

## **APPROVING AND/OR CORRECTING TIME AND ATTENDANCE IN KRONOS (TDC-W005)**

This work instruction outlines the process of approving and/or correcting time and attendance on Kronos.

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

1. To approve and/or correct work time in Kronos:

- Go on Internet
- Click on Kronos, type in name and password; Screen will automatically pull up; (if password is needed contact technology).
- Click on My Genics
- Click on Quick Find
- Click on time Period
- Double Click on Name (this is done for each employee)
- Approve and/or correct time
- Click X in top right corner to exit