TCCS Kronos Job Aid Approving Timecards for Non-Exempt Employees



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.

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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.

Му	Tim	ecard													□ \$
											Loaded	: 4:46 PK C	urrent Pay F	Period	
A Ti	pprov imecs	re Ird										Print Timecard	O Refresh	Calculate Totala	Save
		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/	8:00AM-5:00PM											8:00	
4 5		Click the Approve Timecard button. Select Remove Timecard Approval. The Timecard Approval Removed by notification will appear and the Timecard will no longer have a yellow- colored background.											Note: After you Manager approves your timecard, you		
6		Make any necessary adjustments to the Timecard, and re-approve the Timecard when you are finished.									remove approval and make edits to your Timecard.				

My Timecard													
Information Timecard Approved by devnonexempt 11/28/2017 4:46PM													×
										4:46 PM C	urrent Pay P	Period	• =
Approve Timecard										Print Timecard	O Refresh	Calculate Totala	Save
Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period	
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🛨 🗵 📕 Fri 11/17	8:00AM-5:00PM											8:00	

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.

Totals Accruals Historical Corrections Comments Audits									
	My Signoff and Appr	oval 👻 All	•	-					
	Action Taken	Effective Date	Start Time	Amount	Reason				
	Timecard App	11/30/2017							

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