# Kronos 8 Instructions

When logging into Kronos for the first time, you will notice that the appearance is quite different than before. One item in particular is the addition of the Activity column that shows Idle and Mealbreak. This view can be altered to hide the Idle and Mealbreak information. Follow the steps below to hide the activity.

Click on the drop down arrow by the View icon and uncheck the box to the left of Activities.
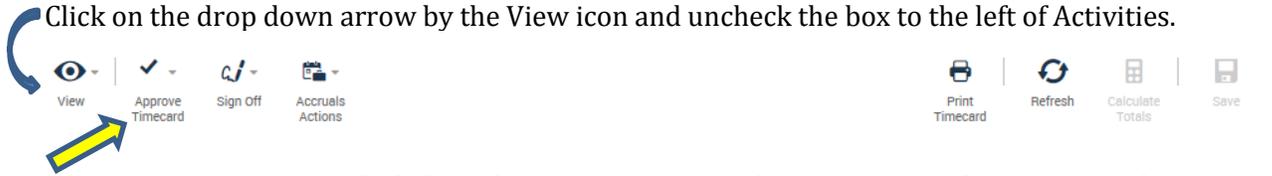
To approve your timecard, click on the Approve Timecard icon. Once you have approved your timecard, the background color will turn to yellow.

Once your supervisor approves your timecard, the background will turn green.

Supervisors:
To view your employees' timecards, select **Ad Hoc** from the drop down menu that shows as None in the example below.
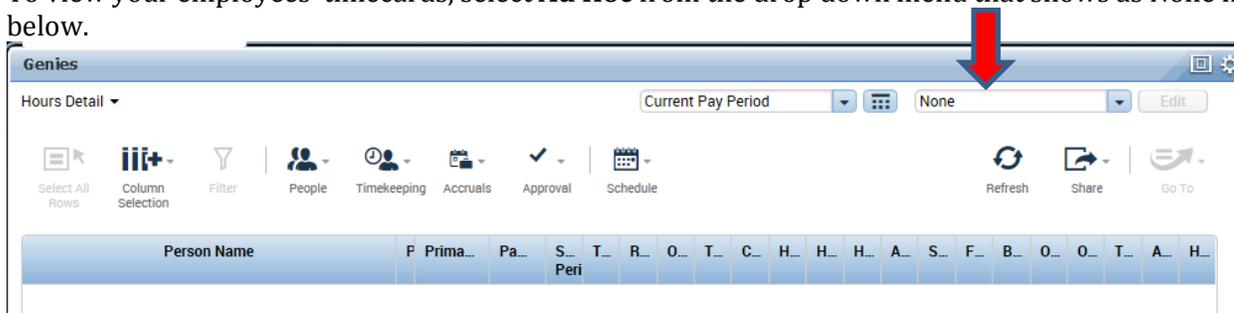
Once Ad Hoc has been selected, you will be able to see your direct reports. Select the employee's timecard to view. If you need to enter hours worked or leave for the employee, you will need to click on the + sign beside of the correct date. If you need to enter a full day of work for the employee, please remember that the system will only allow you to enter one clock in and out on each row. For the time that was worked after lunch, another row will need to be added.

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
+	X	Wed 4/17		7:56AM	12:31PM				4.5	
+	X			1:29PM	4:30PM				3.0	7.5

For an employee who hasn't submitted leave through the system, you will need to enter a new row and select Pay Code (Annual Leave and Sick Leave are the only types of leave that are to be used). Once you have selected the correct Pay Code, enter the number of hours that the employee was absent in the amount column.

+	X	Fri 4/19		8:00AM			ANNLV-ANNUAL LEAVE	7.5		7.5

To save your changes, select the Save icon on the upper right of the screen.

To approve the employee's timecard, select Approve Timecard on the upper left of the screen. Once you have approved the timecard, the background will turn green.