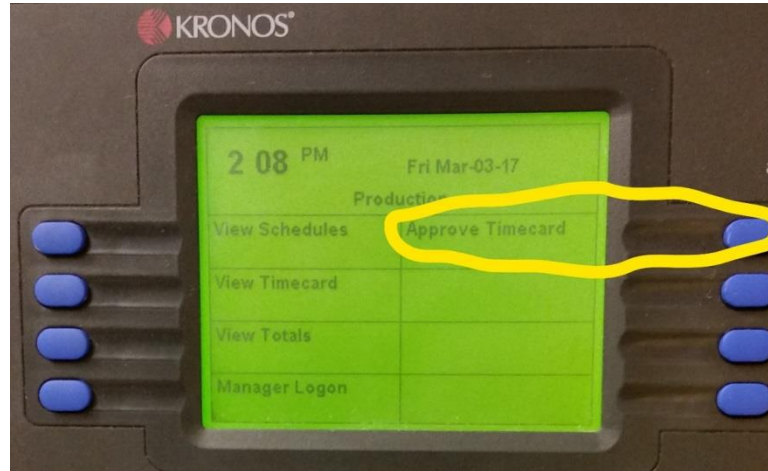


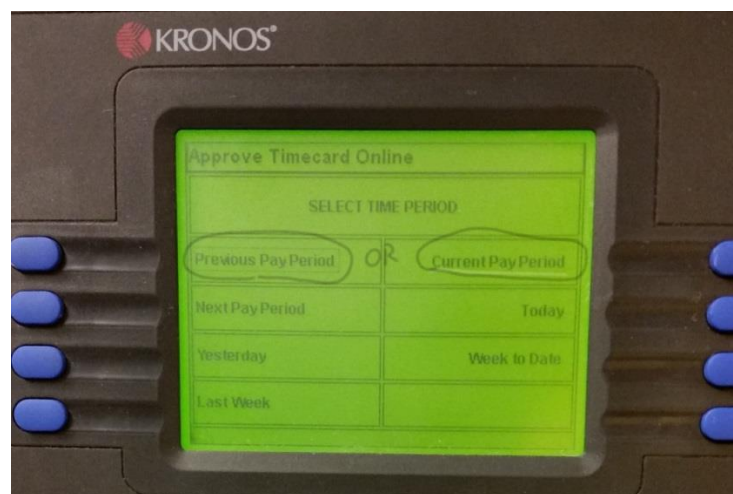
# KRONOS “CHEAT SHEET”

## How to Approve Your Timecard on the Timeclock -----

1. Push the blue button on the right-hand side next to “Approve Timecard”.

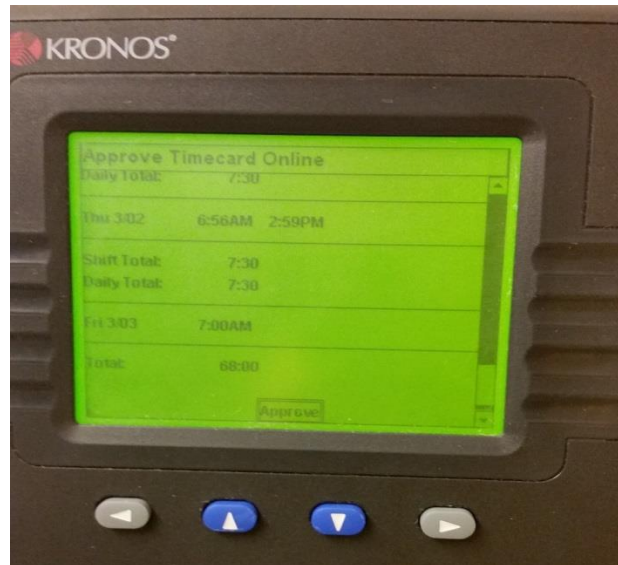


2. Enter your wvOASIS Employee ID number. If you do not know that number you can look it up by logging into wvOASIS/Kronos, ask your supervisor to look it up for you, or call the Human Resources Office and ask them to look it up for you.
3. Push the blue button next to the Pay Period you want to approve. If you are approving your timecard on Friday at the end of a pay period, press “Current Pay Period”. If you are approving it on the following Monday, press “Previous Pay Period”.



4. Your timecard will now show on the screen, starting at the bottom with the most recent day. You will need to use the blue ‘up arrow key’ to scroll through and review the other days’ time in the pay period. Each day will show the time you punched in and out, the total hours and minutes for the shift, and the total hours and minutes for the day (these are usually the same). You also should see any leave that you have used.

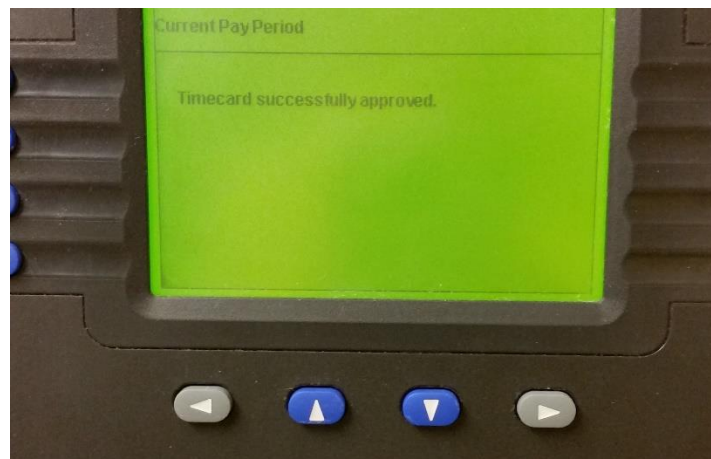
Please note that the time shows up as Hours:Minutes (examples: two and a half hours will look like 2:30; three hours and forty-five minutes will look like 3:45).



- After you have reviewed each day's time (and/or leave) and you believe the timecard to be accurate, push the 'enter' button to approve your timecard. The enter button can be found at the bottom of the timeclock.



- You will see the screen pictured below showing that your timecard was successfully approved.



- If the timeclock does not re-set within a minute or two (so that another person can use it) you can clear it by pressing the 'clear' button near the bottom of the clock.

