As an employee, you are responsible for reviewing and approving your timecard. Before you approve your record, review the data for accuracy and make adjustments as needed. Please note that your Kronos approval is your digital signature on your Timecard. After you approve a timecard, you may have permissions that allow you 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

1. Access [https://kronos.ecu.edu/](https://kronos.ecu.edu/) log on page and log on using your **Pirate ID** and **Passphrase**.
2. Access the **My Timecard** widget.
3. In the **Time Period** field, verify that you are viewing the applicable time period.

   ![My Timecard screenshot](image)

4. Click the **Approve Timecard** button.

5. Select **Approve Timecard** from the drop-down list and verify that your timecard is approved by reviewing the **Timecard is Approved** notification. If you have leave recorded on your Timecard, the background of the timecard will now be colored yellow.

   ![My Timecard screenshot](image)

6. For another way to confirm your approval, check the **Audits** tab at the bottom of your timecard to display the Approvals (Digital Signatures) in place for the selected Time Period.

   ![Audits tab screenshot](image)
ECU Kronos Job Aid
Approving timecards for Exempt Employees

Removing Approval from your Timecard

2. Access the My Timecard widget.
3. Using the Time Period drop-down list, navigate to the applicable approved timecard.

4. Click the Approve Timecard button.

5. Select Remove Timecard Approval. The Timecard Approval Removed by notification will appear and the Timecard will no longer have a yellow-colored background.

6. Make any necessary adjustments to the Timecard, and re-approve the Timecard when you are finished.

7. For another way to confirm your approval, check the Audits tab at the bottom of your timecard to display the Approvals (Digital Signatures) in place for the selected Time Period.

Note: If you are unable to remove the approval from your timecard, and you 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.

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