

# KRONOS “CHEAT SHEET” FOR SUPERVISORS

## How to Approve Leave Requests -----

1. Log in to myApps (<https://www.wvsao.gov>).
2. Click on the orange box labeled Kronos Time and Leave.
3. You may get a message saying “Activate Java”. If so, click on it; then in the pop-up box, select Show All, then Java: Allow Now, and then OK. Then you probably will get another pop-up asking whether you want to run this application. Select Run.
4. Click on Request Manager in the Related Items pane. A new window will appear. This page will default to time-off and include all of the employees that you supervise who have submitted leave requests.
5. The page will default to the current pay period. Use the drop down menu to change to a different pay period, if necessary.
6. Use the All Status drop down menu to set search criteria. Be sure to refresh after selecting your search criteria by clicking the refresh button immediately to the right of the All Status menu.
7. Leave requests will display for your employees based on the criteria you have selected.
8. Double click on the leave request to view the Time-Off Request Details. Click Close.
9. Select the leave request and click Approve. Review the request and click Approve again.
10. Click Sign Out in the upper left hand corner of the screen.

## How to Approve Employees’ Timecards -----

1. Log in to myApps (<https://www.wvsao.gov>).
2. Click on the orange box labeled Kronos Time and Leave.
3. You may get a message saying “Activate Java”. If so, click on it; then in the pop-up box, select Show All, then Java: Allow Now, and then OK. Then you probably will get another pop-up asking whether you want to run this application. Select Run.
4. On the Hours Detail page, select “All Home” from the Show drop down menu.
5. To open a Timecard, double click on the employee’s name.
6. Review the Timecard, click on Approvals, and select Approve.
7. Click on the Back to Hours Detail arrow in order to return to the previous screen or else click Sign Out in the upper left hand corner of the screen.