

## Kronos: How to access an employee's timecard

¥ Step One: To access a timecard, select the Timecard option from the Related Panes Menu or drag and drop Timecards onto the main workspace.

- o Timecards can also be selected by double-clicking on an employee's name.

¥ Step Two: Once on the timecard, managers need to verify they are on the correct payroll period , prior to making any change s.