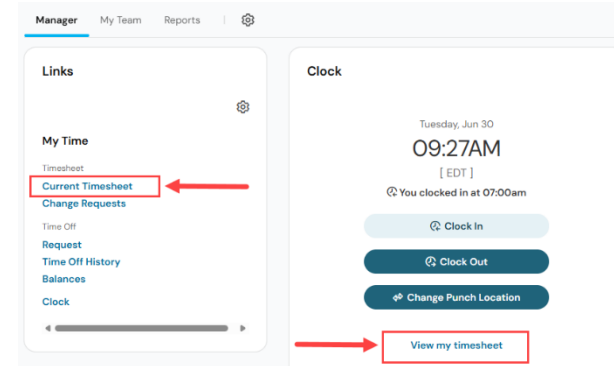


Kronos: Your Timesheet

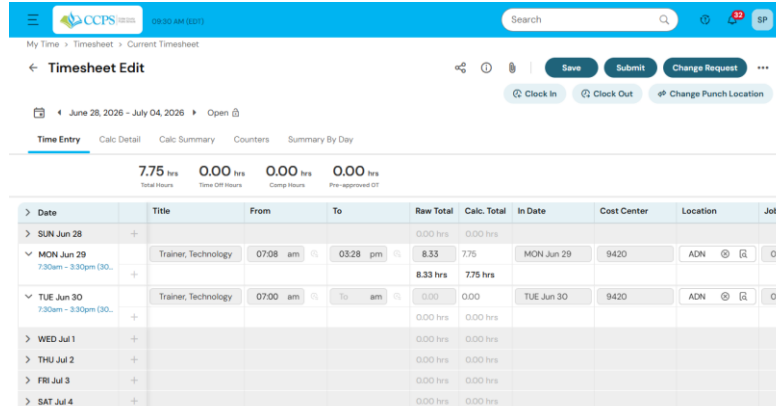
Your Kronos timesheet allows you to review your work hours, leave, and entries to ensure accurate and timely pay.

Accessing Your Timesheet

1. From the **User Dashboard**, go to the **Links** widget.
2. Select **Current Timesheet**.
3. The **Timesheet Edit** screen opens where you can:
 - Review daily punches and hours.
 - View approved leave.
 - Check accrual balances and totals
 - Submit change requests (if needed)



Tip: Review your timesheet regularly to avoid payroll delays and corrections.



Date	Title	From	To	Raw Total	Calc. Total	In Date	Cost Center	Location	Job
SUN Jun 28				0.00 hrs	0.00 hrs				
MON Jun 29	Trainer, Technology	07:08 am	03:28 pm	8.33 hrs	7.75 hrs	MON Jun 29	9420	ADN	OT
TUE Jun 30	Trainer, Technology	07:00 am	To am	0.00 hrs	0.00 hrs	TUE Jun 30	9420	ADN	OT
WED Jul 1				0.00 hrs	0.00 hrs				
THU Jul 2				0.00 hrs	0.00 hrs				
FRI Jul 3				0.00 hrs	0.00 hrs				
SAT Jul 4				0.00 hrs	0.00 hrs				

Important Reminders:

- Review your timesheet **before the end of each pay week**.
- Ensure all punches, leave, and entries are accurate.

Timesheets are auto-submitted every Monday at 5:00 a.m. following the end of the pay week.

Timesheet Layout

Your timesheet is organized into sections to help you review your time entries, verify hours, and navigate the timesheet with ease.

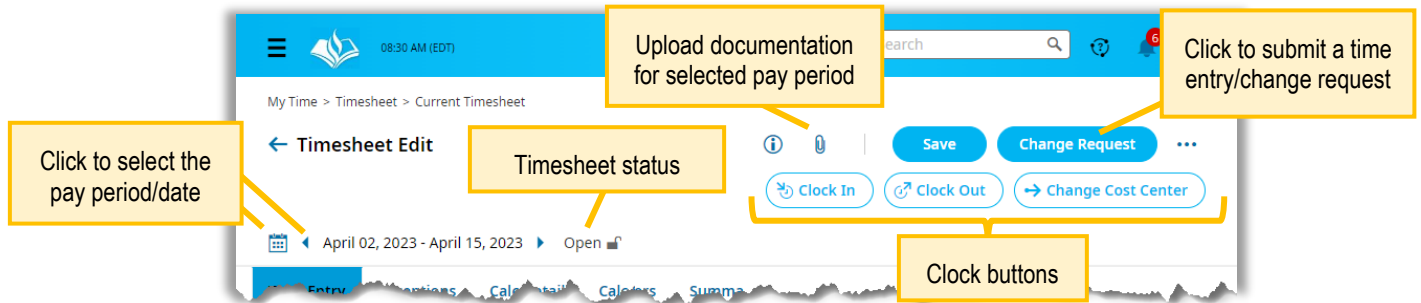
Timesheet Navigation (Top)

Use this section to manage your timesheet:

- **Date Range:** Displays selected pay week (defaults to current pay week).
- **Timesheet Status:** Open, Submitted, Approved.
- **Clock In/Out:** Record work time, if applicable.
- **Upload Documentation:** Attach supporting documentation, if needed.
- **Change Request:** Submit request to fix missed punches or errors.

Tip: Always confirm the Date Range and Status before making edits.

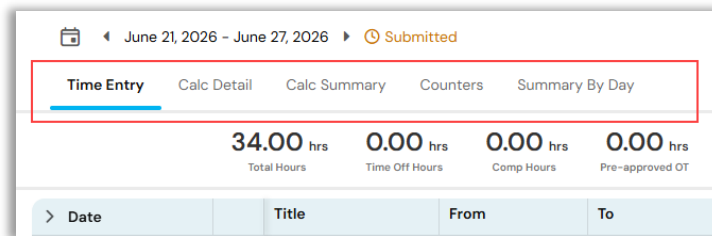
Kronos: Your Timesheet



Reporting Tabs (Middle Views)

Use these tabs to review time data:

- **Calc Detail:** Punch and calculated time details.
- **Calc Summary:** Total hours by category.
- **Summary by Day:** Daily and weekly totals with punch status.



Timesheet Details (Main Area)

Review and manage your time records:

- **Schedule:** Planned work hours.
- **Time Entries:** Punches, leave, and edits.
- **Timesheet Notes:** Comments from you, your manager, or the system.

Tip: Review your entries regularly and report any issues promptly.

