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**

My Information

→ My Timecard

→ My Reports
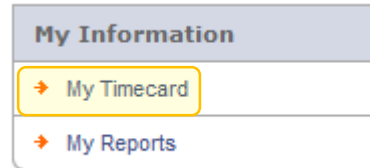
Enter Time

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

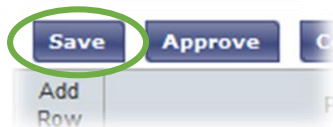| Save	Approve	Comments ⇒	Primary Account	Totals Summary	Refresh		
Add Row	Date	Earnings Codes	Amount	In	Transfer	Out	No Mea
⇄	Sun 4/01			9:00 AM	🔍	12:00 PM	☐

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.

Save	Approve	Comments ⇒	Primary Account	Totals Summary	Refresh		
Add Row	Date	Earnings Codes	Amount	In	Transfer	Out	No Me
⇄	Sun 4/01			9:00 AM	🔍	12:00 PM	
⇄	Sun 4/01			12:42 PM	🔍	5:30 PM	

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

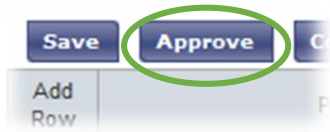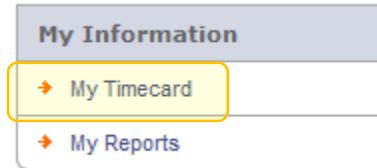| Save	Approve	C
Add Row		P

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.