

CLOUD KRONOS

Approving Staff Timecards in the Light Version

Login

- Navigate to the following web link: <https://umass.kronos.net/wfc/applications/wtk/html/ess/logon.jsp>
- Login with your **Net ID** and your local password (**separate from your Net ID password**)

Home Screen

1 Select "SA-RL Pay Period Close" on the home page.

2 Select the "Time Period"

(Pay Period is Sunday through Saturday)
 -if you are completing your timecard on Thursday, Friday, or Saturday, select **"Current Time Period"**.
 -if you are completing your timecard on Sunday or Monday for the previous week, select **"Previous Pay Period"**.

3 Use **Select an Action** to "Select All" staff then click **Timecard** in the menu at the top of the page

4 Review each Timecard

→

Make changes as needed

→

Save

→

Approve

→

Go to the next Timecard

TIMECARD

Person & Id: Carlín, George Time Period: Current Pay Period 7/29/2018 - 8/04/2018 1 of 5

Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Totals	
								Shift	Daily
	Sat 7/28								
	Sun 7/29								
	Mon 7/30	REG	7.5	8:30AM					7.5
	Tue 7/31	REG	7.5	8:30AM					7.5
	Wed 8/01	REG	7.5	8:30AM					7.5
	Thu 8/02	REG	7.5	8:30AM					7.5
	Fri 8/03	REG	7.5	8:30AM					7.5
	Sat 8/04			8:30AM					
	Sun 8/05								
								Total:	37.5

Verify correct use of pay codes

Verify the number of hours worked on each day

VERIFY DAILY & WEEKLY TOTALS

NO CHANGE CAN BE MADE AFTER MANAGER APPROVES TIMECARD.

You must click the **Remove Approval** button on the Timecard to make changes.

TIMECARD

Person & Id Carlin, George 1 of 5

5

Click Home
after all Timesheets are Approved

6

Select “Pay Period Close”
on the home page again.

Select the Staff Group in “Show”
and select Time Period again.

Show All Home

Time Period Previous Pay Period

For all **Timecards you approve**, you should see **your name**
in the **Managers Who Approved Timecard** column

If you **do NOT** see **your name** for Timesheets you
approved, click the **Refresh** button until you do.

Refresh

Select an Action

Name 1 /	Employee Approval	Managers Who Approved Timecard	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Expected PP Hours	Hire Date
Carlin, George		Campbell, Scott J	1				0.0	1/31/2010
Colbert, Steven		Campbell, Scott J	1				0.0	6/01/2007
Martin, Steve		Campbell, Scott J	1				0.0	10/20/1996
Murray, Bill							0.0	5/31/1987
Stuart, John							0.0	4/03/2012