

Timecard Filter

Approving Time Worked in Your Building

Log in to Kronos. Click on [Timecard](#).

Timecard | Schedules | People | Accruals | Attendance | Leave | View Jobs

Genies Genie: SUPERUSER Show:
Position to: **Go** Time Period: Current Pay Period ▼

Actions ▼ Timecard ▼ People ▼ Comments OT Equalization Accruals ▼ Attendance ▼ Group Ed

Name	Badge Number	Employee Number	Last Punch Date	Missing Punch	Approval
TEST FOR IT ONLY	111111111	111111	12/09/15		0
TEST, SAMPLE new	123456789	123456	1/26/16	1	0
TEST, LUNCH	222222222	222222	1/06/16		0
TEST, DRIVER	555555555	555555	10/15/15		0
TEST, ARSENAULT	186159000	1861599	10/23/15		0
TEST, HANKS	194738000	1947389			0
TEST, HAWRYS	354215000	3542159	6/23/14		0
TEST, ZIMMERMANN	477472000	4774729	1/26/16	1	0
TEST, TINGLEY	566369000	5663699	8/06/15		0
TEST, BORA test	671320000	6713209	6/11/15		0

Click on Timecard Filter from the drop down options.

The following screen will appear. Click the magnifying glass on the manager line and search for your manager number (notice your building number is the last two digits in the manager number. Make sure the button for **Worked** is checked. Set this up one time only.

Click on **Save and Apply**.

Genies

Save Save and Apply Return Clear all

LABOR LEVELS Home Worked

BUILDING 🔍

UNION 🔍

POSITION 🔍

ATTEND UN 🔍

Manager 99999 🔍

ASN 🔍

SecureFld7 🔍

This is a list of people who “worked” in your building that need time approved. Their “home” building should be their primary position (i.e. driver) and they are working as a lunchroom supervisor in your building.

Genies Genie: SUPERUSER Show: Position to: Go Time Period: Current Pay Period ▼

Actions ▼	Timecard ▼	People ▼	Comments	OT Equalization	Accruals ▼	Attendance ▼	Group Edit
Name	Badge Number	Employee Number	Last Punch Date	Missing Punch	Approval		
TEST FOR IT ONLY	111111111	111111	12/09/15		0		
TEST, LUNCH	222222222	222222	1/06/16		0		
TEST, DRIVER	555555555	555555	10/15/15		0		
test midd last	999999999	999999999	1/26/16	1	0		
TEST, <80 OT 80	999123456	999123	6/10/15		0		

Open the employees’ timecard. Click “select” and “select all” in the employees’ timecard and then Actions, Approve. Notice the labor levels in the column to the right.

You should only be able to approve time worked in your building for this employee. If you can approve other time, notify Linda Loewen (ext. 60132). She will contact the employee and review the transfer instructions.

Leave the remaining time for their other administrator to approve.

Timecard Name & ID/Badge: TEST FOR IT ONLY 111111 / 111111111
 Position to date: Go Time Period: 1/16/16 1200A - 1/29/16 1159P (Timecard Filter is active)

Return	Select ▼	Actions ▼	New	View ▼	Punch ▼	Options ▼
Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	
<input checked="" type="checkbox"/> Monday	1/18/16	800A			8.00	HOLNW
<input checked="" type="checkbox"/> Tuesday	1/19/16					
<input checked="" type="checkbox"/> Wednesday	1/20/16					
<input checked="" type="checkbox"/> Thursday	1/21/16					
<input checked="" type="checkbox"/> Friday	1/22/16					
<input checked="" type="checkbox"/> Monday	1/25/16					
<input checked="" type="checkbox"/> Tuesday	1/26/16					
<input checked="" type="checkbox"/> Wednesday	1/27/16					
<input checked="" type="checkbox"/> Thursday	1/28/16					
<input checked="" type="checkbox"/> Friday	1/29/16					

If you do not see an employee on the list that works in your building, contact Linda Loewen at extension 60132.

Next time you log in to Kronos, check this box to activate the filter.

Timecard | Schedules | People | Accruals | Attendance | Leave | View Jobs

Genies Genie: SUPERUSER Show: Use Timecard Filter settings
 Position to: Go Time Period: Current Pay Period ▼

Actions ▼ Timecard ▼ People ▼ Comments OT Equalization Accruals ▼ Attendance ▼ Group Edit ▼ Previous Next