Kronos Supervisor Approvals

- 1. Go to: https://timecard.wmitchell.edu/wfc/applications/wtk/html/ess/logon.jsp
- 2.
- 3. Select Kronos HTML
- 4. Click Reconcile & Approve Timecards under Timekeeping
- 5. Select the **Time Period** to approve. Click **Apply**

Review Timecards

- 1. Select an employee from the list
- 2. Click on Timecard in the top right of the screen.

KRONOS"		
Timecard Schedule People Reports		
RECONCILE & APPROVE TIMECARDS		
Refresh Select an Action V		

3. You can approve the Timecard on this screen or return to the full list by clicking your browsers **Back** button.

Approve Timecard

- 1. In the **Reconcile & Approve Timecards** screen select the employee(s) you would like to approve.
- 2. Click Select an Action drop down menu.

Refresh	Select an Action	$\overline{}$
	Name 1A	

3. Click **Approve** in the list.

Timekeeping

- Reconcile & Approve Timecards
- Reconcile Timecard
- Pay Period Close

4. Click OK to the pop up screen.



Remove Approval Timecard

- 1. In the **Reconcile & Approve Timecards** screen select the employee(s) you would like to approve.
- 2. Click **Select an Action** drop down menu.



- 3. Click **Remove Approval** in the list.
- 4. Click OK to the pop up screen.

Message from webpage
Are you sure you want to Approve?
OK Cancel