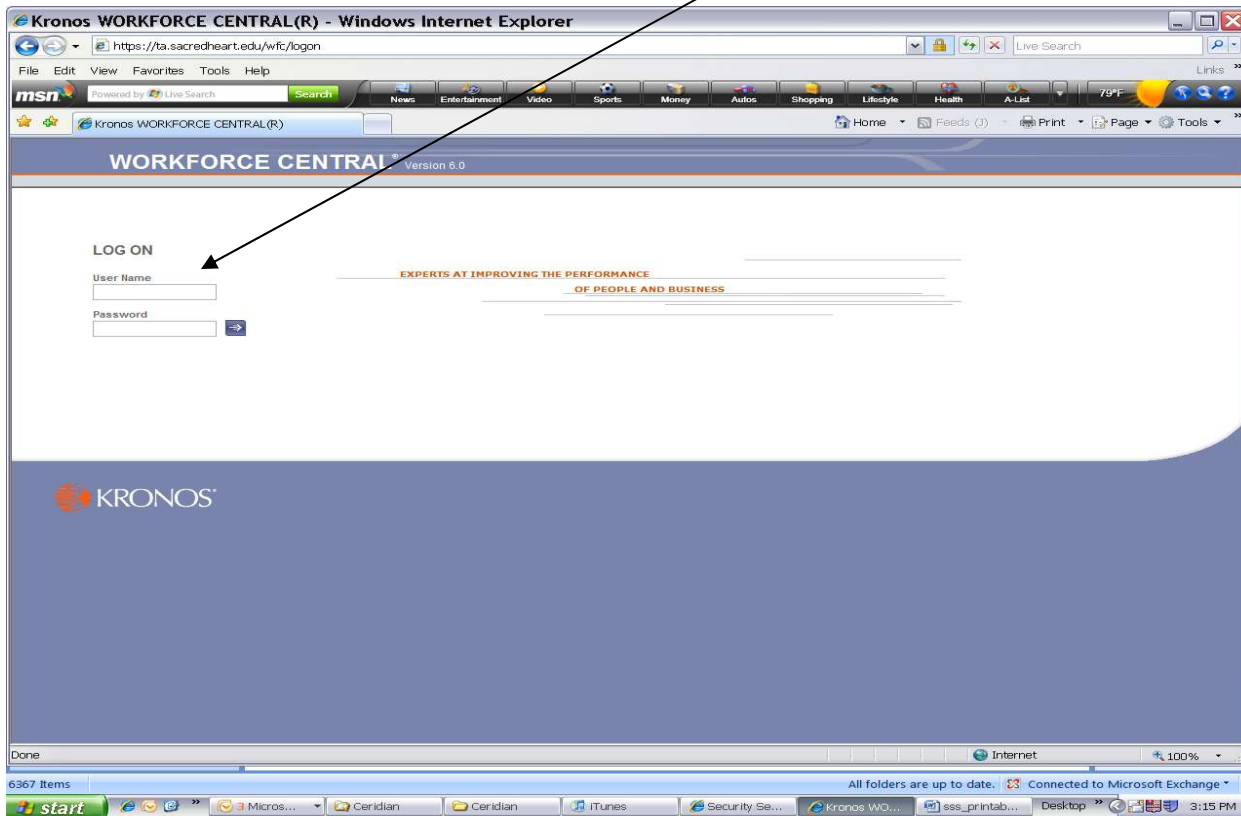


Kronos Supervisor Approval Process

Go to Internet Explorer and type in the address <https://ta.sacredheart.edu/wfc/logon>.

When you get the screen below type in your user name and password.
(you would use your network username and password)



After logging in, you should see a listing of all your student workers.

Click on the student you want to approve and their "Timecard" appears.

KRONOS Log Off | Setup | Help

GENERAL | **TIMEKEEPING** | SCHEDULING | MY INFORMATION

Timecard | Schedule | People | Reports | My Timecard

TIMECARD
Loaded: 3:36PM

Name & ID: Comeau, Kristin | 0621031
Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31											
Mon 6/01			8:43AM		4:32PM				7.82	7.82	7.82
Tue 6/02			8:27AM		4:31PM				8.07	8.07	15.88
Wed 6/03			8:37AM		4:30PM				7.88	7.88	23.77
Thu 6/04			8:31AM		4:32PM				8.02	8.02	31.78
Fri 6/05			8:36AM		4:33PM				7.95	7.95	39.73
Sat 6/06											39.73

TOTALS & SCHEDULE | ACCRUALS | AUDITS | SIGN-OFFS & APPROVALS

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
...IA05150ATDS:KRONOSSTUEMP/21622695109/...	Regular	35.0	Sun 5/31				
...IA05150ATDS:KRONOSSTUEMP/21622695109/...	Unpaid	4.73	Mon 6/01				
			Tue 6/02				
			Wed 6/03				
			Thu 6/04				
			Fri 6/05				
			Sat 6/06				

Be sure you are in the correct pay period.

If not, go to the "Time Period" drop down list at the top in the center of the Timecard.

The screenshot displays the Kronos Timecard interface. At the top, there are navigation tabs: GENERAL, TIMEKEEPING, SCHEDULING, and MY INFORMATION. The user is logged in as Kristin Comeau (ID: 0621031). The interface shows a timecard for the period ending on Saturday, June 6, 2008. The timecard table includes columns for Date, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Cumulative. Below the timecard, there are tabs for TOTALS & SCHEDULE, ACCRUALS, AUDITS, and SIGN-OFFS & APPROVALS. The ACCRUALS tab is active, showing a table with columns for Date, Start Time, End Time, Pay Code, and Amount. The accruals table shows two entries: Regular pay for 35.0 and Unpaid pay for 4.73.

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31								
Mon 6/01			8:43AM		4:32PM		7.82	7.82
Tue 6/02			8:27AM		4:31PM		8.07	15.88
Wed 6/03			8:37AM		4:30PM		7.88	23.77
Thu 6/04			8:31AM		4:32PM		8.02	31.78
Fri 6/05			8:36AM		4:33PM		7.95	39.73
Sat 6/06								

Date	Start Time	End Time	Pay Code	Amount
Sun 5/31				
Mon 6/01				
Tue 6/02				
Wed 6/03				
Thu 6/04				
Fri 6/05				
Sat 6/06				

Next, check to see if the hours are recorded correctly and if there are any missed punches.

The screenshot displays the Kronos Timecard interface. At the top, there are navigation tabs: GENERAL, TIMEKEEPING, SCHEDULING, and MY INFORMATION. The user is logged in as Kristin Comeau (ID: 0621031). The interface shows a timecard for the period ending on Saturday, June 6, 2008. The timecard table includes columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The data shows punches for Sunday 5/31 through Saturday 6/06. Below the timecard, there are tabs for TOTALS & SCHEDULE, ACCRUALS, AUDITS, and SIGN-OFFS & APPROVALS. The ACCRUALS tab is active, showing a summary table with columns for Date, Start Time, End Time, Pay Code, and Amount. The summary table lists accruals for Sunday 5/31, Monday 6/01, Tuesday 6/02, Wednesday 6/03, Thursday 6/04, Friday 6/05, and Saturday 6/06. The amount for Monday 6/01 is 35.0 (Regular) and for Friday 6/05 is 4.73 (Unpaid).

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31											
Mon 6/01			8:43AM		4:32PM				7.82	7.82	7.82
Tue 6/02			8:27AM		4:31PM				8.07	8.07	15.88
Wed 6/03			8:37AM		4:30PM				7.88	7.88	23.77
Thu 6/04			8:31AM		4:32PM				8.02	8.02	31.78
Fri 6/05			8:36AM		4:33PM				7.95	7.95	39.73
Sat 6/06											39.73

Date	Start Time	End Time	Pay Code	Amount
Sun 5/31				
Mon 6/01				
Tue 6/02				
Wed 6/03				
Thu 6/04				
Fri 6/05				
Sat 6/06				

If not, make the necessary changes and click on "Save" in the upper left corner.

KRONOS Log Off | Setup | Help

GENERAL | TIMEKEEPING | SCHEDULING | MY INFORMATION

Timecard | Schedule | People | Reports | My Timecard

TIMECARD

Loaded: 3:36PM

Name & ID: Comeau, Kristin | 0621031

Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31											
Mon 6/01			8:43AM		4:32PM				7.82	7.82	7.82
Tue 6/02			8:27AM		4:31PM				8.07	8.07	15.88
Wed 6/03			8:37AM		4:30PM				7.88	7.88	23.77
Thu 6/04			8:31AM		4:32PM				8.02	8.02	31.78
Fri 6/05			8:36AM		4:33PM				7.95	7.95	39.73
Sat 6/06											39.73

TOTALS & SCHEDULE | ACCRUALS | AUDITS | SIGN-OFFS & APPROVALS

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
...IA05150ATDS:KRONOSSTUEMP/21622695109/...	Regular	35.0	Sun 5/31				
...IA05150ATDS:KRONOSSTUEMP/21622695109/...	Unpaid	4.73	Mon 6/01				
			Tue 6/02				
			Wed 6/03				
			Thu 6/04				
			Fri 6/05				
			Sat 6/06				

Next, click "Approvals" and "Sign Off".

Once this is done, you cannot make anymore corrections.

If there are still corrections to be made after approving, you need to contact Payroll.

The screenshot displays the Kronos Timecard interface. At the top, there are navigation tabs for GENERAL, TIMEKEEPING, SCHEDULING, and MY INFORMATION. The user is logged in as Kristin Comeau (ID: 0621031). The interface shows a timecard for the period ending on Sat 6/06. Below the timecard, there are tabs for TOTALS & SCHEDULE, ACCRUALS, AUDITS, and SIGN-OFFS & APPROVALS. The SIGN-OFFS & APPROVALS tab is active, showing a table with columns for Date, Start Time, End Time, Pay Code, and Amount. The table lists dates from Sun 5/31 to Sat 6/06. The Pay Code column shows 'Regular' for Mon 6/01 and 'Unpaid' for Tue 6/02. The Amount column shows 35.0 for Mon 6/01 and 4.73 for Tue 6/02. The interface also includes a 'Save' button and various menu options like 'Actions', 'Punch', 'Amount', 'Accruals', 'Comment', 'Approvals', and 'Reports'.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31											
Mon 6/01			8:43AM		4:32PM				7.82	7.82	7.82
Tue 6/02			8:27AM		4:31PM				8.07	8.07	15.88
Wed 6/03			8:37AM		4:30PM				7.88	7.88	23.77
Thu 6/04			8:31AM		4:32PM				8.02	8.02	31.78
Fri 6/05			8:36AM		4:33PM				7.95	7.95	39.73
Sat 6/06											39.73

Date	Start Time	End Time	Pay Code	Amount
Sun 5/31				
Mon 6/01				
Tue 6/02				
Wed 6/03				
Thu 6/04				
Fri 6/05				
Sat 6/06				

After approving all your worker's Timecards, you can "Log Off" of Kronos.

KRONOS Log Off | Setup | Help

GENERAL TIMEKEEPING SCHEDULING MY INFORMATION

Timecard Schedule People Reports My Timecard

TIMECARD
Loaded: 3:36PM

Name & ID: Comeau, Kristin 0621031
Time Period: Previous Pay Period

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 5/31											
Mon 6/01			8:43AM		4:32PM				7.82	7.82	7.82
Tue 6/02			8:27AM		4:31PM				8.07	8.07	15.88
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Fri 6/05			8:36AM		4:33PM				7.95	7.95	39.73
Sat 6/06											39.73

TOTALS & SCHEDULE ACCRUALS AUDITS SIGN-OFFS & APPROVALS

Account	Pay Code	Amount
...IA05150ATDS:KRONOSSTUEMP/21622695109/...	Regular	35.0
...IA05150ATDS:KRONOSSTUEMP/21622695109/...	Unpaid	4.73

Date	Start Time	End Time	Pay Code	Amount
Sun 5/31				
Mon 6/01				
Tue 6/02				
Wed 6/03				
Thu 6/04				
Fri 6/05				
Sat 6/06				

Timecards should be approved every Monday before 12 noon so students can receive a weekly paycheck.