Approving your timecard

1. Access the Navigator Framework_wfc log on page.
2. Log in using your credentials.
3. Access the My Timecard widget.
4. In the Time Period field, verify that you are viewing the relevant time period.
5. Click the Approve Timecard button.
6. Select Approve Timecard from the drop-down and verify that your timecard is approved by reviewing the Timecard is Approved notification. The background of the timecard will now be colored yellow.

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Removing approval from your timecard

1. Access the Navigator Framework_wfc log on page.

2. Log in using your credentials.

3. Access the My Timecard widget.

4. Using the Pay Period drop-down list, navigate to the applicable approved time frame.

5. Click the Approve Timecard button.

6. Select Remove Timecard Approval. The Timecard Approval removed by notification will appear and the timecard will no longer have a yellow colored background.

7. Make the necessary adjustments to the timecard, Save and then approve the timecard when you are finished.

Note: If you are unable to remove approval from a timecard and need to make changes, contact your supervisor.

Note: After your manager approves your timecard, you will not be able to remove approval and make edits to your timecard.