

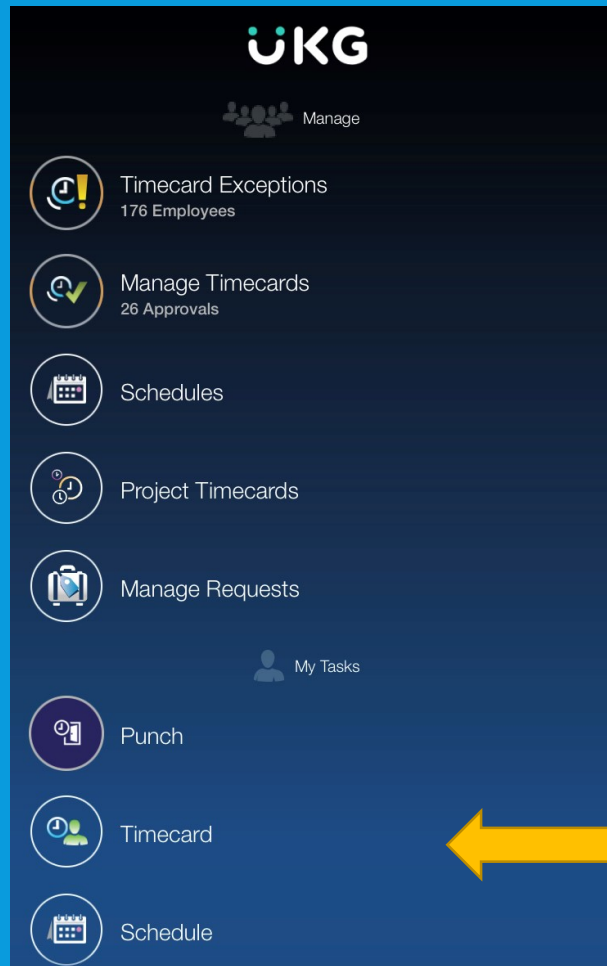
January 11, 2022

HOW TO APPROVE 1 WEEK IN THE KRONOS APP

iPhone and Android Phones

IPHONE

Home Screen



Select Timecard

IPHONE

Current Pay Period		Not Approved		
Date	Pay Code	Amount	In	Out
Week of 01/01 - 01/07				
01/01				
01/02				
01/03	Building Closure Leave	8:00		
01/04	Building Closure Leave	8:00		
01/05			8:45AM	10:00AM
			10:00AM	5:00PM
01/06			8:21AM	5:00PM
01/07			8:27AM	10:00AM
			10:00AM	5:16PM

Timecard

IPHONE

Current Pay Period		✔ Not Approved		
Date	Pay Code	Amount	In	Out
Week of 01/01 - 01/07		Approve		
01/01				
01/02				
01/03	Building Closure Leave	8:00		
01/04	Building Closure Leave	8:00		
01/05			8:45AM	10:00AM
	⇄		10:00AM	5:00PM
01/06			8:21AM	5:00PM
	🗨			
01/07			8:27AM	10:00AM
	⇄		10:00AM	5:16PM

Timecard

 Slide left on "Week of" to approve

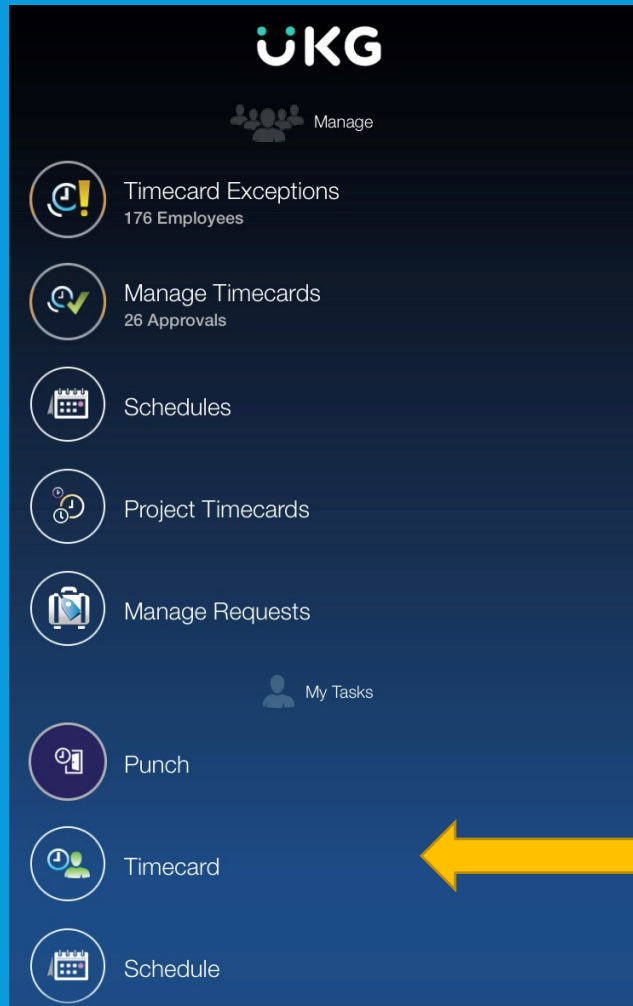
IPHONE

Current Pay Period		Partially Approved		
Date	Pay Code	Amount	In	Out
Week of 01/01 - 01/07				
01/01				
01/02				
01/03	Building Closure Leave	8:00		
01/04	Building Closure Leave	8:00		
01/05			8:45AM	10:00AM
			10:00AM	5:00PM
01/06			8:21AM	5:00PM
01/07			8:27AM	10:00AM
			10:00AM	5:16PM
Week of 01/08 - 01/14				
01/08				
Cumulative Hours		50:30		
Remove Approval		Approve		

Timecard

Partially approved timecard for 1 week


ANDROID



Home Screen

Select Timecard

ANDROID

Current Pay Period		 Not Approved		
Date	Pay Co...	Amount	In	Out
Week of 01/01 - 01/07				
01/01				
01/02				
01/03	Buildin...	8:00		
01/04	Buildin...	8:00		
01/05	Buildin...	1:30		
			10:00 AM	4:24 PM
01/06			7:46 AM	4:35 PM
01/07			8:18 AM	10:00 AM
↕			10:00 AM	4:47 PM

Timecard

ANDROID

Current Pay Period		Not Approved		
Date	Pay Co...	Amount	In	Out
Week of 01/01 - 01/07				
01/01				
01/02				
01/03	Buildin...	8:00		
01/04				
01/05	Buildin...	1:30		
			10:00 AM	4:24 PM
01/06			7:46 AM	4:35 PM
01/07			8:18 AM	10:00 AM
			10:00 AM	4:47 PM

Timecard

← Touch "Week of"

← Touch "Approve"

ANDROID

Current Pay Period		<input checked="" type="checkbox"/> Partially Appro...
01/03	Buildin...	8:00
01/04	Buildin...	8:00
01/05	Buildin...	1:30
		10:00 AM 4:24 PM
01/06		7:46 AM 4:35 PM
01/07		8:18 AM 10:00 AM
±		10:00 AM 4:47 PM
Week of 01/08 - 01/14		
01/08		5:36 PM 7:35 PM
		8:54 PM 12:00 AM
01/09		12:00 AM 12:23 AM

Timecard

Partially approved timecard for 1 week