

How to View Employee Approval Status

All **Biweekly Hourly** employees (**except Students**) are required to approve their timecard. You can view whether your Employees have approved their timecards using this Kronos method:

STEP 1: Under your **Dept Manager** workspace, make sure you select “**Pay Period Reconciliation**” under your Quick Find drop down.

STEP 2: Select “**Previous Pay Period**” and then select “**All Actv Biwklly non-Students**” under the Hyperfind query drop down.

STEP 3: In the Employee Approval column, you should see **check marks** next to the employees who have approved their time cards.

The screenshot displays the Kronos software interface. At the top, the 'Dept Manager' workspace is visible. Below it, the 'Pay Period Reconciliation' dropdown menu is open, showing 'Previous Pay Period' and 'All Home' options. The 'Employee Approval' column in the table is highlighted with a red box. A red arrow points from the 'Employee Approval' column to the 'All Actv Biwklly non-Students' option in the Hyperfind query dropdown menu. The table has columns for 'Name', 'Employee Approval', 'Manager Approval', and 'Signed Off'. The 'Employee Approval' column contains checkmarks for employees who have approved their time cards.