

# Reviewing My Kronos @ the Kiosk - Job Aid

## Performing Common Employee Tasks



### Time Review – Fix Missed Punches

If you need to correct missed punches or Approve your Timecard, select the **Time Review Widget**. Approvals that are needed will be indicated and missing punches will be listed on the timecard as red boxes.

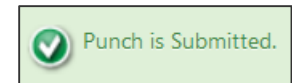
- Choose Daily Approvals from the drop down box. Click on the day that has the missing punch. Go up to the top and click on fix missing punch button
- Make sure that you are viewing the time period containing the dates for which you want to enter time. If the time period is incorrect, click the currently-selected time period, select a new one, and click **Apply**.
- The box will open to complete the information to submit the punch.
  - Enter the correct date
  - Enter the time of the missing punch
  - Choose the comment reason for the missing punch from the drop down menu
  - Click Submit
  - You will receive the Green Punch Submitted box to show it has been sent to your supervisor

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Mon 6/06 (A)	7:00AM-3:30PM	This Day Approved	1.00	7:00AM		11:00AM	8:00	8:00
Tue 6/07 (M)	7:00AM-3:30PM			6:58AM		11:01AM	8:30	16:30
Wed 6/08 (M)	7:00AM-3:30PM			6:58AM		10:48AM		
Thu 6/09 (E)	7:00AM-3:30PM			11:17AM		11:05AM	3:48	20:18
				11:35AM		3:35PM	8:05	28:23

**Submit Missed Punch**

Date: 6/07/2016 Time: 1130a Comment: Forgot Punch

Submit Cancel



### Approving Timecard

- Once you have all missed punches submitted and supervisor has approved them, you will need to complete your Weekly Timecard Approval.
  - Choose Current Pay period
  - After reviewing all is correct, click on the Approval Button
  - If you are instructed to Refresh – do so, the you should see the word (APPROVED) next to the pay period box and at the bottom of your timecard.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Mon 6/06	7:00AM-3:30PM	This Day Approved	1.00	7:00AM		11:00AM	8:00	8:00
Tue 6/07	7:00AM-3:30PM			6:58AM		11:01AM	8:01	16:01
Wed 6/08	7:00AM-3:30PM			6:58AM		10:48AM		
Thu 6/09	7:00AM-3:30PM			11:17AM		11:05AM	8:01	24:02
Fri 6/10	7:00AM-3:30PM			6:58AM		11:05AM	8:05	32:07
Sat 6/11				11:35AM		3:35PM	8:00	40:07
Sun 6/12		This Pay Period Appro...	1.00				0:00	40:07

### Reviewing your accrual balances

You can review any time off balances you have accrued right in your timecard. Make sure the My Timecard widget is in a primary view.

- In the My Timecard widget, make sure you are viewing the date for which you would like to view your available balances. (For example, if you want to want to review your balances as of April 3, make sure a row for April 3 is displayed in the timecard.) If the date is not showing, click the currently-selected time period, click the Select Dates icon, select the date you want from the calendar, and click **Apply**.
- Select the row of the date for which you want to check your balance, and select the Accruals tab at the bottom of your timecard. Your accrual balances will appear in the tab. The values in the Accrual Available Balance column tell you how many hours you have available in each of the types of hours you accrue.

Totals		Accruals
Accrual Code	Accrual Available Balance	Accrual Units
Personal	16.00	Hours
Vacation	72.00	Hours