Review & Approve Time Cards

Purpose: Use this Job Aid to Review and Approve Time Cards at the end of every bi-weekly pay period. You must fix all time card issues before approving a time card. Refer to the Fix Time Card Issues Job Aid for more information.

| Reference Guide Details
| Guide Objectives | Upon completion, the user will:
|                  | ● Know how to review time cards
|                  | ● Know how to approve time cards
| Prerequisites    | None
| Kronos Role      | Supervisors
| Revision Date    | 2/25/20

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At the end of each Pay Period, it is important to review timecards to ensure you find all of the issues that need to be reviewed before approving time. **Timecard approval must be done on Friday at the end of a Pay Period or the Monday of the beginning of the next pay period.** All time off requests within the pay period must also be approved or denied before approving timecards.

1. From the Manage My Department window, select the **Approve Timecards** Genie from the drop-down menu.

2. Select the correct Pay Period from the drop-down list. **This will vary depending on when you are doing the review and approval.** NOTE: For example, if you are approving timecards on the Friday of a Pay Period close, you would select “Current Pay Period”. If you are approving timecards on the Monday following the Pay Period close, you would select “Previous Pay Period”.

3. Select the correct Hyperfind Query (e.g. Your Direct Reports) if you have one set-up.

4. Select the **Select All Rows** button to select all your employees.

5. On the Timecards screen, select the correct Hyperfind Query if you have one set-up (e.g., Your Direct Reports).

6. Click the **Arrow** button to advance to each timecard to review it. The only way to know if a timecard is correct is to look at it. Even if it reflects 80 hours, that doesn’t always mean 80 regular hours.

7. Click the **Approval** button to approve all of the timecards for the selected rows.

**Note:** You can remove a timecard approval by selecting **Remove Timecard Approval**. Timecard approvals can only be removed by the person who did the approval.
8. Click the **Yes** button to approve.

**Note:** Individual timecards display in yellow when they are approved.