

Approving Employee Timecard Edits for Timekeepers/Managers



About Employee Timecard Edits

Any time an employee edits their timecard, including when they enter their time directly in the timecard, reports-to managers will receive a notification in their Control Center under the Timekeeping Request category. They can approve from the notification center or go to the pending change on the employee's timecard. Once in the timecard, they will be prompted to review and approve the change.

Timekeepers will not see the notification, however, they will be able to view timecard change requests using the **UR Timekeeping Change Request** [dataview](#).

To approve employee timecard edits from Employee Timecard

Open on the employee's timecard, a window will open to prompt you to review pending changes. (If you close the window, you can reopen it by clicking the **View Pending** button.)

The screenshot shows the 'My Timecard' interface in a web browser. The browser address bar shows the URL: univofrochester-uat.npr.mykronos.com/timekeeping#/myTimecard?ctxt=myTimecard. The page title is 'My Timecard'. The interface includes a navigation bar with buttons: 'List View', 'Approve', 'Remove Approval', and 'Rule Analysis'. A red circle highlights the 'View Pending' button in the top right corner. Below the navigation bar, there is an information banner: 'Information Your changes have been submitted but will not display until they are approved.' The main content 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. The 'In' and 'Out' columns show time entries for Tue 2/02 and Wed 2/03. The 'Daily' and 'Period' columns show the total time for each day and the period.

Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 1/31													
Mon 2/01													
Tue 2/02			8:00 AM	10:00 AM							2.00	2.00	2.00
Wed 2/03			8:00 AM	12:07 PM							4.10	4.10	6.10
Thu 2/04													6.10
Fri 2/05													6.10
Sat 2/06													6.10
Sun 2/07													6.10
Mon 2/08													6.10
Tue 2/09													6.10
Wed 2/10													6.10
Thu 2/11													6.10
Fri 2/12													6.10
Sat 2/13													6.10

At the bottom of the interface, there are tabs for 'Totals', 'Accruals', 'Historical Corrections', and 'Audits'. The system clock at the bottom right shows 1:46 PM on 2/3/2021.

If there are changes that have not yet been approved, the Pending Changes panel lists 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 whether it was added, modified or deleted by the employee.

Employee Timecards

Edwards, Mabel 20108 < 1 of 1 >

Current Pay Period

Tools: List View, Approve, Remove Approval, Sign-Off, Remove Sign-Off, Reset Accruals, Move Accruals, Rule Analysis, Go To

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code
+	Mon 1/07	7:30 AM - ...		7:30 AM	4:00 PM					
+	Tue 1/08	7:30 AM - ...		7:00 AM	4:00 PM					
+	Wed 1/09	7:30 AM - ...		7:00 AM	4:30 PM					
+	Thu 1/10	7:30 AM - ...		8:30 AM	2:11 PM		2:12 PM	4:00 PM		
+	Fri 1/11	7:30 AM - ...								
+	Sat 1/12									

Totals Accruals Historical Corrections

Pending Changes

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Changes [2] between 1/08/2019 and 1/09/2019

Punch Added 1/08/2019 7:00 AM

In Punch

Pending

Paycode Added 1/08/2019 [2:00 hours]

Safety Hours

Pending

Cancel Apply

1. 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. If not responded to by the payroll deadline, they will be refused by Payroll and must be re-entered by the timekeeping manager as a historical correction.**

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**.

2. 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

EMPLOYEE NAME

Changes [0] on 2/03/2021

Punch Deleted

Submitted 2/03/2021 4:38 PM

2/03/2021 4:29 PM

Out Punch

Pending

Approve

Pending

Refuse

Submitted 2/03/2021 4:38 PM

2/03/2021 4:28 PM

In Punch

Pending

Punch Added

Submitted 2/03/2021 4:38 PM

2/03/2021 12:00 PM

Out Punch

Pending

Cancel Apply

Employee Timecards

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Current Pay Period 1 Employee(s) Selected Loaded: 2:15 PM

Tools: List View, Approve, Remove Approval, Sign-Off, Remove Sign-Off, Reset Accruals, Move Accruals, Rule Analysis, Go To, View Pending, Calculate Totals, Save

	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/timekeeper 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.