

# Kronos 7.0 Upgrade – Timecard Approval

1. From Employee Main Navigator page
  - a. Select the correct Time Period
  - b. Click Maximize

The screenshot shows the Kronos 7.0 Employee Main Navigator page. The 'ESS Timecard' window is open, displaying a table of timecard entries for the current pay period. A red arrow points to the 'Time Period' dropdown menu in the top right corner of the Timecard window. Another red arrow points to the 'More' button in the top right corner of the Timecard window. The table shows the following data:

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Daily	Period
Sun 11/23								
Mon 11/24		10-R...	8.0	8:00			8.0	8.0
Tue 11/25		10-R...	8.0	8:00			8.0	16.0
Wed 11/26		10-R...	8.0	8:00			8.0	24.0
Thu 11/27		10-R...	8.0	8:00			8.0	32.0
Fri 11/28		10-R...	8.0	8:00			8.0	40.0
Sat 11/29								40.0
Sun 11/30								40.0
Mon 12/01		10-R...	8.0	8:00			8.0	48.0
Tue 12/02		10-R...	8.0	8:00			8.0	56.0

2. After reviewing your timecard and correcting any missed or double punches,
3. Click the More button
  - a. Select Approve

The screenshot shows the Kronos 7.0 ESS Timecard interface. The 'More' button is highlighted, and a dropdown menu is open, showing the 'Approve' option. A red arrow points to the 'Approve' option. The 'Approve Statement' dialog box is displayed, showing the following text:

**Approve Statement**

My electronic time record accurately reflects all hours worked. I was provided with all meal and rest periods, except as noted on my time record.

If I agree I will "approve". If I do not agree I will "cancel" and make the appropriate changes and/or contact payroll to rectify. My paycheck will not be processed until I approve my time record.

**Approve** **Cancel**