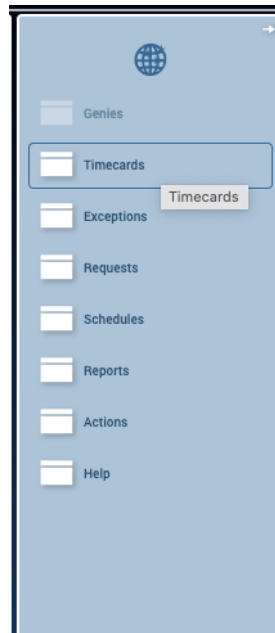


## Kronos: How to access an employee's timecard

- **Step One:** To access a timecard, select the Timecard option from the Related Panes Menu or drag and drop Timecards onto the main workspace.



- Timecards can *also* be selected by double-clicking on an employee's name.

Person Name	Pay Period Hours	FTE
Hancock, Ethan P		1.000
Hodges, Aaron J	8.5	1.000
Holden, Frank J		1.000
Hoopes, James L		1.000
Kennedy, Richard L		1.000
Knight, Deashlon D		1.000
Ladner, Jessica B		1.000
Lambert, Antonio M		1.000
Liles, Charles R		1.000
Maples, Jackie F		1.000
Mills, Michael S		1.000
Phillips, Amber C		1.000
Pitts, Jonah L		1.000
Poirier, William J		0.010
Ramirez, Adrian L	9.0	1.000
Roberts III, David D		1.000
Salas Polac, Diego A		0.010
Salter, Jonathan K	17.0	1.000
Showers, Charles O		1.000
Stallworth, Demetri S		1.000
Tomko, Vaughan F		1.000
Vice, Gray N		1.000
Viering, Shay H		1.000
	44	34.50

- **Step Two:** Once on the timecard, managers need to verify they are on the **correct payroll period**, prior to making any changes.

Timecards

Andy, Alexia M | 1 of 35 | J00630931 | Loaded: 2:07 PM | Current Pay Period | All Home

View | Approve Timecard | Print Timecard | Refresh | Calculate Totals | Save | Go To

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	Sun 7/31												
+	Mon 8/01												
+	Tue 8/02												
+	Wed 8/03												
+	Thu 8/04												
+	Fri 8/05												
+	Sat 8/06												
+	Sun 8/07												
+	Mon 8/08												
+	Tue 8/09												
+	Wed 8/10												
+	Thu 8/11												
+	Fri 8/12												
+	Sat 8/13												

Totals | Accruals | Historical Corrections | Audits

All | All

Account	Pay Code	Amount
No data to display		