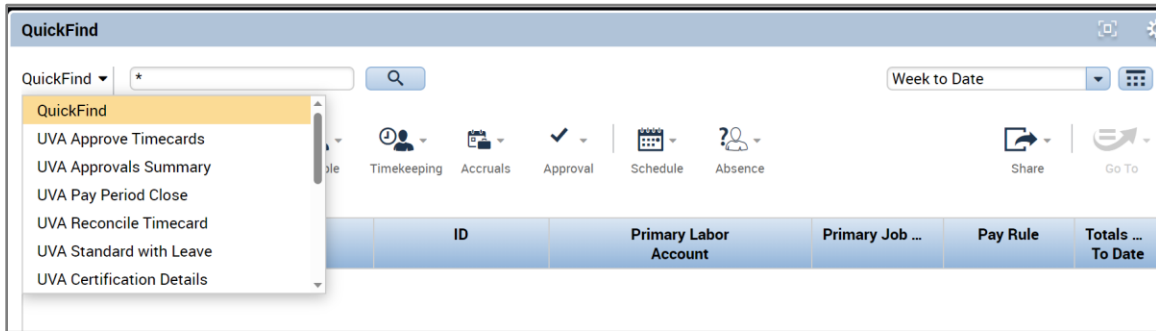
- Click the *Approve Timecard* dropdown and select *Approve Timecard* to approve the timecard or click *Remove Timecard Approval* if the timecard has already been approved and edits need to be made. After the edits are complete, select *Approve Timecard*.



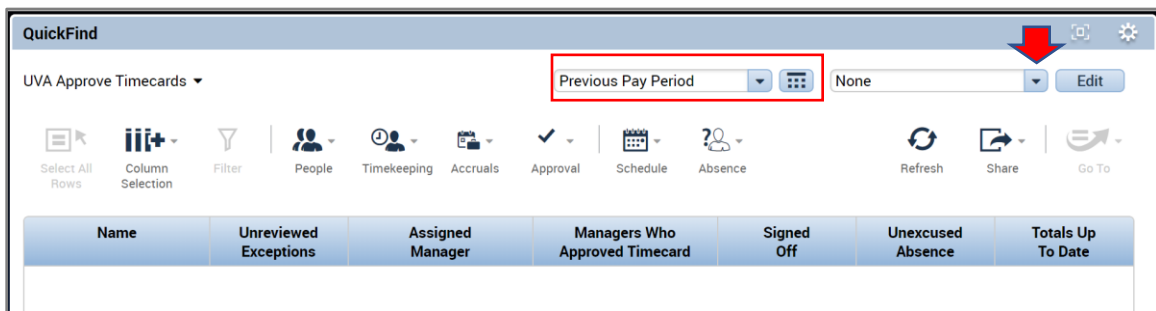
From the UVA Approve Timecards Genie

The *UVA Approve Timecards* genie provides time approvers the ability to see which timecards have been approved as well as the ability to approve multiple timecards at once. All timecards including salaried team members need approval.

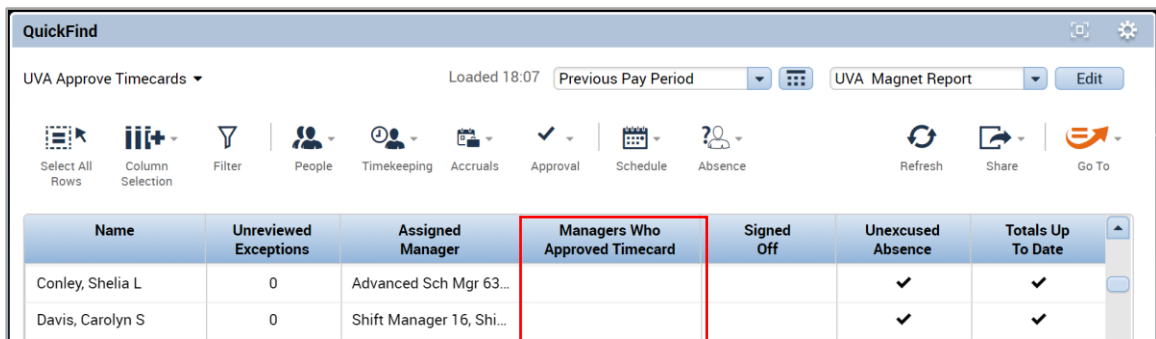
- From the *QuickFind* dropdown, select the *UVA Approve Timecards* genie.



- Select a *Time Period* and verify the default *Hyperfind* query is correct from the drop-downs in the upper right hand corner of the genie. If a specific/different *Hyperfind* is needed select it from the dropdown.



- Timecards that have not been approved will not have the time approver listed in the *Manager Who Approved Timecard* column.



- Double click the team members name to review each individual timecard.



QuickFind

UVA Approve Timecards ▾ Loaded 19:02 Previous Pay Period UVA Magnet Report Edit

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule Absence Refresh Share Go To

Name	Unreviewed Exceptions	Assigned Manager	Managers Who Approved Timecard	Signed Off	Unexcused Absence	Totals Up To Date
Conley, Shelia L	0	Advanced Sch Mgr 63...			✓	✓
Davis, Carolyn S	0	Shift Manager 16, Shi...			✓	✓

- To do a mass approval of the team members' timecard, click on the *Select All Rows* icon, then chose *Approve Timecard* under the *Approval* dropdown. To remove approval for all team members, select the *Remove Timecard Approval*.

Manager Workspace QuickFind

QuickFind

UVA Approve Timecards ▾ Loaded 19:12 Previous Pay Period All Home

Select All Rows Column Selection Filter Timekeeping Approval Schedule Refresh

Approve Timecard
Remove Timecard Approval

Name	Unreviewed Exceptions	Managers Who Approved Timecard	Signed Off	Unexcused Absence



Additional Questions?

- Call the Help Desk at 434-924-5334
- *OR*
- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled:
Submit a Help Desk Ticket On-line