USHEALTH

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.

O - View	Approve Timecard										Print Timecard	Refresh Calculate	Save Go To
	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.

Pay Period Hours 🔹 Loaded 2:17PM Current Pay Period 💌 🎹 All Home 💌 Edit										
Image: Select All Column Filter Timelesping Approval Schedule Rows Select All		Refresh Share Go To								
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								
Vennedy Bishood I		1 000								