

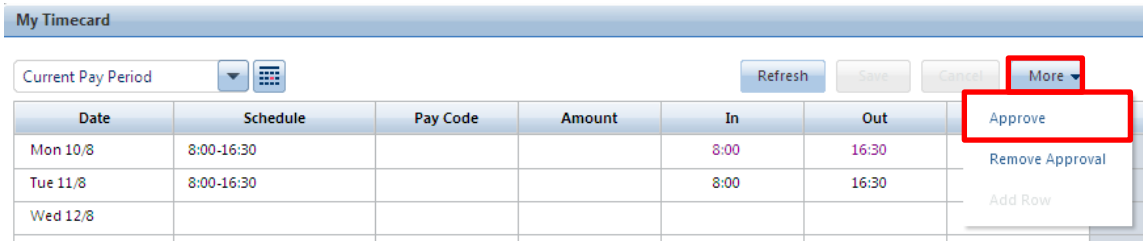
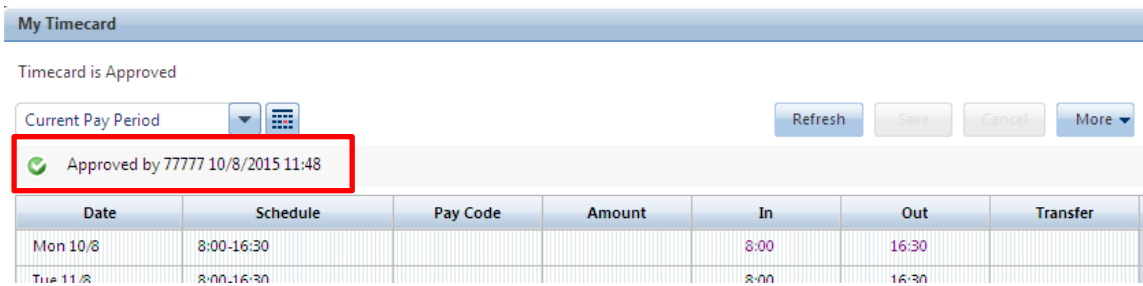
# Work Instructions – Kronos

## Approve Timecard Employee

Version 1.0

## Approve Timecard - Employee

**Purpose:** The purpose of the work instruction is to assist employees approving their timecard. Timecards are required to be approved on the last shift or day of the employees pay period.

| Step | Action                                                                                                                                                     |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Login <b>Kronos Navigator</b>                                                                                                                              |
| 2    | Click the <b>More</b> drop down menu, then click <b>Approve</b><br><br> |
| 3    | Check the system notification message<br><br>                          |

⊗ End of Work Instruction