

Approving Your Timecard in Kronos

Employee timecard approvals in Kronos are due the Friday of payday week. If you are working the weekend, they are due after your shift once the weekend is complete.

Note: Use Internet Explorer to log in to MyHR. Under "To Do" select Kronos. Log in to Kronos (using your network ID and network password).

Review your timecard, ensure that your time in correct. Use the drop down to approve your timecard.



Click "Approve."

Note: If for some reason your timecard is not correct, please report any errors to your supervisor/timekeeper immediately to ensure they are corrected. Once corrected, follow the above steps and approve your timecard.

Additional Payroll Questions

For additional payroll questions, please reference the linked [Payroll FAQ](#) document.