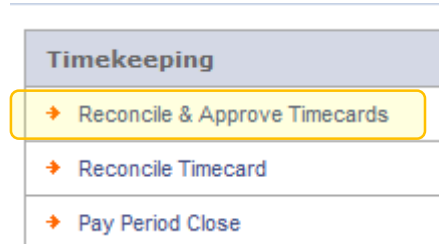


Kronos Supervisor Approvals

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

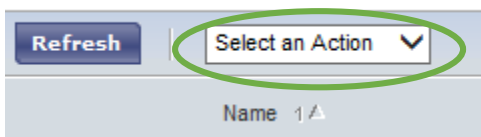
1. Select an employee from the list
2. Click on Timecard in the top right of the screen.



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

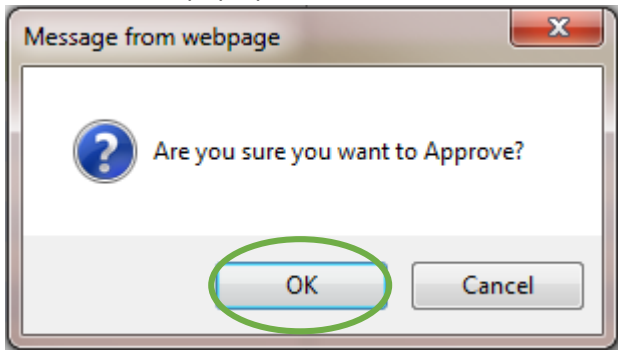
Approve Timecard

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



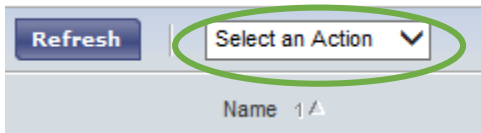
3. Click **Approve** in the list.

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.

