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**

2. Access the My Timecard widget.
3. In the Time Period field, verify that you are viewing the applicable time period.

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.

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.

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)
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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