Removing Approval From Your Timecard

1. Access [https://cuc.kronos.net/wfc/navigator/logonWithUID](https://cuc.kronos.net/wfc/navigator/logonWithUID) log on page and log on.

2. Access the My Timecard widget.

3. Using the Time Period drop-down list, navigate to the applicable approved timecard.

4. Click the Approve Timecard button.

5. Select Remove Timecard Approval. The Timecard Approval Removed by notification will appear and the Timecard will no longer have a yellow-colored background.

6. Make any necessary adjustments to the Timecard, and re-approve the Timecard when you are finished.

Note: If you are unable to remove the approval from your timecard, and you need to make changes, contact your supervisor.

Note: After your Manager approves your timecard, you will not be able to remove approval and make edits to your Timecard.

7. For another way to confirm your approval, check the Audits tab at the bottom of your timecard to display the Approvals (Digital Signatures) in place for the selected Time Period.

For further assistance or additional information please visit Kronos Help Topics in Quick Links, or submit a help ticket: [https://footprints.claremont.edu/MRcgi/MRentrancePage.pl](https://footprints.claremont.edu/MRcgi/MRentrancePage.pl)