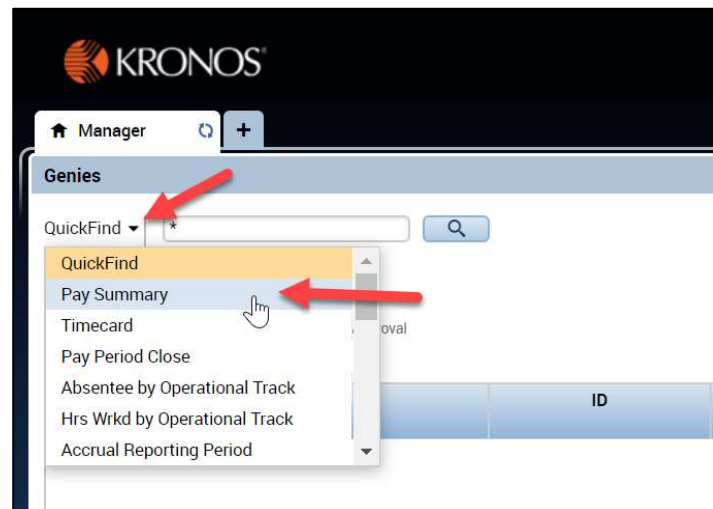


# Timekeeper: Timecard Approvals

**\*\*\*Timecard Approvals must be complete by 10:30am CT on Mondays, except for Monday's that are a designated as a holiday.**

## Payroll Process

1. Select "QuickFind" drop down on Manager screen.
  - a. Select "Pay Summary" (This will automatically pull up the Previous Pay Period which will ensure the correct time period is being reviewed)



2. This screen provides a summary of the information listed in the timecard. Verify information in Timecards is correct and compare budgeted hour, total hour, and paid hour columns to ensure employee has met FTE.

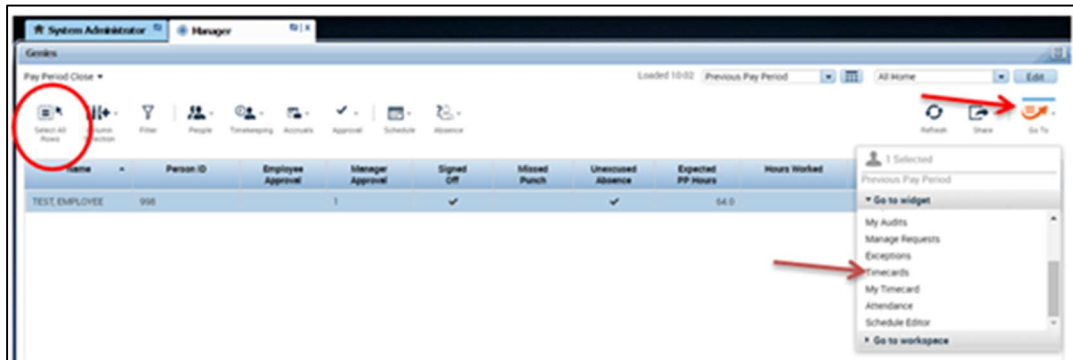


Person Name	Person ID	On Call	Called In	Non-Pro...	Regular	Overtime	Budgeted Hours	Hours Paid	Total Hours	Education	Holiday	Unpaid H.	Low Cen...	PTO	PTO Sick	Premiums	Canceled
TEST EMPLOYEE	998						64.0										

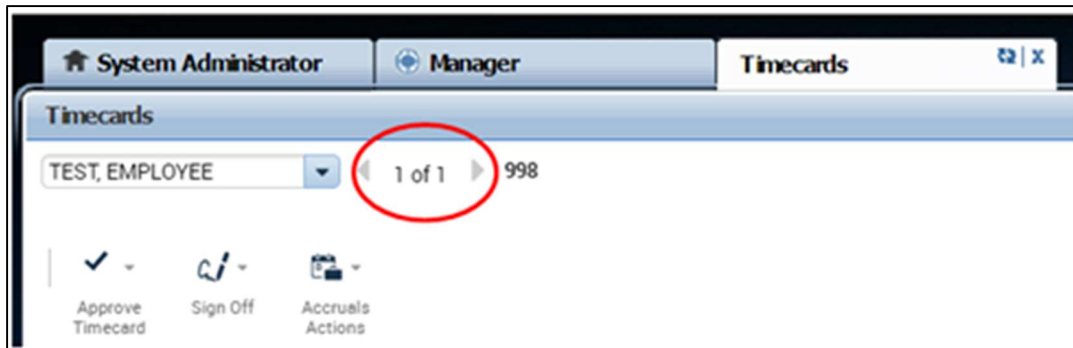
# Timekeeper: Timecard Approvals

Information can also be verified directly in timecards:

- Click "Select All Rows"
- Select "Go To" icon and then select "Timecard" (This will bring up all employee timecards)

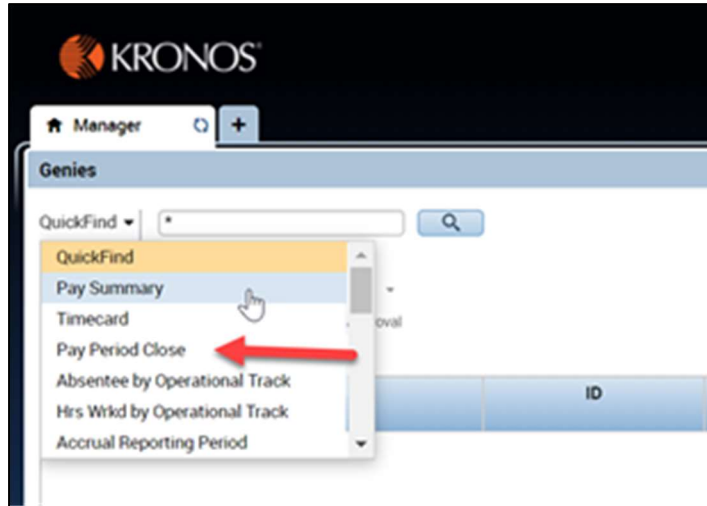


- Scroll through employee timecards by selecting the arrows next to the "Name & ID" box

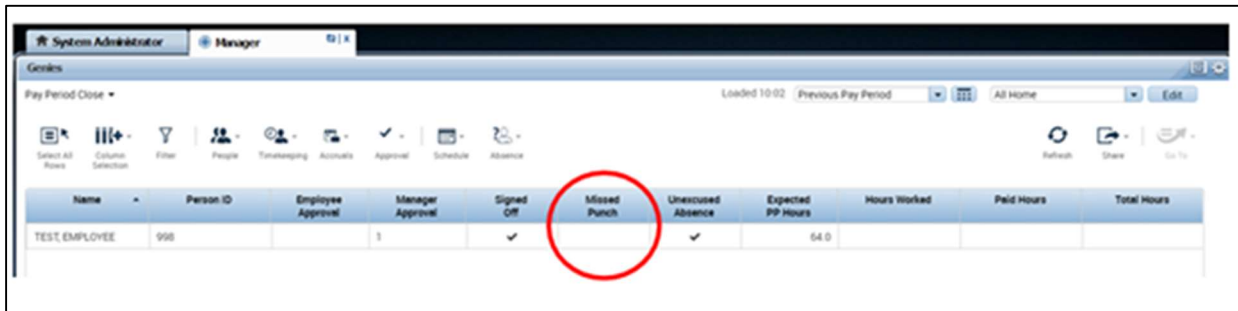


# Timekeeper: Timecard Approvals

4. Once all information in timecards is correct, double check for missed punches and approve employee timecards by utilizing the “Pay Period Close” screen (This will automatically pull up the Previous Pay Period which will ensure the correct time period is being approved and signed off)



- a. Check for “Missed Punches” (A checkmark will be in the “Missed Punch” column). If identified, please correct.

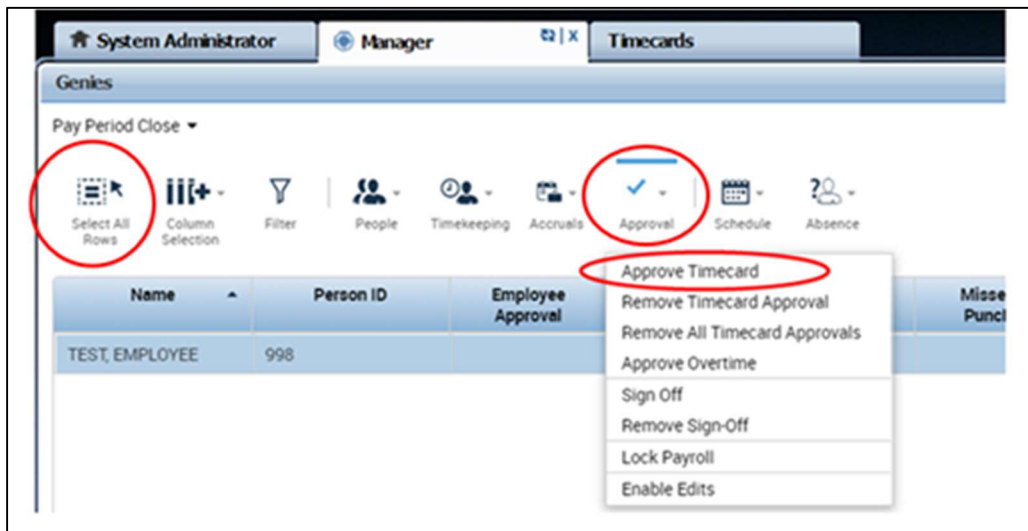


The screenshot shows the Kronos Manager interface with the 'Pay Period Close' screen. The table below displays employee timecard data. The 'Missed Punch' column is circled in red, indicating a checkmark in the cell for the 'TEST EMPLOYEE'.

Name	Person ID	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Expected PP Hours	Hours Worked	Paid Hours	Total Hours
TEST EMPLOYEE	998		1	✓	✓		64.0			

# Timekeeper: Timecard Approvals

- b. Place approval on timecards
  - i. Click "Select All Rows"
  - ii. Select "Approval"
  - iii. Select "Approve Timecard"
  - iv. Select "Yes"



\*\*\*Please note you can approve all timecards at one time by following the steps above, or you can approve individually right from each employee's timecards.

If you have questions about this process or would like more information, please contact your manager, timekeeper, or Human Resources Business Partner.