

Approving Employee Timecard Edits for Timekeepers/Managers

About Employee Timecard Edits

If an employee edits their timecard because of a missed punch or other error, you will be prompted in the Employee's timecard view to review and approve it.

To approve employee timecard edits from Employee Timecard

1. Open the employee's timecard and click **View Pending**.

The screenshot shows the 'My Timecard' page in a web browser. The browser's address bar shows the URL: `univofrochester-uat.npr.mykronos.com/timekeeping#/myTimecard?cat=myTimecard`. The page title is 'My Timecard'. In the top right corner, there are three buttons: 'Share', 'View Pending', and 'Print'. The 'View Pending' button is circled in red. Below the buttons, there is a table with columns: Date, Schedule, Absence, In, Out, Transfer, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The table shows data for dates from Sun 1/31 to Sat 2/13. At the bottom of the page, there are tabs for 'Totals', 'Accruals', 'Historical Corrections', and 'Audits'.

2. If there are changes that have not yet been approved, the Pending Changes panel opens, listing the type of change that the employee has submitted — typically **Punch** or **Paycode** (including comments or transfers). Next to each type of change, the panel identifies the type of change — **Added, Modified** or **Deleted**.

The screenshot shows the 'Employee Timecards' page in the Kronos system. The user is 'Edwards, Mabel' for the year '2018'. The page shows a table with columns: Date, Schedule, Absence, In, Out, Transfer, In, Out, Transfer, Pay Code. The table shows data for dates from Mon 1/07 to Sat 1/12. On the right side, there is a 'Pending Changes' panel. The panel shows 'Changes [2] between 1/08/2019 and 1/09/2019'. The first change is 'Punch Added 1/09/2019 7:00 AM In Punch' with a dropdown menu set to 'Pending'. The second change is 'Paycode Added 1/08/2019 [2.00 hours] Safety Hours' with a dropdown menu set to 'Pending'. A red arrow points from the 'Punch' entry in the table to the 'Pending Changes' panel. At the bottom of the panel, there are 'Cancel' and 'Apply' buttons.

- For each timecard change request, select one of the following:
 - Approve** — After you approve the request, the approval is listed in the employee's Control Center and the edit is visible in the employee's timecard.
 - Refuse** — After you refuse the request, the refusal is listed in the employee's Control Center and the edit is **not** visible in the employee's timecard.
 - Pending** – If you wish to discuss the change with the employee before responding, you may leave it in pending status before responding.
Pending Changes must be cleared before the timecard can be approved for payroll.
- To review the change in the timecard, you can select each employee change in the Pending Changes panel and select **Approve** or **Refuse**. When finished, click **Apply**.
- Once approved, the timecard will be saved, and you will no longer see any exceptions displayed in the timecard based on the employee requested changes.

Pending Changes X

EMPLOYEE NAME

Changes [1]
on 2/03/2021

Punch Deleted
Submitted 2/03/2021 4:38 PM
2/03/2021 4:29 PM

Out Punch

 Submitted 2/03/2021 4:38 PM
2/03/2021 4:28 PM

In Punch

Punch Added
Submitted 2/03/2021 4:38 PM
2/03/2021 12:00 PM

Out Punch

Employee Timecards												
Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Daily	Period
Mon 1/07	7:30 AM - ...		7:30 AM	4:00 PM							8:00	8:00
Tue 1/08	7:30 AM - ...		7:00 AM	4:00 PM								
Wed 1/09	7:30 AM - ...		7:00 AM	4:30 PM					Safety Hours	2.00	10:30	18:30
Thu 1/10	7:30 AM - ...		8:30 AM	2:11 PM		2:12 PM	4:00 PM				5:42	33:12

Note: The Audits tab includes a row for when the employee requested the change and another row for when the manager acted on the change (approve or refuse), but the actual edit is only listed as an employee edit.

TIP: If the Approve checkmark option is grayed out on an employee's timecard when you are trying to approve it, check for Pending Changes. Once you respond, the Approve option will be available.

