Approving and Unapproving Timecards
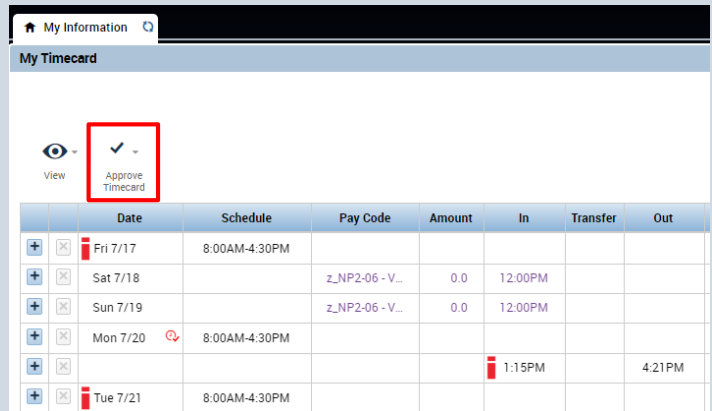
Purpose:
This job aid will help you approve and remove approval from your Timecard

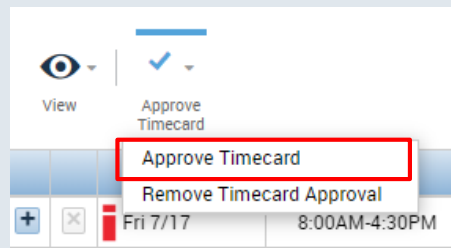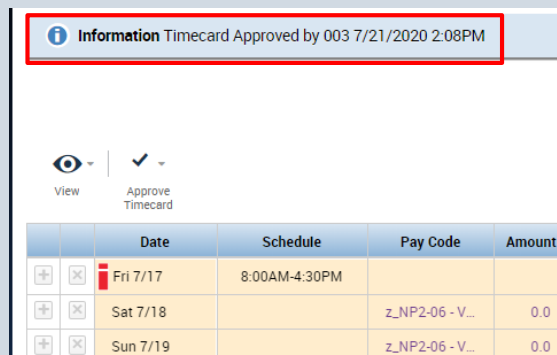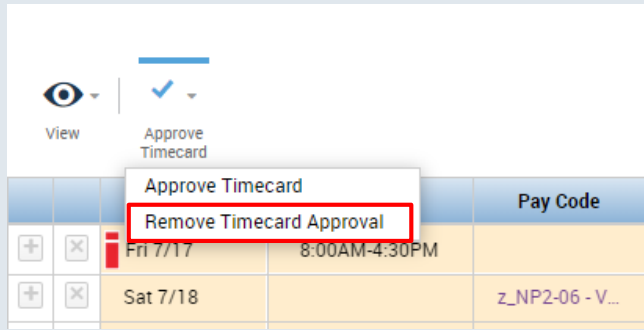| Steps	Screenshots
On the Kronos Home page, you should be able to see the My Timecard section which shows your current timecard. The Approve Timecard button acts as a drop down window for both approvals and removing approvals.	
Once pressing the Approve Timecard icon, you can press Approve Timecard to approve your time card.	
Once approved, you will get a notification at the top of the screen and your timecard will turn yellow.	

Steps	Screenshots
If your Timecard is approved the same steps apply for removing that approval. Starting on the My Timecard page, clicking the Approve Timecard icon and pressing Remove Timecard Approval will revert your timecard to being unapproved.	
Once the approval is removed your timecard will return to being white.	