Time Approver Instructions for the end of the pay period.

Login to Kronos: https://usnh-sso.prd.mykronos.com

1. If you have benefitted employees, go to the My Notifications widget to approve or refuse submitted Time Off Requests. These must be addressed before proceeding. If you do not have benefitted employees, skip to step 2.

2. At the home page, select the menu icon in the top left of the home page screen.
3. This opens a sidebar on the left. Select Employee Summary under Time.
4. You will now see a list of all employees whose jobs list you as a supervisor in Banner HR. Select the Employees you want to review or use the Select All Feature.

5. Right click in the blue shaded area. A screen will pop out indicating the number of employees selected.

6. Select Go To and a second pop up appears. Select Timecard.
7. Use the arrow to move between the selected timecards. Employee approved timecards will appear in yellow.

8. Use the calendar icon to select the appropriate range: Current Pay Period or Previous Pay Period.
9. Pending edits which require approval will open on the right. Update and Apply accordingly.
10. Missing in or out punches are denoted by a red highlight in the time box. These MUST BE corrected before the timecard is approved for the employee to be paid correctly.
11. Open the Totals tab at the bottom of the timecard to confirm that each entry has appropriate labor category information identifying the job.
   
   Personal Identifier Number = SXXXXX
   POSITION = UNZH03
   SUFFIX = 00

   • If any of this information is missing the hours worked WILL NOT BE PAID.

12. After all outstanding items are addressed, approve the timecard and use the arrows at the top of the page to move on to the next.