

# Approving and Unapproving Timecards

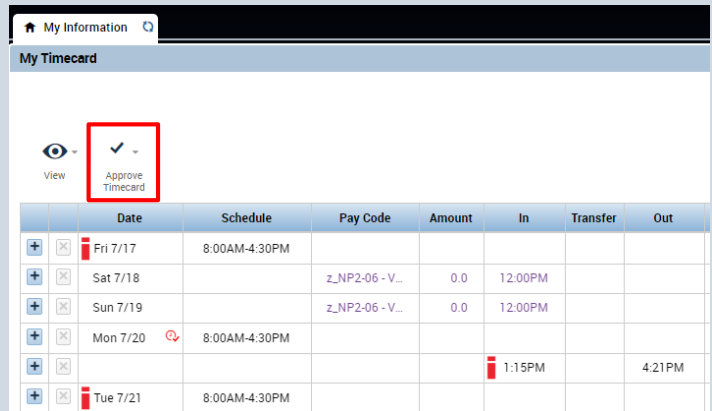
## Purpose:

This job aid will help you approve and remove approval from your Timecard

## Steps

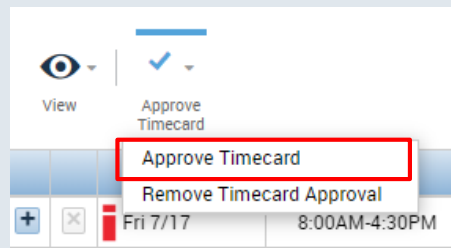
## Screenshots

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.

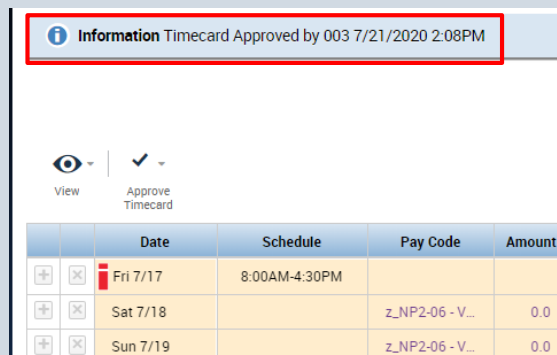


	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ X	Fri 7/17	8:00AM-4:30PM					
+ X	Sat 7/18		z_NP2-06 - V...	0.0	12:00PM		
+ X	Sun 7/19		z_NP2-06 - V...	0.0	12:00PM		
+ X	Mon 7/20	8:00AM-4:30PM					
+ X	Tue 7/21	8:00AM-4:30PM			1:15PM		4:21PM

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.

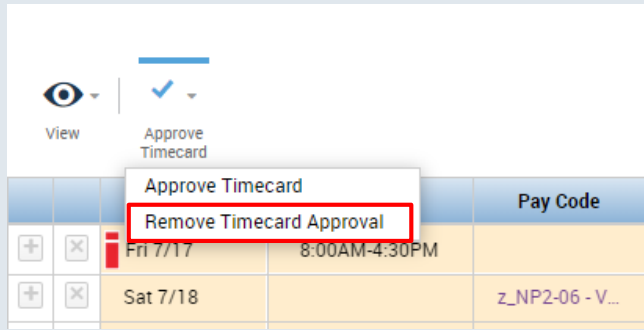


	Date	Schedule	Pay Code	Amount
+ X	Fri 7/17	8:00AM-4:30PM		
+ X	Sat 7/18		z_NP2-06 - V...	0.0
+ X	Sun 7/19		z_NP2-06 - V...	0.0

## Steps

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.

## Screenshots



Once the approval is removed your timecard will return to being white.

The screenshot shows the 'My Timecard' page with a search bar at the top containing 'My Information'. Below the search bar is the 'My Timecard' header. The main content area shows a table with columns for '+', 'x', 'Date', 'Schedule', 'Pay Code', 'Amount', 'In', 'Transfer', and 'Out'. The table contains the following data:

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
+	x	Fri 7/17	8:00AM-4:30PM					
+	x	Sat 7/18		z_NP2-06 - V...	0.0	12:00PM		
+	x	Sun 7/19		z_NP2-06 - V...	0.0	12:00PM		
+	x	Mon 7/20	8:00AM-4:30PM					
+	x					1:15PM		4:21PM
+	x	Tue 7/21	8:00AM-4:30PM					