

Kronos – New Timecard

Many of you have already seen that we've published a New Timecard in Kronos. The New Timecard is not Java based (yes, I can hear your collective hoorays!!!). This New Timecard resolves many of the load issues many employees have experienced in the past.

There are a few minor differences, noted below, between the Java based (My Timecard) and non-Java based (New Timecard) links.

We recommend using the **New Timecard** link when approving your timecard.

Click the links below to acquaint yourself with the New Timecard.

[Approve Timecard](#)

[Range of Dates](#)

[Exceptions](#)

[Comments](#)

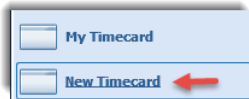
[Shift Totals](#)

[Leave Accruals](#)

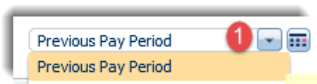
[Mealtime Deductions](#)

Approve Timecard

1. Select **New Timecard**

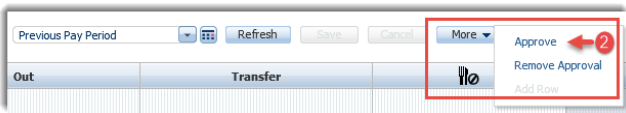


2. Select the **Previous Pay Period** from the **menu** dropdown.



3. Click **More**, then **Approve**.

 - If you need to remove your approval, click **Remove Approval**.



4. You will see **Timecard is Approved** on the top left corner of your Timecard.

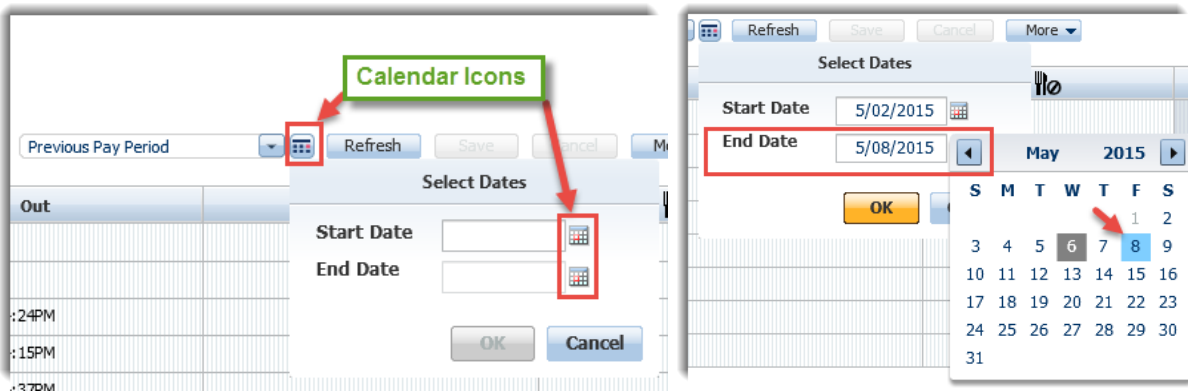
 - If you followed these steps and you do not see that your timecard is approved, contact your supervisor.



Other New Timecard Features

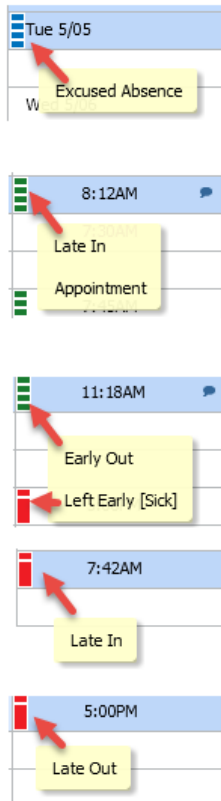
Range of Dates

If you want to view your timecard for a specific **range of dates**, click the **calendar** icons and enter the Start/End dates – you will need to click on the dates after opening the calendars. Click **OK** when you have finished selecting your range of dates.



Exceptions

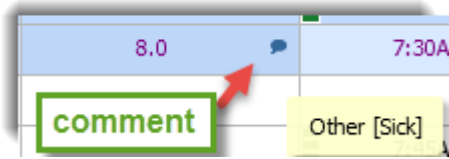
Hover your cursor over the colored exception to view their status and any added Note.



Comment

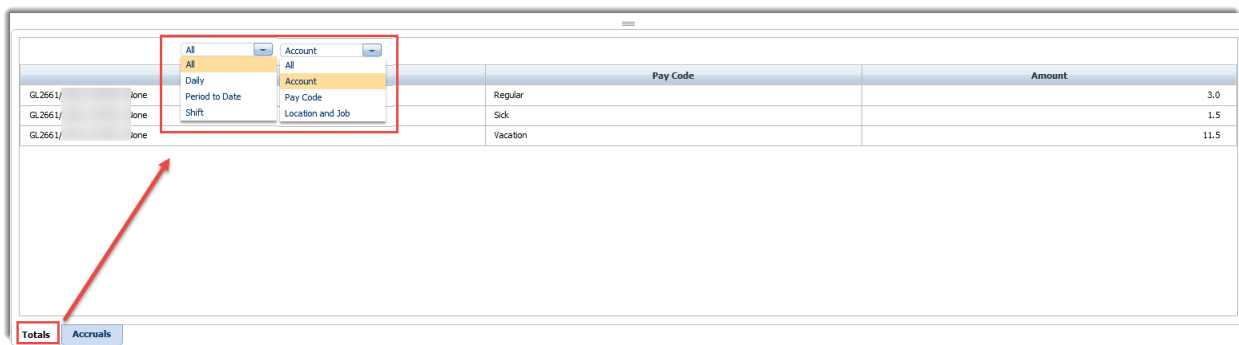
Hover your cursor over the Comment symbol to view a comment that has been added to your timecard by your supervisor.

Employees cannot add a comment to their own Timecard through the non-Java timecard.



Totals

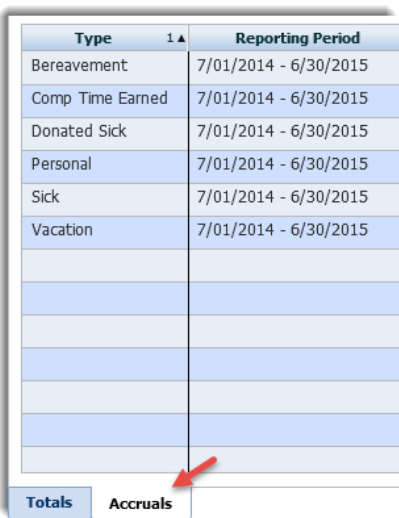
The **Totals** tab displays by default. You can filter viewing of your timecard totals by using the dropdown menus.

A screenshot of the 'Totals' tab in a timecard application. At the top, there are two dropdown menus: 'All' and 'Account'. A red box highlights these menus and a third dropdown menu labeled 'Shift'. Below the menus is a table with columns: 'Employee', 'Location', 'Pay Code', and 'Amount'. The table contains three rows of data. At the bottom left, there are two tabs: 'Totals' (selected) and 'Accruals'. A red arrow points from the 'Totals' tab to the table.

Employee	Location	Pay Code	Amount
GL2661/	Jone	Regular	3.0
GL2661/	Jone	Sick	1.5
GL2661/	Jone	Vacation	11.5

Accruals

View your Leave **Accruals** balances from the Accruals tab.

A screenshot of the 'Accruals' tab in a timecard application. It shows a table with two columns: 'Type' and 'Reporting Period'. The table contains six rows of data. At the bottom left, there are two tabs: 'Totals' and 'Accruals' (selected). A red arrow points from the 'Accruals' tab to the table.

Type	Reporting Period
Bereavement	7/01/2014 - 6/30/2015
Comp Time Earned	7/01/2014 - 6/30/2015
Donated Sick	7/01/2014 - 6/30/2015
Personal	7/01/2014 - 6/30/2015
Sick	7/01/2014 - 6/30/2015
Vacation	7/01/2014 - 6/30/2015

Deduct Meal

You will see a **check mark** in the mealtime column when your supervisor has removed your lunch deduction from your shift.

