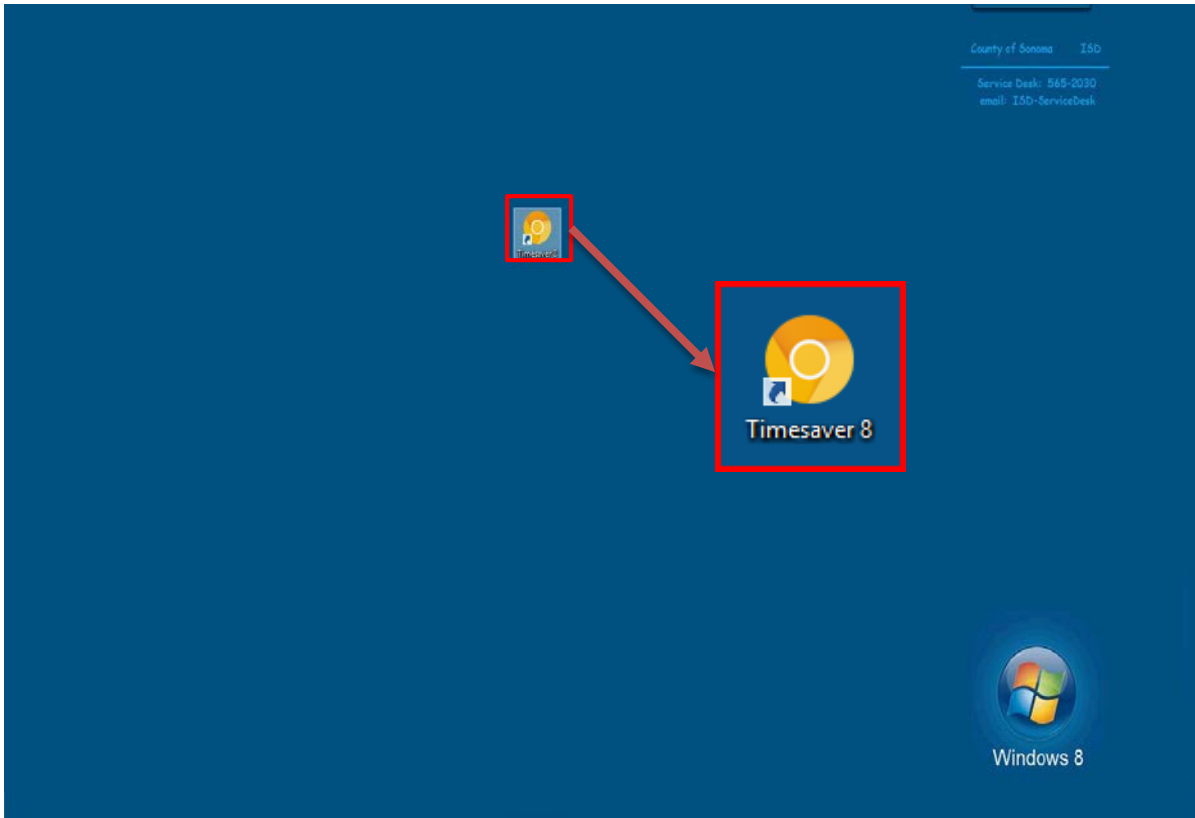


# TimeSaver Training - Employee - Hourly View Timecard



Good day. Welcome to TimeSaver Training. This recording is intended to provide you with an overview of Kronos **TimeSaver version 8**.

To begin, open **TimeSaver** from the icon on your desktop.

KRONOS®

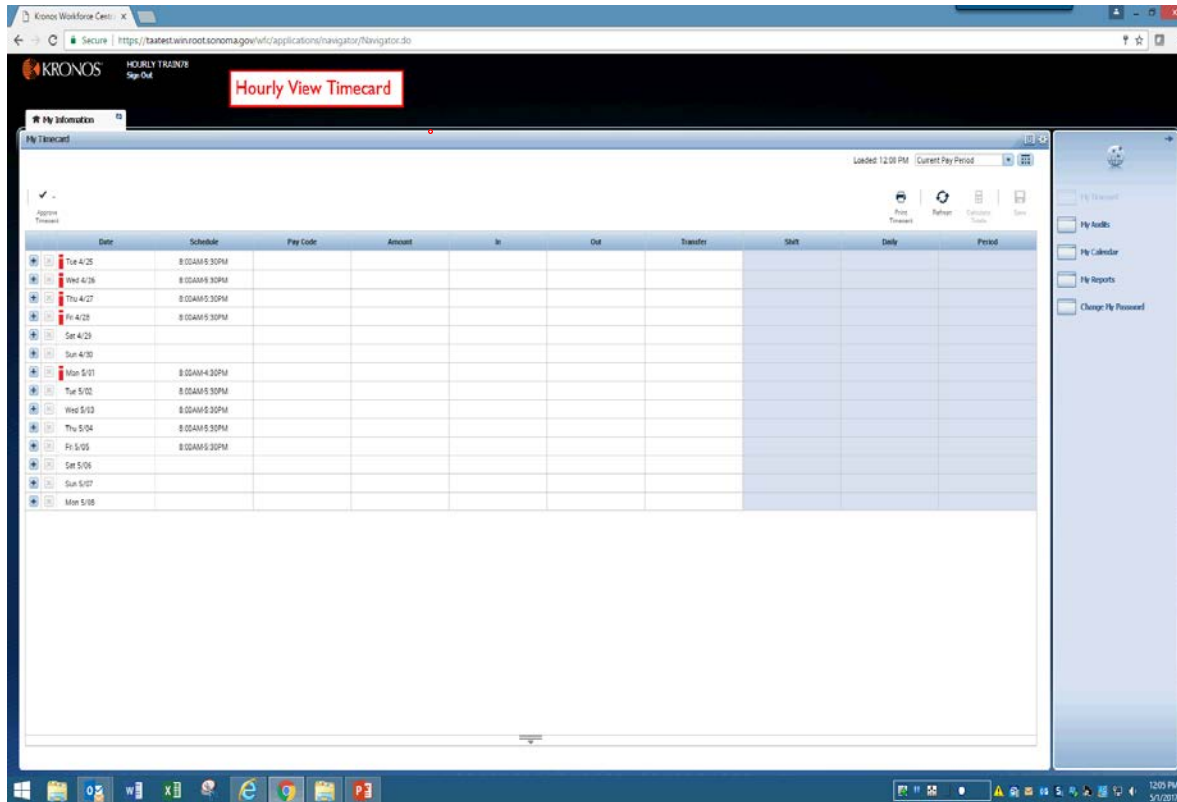
TimeSaver W2 Version 8.0.13

Employee ID:  
17033

Password  
.....

Forgot Your Password?

Enter your  
**Employee ID** and  
your **password**.  
Hit **enter** or the  
**right arrow** key to  
log on.



The new version of TimeSaver 8.0 looks different than the older version, but much of the functionality is the same.

There are two "**Views**" for timecards. An **Hourly View** timecard and a **Project View** timecard.

**These instructions are for employees that have an Hourly View Timecard represented by a vertical schedule.**

The screenshot shows the Kronos Workforce Central interface. The main window displays the 'Hourly View Timecard' for the current pay period. The window title bar includes the text 'KRONOS HOURLY TRACKER' and 'My Timecard'. In the top right corner of the window, there are three window control icons: minimize, maximize, and close. A red box highlights these icons, and a red arrow points from the maximize icon to the text on the right. The main content area is a table with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. The table shows data for dates from Tue 4/25 to Mon 5/08. The Windows taskbar is visible at the bottom of the screen.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-9:30PM								
Wed 4/26	8:00AM-9:30PM								
Thu 4/27	8:00AM-9:30PM								
Fri 4/28	8:00AM-9:30PM								
Sat 4/29									
Sun 4/30									
Mon 5/01	8:00AM-4:30PM								
Tue 5/02	8:00AM-9:30PM								
Wed 5/03	8:00AM-9:30PM								
Thu 5/04	8:00AM-9:30PM								
Fri 5/05	8:00AM-9:30PM								
Sat 5/06									
Sun 5/07									
Mon 5/08									

To **Maximize** the view, click the **Window** icon in the upper right corner on the title bar. Click again to **Minimize** the window.

The screenshot shows the Kronos Workforce Center interface. The main area displays an hourly timecard with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. The timecard is loaded for the current pay period, starting on Tue 4/25 and ending on Mon 5/08. The right-hand pane contains a 'Related Items' section with a list of widgets: My Timecard, My Audits, My Calendar, My Reports, and Change My Password. A red box highlights a play button icon in the top right corner of the timecard area, and another red box highlights a maximize button in the top right corner of the right-hand pane. A red arrow points from the maximize button to the play button.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM								
Wed 4/26	8:00AM-5:30PM								
Thu 4/27	8:00AM-5:30PM								
Fri 4/28	8:00AM-5:30PM								
Sat 4/29									
Sun 4/30									
Mon 5/01	8:00AM-4:30PM								
Tue 5/02	8:00AM-5:30PM								
Wed 5/03	8:00AM-5:30PM								
Thu 5/04	8:00AM-5:30PM								
Fri 5/05	8:00AM-5:30PM								
Sat 5/06									
Sun 5/07									
Mon 5/08									

The **Related Items** pane to the right of the timecard contains less commonly used widgets such as **My Audits**, **My Calendar**, **My Reports**, and **Change My Password**.

This pane can be **Minimized** and **Maximized** by clicking on the arrow.

The screenshot shows the Kronos Workforce Central interface. The main area displays an hourly timecard with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, and Daily. The timecard data spans from Tuesday, 4/25 to Monday, 5/8. In the top right corner of the workspace, there is a dropdown arrow icon highlighted with a red box. A red arrow points from this icon to a context menu that is open, listing various timecard options: Current Pay Period, Previous Pay Period, Current Pay Period, Next Pay Period, Previous Schedule Period, Current Schedule Period, Next Schedule Period, Week to Date, Last Week, Yesterday, Today, Yesterday/Today/Tomorrow, Yesterday plus 6 days, and Last 30 days.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily
Tue 4/25	8:00AM-5:30PM							
Wed 4/26	8:00AM-5:30PM							
Thu 4/27	8:00AM-5:30PM							
Fri 4/28	8:00AM-5:30PM							
Sat 4/29								
Sun 4/30								
Mon 5/01	8:00AM-4:30PM							
Tue 5/02	8:00AM-5:30PM							
Wed 5/03	8:00AM-5:30PM							
Thu 5/04	8:00AM-5:30PM							
Fri 5/05	8:00AM-5:30PM							
Sat 5/06								
Sun 5/07								
Mon 5/08								

The system defaults to **Current Pay Period**.

To find another pay period, in the upper right corner of the workspace, select the **down arrow** and choose from list.

The screenshot shows the Kronos Timecard interface. A 'Select Dates' dialog box is open, allowing the user to choose a date range. The dialog has 'Start Date:' and 'End Date:' fields, each with a calendar icon. A larger dialog box is also visible in the background, also with 'Start Date:' and 'End Date:' fields and calendar icons. Red boxes and arrows highlight these elements. The background shows a timecard grid with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, and Shift. The grid contains data for dates from Tue 4/25 to Mon 5/08.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift
Tue 4/25	8:00AM-5:30PM						
Wed 4/26	8:00AM-5:30PM						
Thu 4/27	8:00AM-5:30PM						
Fri 4/28	8:00AM-5:30PM						
Sat 4/29							
Sun 4/30							
Mon 5/01	8:00AM-4:30PM						
Tue 5/02	8:00AM-5:30PM						
Wed 5/03	8:00AM-5:30PM						
Thu 5/04	8:00AM-5:30PM						
Fri 5/05	8:00AM-5:30PM						
Sat 5/06							
Sun 5/07							
Mon 5/08							

To find a **range of dates**, click the **Calendar** icon.

Enter **Start Date** and **End Date**, or use the calendar icons.



The screenshot displays the Kronos Workforce Central interface. At the top, the browser address bar shows the URL: <https://taatest.win.root.sonoma.gov/kwfc/applications/navigator/Navigator.do>. The main window is titled "My Timecard" and shows a table of timecard entries. The table has the following columns: Date, Scheduler, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. The first row is highlighted in yellow and shows the date Tue 4/25, a scheduler of 8:00AM-5:30PM, and an "In" time of 8:00AM and an "Out" time of 12:00P. The interface also includes a "Print Timecard" button and a "Current Pay Period" dropdown menu.

Date	Scheduler	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:00AM	12:00P				
Wed 4/26	8:00AM-5:30PM								
Thu 4/27	8:00AM-5:30PM								
Fri 4/28	8:00AM-5:30PM								
Sat 4/29									
Sun 4/30									
Mon 5/01	8:00AM-4:30PM								
Tue 5/02	8:00AM-5:30PM								
Wed 5/03	8:00AM-5:30PM								
Thu 5/04	8:00AM-5:30PM								
Fri 5/05	8:00AM-5:30PM								
Sat 5/06									
Sun 5/07									
Mon 5/08									

Let's enter time for the day.

Enter time using the "In" and "Out" fields.

The screenshot displays the Kronos Timecard application interface. At the top, there is a navigation bar with the Kronos logo and the text "HOURLY TRAINING". Below this is a "My Information" tab and a "My Timecard" section. The main area contains a table with the following columns: Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. The table lists dates from Tuesday, 4/25 to Monday, 5/08. A red box highlights a plus sign icon in the top left corner of the table area, and a red arrow points to it from the text on the right. The interface also includes a "Approve Timecard" button, a "Print Timecard" button, a "Refresh" button, a "Calculate Totals" button, and a "Save" button. The bottom of the screen shows a Windows taskbar with various application icons and the system clock displaying 12:11 PM on 5/1/2017.

To add a row, click the **plus** sign at far left.

HOURLY TRAINB  
sign Out

My Information  
My Timecard

Loaded: 12:00 PM Current Pay Period

Print Timecard Refresh Cancel Time Save

Date	Scheduler	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:05AM	12:00PM				
Wed 4/26	8:00AM-5:30PM			12:00PM	5:30p				
Thu 4/27	8:00AM-5:30PM								
Fri 4/28	8:00AM-5:30PM								
Sat 4/29									
Sun 4/30									
Mon 5/01	8:00AM-4:30PM								
Tue 5/02	8:00AM-5:30PM								
Wed 5/03	8:00AM-5:30PM								
Thu 5/04	8:00AM-5:30PM								
Fri 5/05	8:00AM-5:30PM								
Sat 5/06									
Sun 5/07									
Mon 5/08									

12:11 PM  
5/1/2017

Enter the next shift with  
**"In"** and **"Out"** times.

The screenshot shows the Kronos Timecard application interface. At the top, there is a navigation bar with the Kronos logo and a 'Sign Out' link. Below this is a 'My Information' section. The main area is titled 'My Timecard' and contains a table with the following columns: Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. The table displays several rows of data for dates from Tue 4/25 to Mon 5/08. In the top right corner of the application, there is a toolbar with icons for 'Add Timecard', 'Refresh', 'Solution Tools', and 'Save'. The 'Save' icon, which is a blue floppy disk, is highlighted with a red box. A red arrow points from the text 'To save, click the Save icon.' to this icon.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:00AM	12:00PM				
Wed 4/26	8:00AM-5:30PM			12:30PM	5:30PM				
Thu 4/27	8:00AM-5:30PM								
Fri 4/28	8:00AM-5:30PM								
Sat 4/29									
Sun 4/30									
Mon 5/01	8:00AM-4:30PM								
Tue 5/02	8:00AM-5:30PM								
Wed 5/03	8:00AM-5:30PM								
Thu 5/04	8:00AM-5:30PM								
Fri 5/05	8:00AM-5:30PM								
Sat 5/06									
Sun 5/07									
Mon 5/08									

To save, click the **Save** icon.

The screenshot shows the Kronos Timecard application interface. The main table displays timecard data for the period from 4/25 to 5/8. The columns are: Date, Schedule, Pay Code, Amount, Det, Transfer, Shift, Daily, and Period. A dropdown menu is open for the Pay Code 'Vacation Taken Hrs' on the date 4/28. A red box highlights the down arrow icon in the dropdown menu, and another red box highlights the 'Vacation Taken Hrs' pay code in the table. The table data is as follows:

Date	Schedule	Pay Code	Amount	Det	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			12:00PM				9.0
Wed 4/26	8:00AM-5:30PM	Vacation Taken Hrs		8:30PM		9.0	9.0	9.0
Thu 4/27	8:00AM-5:30PM	Sold Lr Hrs Earned						9.0
Fri 4/28	8:00AM-5:30PM	Surge No Ben						9.0
Sat 4/29	8:00AM-5:30PM	Surge with Ben						9.0
Sun 4/30		Unscheduled Lr Unpld Hrs						9.0
Mon 5/01	8:00AM-4:30PM	Union Release Tap Hrs						9.0
Tue 5/02	8:00AM-5:30PM	Vacation Taken Hrs						9.0
Wed 5/03	8:00AM-5:30PM							9.0
Thu 5/04	8:00AM-5:30PM							9.0
Fri 5/05	8:00AM-5:30PM							9.0
Sat 5/06								9.0
Sun 5/07								9.0
Mon 5/08								9.0

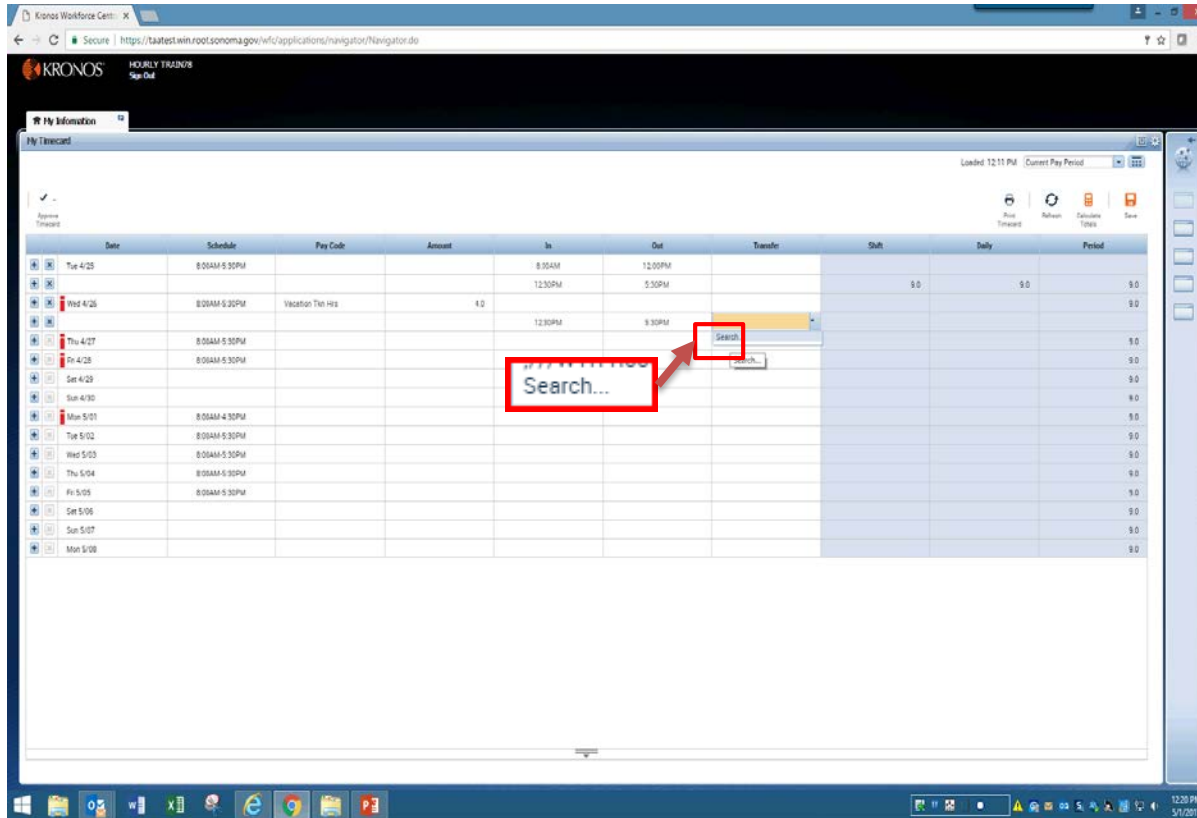
To find a **Pay Code**, click the down arrow and select from the list.

In this example we use the **Vacation Taken Hours**.

The screenshot shows the Kronos Timecard application interface. The main window displays a table with the following columns: Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. The data for the date 4/26 is highlighted in yellow, showing a schedule from 8:00AM to 5:30PM, a pay code of 'Vacation Ten hrs', and a daily amount of 9.0. The interface also includes a toolbar with buttons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The system tray at the bottom shows the time as 12:20 PM on 5/1/2017.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:00AM	12:00PM				
Wed 4/26	8:00AM-5:30PM	Vacation Ten hrs		12:30PM	5:30PM		9.0	9.0	9.0
Thu 4/27	8:00AM-5:30PM								9.0
Fri 4/28	8:00AM-5:30PM								9.0
Sat 4/29									9.0
Sun 4/30									9.0
Mon 5/01	8:00AM-4:30PM								9.0
Tue 5/02	8:00AM-5:30PM								9.0
Wed 5/03	8:00AM-5:30PM								9.0
Thu 5/04	8:00AM-5:30PM								9.0
Fri 5/05	8:00AM-5:30PM								9.0
Sat 5/06									9.0
Sun 5/07									9.0
Mon 5/08									9.0

Enter the number of hours appropriate for the Pay Code.



To enter a transfer, click the down arrow and select from the list.

The system remembers the last ten (10) entries.

To transfer hours to a different **Labor Account**, click **Search**.

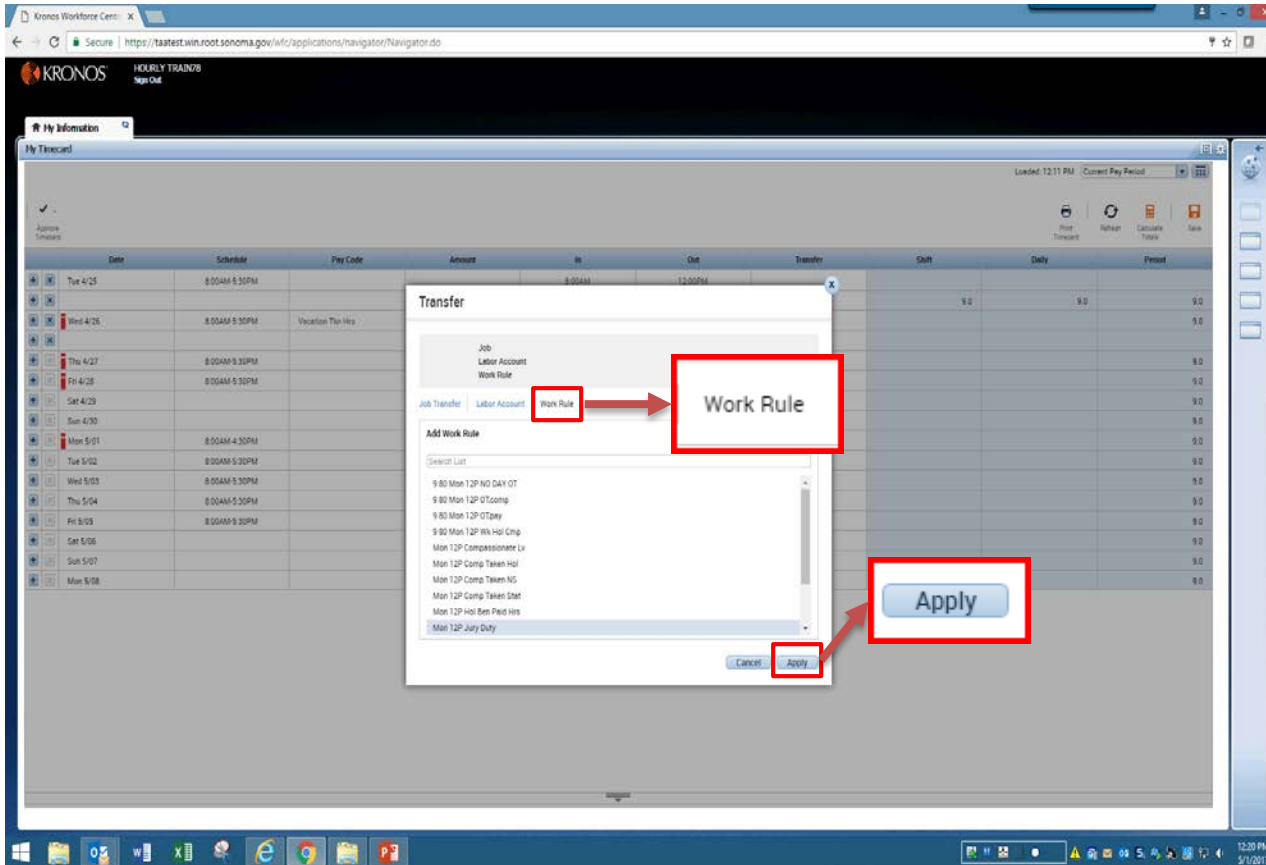
The screenshot displays the Kronos Workforce Central interface. A 'Transfer' dialog box is open, showing fields for 'Job Transfer', 'Labor Account', and 'Work Rule'. The 'Labor Account' field is highlighted with a red box, and a red arrow points to it from the text 'Labor Account'. Below the dialog box, the 'Apply' button is also highlighted with a red box, and a red arrow points to it from the text 'Apply'. The background shows a timecard grid with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:00AM	12:00PM				
Wed 4/26	8:00AM-5:30PM	Vacation Tim Acc							
Thu 4/27	8:00AM-5:30PM								
Fri 4/28	8:00AM-5:30PM								
Sat 4/29									
Sun 4/30									
Mon 5/01	8:00AM-4:30PM								
Tue 5/02	8:00AM-5:30PM								
Wed 5/03	8:00AM-5:30PM								
Thu 5/04	8:00AM-5:30PM								
Fri 5/05	8:00AM-5:30PM								
Sat 5/06									
Sun 5/07									
Mon 5/08									

Enter the **Labor Account** details as defined for your department.

Then click **Apply**.





Select the **Work Rule** from the drop down list. Click **Apply**.

Available pay codes and work rules vary depending on the department, bargaining unit, and job class.

Some employees do not have **Work Rules**.

The screenshot displays the Kronos Workforce Central interface for an employee's hourly timecard. The interface includes a navigation bar at the top with the Kronos logo and 'My Information' tab. The main area shows a table with columns for Date, Scheduler, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. The table contains data for dates from Tue 4/25 to Mon 5/08. A red box highlights the 'Save' icon in the top right corner of the application window, and a red arrow points to a larger 'Save' button overlay.

Date	Scheduler	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:05AM	12:00PM				
Wed 4/26	8:00AM-5:30PM	Vacation Ten hrs	4.0	12:00PM	5:20PM		8.0	9.0	9.0
Thu 4/27	8:00AM-5:30PM			12:30PM	5:30PM	.9 80 Mon 12P O'Comp			9.0
Fri 4/28	8:00AM-5:30PM								9.0
Sat 4/29									9.0
Sun 4/30									9.0
Mon 5/01	8:00AM-4:30PM								9.0
Tue 5/02	8:00AM-5:30PM								9.0
Wed 5/03	8:00AM-5:30PM								9.0
Thu 5/04	8:00AM-5:30PM								9.0
Fri 5/05	8:00AM-5:30PM								9.0
Sat 5/06									9.0
Sun 5/07									9.0
Mon 5/08									9.0

Remember to save your entries by clicking the **Save** icon.

The screenshot displays the Kronos Workforce Central interface. At the top, there's a navigation bar with the Kronos logo and user information. Below that, the 'My Information' section is visible. The main area shows an 'Hourly Timecard' for the current pay period, loaded at 12:39 PM. The timecard table has columns for Date, Scheduler, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. The data shows a regular work schedule from Tuesday 4/25 to Sunday 5/07, with a 'Vacation Thn Hrs' entry on Wednesday 4/26 and a 'Mon 12P Jury Duty' entry on Monday 5/01. A red box highlights a downward arrow icon at the bottom of the timecard table, indicating that more content can be expanded.

Below the timecard table, there is a 'Totals' section with an 'Accruals' tab. The accruals table lists various accrual codes and their corresponding balances and reporting periods.

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
Military Lv PD 174 Hrs	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Sick Leave	104.0	Hour	Sun 1/01 - Sun 12/31	104.0	104.0
Sick Lv Com-Bnk	24.0	Hour	Sun 1/01 - Sun 12/31	24.0	24.0
Sick Catastrophic Lv Bal	1.0	Hour	Sun 1/01 - Sun 12/31	1.0	1.0
Vacation	0.0	Hour	Sun 1/01 - Sun 12/31	2.0	0.0
Vacation buy back eligibility	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Vacation-purchased	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0

Now let's look at **Totals** and **Accruals**.

At the bottom of the screen, click on the **down arrow** to show more content. You can adjust the screen by grabbing the cursor and sliding the bar up or down.

The screenshot displays the Kronos Workforce Central interface. At the top, there's a navigation bar with 'My Information' and 'My Timecard' tabs. The main area shows a grid of timecard entries with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. Below the grid is a 'Totals' section with a filter dropdown set to 'All'. A red box highlights a dropdown arrow in the 'Period' column of the grid, and a red arrow points from this box to the 'Totals' filter dropdown.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:00AM	12:00PM			9.0	9.0
Wed 4/26	8:00AM-5:30PM	Vacation Ten Hrs	2.0	10:33AM	5:30PM	Mon 12P Jury Duty	7.0	9.0	18.0
Thu 4/27	8:00AM-5:30PM								18.0
Fri 4/28	8:00AM-5:30PM								18.0
Sat 4/29									18.0
Sun 4/30									18.0
Mon 5/01	8:00AM-4:30P								18.0
Tue 5/02	8:00AM-5:30P								18.0
Wed 5/03	8:00AM-5:30P								18.0

Totals	Account	Pay Code	Amount
All			
Shift			
Daily		Check Daily OT	1.0
Period to Date		Excessed hrs	8.0
		Jury Duty Hrs	7.0
		OT 1.5 Hrs	1.0
		Total Hrs balance to expected hr	9.0
		Vacation Ten Hrs	2.0

To see totals, click on the **Totals** tab.

The system defaults to **All** total hours.

To find **Shift**, **Daily**, or **Period to Date** totals, select from the left filter box.

The screenshot displays the Kronos Timecard interface. The top section shows an hourly view of a timecard for the current pay period, with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. A red box highlights the 'Accruals' tab in the left-hand navigation pane, with an arrow pointing to the 'Accruals' section of the main content area.

The 'Accruals' section displays a table with the following columns: Accrual Code, Accrual Available Balance, Accrual Units, Accrual Reporting Period, Accrual Opening Balance, and Accrual Ending Balance.

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
Comp Time Holiday	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Comp time Non-Statutory	10.0	Hour	Sun 1/01 - Sun 12/31	10.0	10.0
FMLA	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Interservice hours	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Military Lu Pd 174 Hrs	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Sick Leave	104.0	Hour	Sun 1/01 - Sun 12/31	104.0	104.0
Sick Lu Comp Bnk	24.0	Hour	Sun 1/01 - Sun 12/31	24.0	24.0
Sick-Catastrophic Lu Bal	1.0	Hour	Sun 1/01 - Sun 12/31	1.0	1.0
Vacation	0.0	Hour	Sun 1/01 - Sun 12/31	2.0	0.0
Vacation buy back eligibility	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Vacation-purchased	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0

To see the accruals balances, click the **Accruals** tab.

To see accurate accruals balances, best practice suggests clicking in the timecard on the last day of the pay period.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:00AM	12:00PM				
Wed 4/26		Vacation Time hrs	2.0	12:30PM	3:30PM			9.0	9.0
Thu 4/27	8:00AM-5:30PM			10:30AM	3:30PM	Mon TSP Jury Duty		7.0	9.0
Fri 4/28	8:00AM-5:30PM								18.0
Sat 4/29									18.0
Sun 4/30									18.0
Mon 5/01	8:00AM-4:30PM								18.0
Tue 5/02	8:00AM-5:30PM								18.0
Wed 5/03	8:00AM-5:30PM								18.0
Thu 5/04	8:00AM-5:30PM								18.0
Fri 5/05	8:00AM-5:30PM								18.0
Sat 5/06									18.0
Sun 5/07									18.0
Mon 5/08									18.0

To add a **Comment**, right click in a cell. Hours must already be entered to add a comment.

The screenshot shows the Kronos Timecard interface. The main window displays a table with columns: Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. A 'Punch Actions' pop-up window is open, showing details for a punch on 4/26/2017 at 5:30PM. The pop-up includes fields for Date, Time, Rounded Time, Override, Time Zone, Last Edit Date, and Edit Made By. A red box highlights the 'Comments' icon in the pop-up, and another red box highlights the 'Comments' icon in the main interface.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:00AM	12:00PM				
Wed 4/26		Vacation Time Hist	2.0	12:30PM	5:30PM				
Thu 4/27	8:00AM-5:30PM			10:30AM	5:30PM	.Mon 1/2P July Duty	7.0	9.0	10.0
Fri 4/28	8:00AM-5:30PM								
Sat 4/29									
Sun 4/30									
Mon 5/01	8:00AM-4:30PM								
Tue 5/02	8:00AM-5:30PM								
Wed 5/03	8:00AM-5:30PM								
Thu 5/04	8:00AM-5:30PM								
Fri 5/05	8:00AM-5:30PM								
Sat 5/06									
Sun 5/07									
Mon 5/08									

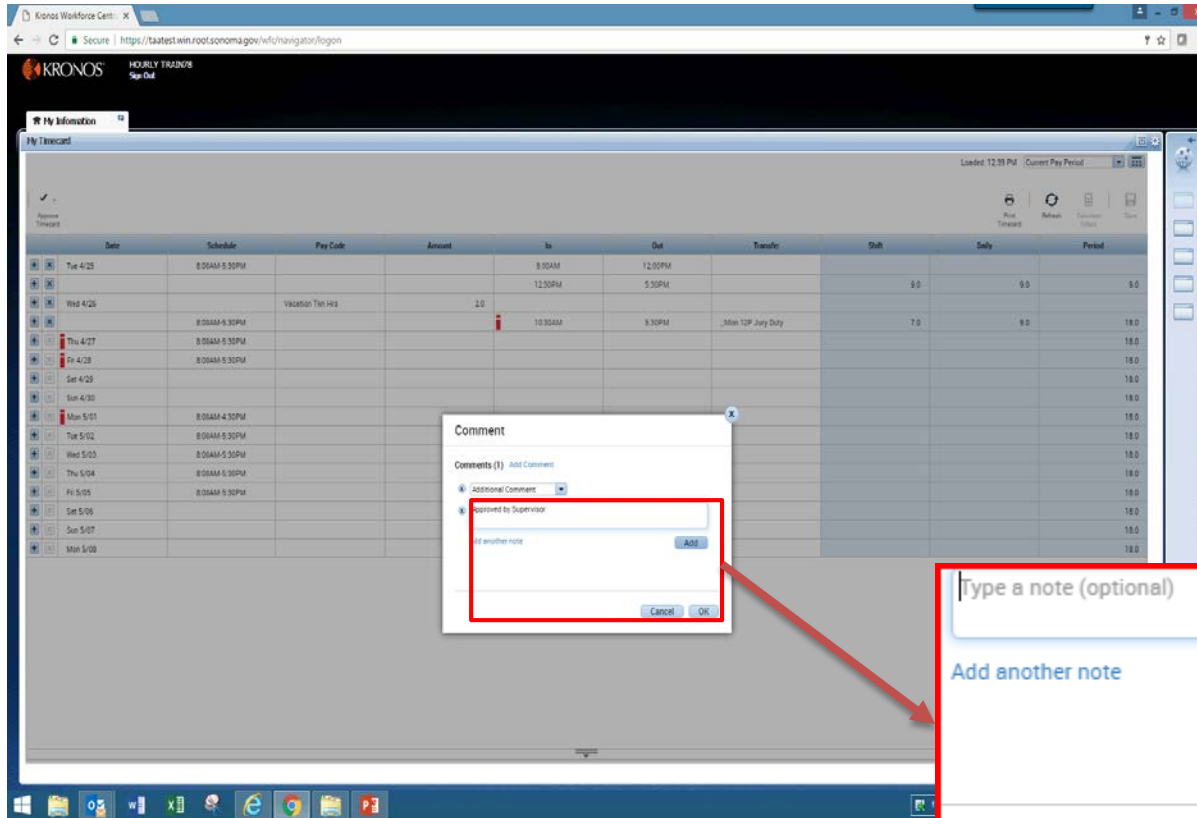
Click the **Comments** icon in the pop up window.

The screenshot shows the Kronos Workforce Central interface. At the top, there's a navigation bar with the Kronos logo and 'HOURLY TRAINING' text. Below that is a 'My Information' tab and a 'My Timecard' window. The timecard displays a grid with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. A 'Comment' dialog box is open in the foreground, featuring a 'Comments (0)' section with a dropdown menu. The 'Additional Comment' option is highlighted with a red rectangle. Other options in the dropdown include 'Approved by supervisor', 'Bonding Leave', and 'Deceased Child'. The dialog also has 'Cancel' and 'OK' buttons.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:00AM	12:00PM				
Wed 4/26		Vacation Time Req	2.0	12:30PM	5:50PM		9.0	9.0	9.0
Thu 4/27	8:00AM-5:30PM			10:30AM	8:00PM	Man 12P Jury Duty	7.0	9.0	18.0
Fri 4/28	8:00AM-5:30PM								18.0
Sat 4/29									18.0
Sun 4/30									18.0
Mon 5/01	8:00AM-4:30PM								18.0
Tue 5/02	8:00AM-5:30PM								18.0
Wed 5/03	8:00AM-5:30PM								18.0
Thu 5/04	8:00AM-5:30PM								18.0
Fri 5/05	8:00AM-5:30PM								18.0
Sat 5/06									18.0
Sun 5/07									18.0
Mon 5/08									18.0

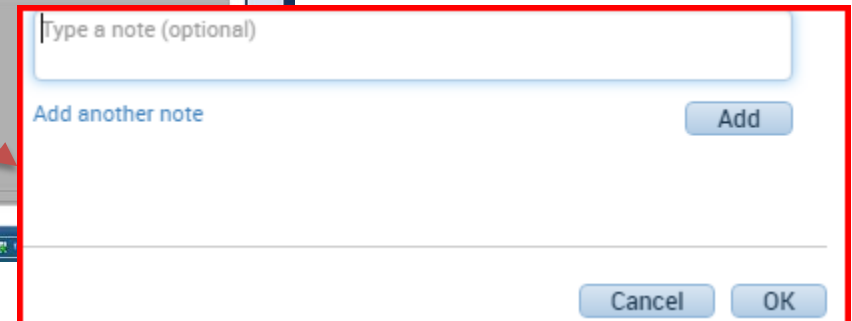
Select the type of comment from the drop down list.





If the type of comment is **Additional Comment**, type a clarifying note in the **Add a Note** field.

When complete click **Add**, then **OK**.



The screenshot displays the Kronos Workforce Center interface for an employee's hourly timecard. The interface includes a navigation bar with 'My Information' and 'My Timecard' tabs. A table lists timecard entries with columns for Date, Scheduler, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. A comment bubble is visible in the 'In' column for the entry on Mon 5/01. A tooltip for 'Additional Comment (Approved by Supervisor)' is shown over the comment bubble. A 'Save' button is highlighted in the top right corner. A red box also highlights the 'Additional Comment' icon in the top right toolbar.

Date	Scheduler	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:05AM	12:00PM				
Wed 4/26		Vacation Ten hrs	2.0	12:00PM	5:30PM		8.0	9.0	9.0
Thu 4/27	8:00AM-5:30PM			10:36AM	5:30PM	Mon 12P Jury Duty	7.0	9.0	18.0
Fr 4/28	8:00AM-5:30PM								18.0
Sat 4/29	8:00AM-5:30PM								18.0
Sun 4/30									18.0
Mon 5/01	8:00AM-4:30PM								18.0
Tue 5/02	8:00AM-5:30PM								18.0
Wed 5/03	8:00AM-5:30PM								18.0
Thu 5/04	8:00AM-5:30PM								18.0
Fr 5/05	8:00AM-5:30PM								18.0
Sat 5/06									18.0
Sun 5/07									18.0
Mon 5/08									18.0

Remember to save your comment.

To see the comment, hover your cursor over the comment bubble.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:00AM	12:00PM			0.0	0.0
Wed 4/26		Vacation Two hrs	2.0					0.0	0.0
Thu 4/27	8:00AM-5:30PM			10:55AM	5:50PM	Mon 12P Jury Duty		7.0	18.0
Fri 4/28	8:00AM-5:30PM			8:00AM	12:00PM			0.0	27.0
Sat 4/29								0.0	36.0
Sun 4/30								0.0	36.0
Mon 5/01	8:00AM-4:30PM			8:00AM	12:00PM			0.0	44.0
Tue 5/02	8:00AM-5:30PM			8:00AM	12:00PM			0.0	53.0
Wed 5/03	8:00AM-5:30PM			8:00AM	12:00PM			0.0	62.0
Thu 5/04	8:00AM-5:30PM			8:00AM	12:00PM			0.0	71.0
Fri 5/05	8:00AM-5:30PM			8:00AM	12:00PM			0.0	80.0
Sat 5/06								0.0	80.0
Sun 5/07								0.0	80.0
Mon 5/08								0.0	80.0

Prior to approving your timecard, ensure that your daily, weekly, and pay period hours are as expected.

Confirm any overtime, leave hours, and labor codes are accurate.

The screenshot displays the Kronos Timecard interface. A red box highlights the 'Approve Timecard' button in the top left corner. A red arrow points from this button to a larger, magnified view of the button, which shows a checkmark icon and the text 'Approve Timecard'. Below the button is a table of timecard entries with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. The table shows entries for various dates from Tuesday 4/25 to Monday 5/08.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	5:30PM		9.0	9.0	9.0
Wed 4/26	8:00AM-5:30PM	Vacation Thru Wed	2.0	10:30AM	6:30PM		7.0	6.0	18.0
Thu 4/27	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	5:30PM		9.0	9.0	27.0
Fri 4/28	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	5:30PM		9.0	9.0	36.0
Sat 4/29									36.0
Sun 4/30									36.0
Mon 5/01	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	4:30PM		9.0	9.0	44.0
Tue 5/02	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	5:30PM		9.0	9.0	53.0
Wed 5/03	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	5:30PM		9.0	9.0	62.0
Thu 5/04	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	6:30PM		9.0	9.0	71.0
Fri 5/05	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	6:30PM		9.0	9.0	80.0
Sat 5/06									80.0
Sun 5/07									80.0
Mon 5/08									80.0

To **Approve** your timecard, click on the **Approve Timecard** icon.

Then click **Approve Timecard**.

You may also remove your approval here.

The screenshot displays the Kronos Workforce Central 'Hourly Timecard' interface. A table lists dates from Tuesday, April 23 to Monday, May 28, with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. An 'Approval Statement' dialog box is open, containing the following text:

**Approval Statement**

I hereby certify that the time reported is a true and correct record of my time for the period indicated. Additionally, if sick leave is included in the time reported, I hereby affirm that I was unable to work: (1) because of my own illness or injury; or (2) because I underwent medical or dental treatment or examination; or (3) because it was necessary for me to care for a dependent child, domestic partner, spouse, or employee's parent; or (4) because I was incapacitated due to the imminent or actual birth of a child. Clicking the Approve button signifies acceptance of the above text and results in the approval of the timecard; clicking the Cancel button results in no approval being performed.

Buttons: Cancel, Approve

A red box highlights the 'Approve' button in the dialog, and a red arrow points from the 'Approve' button in the dialog to a larger 'Approve' button in the top right of the dialog area.

Read the **Approval Statement**.  
Click **Approve**.

The screenshot shows the Kronos Timecard application interface. At the top right, there is a 'Sign Out' button highlighted with a red box. A red arrow points from the text 'Sign Out' in a red box to this button. The main area displays a timecard table with the following columns: Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. The table contains data for dates from Tue 4/25 to Mon 5/08.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	5:30PM		9.0	9.0	9.0
Wed 4/26		Vacation Ten hrs	2.0						
	8:00AM-5:30PM			10:50AM	5:30PM	..Mon 12P Jury Duty	7.0	9.0	18.0
Thu 4/27	8:00AM-5:30PM			8:00AM	12:30PM				
				12:30PM	5:30PM		9.0	9.0	27.0
Fri 4/28	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	5:30PM		9.0	9.0	36.0
Sat 4/29									36.0
Sun 4/30									36.0
Mon 5/01	8:00AM-4:30PM			8:00AM	12:00PM				
				12:30PM	4:30PM		8.0	8.0	44.0
Tue 5/02	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	5:30PM		9.0	9.0	53.0
Wed 5/03	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	5:30PM		9.0	9.0	62.0
Thu 5/04	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	5:30PM		9.0	9.0	71.0
Fri 5/05	8:00AM-5:30PM			8:00AM	12:00PM				
				12:30PM	5:30PM		9.0	9.0	80.0
Sat 5/06									80.0
Sun 5/07									80.0
Mon 5/08									80.0

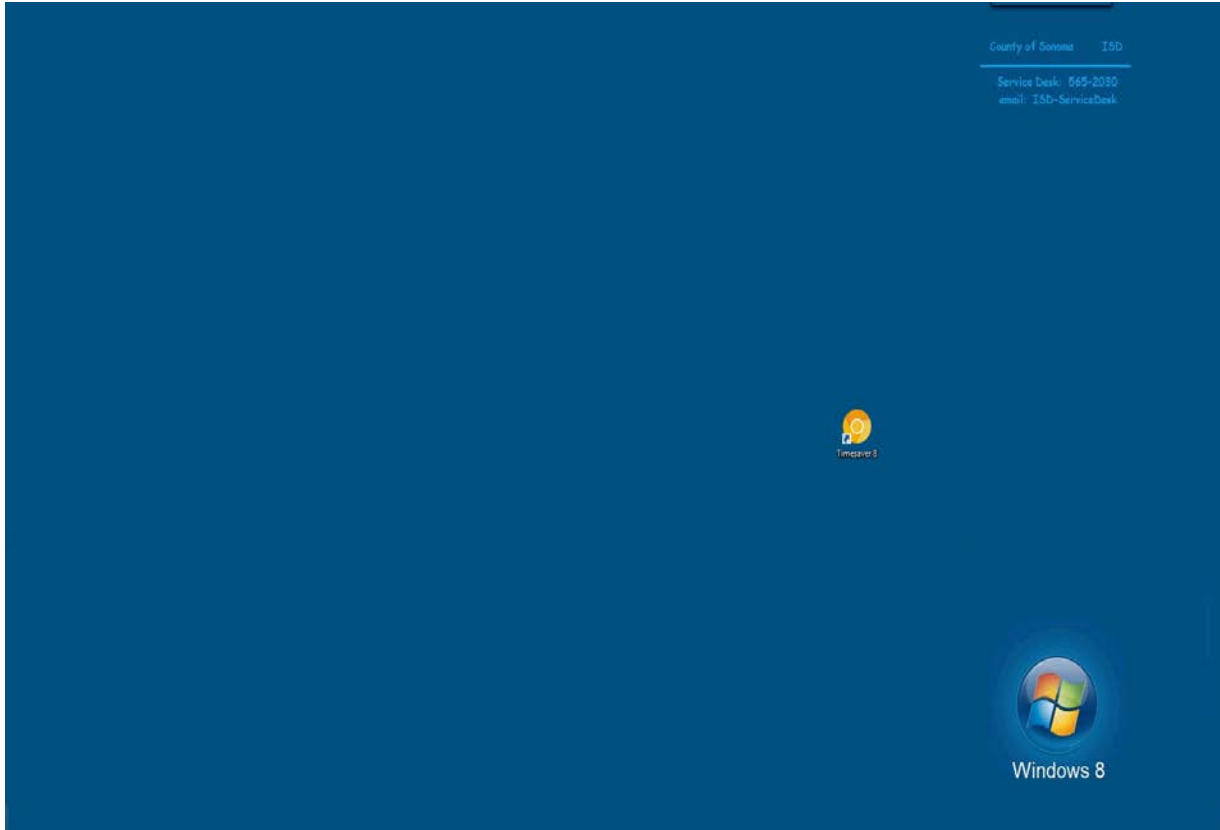
To log off, click **Sign Out**.

Information Timecard Approved by train78 5/01/2017 2:03PM

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Tue 4/25	8:00AM-5:30PM			8:00AM	12:00PM				
Wed 4/26	8:00AM-5:30PM	Vacation Ten hrs	-2.0	12:30PM	5:30PM		9.0	9.0	9.0
Thu 4/27	8:00AM-5:30PM			10:35AM	5:30PM		.Mon 12P Juv Duty	7.0	18.0
Fri 4/28	8:00AM-5:30PM			8:00AM	12:00PM			9.0	27.0
Sat 4/29				12:30PM	5:30PM			9.0	35.0
Sun 4/30									35.0
Mon 5/01	8:00AM-4:30PM			8:00AM	12:00PM			8.0	44.0
Tue 5/02	8:00AM-5:30PM			12:30PM	4:30PM			8.0	44.0
Wed 5/03	8:00AM-5:30PM			8:00AM	12:00PM			9.0	53.0
Thu 5/04	8:00AM-5:30PM			12:30PM	5:30PM			9.0	62.0
Fri 5/05	8:00AM-5:30PM			8:00AM	12:00PM			9.0	71.0
Sat 5/06				12:30PM	5:30PM			9.0	80.0
Sun 5/07									80.0
Mon 5/08									80.0

Please be alerted that using the browser arrows will erroneously log you off TimeSaver.

Log off by clicking **Sign Out**.



This concludes the employee training for an hourly view timecard.

**End of Procedure.**