

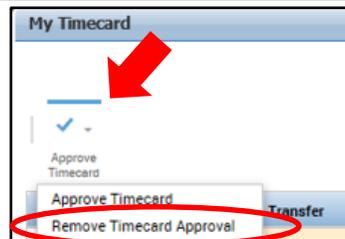
### Removing Approval From Your Timecard

- 1 Access <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.

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

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Thu 11/16		PTO - Vacation	8:00									
		Comp OT Used	4:53	12:00AM								
		Vacation	3:07	4:53AM							8:00	8:00
	8:00AM-5:00PM											
Fri 11/17	8:00AM-5:00PM											8:00
Sat 11/18												8:00
Sun 11/19												8:00
Mon 11/20	8:00AM-5:00PM											8:00

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

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Fri 11/17	8:00AM-5:00PM											8:00

- 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.

Action Taken	Effective Date	Start Time	Amount	Reason
Timecard App...	11/30/2017			