As an employee, you have a responsibility to approve your timecard. Before approving your timecard, it is important to review the data for accuracy, and make adjustments as needed. After you approve a timecard, you may have permissions to remove the approval.

In this job aid you will learn how to approve your timecard and remove approval from your timecard using the My Timecard widget.

**Approving your timecard**

2. Log on using your Pirate ID and passphrase.
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.

For further assistance or additional information please visit [http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm](http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm)

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Removing approval from your timecard


2. Log on using your Pirate ID and passphrase.

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.

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