ECU Kronos Job Aid
Printing Your Timecard for Non-Exempt Employees

In Workforce Central Navigator Framework, you can track and review timecard details in paper form. Simply print your timecard to have access to the paper version of the data.

In this job aid, you will learn how to print your timecard.

Printing Your Timecard


2. Access the My Timecard widget.

Note: Your Timecard should already be visible by default after you log on. If it is not, you can select it from the Related Items Pane on the right of your screen.

3. Click on the Print Timecard button.

4. Select Print from your web browser.
   - This option will print whatever is visible on the screen when the Print option is selected. To include timecard totals or accruals, make sure the drawer at the bottom of the screen is open and the tab you are interested in printing is visible.

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

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