1. Select “My Timecard”

![My Timecard Image]

2. Review All Punches and Totals (Vacation, Sick and Personal Time) listed in the pay period on your timecard*. 

*Note: If the user fails to approve their timecard after the last punch of the current pay period, the following Monday the user will be required to change the Time Period: field, to “Previous Pay Period”

![Timecard Image]

3. Select “Approvals”

![Approvals Image]

4. Click “Approve”

*If there are any discrepancies, please notify your timekeeper so that the proper adjustments can be made.

Questions or Comments?  
Visit us at Kronos Access  
or  
Contact us via E-mail: Kronos@temple.edu