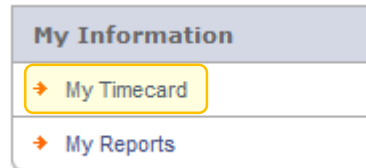


## Kronos Salary Employees

1. Go to: <https://timecard.wmitchell.edu/wfc/applications/wtk/html/ess/logon.jsp>
2. Select Kronos HTML
3. Click **My Timecard** under **My Information**



### Enter Time

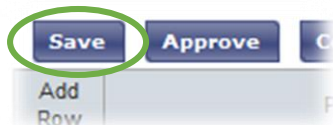
4. Click the in the day
  - a. Enter the hours you working

Add Row	Pay Code	Transfer	Sun 12/08	Mon 12/09	Tue 12/10
	REG	<input type="text"/>	<input type="text"/>	8.0	8.0
			0.0	0.0	

5. If you took a vacation or need to enter change hours information on the same day, add a new row to enter your time. Click the Arrow icon for the day. Select the type of hours in the drop down box, then enter the additional hours in the new row.

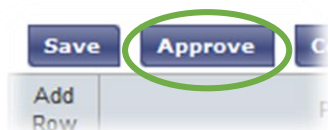
Add Row	Pay Code	Transfer	Sun 12/08	Mon 12/09	Tue 12/10
	REG	<input type="text"/>	<input type="text"/>	8.0	8.0
	PTO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			0.0	0.0	0.0

6. Important!! Click **Save**.



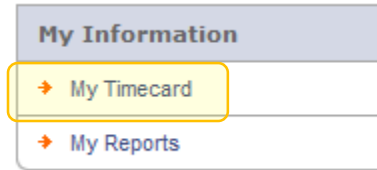
### Approve Your Time

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.

