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**

1. Access [https://kronos.ecu.edu](https://kronos.ecu.edu) log on page and log on using Pirate ID and Passphrase.
2. Access the My Timecard widget.

   ![Image of 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.

   ![Image of 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.

   ![Image of Print dialog box]

   **Note:** You may need to adjust the size of your browser window if the margins do not fit on the printed page.

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)

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