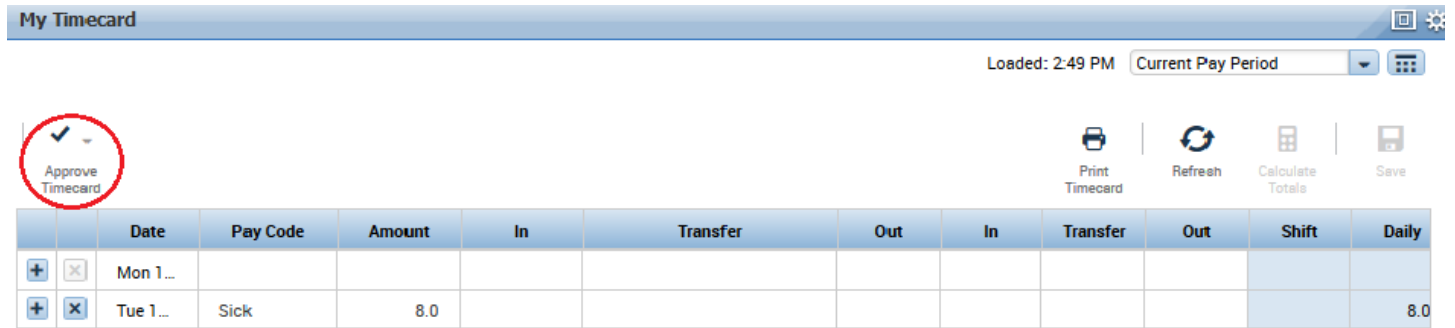




## 4. Approve Your Timecard

In My Timecard, make sure you are in the correct Pay Period. Click on the Approve Timecard (all entries must first be saved). Your approval is consent to hours worked on a legal document.



The screenshot shows the 'My Timecard' interface. At the top, there is a header bar with the title 'My Timecard' and a 'Loaded: 2:49 PM' indicator. Below the header, there is a 'Current Pay Period' dropdown menu. On the left side, there is a red circle around the 'Approve Timecard' button. On the right side, there are four utility icons: 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. Below these icons is a table with the following columns: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, and Daily. The table contains two rows of data: one for 'Mon 1...' and one for 'Tue 1...' with a 'Sick' pay code and an amount of 8.0.

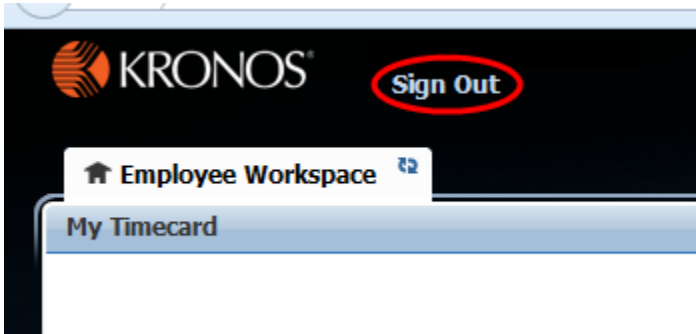
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
+ x	Mon 1...										
+ x	Tue 1...	Sick	8.0								8.0

The deadline for approving timecards is by the 17<sup>th</sup> calendar day of the month. If you are accessing your timecard on the 17th, you will need to select Previous Pay Period from the Pay Period drop down list.

**Note:** Once your timecard has been approved it cannot be edited. You can remove your own approval to make edits if necessary.

## 5. Log Off the System

Always remember to hit the Log Off utility link.



The screenshot shows the Kronos Employee Workspace interface. At the top, there is a black header bar with the Kronos logo and a 'Sign Out' button circled in red. Below the header, there is a white navigation bar with a home icon and the text 'Employee Workspace'. Below the navigation bar, there is a blue bar with the text 'My Timecard'.

## 8. For Additional Kronos/Payroll Information

Go to the Payroll Website: <http://community.pepperdine.edu/finance/payroll/>

Contact Payroll at 310-506-4248