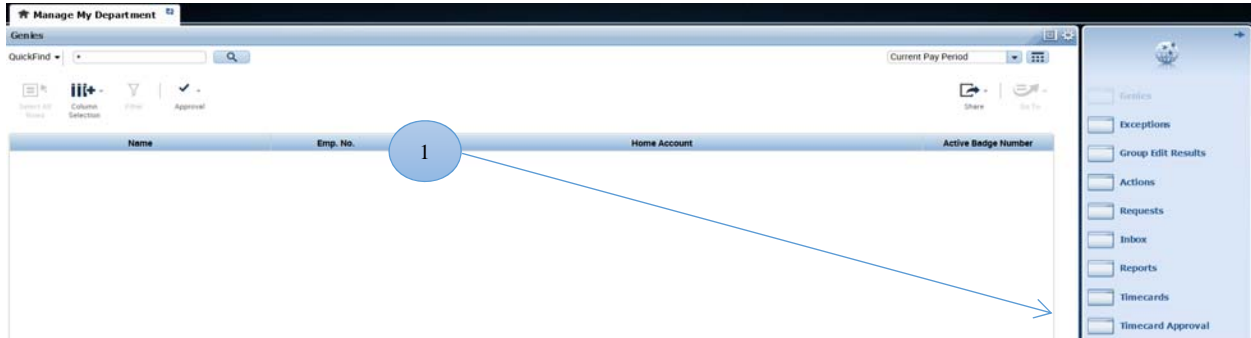


# Approving Timecards Step by Step

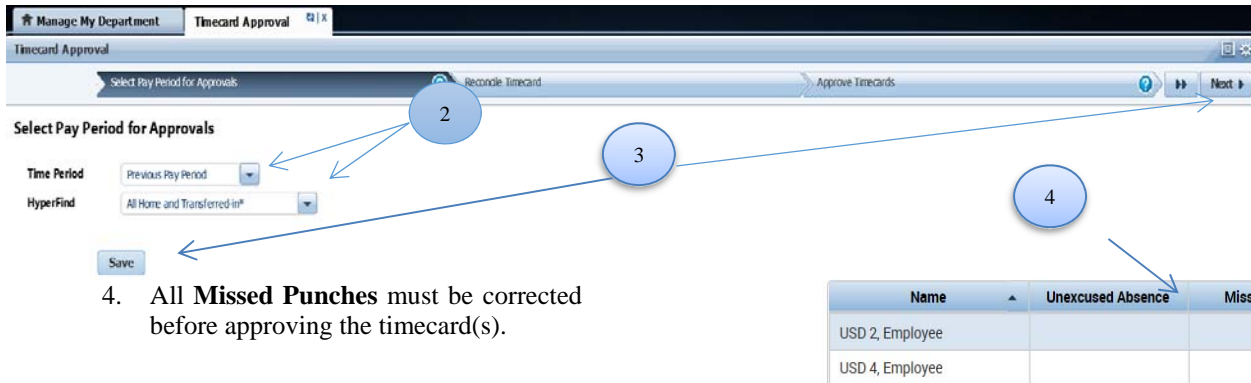
# Kronos Supervisor

All timecards must be approved on the last day of the pay period. If a supervisor will not be able to approve timecards, he/she will need to Delegate Authority to another supervisor.

1. Click on **Timecard Approval** in the Navigation bar.



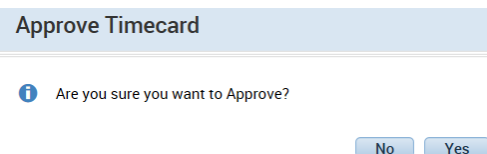
2. Time Period –
  - Approving timecards before the end of the pay period should say “**Current Pay Period.**”
  - Approving timecards on payroll Monday after the pay period end should “**Previous Pay Period.**”
3. Click “**Save**” and “**Next.**”



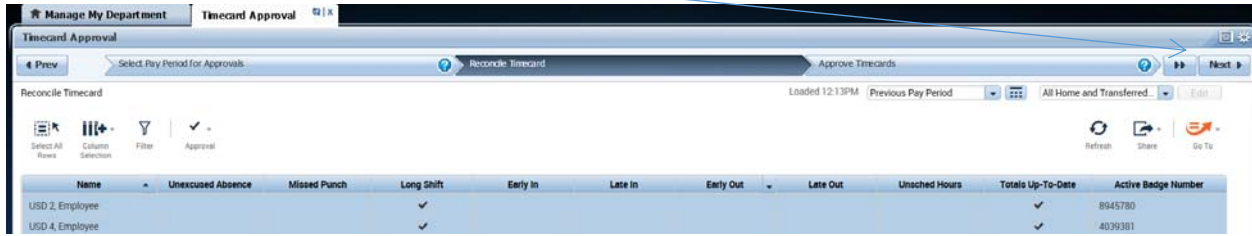
4. All **Missed Punches** must be corrected before approving the timecard(s).
5. Click **Select All Rows**
6. Click the dropdown arrow to **Approve Timecard.**



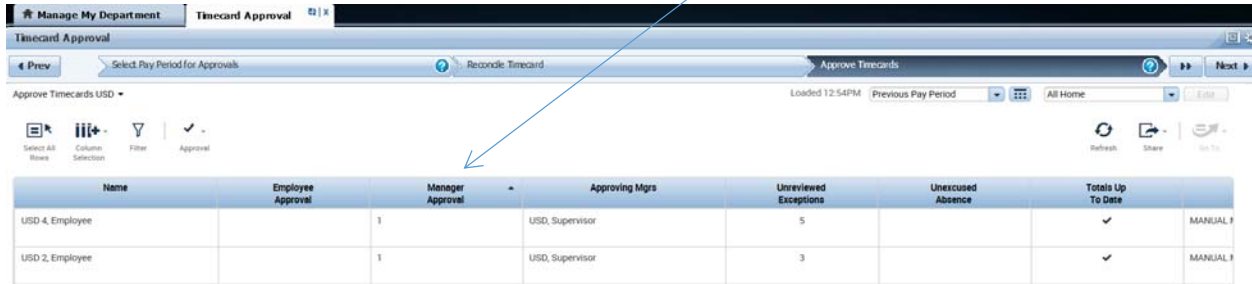
7. A warning will appear asking you if you are sure you want to approve. If you are sure click **Yes**.



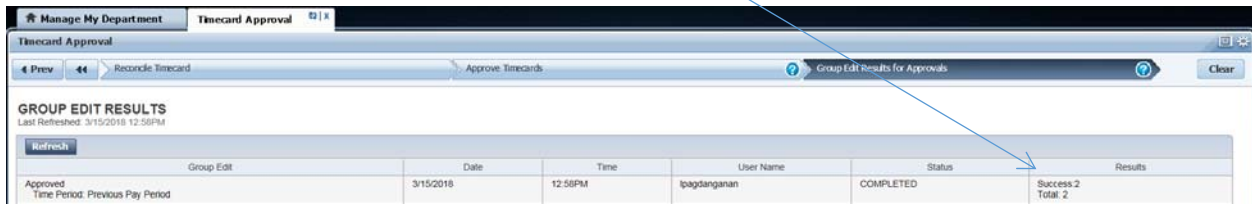
8. Click **Next**.



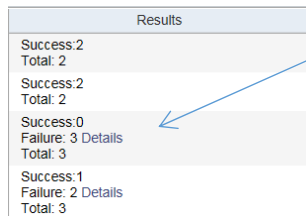
9. Review that there is a number under **Manager Approval**.



10. Review the **Results** to ensure they say **Success**.



11. If you have a number under **Failures**, click on the **Details**.



12. Under the **Error Description**, you can see why the timecard approval failed.

