

TIME REPORTING

HELPFUL TIPS



Manager Approval Widget

The Manager Approval Widget's purpose is to check employees to insure they have been approved and what timekeepers have approved them. If the employee has multiple positions or timekeepers you will see multiple approvals along with the timekeepers names.

1) Select **Manager Approval Widget** from the Related Items Bar on the right hand side of your workspace

The screenshot shows the KRONOS interface with the 'Hours Summary' widget active. On the right side, the 'Related Items Bar' is visible, and the 'Manager Approval' widget is highlighted with a yellow box and a red circle. A yellow box with the number '1' is placed over the 'Manager Approval' widget in the bar.

GWId	Name	1 /	Banner Org Num	Department Name	Manager Approval	Messed Punch	Annual Hours	Sick Hours	Holiday Hours	Other Paid Leave Hours	Work... Hours	Total Paid Hours	Unpaid Hours
G88880002	Jefferson, Thomas		888888	TEST 1 DEPARTMENT					4.0		36.0	40.0	
G88880004	Lincoln, Abraham		888888	TEST 1 DEPARTMENT							24.0	24.0	
G88880003	Roosevelot, Franklin		888888	TEST 1 DEPARTMENT					8.0			8.0	
G88880005	Roosevelt, Theodore		888888	TEST 1 DEPARTMENT									
G88880001	Washington, George		888888	TEST 1 DEPARTMENT									

- 2) The **Manager Approval Widget** will open in its own tab
- 3) You can view approval's
- 4) When your finished you can close the Manager Approval Widget

The screenshot shows the KRONOS interface with the 'Manager Approval' widget open in its own tab. A yellow box with the number '3' is placed over the 'Refresh' button, and another yellow box with the number '4' is placed over the 'X' icon in the tab header. A yellow box with the number '1' is placed over the 'Approved Manager Names' column in the table.

GWId	Name	1 /	Banner Org Num	Department Name	Manager Approval	Approved Manager Names	Total Paid Hours	Unpaid Hours
G88880002	Jefferson, Thomas		888888	TEST 1 DEPARTMENT	1	Washington, George	40.0	
G88880004	Lincoln, Abraham		888888	TEST 1 DEPARTMENT	2	Washington, George Barr, Zendra M	51.0	
G88880003	Roosevelot, Franklin		888888	TEST 1 DEPARTMENT	1	Washington, George	24.0	
G88880005	Roosevelt, Theodore		888888	TEST 1 DEPARTMENT	1	Washington, George		
G88880001	Washington, George		888888	TEST 1 DEPARTMENT	1	Washington, George		