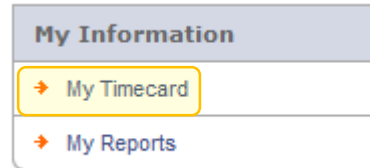


Kronos Hourly Employees

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

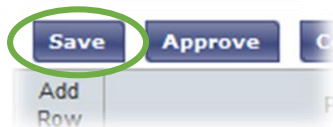
A screenshot of the timecard entry interface. At the top are buttons for "Save", "Approve", "Comments", "Primary Account", "Totals Summary", and "Refresh". Below is a table with columns: "Add Row", "Date", "Earnings Codes", "Amount", "In", "Transfer", "Out", and "No Mea". The "In" field contains "9:00 AM" and the "Out" field contains "12:00 PM". Both fields are circled in green.

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.

A screenshot of the timecard entry interface showing two rows. The first row has "In" at "9:00 AM" and "Out" at "12:00 PM". The second row has "In" at "12:42 PM" and "Out" at "5:30 PM". The "Save" button and the "In" and "Out" fields for both rows are circled in green.

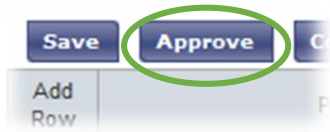
8. Important!! Click **Save**.



Approve Time

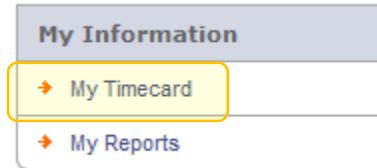
1. Review your timecard to be sure the hours are entered correctly, and that there are no missing in/Out times.

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.

