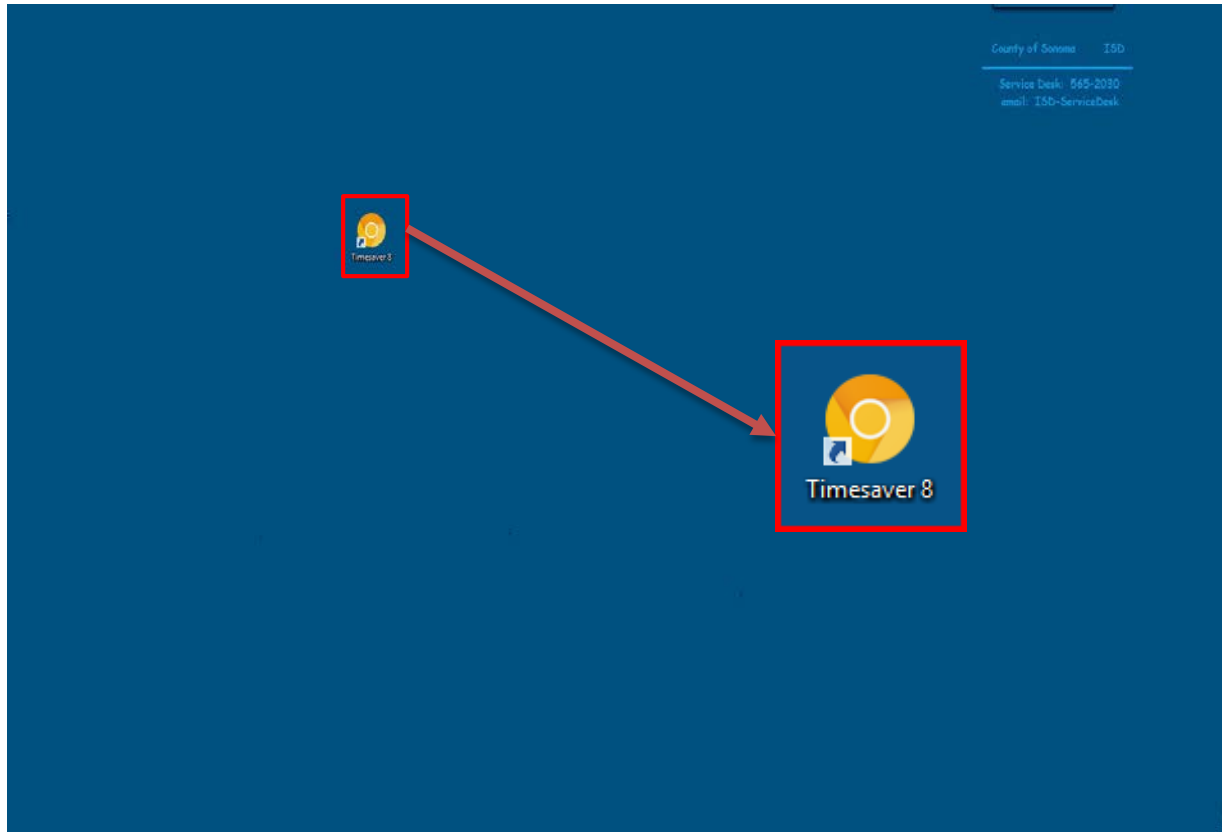


TimeSaver Training - Employee - Project View Timecard



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

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

KRONOS®

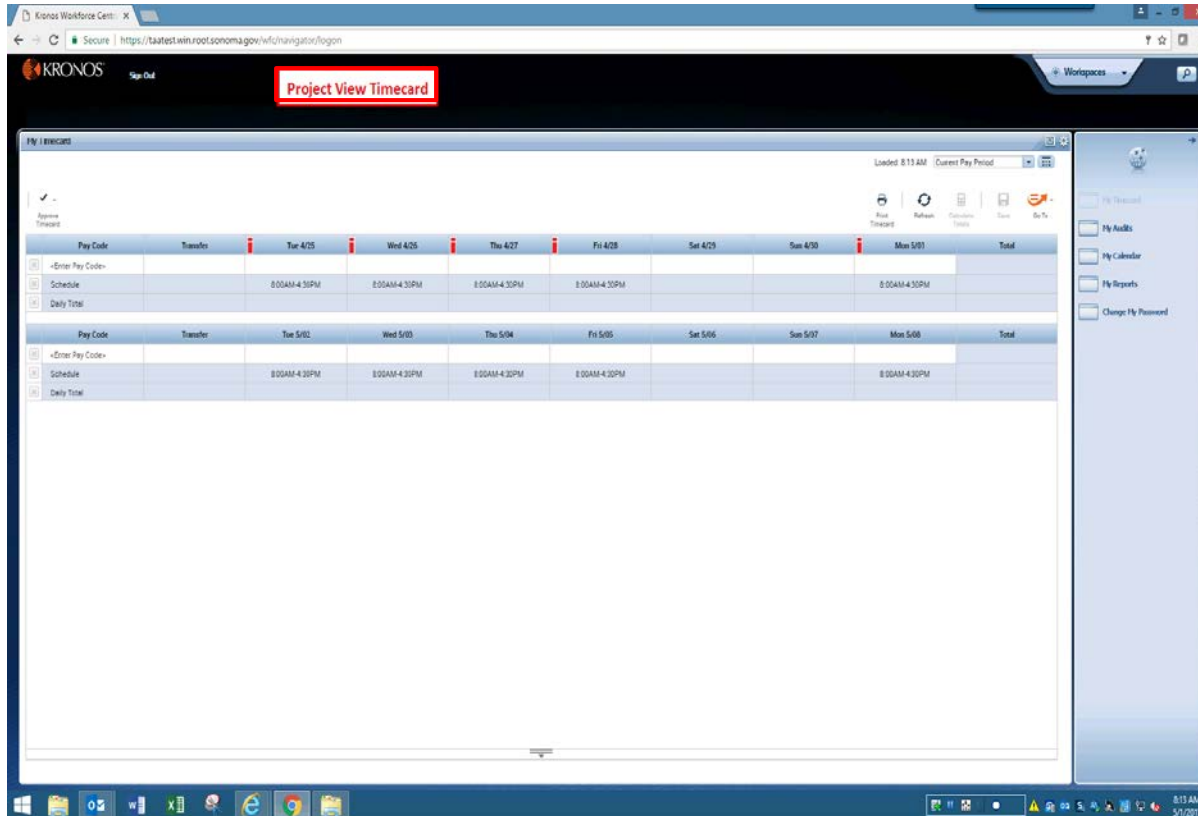
TimeSaver W1 Version 8.0.12

Employee ID:
train1

Password
.....

Forgot Your Password?

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



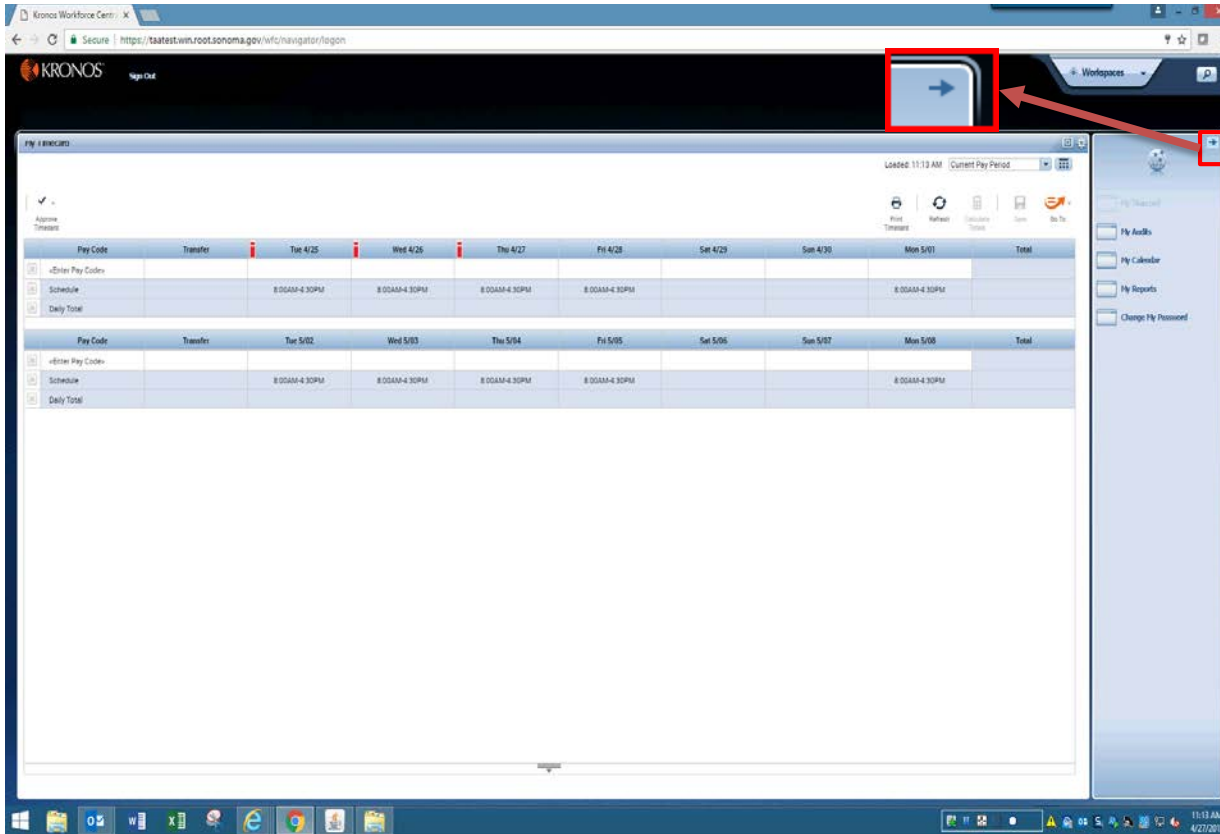
The new version TimeSaver 8.0 looks different than the older version, but much of the functionality is the same.

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

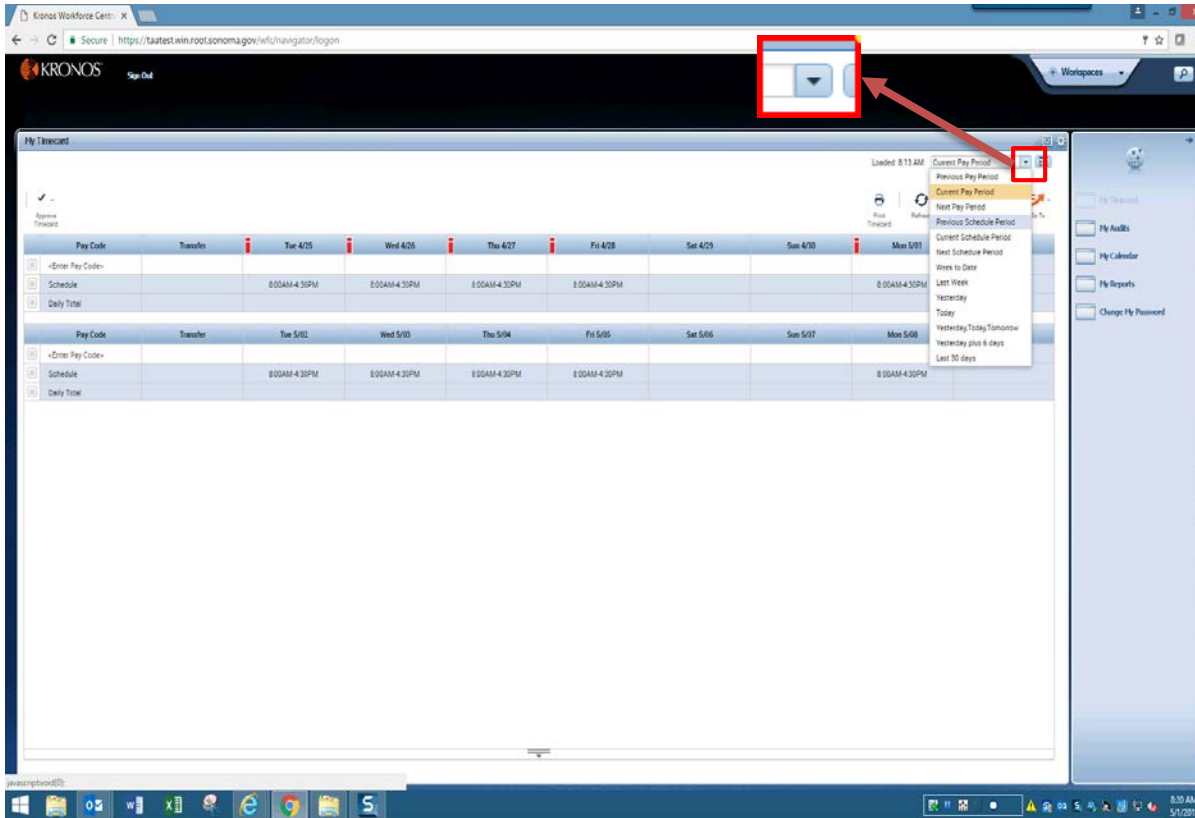
These instructions are for those employees that have a **Project View Timecard** represented by a **horizontal schedule**.

The screenshot shows the Kronos Timecard application interface. The window title bar includes the text "Kronos Timecard" and "Workspaces". In the upper right corner of the application window, there are three window control icons: a square with a smaller square inside (Maximize), a circular arrow (Refresh), and a square with an 'X' (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 displays a timecard grid with columns for days of the week (Tue 4/25, Wed 4/26, Thu 4/27, Fri 4/28, Sat 4/29, Sun 4/30, Mon 5/01) and rows for "Schedule" and "Daily Total". The grid shows time ranges for each day, such as "8:00AM-4:30PM".

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



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 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 the list.

The screenshot displays the Kronos Workforce Center interface. The main area shows a timecard with columns for dates and hours worked. A 'Select Dates' dialog box is open, allowing users to enter a 'Start Date' and 'End Date'. Red boxes highlight the calendar icons on the timecard and in the dialog box, with red arrows pointing from the dialog box icons to the timecard icons. The timecard data is as follows:

Pay Code	Transfer	Tue 4/11	Wed 4/12	Thu 4/13	Fri 4/14	Sat 4/15	Sun 4/16	Total
X Hours Worked		8.0	8.0					
+Enter Pay Code-								
Schedule		8:00AM-4:30PM	8:00AM-4:30PM					
Daily Total		8.0	8.0					40.0

Pay Code	Transfer	Tue 4/18	Wed 4/19	Thu 4/20	Fri 4/21	Sat 4/22	Sun 4/23	Total
X Hours Worked		8.0	8.0	8.0	8.0			40.0
+Enter Pay Code-								
Schedule		8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM		
Daily Total		8.0	8.0	8.0	8.0			40.0

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 Center interface for entering a timecard. The main area is a grid with columns for days of the week and a 'Total' column. The first row is highlighted in blue and contains the text '<Enter Pay Code>' in the first cell. A red box surrounds this text, and a red arrow points to it from the left. Below this row, there are rows for 'Schedule' and 'Daily Total'. The grid continues for the week of 5/02 to 5/08. The interface includes a top navigation bar with 'KRONOS' and 'Sign Out' buttons, and a right sidebar with navigation options like 'My Timecard', 'My Audits', 'My Calendar', 'My Reports', and 'Change My Password'. The bottom of the screen shows the Windows taskbar with various application icons and the system clock showing 8:27 AM on 5/1/2017.

Let's enter time for the day.

To enter hours worked, click the **<Enter Pay Code>** field.

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 header area with the text 'My Timecard' and a 'Loaded: 8:25 AM' indicator. The main area is a table with columns for 'Pay Code', 'Transfer', and dates from 'Tue 4/25' to 'Mon 5/01', plus a 'Total' column. A dropdown menu is open on the 'Pay Code' column, listing various options: 'Hours Worked', 'LWOP Med Self Help', 'LWOP Non Medical', 'Sick Leave This Hrs', 'Sick Leave EHCoin This Hrs', 'Vacation This Hrs', 'Min Guarantee - Transfer', 'Min Guarantee - Hours Worked', 'Schedule', and 'Daily Total'. A red box highlights the 'Hours Worked' option, and a red arrow points from it to a larger red box containing the text 'Hours Worked'. On the right side of the interface, there is a sidebar with navigation links: 'My Timecard', 'My Alerts', 'My Calendar', 'My Reports', and 'Change My Password'. The Windows taskbar is visible at the bottom of the screen, showing the time as 8:27 AM on 5/1/2017.

Click the down arrow and select the appropriate pay code from the list.

In this example, we select **Hours Worked**.

The screenshot shows the Kronos Timecard interface. A red box highlights a dropdown arrow in the top right corner of the 'Hours Worked' row. A red arrow points from this box to a dropdown menu that is open, showing a list of pay codes. The 'Vacation Taken Hours' option is highlighted in blue. The interface includes a table with columns for dates from Tuesday 4/25 to Monday 5/8 and a 'Total' column. The 'Hours Worked' row shows a value of 3.0. The 'Vacation Taken Hours' row shows a value of 0.0. The 'Schedule' row shows a time range of 8:00AM-4:30PM. The 'Daily Total' row is empty. The interface also includes a 'Sign Out' button, a 'Workspaces' button, and a 'Loaded: 8:48 AM Current Pay Period' indicator. The bottom of the screen shows the Windows taskbar with various application icons and the system clock showing 8:50 AM on 5/1/2017.

Pay Code	Transfer	Tue 4/25	Wed 4/26	Thu 4/27	Fri 4/28	Sat 4/29	Sun 4/30	Mon 5/01	Total
Hours Worked		3.0							3.0
Vacation Taken Hours									0.0
Schedule		8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM			8:00AM-4:30PM	
Daily Total									

To find another pay code, click the down arrow again, and select from the list.

In this example, we select **Vacation Taken Hours**.

The screenshot shows the Kronos Timecard interface. A red box highlights the value '3.0' in the 'Hours Worked' row for Wednesday, 4/26. A red arrow points from this box to a larger white box containing the number '3.0'. The interface includes a table with columns for days of the week and rows for 'Hours Worked', 'Vacation Time Used', and 'Daily Total'. The 'Hours Worked' row shows 8.0 for Tuesday, 3.0 for Wednesday, and 8.0 for Monday. The 'Daily Total' row shows 8.0 for Tuesday and Monday.

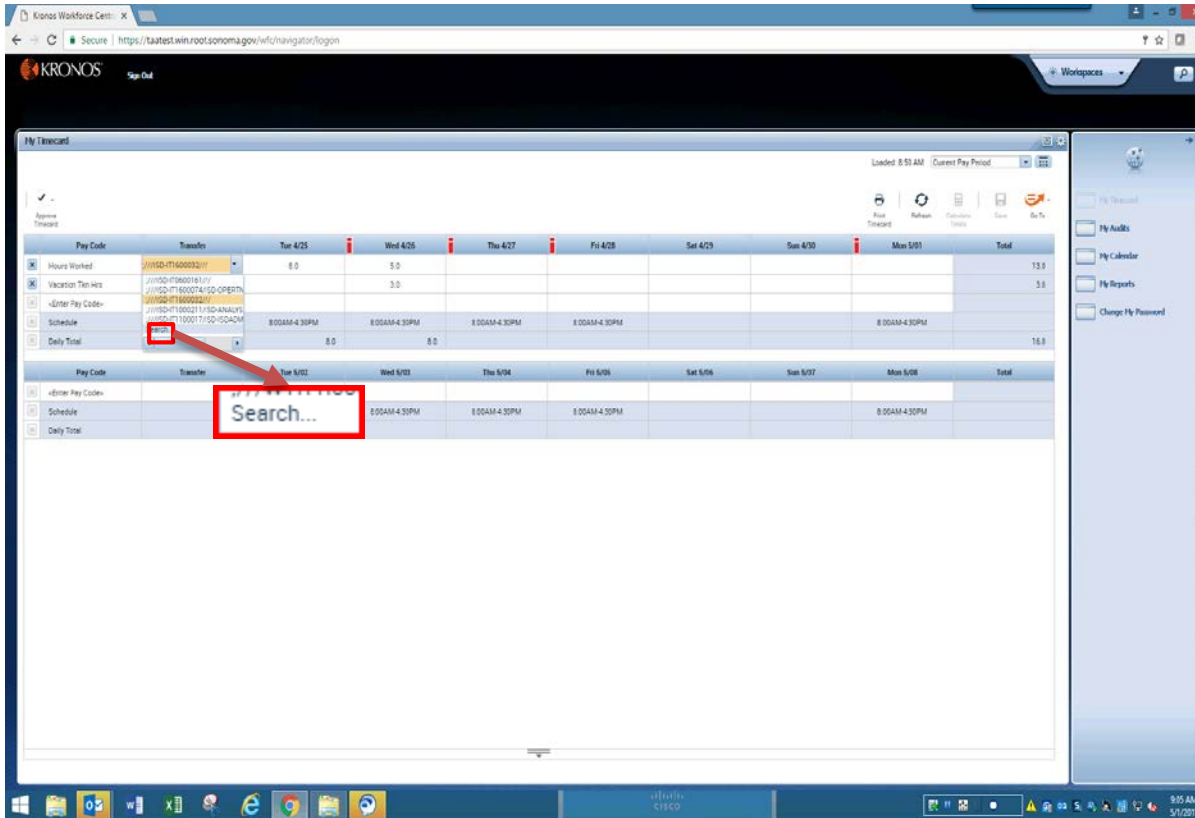
Pay Code	Transfer	Tue 4/25	Wed 4/26	Thu 4/27	Fri 4/28	Sat 4/29	Sun 4/30	Mon 5/01	Total
Hours Worked		8.0	3.0						8.0
Vacation Time Used									
-Enter Pay Code-									
Schedule		8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM			8:00AM-4:30PM	
Daily Total		8.0							8.0

Add the vacation hours.

Then adjust the **Hours Worked** amount to achieve the correct daily total.

The screenshot shows the Kronos Timecard interface. At the top, there is a navigation bar with the Kronos logo and a 'Sign Out' link. Below this is a 'My Timecard' section. The main area contains a table with columns for days of the week (Tue 4/25, Wed 4/26, Thu 4/27, Fri 4/28, Sat 4/29, Sun 4/30, Mon 5/01) and a 'Total' column. The table has rows for 'Hours Worked', 'Vacation Time Used', 'Schedule', and 'Daily Total'. A 'Save' icon, represented by a blue floppy disk, is located in the top right corner of the table area. A red box highlights this icon, and a red arrow points to it from the right. The interface also includes a 'Workspaces' dropdown menu in the top right and a sidebar on the right with options like 'My Timecard', 'My Audits', 'My Calculator', 'My Reports', and 'Change My Password'. The bottom of the screen shows a Windows taskbar with various application icons and the system clock showing 8:00 AM on 5/1/2017.

Click the **Save** icon.



To enter a **Labor Account**, click the **down arrow** and select from the list.

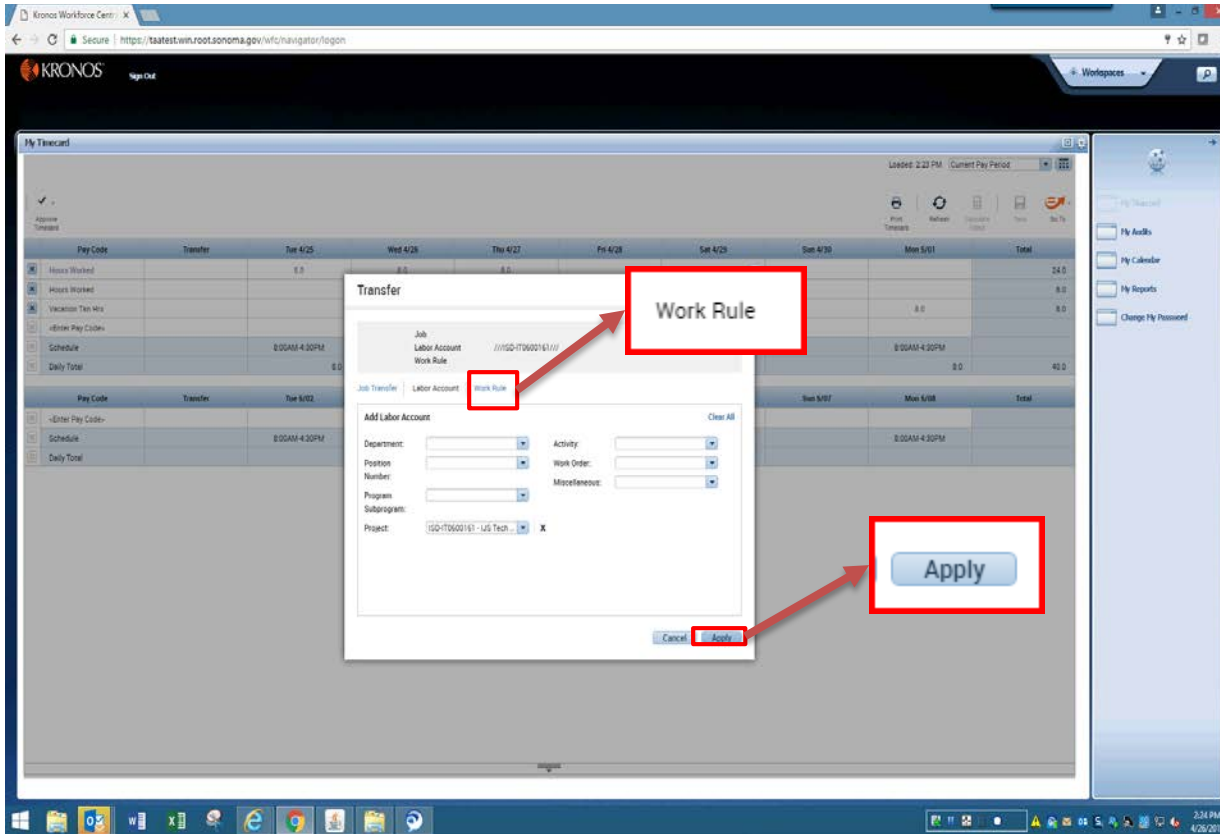
The system remembers the last ten (10) entries.

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 the 'Add Labor Account' section. The 'Project' field is set to 'ISO-IT0800161 - US Tech...'. The 'Apply' button at the bottom of the dialog is highlighted with a red box, and a red arrow points to it from the right. The background shows a timecard grid with columns for dates from Tuesday 4/25 to Monday 5/01, and rows for 'Hours Worked', 'Vacation Time Hrs', and 'Daily Total'. The 'Apply' button is also highlighted with a red box in the background.

Enter **Labor Account** details as defined by 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. At the top, there is a navigation bar with the Kronos logo and a 'Sign Out' link. Below this is a 'My Timecard' section. The main area contains a table with columns for 'Pay Code', 'Transfer', and dates from Tuesday 4/25 to Monday 5/01. The table includes rows for 'Hours Worked', 'Vacation Time', 'Schedule', and 'Daily Total'. A 'Save' button, represented by a floppy disk icon, is located in the top right corner of the table area. A red box highlights this button, and a red arrow points to it from the right side of the image. The interface also includes a 'Workspaces' dropdown menu and a sidebar with navigation options like 'My Alerts', 'My Calendar', and 'My Reports'.

Pay Code	Transfer	Tue 4/25	Wed 4/26	Thu 4/27	Fri 4/28	Sat 4/29	Sun 4/30	Mon 5/01	Total
Hours Worked		8.0	8.0	8.0	8.0				24.0
Vacation Time	://RSD11060161111								0.0
Vacation Time								8.0	8.0
Schedule		8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM			8:00AM-4:30PM	
Daily Total		8.0	8.0	8.0	8.0			8.0	40.0

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

The screenshot shows the Kronos Timecard interface. At the top, there's a navigation bar with 'KRONOS' and 'Sign Out'. Below that, a 'My Timecard' section displays a weekly grid for 'Current Pay Period' starting at 9:05 AM. The grid has columns for days of the week (Tue 4/25 to Mon 5/01) and a 'Total' column. Rows include 'Hours Worked', 'Vacation Ten Hrs', 'Schedule', and 'Daily Total'. Below the grid is another section for 'Totals' and 'Accruals' with a table showing account numbers, pay codes, and amounts.

Pay Code	Transfer	Tue 4/25	Wed 4/26	Thu 4/27	Fri 4/28	Sat 4/29	Sun 4/30	Mon 5/01	Total
Hours Worked		8.0	8.0						13.0
Vacation Ten Hrs			3.0						3.0
Schedule		8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM			8:00AM-4:30PM	
Daily Total		8.0	8.0						16.0

Account	Pay Code	Amount
USD-25010133/USD-50-0143-0002/USD-IT1100006/USD-XM/USD-/-	Regular Hrs	13.0
USD-25010133/USD-50-0143-0002/USD-IT1100006/USD-XM/USD-/-	Total Hrs balance to expected hr	13.0
USD-25010133/USD-50-0143-0002/USD-IT9900445/USD-GENERAL/+/	Total Hrs balance to expected hr	3.0
USD-25010133/USD-50-0143-0002/USD-IT9900445/USD-GENERAL/+/	Vacation Ten Hrs	3.0

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 Timecard interface. At the top, there's a navigation bar with 'KRONOS' and 'Sign Out'. Below it, a 'My Timecard' section shows a weekly grid for 'Current Pay Period' (Loaded 9:05 AM). The grid has columns for days of the week and a 'Total' column. A red box highlights the 'Totals' label in the grid, with an arrow pointing to the 'Totals' tab in the left filter box. Below the grid, there's a summary table with columns for 'Account', 'Pay Code', and 'Amount'.

Account	Pay Code	Amount
002-USD-IT1100006/USD-XMFS5D-1	Regular Hrs	13.0
USD-25010133/USD-50-01	Total Hrs balance to expected by	13.0
USD-25010133/USD-50-0143-0002-/USD-IT9900445/USD-GENERAL-1	Total Hrs balance to expected by	3.0
USD-28010133/USD-50-0143-0002-/USD-IT9900445/USD-GENERAL-1	Vacation Ten Hrs	3.0

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

The system defaults to **All**.

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

The screenshot displays the Kronos Timecard interface. The main area shows a weekly timecard grid with columns for days from Tue 4/25 to Mon 5/01. The grid includes rows for Hours Worked, Vacation Time Wks, Schedule, and Daily Total. Below the grid is an 'Accruals' section with a table listing various accrual codes and their balances.

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
CFRA Leave	600.0	Hour	Sun 1/01 - Sun 12/31	600.0	600.0
CPDL	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Comp Time Holiday	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Comp Time Non-Statutory	23.5	Hour	Sun 1/01 - Sun 12/31	23.5	23.5
Comp Time Statutory	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
FMLA	600.0	Hour	Sun 1/01 - Sun 12/31	600.0	600.0
FMLA Leave MIL	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
MTD-USP Accum to Date	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
MTD-USP Taken to Date	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
MTD-USP Total Available	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0

To see 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.

The screenshot shows the Kronos Timecard application interface. The main area displays a grid of timecard data for an employee. The grid is organized by date, with columns for each day of the week. The rows represent different categories of timecard data, such as 'Hours Worked', 'Sick Leave Taken', 'Schedule', and 'Daily Total'. A red box highlights the value '8.0' in the 'Hours Worked' row for the date 'Thu 3/02'. The interface includes a top navigation bar with the Kronos logo and a 'Sign Out' button. The bottom of the screen shows the Windows taskbar with various application icons and the system clock.

Pay Code	Transfer	Tue 2/28	Wed 3/01	Thu 3/02	Fri 3/03	Sat 3/04	Sun 3/05	Mon 3/06	Total
Hours Worked		8.0	8.0	8.0					
Sick Leave Taken									
Schedule		8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM			8:00AM-5:00PM	
Daily Total									

Pay Code	Transfer	Tue 3/07	Wed 3/08	Thu 3/09	Fri 3/10	Sat 3/11	Sun 3/12	Mon 3/13	Total
Hours Worked									
<Enter Pay Codes>									
Schedule		8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM			8:00AM-5:00PM	
Daily Total									

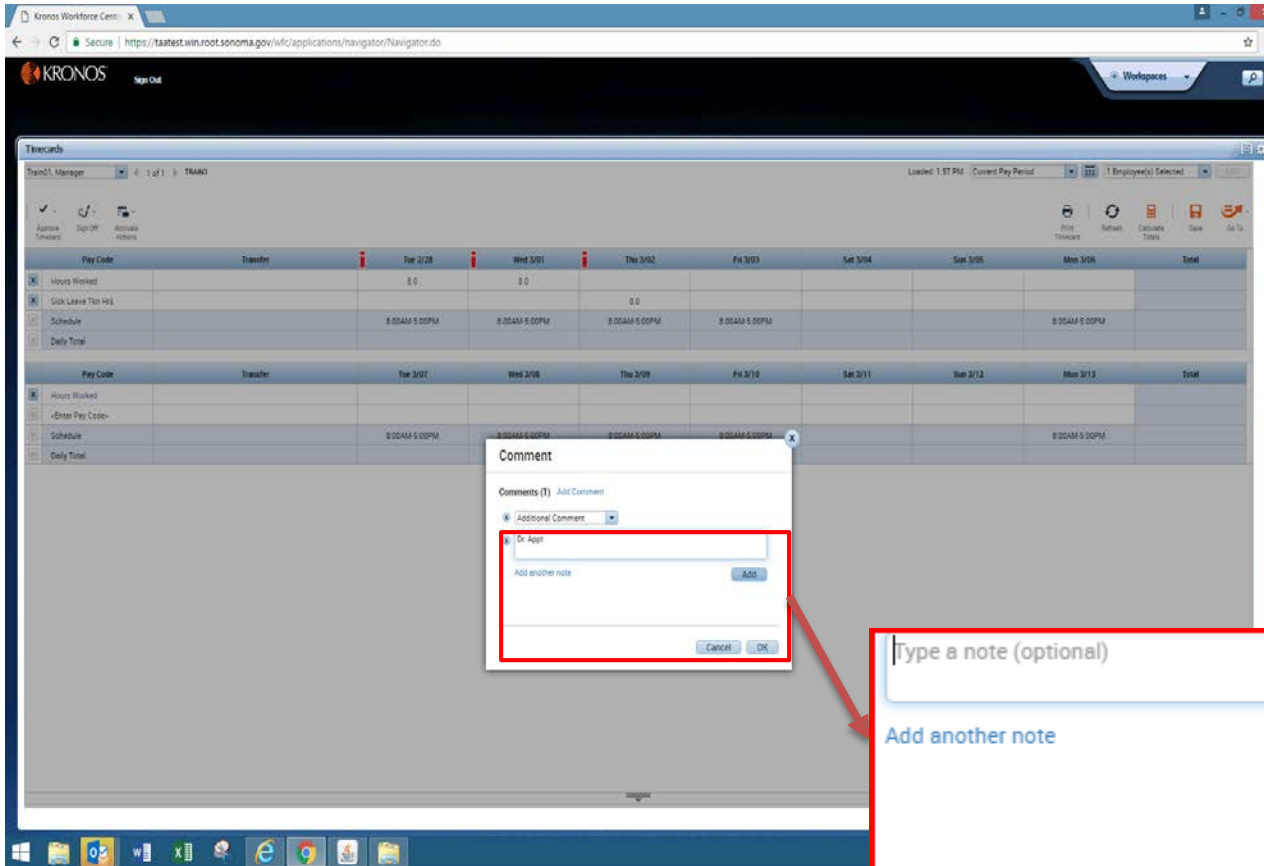
To add a **Comment**, right click in cell. Hours must already be entered to add a comment.

The screenshot shows the Kronos Timecard interface in a web browser. The main window displays a timecard grid with columns for dates from Tuesday, 2/28 to Monday, 3/6. The grid includes rows for 'Hours Worked', 'Sick Leave Tkn His', 'Schedule', and 'Daily Total'. A 'Pay Code Actions' pop-up window is open over the grid, showing details for a date of 3/02/2017, a pay code of 'Sick Leave Tkn His', and an amount of 0.0. The 'Comments' button in the pop-up is highlighted with a red box. A red arrow points from this button to a larger 'Comments' button located below the pop-up window, which is also highlighted with a red box.

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

The screenshot shows the Kronos Timecard interface. A 'Comment' dialog box is open, displaying a list of comment types. The 'Additional Comment' option is highlighted with a red box. A red arrow points from this box to a text input field labeled 'Additional Comment' on the left side of the dialog. The background shows a timecard grid with columns for dates from Tue 2/28 to Mon 3/13. The dialog box has a search bar and an 'Add' button. The system status bar at the bottom indicates the user is logged in as 'jessie@phind/c' at 1:59 PM on 3/2/2017.

Select type of **comment** from the drop down list.



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

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

The screenshot shows the Kronos Timecard interface. At the top, there's a navigation bar with 'KRONOS' and 'Sign Out'. Below that, the 'Timecards' section is visible, showing a grid for an employee named 'TRANI1, Manager'. The grid displays hours worked for various dates from Tue 2/29 to Mon 3/13. A red box highlights the 'Save' button in the top right corner of the grid, and a red arrow points to it from the text on the right. Below the grid, there's an 'Accruals' section with a table showing accrual codes, available balances, units, reporting periods, opening balances, and ending balances.

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
CFRA Leave	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
CPDL	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Camp Time-Holiday	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Comp time-Non-Statutory	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Comp time-Statutory	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
FMLA	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
FMLA Leave-ML	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0

Click the **Save** icon to save the comment.

The screenshot displays the Kronos Timecard interface. At the top, there's a navigation bar with the Kronos logo and a 'Sign Out' button. Below that, the 'Timecards' section is visible, showing a weekly grid for the week of March 28th to April 3rd, 2017. The grid includes columns for 'Pay Code', 'Transfer', and days of the week. A red box highlights a blue comment bubble icon in the 'Hours Worked' row for Thursday, 3/30. A red arrow points from this icon to a larger, magnified view of the comment bubble in the top right corner of the interface. Below the timecard grid, there is an 'Accruals' section with a table showing various accrual codes and their balances.

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
CFRA Leave	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
CPDL	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Comp Time Holiday	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Comp time, Non-Statutory	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Comp time, Statutory	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
PMLA	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
PMLA Leave MIL	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0

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

The screenshot displays the 'My Timecard' interface in a web browser. The top navigation bar includes 'KRONOS' and 'Workspaces'. The main content area is titled 'My Timecard' and shows a grid of timecard entries for two weeks. The grid has columns for days of the week (Tue 4/25, Wed 4/26, Thu 4/27, Fri 4/28, Sat 4/29, Sun 4/30, Mon 5/01) and a 'Total' column. The rows include 'Hours Worked', 'Vacation Time Hrs', 'Schedule', and 'Daily Total'. Below the grid, there is a summary table with columns for 'Account', 'Pay Code', and 'Amount'.

Account	Pay Code	Amount
USD-25010133/USD-50-0143-0002/USD-HT100006/USD-XM5SD/+/	Regular Wk	69.0
USD-25010133/USD-50-0143-0002/USD-F7990384/USD-GENRAL/+/	Sick Leave Tin Hrs	0.0
USD-25010133/USD-50-0143-0002/USD-HT100006/USD-XM5SD/+/	Total Hrs balance to expected for	69.0
USD-25010133/USD-50-0143-0002/USD-F7990045/USD-GENRAL/+/	Total Hrs balance to expected for	3.0
USD-25010133/USD-50-0143-0002/USD-F7990384/USD-GENRAL/+/	Total Hrs balance to expected for	0.0
USD-25010133/USD-50-0143-0002/USD-F7990045/USD-GENRAL/+/	Vacation Tin Hrs	3.0

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

Also check **overtime, leave hours, and labor codes** are accurate.

The screenshot shows the Kronos Workforce Central interface. At the top left, there is a 'My Timecard' header with a checkmark icon and a dropdown arrow. A red box highlights this icon. Below it, a red box highlights the 'Approve Timecard' button. The main area displays a timecard grid with columns for Transfer, Tue 4/25, Wed 4/26, Thu 4/27, Fri 4/28, Sat 4/29, Sun 4/30, and Mon 5/01. Below the grid is an 'Accruals' table with columns for 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
CFRA Leave	600.0	Hour	Sun 1/01 - Sun 12/31	600.0	600.0
CPDL	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Comp Time-Holiday	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
Comp time, Non-Statutory	23.5	Hour	Sun 1/01 - Sun 12/31	23.5	23.5
Comp time, Statutory	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
FMLA	600.0	Hour	Sun 1/01 - Sun 12/31	600.0	600.0
FMLA Leave-MIL	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
MTO-UFP Accum to Date	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
MTO-UFP Taken to Date	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0
MTO-UFP Total Available	0.0	Hour	Sun 1/01 - Sun 12/31	0.0	0.0

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

You may also remove a timecard approval here.

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 list and results in the approval of the timecard; clicking the Cancel button results in no approval being performed.

Approve

Pay Code	Transfer	Tue 4/25	Wed 4/26	Thu 4/27	Fri 4/28	Sat 4/29	Sun 4/30	Mon 5/01	Total
Hours Worked		8.0	5.0						13.0
Vacation Ten hrs			3.0						3.0
-Enter Pay Code-									
Schedule		8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM			8:00AM-4:30PM	
Daily Total		8.0							16.0

Accrual Code	Accrual Available Balance	Accrual Opening Balance	Accrual Ending Balance
CFRA Leave	600.0	600.0	600.0
CPDL	0.0	0.0	0.0
Comp Time-Holiday	0.0	0.0	0.0
Comp time, Non-Statutory	23.5	23.5	23.5
Comp time, Statutory	0.0	0.0	0.0
FMLA	600.0	600.0	600.0
FMLA Leave MIL	0.0	0.0	0.0
MTO-URP Accum to Date	0.0	0.0	0.0
MTO-URP Taken to Date	0.0	0.0	0.0
MTO-URP Total Available	0.0	0.0	0.0

Read **Approval Statement**.

Click **Approve**.

The screenshot shows the Kronos Workforce Center interface. In the top navigation bar, the 'Sign Out' button is highlighted with a red box. An arrow points from another 'Sign Out' button in the top left corner to this highlighted button. The main area displays a timecard for the current pay period, showing hours worked and schedule information for various days.

Pay Code	Transfer	Tue 2/14	Wed 2/15	Thu 2/16	Fri 2/17	Sat 2/18	Sun 2/19	Mon 2/20	Total
Hours Worked		8.0	8.0	8.0	8.0				32.0
<Enter Pay Code>									
Schedule		8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM			8:00AM-5:00PM	
Daily Total		8.0	8.0	8.0	8.0				32.0

Pay Code	Transfer	Tue 2/21	Wed 2/22	Thu 2/23	Fri 2/24	Sat 2/25	Sun 2/26	Mon 2/27	Total
<Enter Pay Code>									
Schedule		8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM	8:00AM-5:00PM			8:00AM-5:00PM	
Daily Total									

To Logoff, click **Sign Out**.

The screenshot shows the Oracle TimeSaver application interface. At the top, there is a navigation bar with a 'Sign Out' button. Below this is a main table displaying timecard entries for two pay periods. The first pay period is for the week of 4/25 to 5/1, and the second is for 5/2 to 5/8. The table columns include 'Pay Code', 'Transfer', 'Date', 'Hours Worked', and 'Total'. The 'Hours Worked' column shows 8.0 hours for each day, and the 'Total' column shows 37.0 hours for the first period and 32.0 for the second. Below the main table is a summary table with columns for 'Account', 'Pay Code', and 'Amount'. The summary table lists various accounts and their corresponding amounts, including 'Regular Hrs' (88.0), 'Sick Leave Tkn Hrs' (8.0), and 'Vacation Tkn Hrs' (3.0). A red box highlights the browser's back and forward arrows, with an arrow pointing from the 'Sign Out' button to the back arrow.

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

It is recommended that you exit TimeSaver by clicking **Sign Out**.



This concludes the employee training for a project view timecard.

End of Procedure.