

# Kronos Basic Navigation

Open the **Quick Find** drop down menu to choose a specific **Genie**.

Access Accruals, Tools, My Information

**Time Period** drop down menu allows timekeepers to specify which **Pay Period** they are viewing.

**Show** drop down menu allows timekeepers to filter by **Employee Type**.

The screenshot displays the 'Dept Manager' interface for 'Pay Period Reconciliation'. The top navigation bar includes a search icon, a 'Previous Pay Period' dropdown, and an 'All Home' dropdown. Below the navigation bar is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Approval', and 'Schedule'. The main area contains a table with the following columns: Name, Employee Approval, Manager Approval, Signed Off, Missed In-Punch, Unexcused Absence, and Expected PP Hours. The table lists 12 employees with their names and expected hours. On the right side, there is a 'Related Items Pane' with a list of menu items: Dept Manager, Audits, Comments, People View, Reports, Schedule Editor, SignOffs and Approvals, Timecards, Requests, and TU Exceptions. Arrows from the text boxes point to the 'Quick Find' dropdown, the 'Approval' icon, the 'Previous Pay Period' dropdown, the 'All Home' dropdown, and the 'TU Exceptions' item in the sidebar.

Name	Employee Approval	Manager Approval	Signed Off	Missed In-Punch	Unexcused Absence	Expected PP Hours
Doe, Jane						80.0
Doe, John						80.0
Jacobs, Steve						42.0
Jones, Steve						42.0
Jones, Terry						80.0
Kelly, Jane						75.0
Kelly, John						70.0
Sanders, Melissa						40.0
Sanders, Mike						40.0
Smith, Melissa						20.0
Smith, Mike						24.0

To **Approve** an employees timecard, click on the **Approval Icon** and select **Approve Timecard**. You can also access this to **Remove Timecard Approvals** as well.

**Related Items Pane** will allow timekeepers to complete certain tasks within **ALL** employee(s) timecard(s).