**Parts of a Navigator**

**Active Bar**
Displays active workspaces; click title to bring a workspace into focus. *(My Information is the only one in this example.)*

**Name / Sign Out**
Identifies user and a link to log out of navigator. Your photo may also appear here.

**Time Period**
Some widgets allow you to choose a Time Period to work with. To change the time period, click the current one, select a new one, and click Apply.

**Related Items Pane**
The Related Items pane contains additional, less commonly used widgets. Click the arrow in the upper right corner to open or close the pane.

**Repositioning Widgets**
Move a widget from a secondary view to a primary view by clicking the title bar, dragging it over a primary view, and releasing. Most edits must be applied in a primary view.

**Workspace**
A work area made up of one or more views and the Related Items pane.

**Views and Widgets**
A workspace can have one or more pre-sized views. Views are holding areas for widgets, which are the task-oriented tools you use to review data and perform actions. In this example, there are two views, and each one currently holds a widget. When you need to work with a different widget, you can swap it into either view, replacing the current occupant.

**Active Widgets**
Widgets already in an open workspace appear grayed out in the widget list.

**Activating a Widget**
There are two ways to activate a widget in the Related Items pane.

To add it to the current workspace, drag it out of the pane and release it over a widget in the workspace.

To work with the widget in a temporary workspace, click the widget while it is still in the pane. To close that workspace later, hover over its tab and click the Close (X) button.

**Contextual Callouts**
Try right-clicking over a cell in a widget. In many cases this will open a callout with detailed information and icons for any actions you might want to perform on that cell.

For further assistance or additional information please visit [http://www.ecu.edu/capadmin/HumanResources/Kronos.cfm](http://www.ecu.edu/capadmin/HumanResources/Kronos.cfm)
Entering time in the My Timecard widget

If you need to add or edit your worked or non-worked time, you can do so in the My Timecard widget. Make sure that the My Timecard widget is in a primary view.

1. If you plan to make several time entries in your timecard, you may find it beneficial to maximize the My Timecard widget by clicking the Maximize icon.

2. Make sure you are viewing the time period containing the dates for which you want to enter time. If the time period is incorrect, click the currently selected time period, select a new one, and click Apply.

3. Identify a date for which you want to add or edit times. Note that if you need to add multiple entries for a given date (e.g., multiple In and Out punches, or punches and a pay code) you will have to create additional rows for the date by clicking the date’s Add Row icon. To add or edit an In or Out punch, click the cell, enter a time, and click outside the cell. If the hours occurred in a job or labor account other than your primary, open the Transfer drop-down list and select a transfer. If the one you want is not in the list, click Search and identify the transfer in the Transfer window that appears.

4. To add or edit non-worked time, select a pay code from the Pay Code drop-down list that corresponds to the non-worked time, then enter the duration in hours and minutes (hh:mm) in the Amount field.

5. Complete any additional changes for any other dates that need entries. When you have completed the changes you wish to make to the timecard, click Save.

Approving your timecard

After you review your timecard for accuracy at the end of a pay period and agree that all the information is correct, you should approve your timecard so that your manager knows it is ready to go to payroll. Make sure that the My Timecard widget is in a primary view.

1. In the My Timecard widget, make sure that you are viewing the time period you want to approve. Note that ALL days currently being viewed in the timecard will be approved. If the time period is incorrect, click the currently-selected time period, select a new one, and click Apply.

2. After verifying that you want to approve all of the dates appearing in the timecard, click the Approve Actions icon and select Approve Timecards.

After applying an approval, you will no longer be able to edit your timecard for that pay period (as indicated by the timecard’s colored background). If you later determine that you need to make an edit, click the Approve Actions icon and select Remove Timecard Approval. You can then make your edit(s) and approve the timecard again.

Note that you may not have permission to remove your approval, in which case that option will not appear. In that case, contact your manager and explain what needs correcting.

Reviewing your accrual balances

You can review any time off balances you have accrued right in your timecard. Make sure the My Timecard widget is in a primary view.

1. In the My Timecard widget, make sure that you are viewing the date for which you would like to view your available balances. (For example, if you want to want to review your balances as of April 3, make sure a row for April 3 is displayed in the timecard.) If the date is not showing, click the currently selected time period, click the Select Dates icon, select the date you want from the calendar, and click Apply.

2. Select the row of the date for which you want to check your balance, and select the Accruals tab at the bottom of your timecard. Your accrual balances will appear in the tab. The values in the Accrual Available Balance column tell you how many hours you have available in each of the types of hours you accrue.

For further assistance or additional information please visit http://www.ecu.edu/cadmin/HumanResources/Kronos.cfm

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