

KRONOS "CHEAT SHEET" FOR SUPERVISORS

How to Edit an Employee's Leave Requests -----

Go to Schedule, which is the tab beside Timecard.

Right click on the box for the date in question. It will turn white.

A pop-up window will open with Add, Edit, Insert Shift Template. Click on Edit and in the next window that opens click on Pay Code. A new box will open.

Enter the correct time, then click OK.

Click Save then return to the Timecard, click on Actions, then click Refresh. The edited leave will change to update on the Timecard

