

# 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.

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
	Sun 7/31												
	Mon 8/01				8:00AM		5:00PM				8.5	8.5	8.5
	Tue 8/02		PTO	8.0	8:00AM	PTO Duration	4:00PM				8.0	8.0	16.5
	Wed 8/03	Tue 8/02											16.5
	Thu 8/04												16.5
	Fri 8/05												16.5
	Sat 8/06												16.5
	Sun 8/07												16.5
	Mon 8/08												16.5
	Tue 8/09												16.5
	Wed 8/10												16.5
	Thu 8/11												16.5
	Fri 8/12												16.5
	Sat 8/13												16.5

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

Person Name	Pay Period Hours	FTE
Cherry, John G		1.000
Corbett, Kimberly A		1.000
Doss, Daijha T		1.000
Dunnam, Lauren K		1.000
England, Richard K		1.000
Evans, Jeremy A		1.000
Fox, Kathryn D		0.010
Goodwin, Timothy		1.000
Grabowsky, Stephanie L		1.000
Hagbom, Joshua A		1.000
Hancock, Ethan P		1.000
Hodges, Aaron J	8.5	1.000
Holden, Frank J		1.000
Hoopes, James L		1.000
Kennedy, Richard S		1.000