

Exempt Employee

Quick Reference Guide to Approving Time Card

Updated 10.27.2020

1. LOG INTO KRONOS <https://racinecounty.kronos.net/wfc/logon>
2. CONFIRM THAT YOU ARE VIEWING THE CORRECT PAY PERIOD. **REMINDER:** IF YOU ARE APPROVING ON THE LAST DAY OF THE PAY PERIOD THE YELLOW HIGHLIGHTED BOX SHOULD SAY CURRENT PAY PERIOD. IF YOU ARE APPROVING ON THE FOLLOWING MONDAY, YELLOW BOX SHOULD SAY PREVIOUS PAY PERIOD
3. REVIEW YOUR TIMECARD TO MAKE SURE YOUR TOTAL HOURS MATCH YOUR SCHEDULED HOURS. (MOST ARE 80 HOURS UNLESS PART TIME)
4. MAKE SURE ANY SUBMITTED TIME OFF REQUESTS HAVE BEEN APPROVED AND ARE REFLECTED ON YOUR TIMECARD.
5. REPORT ANY DISCREPANCIES TO YOUR SUPERVISOR.
6. ON UPPER LEFT HAND CORNER OF TIMECARD CLICK ON APPROVE TIME CARD. SEE EXAMPLE BELOW.

My Timecard

Loaded: 2:41 PM Current Pay Period

Approve Timecard Sign Off Accruals Actions Print Timecard Refresh Calculate Totals Save

	Pay Code	Transfer	Sat 10/24	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Total
Hours Work...					8.0	8.0	8.0	8.0	8.0	40.0
<Enter Pay ...										
Schedule					8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...	
Daily Total					8.0	8.0	8.0	8.0	8.0	40.0

	Pay Code	Transfer	Sat 10/31	Sun 11/01	Mon 11/02	Tue 11/03	Wed 11/04	Thu 11/05	Fri 11/06	Total
Totals										
Accruals										
Historical Corrections										
Audits										
All										
All										
Location	Job	Account	Pay Code	Amount	Wages					
		...i0/13500000/10772/10770/-	Regular	80.0						

Note: If you are a supervisor, in order to view your timecard click the + sign next to your Administration Tab when you first log in and select My Information in the dropdown.

