



Denver Public Schools

KRONOS Workforce Central Suite

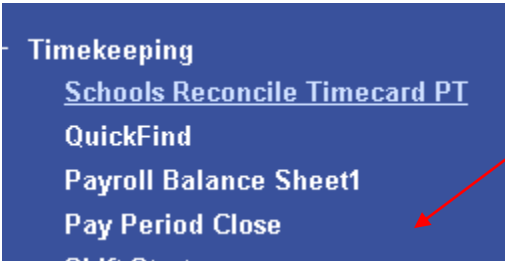
Approving Timecards

Version 5.2



Timekeepers must approve their employees' timecards from the previous pay period before payroll can process.

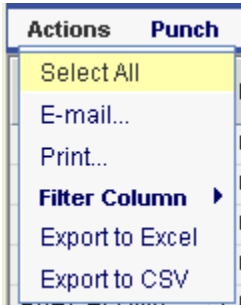
Upon Logging In to Kronos, click on Pay Period Close.



Prior to approving your timecards, you must assure there are:

- No Missing Punches
- No Unexcused Absences
- No Incorrect Magic Numbers

Assured that the above items are complete, you can approve your groups of employees at once.



Click on Actions

Click on Select All

With your employees selected, go to Approvals.

Pay Period Close Show: Time Period:

Last Refreshed: 8:03PM

Person Na... 1▲	Lawson Dept	Location	Department	Manager Approval	Managers Who Approved Time...	Signed Off
PO, RE...	CUST	205	26			
N, ANT...	CUST	253	26			
LO, L...	CUST	475	26			
, FERN...	CUST	475	26			
LONA, ...	CUST	221	26			
CA, IDALI	CUST	459	26			
CHRIS	CUST	197	26			
, DASE...	CUST	194	26			
, EDW...	CUST	276	26			
, TISH...	CUST	197	26			
ELL, R...	CUST	290	26			
C, MAN...	CUST	205	26			
SHAUN...	CUST	194	26			
JIM A	CUST	415	26			
RO, JA...	CUST	285	26			
O, MAR...	CUST	459	26			
JUSTI...	CUST	194	26			
JAMES E	CUST	403	26			
FREDW	CUST	459	26			

Approvals Person

- Approve
- Remove Approval
- Sign Off

253	26
475	26

Click on **Approve**

At this point based on your approval, Payroll will sign-off on your payrolls and continue processing and pay according to what was submitted.