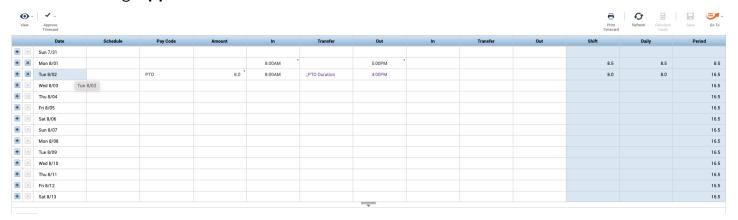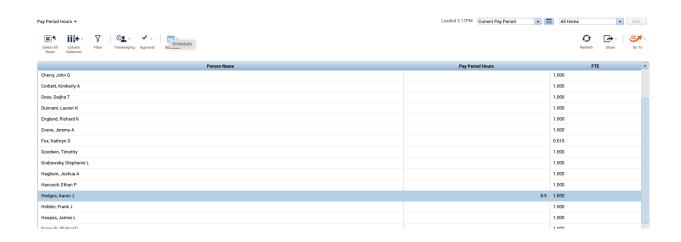# USA HEALTH

Kronos: How to approve a timecard

Managers have **two** ways to approve an employee time.

1. Timecards can be approved on *each* **individual** employee's timecard by selecting **Approve Timecard** on the action bar.

2. Managers can approve timecards for **multiple** employees on the main workspace by selecting **Approval** - **Approve Timecard** on the action bar.