Kronos Reference Guide

Access an Employee's Timecard

1. Locate the employee by Quick Find.
2. Select the desired time period.
3. Select the Timecard Launch button.

Add a New or "Missed" Punch

1. Click in the cell for punch to be added or changed.
2. Enter the correct punch in the cell.
3. Press Enter.

Edit a Punch

1. Click in the punch cell that needs editing.
2. Enter the correct time in the cell.
3. Press Enter.

Delete a Punch

1. Click in the cell to be deleted.
2. Press the Delete key.
3. Press Enter.

Approving Timecard

1. Select the Previous Pay Period.
2. Select the desired timecard(s).
3. Select Approve.

Signing off Timecard

1. Select the Previous Pay Period.
2. Select the desired timecard(s).
3. Select Sign Off.

Note: Timecard approvals and sign offs can be done from the Pay Period Close screen **or** from an individual Timecard.

Print a Timecard Report

1. Click on Reports (under My Genies).
2. Select Reports.
3. Click on Timecard, then Time Detail.
4. On Blue Bar at top of page:
   Show: Student "worked" in Pay Period
   Time Period: Current or Previous
5. Click on Run Report (White Tab).
6. Click on Refresh Status until complete.
7. View Report.

Don't forget to SAVE and Reload!