





## Kronos Workforce Timekeeper Timecard Instructions for Weekly Salaried Employees

### My TimeCard

My Timecard Window is where Weekly Salaried Employees record overtime hours (hours worked over the regular work week) only. Regular hours are automatically paid and must not be input on the Timecard.

Always **Save** the Timecard in order for overtime hours to be stored and paid.

Field	Description
Name	Displays the name of the employee
ID	Displays the employee ID with Job record as the last digit
Time Period	Defines the time period you are viewing
Save	Always Save after hours are entered
Actions	Refresh, calculate totals or print the screen
Punch	Do not use. To edit punch, go to In/Out cell to change
Accruals	Do not use

Comment	Add or delete a comment from a pull down list
Reports	Runs a Time Detail /Rule Analysis reports for that employee
Delete (  )	Clears data from the specified date/row
Insert (  )	Adds a new row of data to the specified date
Date	Day of the week
Pay Code	Drop down list of pay codes to choose from when entering hours
Amount	Enter an amount of hours corresponding to the selected pay code
In	Time in
Out	Time out
In	Time in
Out	Time out
Shift	Displays the number of hours in the first set of punches
Daily	Displays total number of hours worked per day
Cumulative	Displays the cumulative hours worked up to and including that day

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