ECU
Kronos Employee Timeclock
Introduction

TIME, ATTENDANCE AND LEAVE
How to Approve Your Timecard

Press the button that matches what you want to do

Then swipe your card
Approve Timecard

Enter Badge ID
Select the Time Period you want to approve for

Usually you will approve for the PREVIOUS PAY PERIOD

*If approving on December 15th select CURRENT PAY PERIOD
Use the arrow keys to review your timecard
Use the arrow keys to select APPROVE
Press Enter to Approve
Your timecard has been approved

Now your Supervisor and Manager can approve your timecard