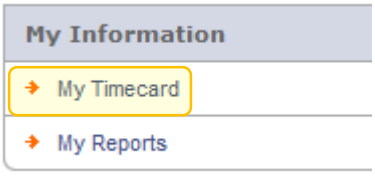
Kronos Hourly Employees

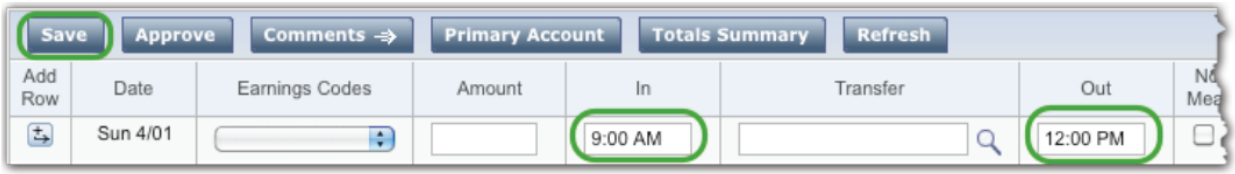
1. Go to: https://timecard.wmitchell.edu/wfc/applications/suitenav/navigation.do?ESS

2. Select Kronos HTML
3. Click **My Timecard** under **My Information**

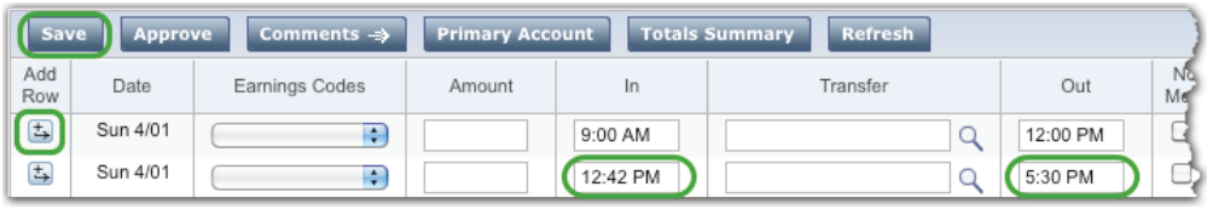


Enter Time

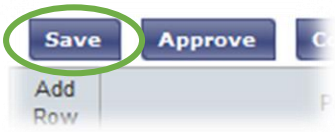
4. Click the **In** Box
    a. Enter the time you started working
5. Click the **Out** box
6. Enter the time you finished working



7. If you took a break or need to enter additional shift information on the same day, add a new row to enter your time. Click the Arrow icon for the day. Enter the additional **In** and **Out** Times in the new row.



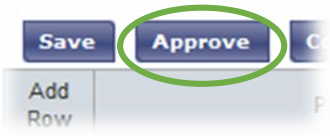
8. Important!! Click **Save.**



Approve Time

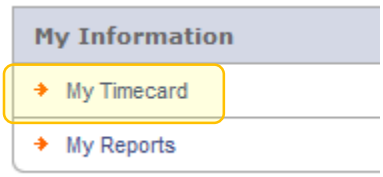
1. Review your timecard to be sure the hours are entered correctly, and that there are no missing in/Out times.

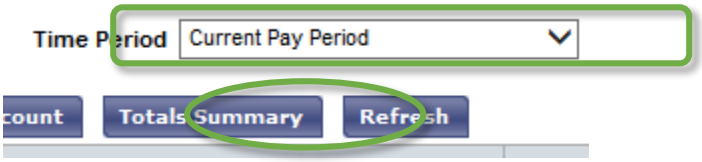
2. Click **Approve**.



Reviewing Total Hours

1. Click **My Timecard** on the far right box



2. Select the Pay Period from the **Time Period** drop down list

Click **Totals Summary** button to see total hours for that pay period.