

Review & Approve Time Cards

Purpose: Use this Job Aid to Review and Approve Time Cards at the end of every bi-weekly pay period or each day. 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: <ul style="list-style-type: none"> • Know how to review time cards • Know how to approve time cards
Prerequisites	None
Kronos Role	Supervisors
Revision Date	7/24/20

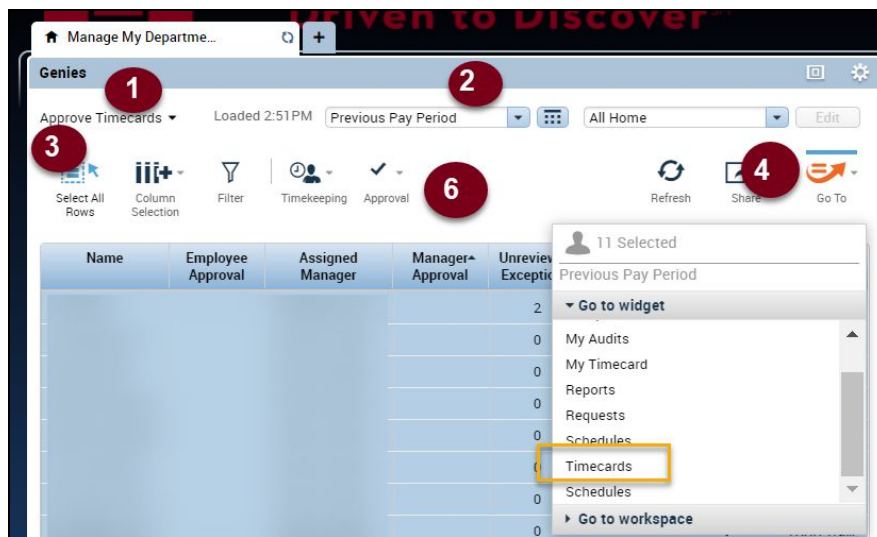
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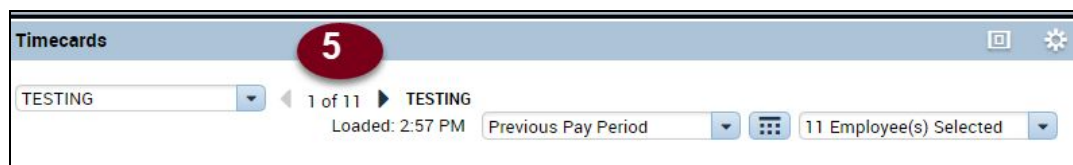
Review & Approve Timecards

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. Time cards can be approved each day, or at the end of a pay period. The only difference between approving timecards for the entire pay period or just one day is the date filter that you select. **All Timecard approvals 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.**

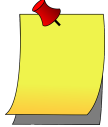
1. From the Manage My Department window, select the **Approve Timecards** Genie from the drop-down menu.



2. Select the correct Pay Period from the drop-down list. **This will vary depending on when you are doing the review and approval.**
 - a. If you are approving timecards on the Friday of a Pay Period close, you would select **Current Pay Period**.
 - b. If you are approving timecards on the Monday following the Pay Period close, you would select "Previous Pay Period."
 - c. If you are approving time each day, select **Today** or **Yesterday**.
3. Select the **Select All Rows** button to select all your employees.
4. Select **Timecards** from the **Go To** drop-down.



- 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.
- 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.

Name	Employee Approval	Assis Man	Unreviewed Exceptions	Unexcused Absence	Totals Up To Date	Pay Rule
			0		✓	TXXX Academic

- Click the **Yes** button to approve.

Note: Individual timecards display in yellow when they are approved

Pay Code	Transfer	Mon 7/22	Tue 7/23	Wed 7/24	Thu 7/25	Fri 7/26	Sat 7/27	Sun 7/28	Total
Hours Wo...		8.5	8.5	8.5	8.5	8.5			42.5
Schedule		7:00AM-3...	7:00AM-3...	7:00AM-3...	7:00AM-3...	7:00AM-3...			
Daily Total		8.0	8.0	8.0	8.0	8.0			40.0