

The screenshot shows the KRONOS Timecard interface for user Cardenas, Maria (ID: 36196). The interface includes a navigation bar (3), a main data table with columns for Date, Pay Code, Amount, In, Transfer, Out, Shift, and Daily. A red line (4) indicates a missed punch on Thu 1/25. A gold line (5) highlights the current pay period. The interface also features a 'Save' button (6), an 'Approvals' tab (9), and a 'Reports' section (10) with sub-tabs for Accruals, Audits, and Comments. A 'Log Off' button is visible in the top left.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily
Mon 1/22			8:00AM		12:00PM	8.0	8.0
Tue 1/23			10:00AM		12:00PM	6.0	6.0
Wed 1/24	AWOP	8.0					
Thu 1/25	Bereavem...	4.0	8:00AM		12:00PM		
Fri 1/26					12:00PM	4.0	4.0
Sat 1/27			8:00AM		1:00PM	9.0	9.0
Sun 1/28							
Mon 1/29			8:00AM		12:00PM	9.0	9.0
Tue 1/30							
Wed 1/31							

Legend:

- Employee ID.
- Time period you are currently viewing.
- Navigation Bar
- Missed punch
- Gold line indicating changes that need to be saved.
- Save button
- Pay Code column (enter Sick or Vacation time here)
- Amount column
- Approval button
- Tabs for viewing accruals and audits

To Login:

1. Access the Kronos website at:

<https://kronos.sandiego.edu/wfc/login>

2. Enter your User Name
3. Enter your Password
4. Click the button.

To Access Your Time Card:

1. Select **My Information**
2. Select **My Timecard**

To Enter Your Time Worked:

1. Click on the space for the appropriate day and type of record you are noting
2. Enter time with appropriate morning/afternoon designation (AM/PM)
3. Click **Save**.

To Approve Your Time Card:

At the end of each pay period, you will need to approve your timecard.

1. Review your time card to ensure that it accurately reflects your time worked.
2. Select from the menu.
3. Select **Approve**.