Kronos v8 Employee Processes

**Editing Your Timecard**
To edit a cell in your timecard to add leave or hours worked > right click or > click into a cell.

To add a row > click the plus sign next to date.

To add a comment > right click on the applicable value in the amount column or > right click on punch (a bubble icon will appear after comment is applied).

A mark at the top right corner of a cell denotes an edit made to the entry.

To view totals for the selected Pay Period on your timecard > click the More Content icon at the bottom of the timecard window. This will display your totals and accruals.

**Approving Your Timecard**
To approve your timecard > click the Approve Timecard icon located in the upper left of screen > select Approve Timecard from the drop down.
Auditing Your Timecard
To view edits and changes to your timecard > use the My Audits. This widget is available on the right hand side of the screen. The My Audits widget allows you to view the different edits made to your timecard for the selected time period.