

As an employee, you are responsible for approving your timecard. Before you approve it, it is important to review the data for accuracy and make adjustments as needed. After you approve a timecard, you may have permissions that allow you to remove the approval.

In this job aid you will learn how to approve your timecard and remove approval from your timecard using the My Timecard widget.

### Approving your timecard

- 1 Access the **Navigator Framework\_wfc** log on page at: <https://accomack.kronos.net>
- 2 Log in using your credentials.
- 3 Access the **My Timecard** widget
- 4 In the **Time Period** field, verify that you are viewing the applicable time period.

**Note**  
Employee timecard approval is required on a weekly basis. Please approve your timecard within 2 business days after the end of the week. Generally this means you have until Tuesday to approve the prior weeks timecard.

Pay Code	Transfer	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Total
Hours Worked		8:00	8:00						16:00
Hours Worked				8:00	8:00	8:00			24:00
<Enter Pay C...									
Schedule		9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...			
Daily Total		8:00	8:00	8:00	8:00	8:00			40:00

- 5 Click the **Approve Timecard** button.
- 6 Select **Approve Timecard** from the drop-down list and verify that your timecard is approved by reviewing the **Timecard is Approved** notification. The background of the timecard will now be colored yellow.

Pay Code	Transfer	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Total
Hours Worked		8:00	8:00						16:00
Hours Worked				8:00	8:00	8:00			24:00
Schedule		9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...			
Daily Total		8:00	8:00	8:00	8:00	8:00			40:00

**Note**  
Be sure that you have made all required edits to your time card before approving. After you approve a timecard, unless you have permissions to remove approval, you will not be able to make any further edits.

### Removing approval from your timecard

- 1 Access the **Navigator Framework\_wfc** log on page at <https://accomack.kronos.net>
- 2 Log in using your credentials.
- 3 Access the **My Timecard** widget
- 4 Using the **Pay Period** drop-down list, navigate to the applicable approved timecard.

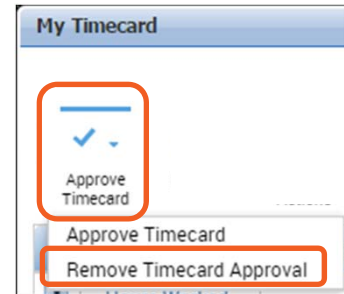
**Note**

If you are unable to remove approval from a timecard and need to make changes, contact your supervisor.

	Pay Code	Transfer	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Total
Hours Worked			8:00	8:00						16:00
Hours Worked					8:00	8:00	8:00			24:00
Schedule			9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...			
Daily Total			8:00	8:00	8:00	8:00	8:00			40:00

- 5 Click the **Approve Timecard** button.

- 6 Select **Remove Timecard Approval**. The **Timecard is Approval removed by** notification will appear and the timecard will no longer have a yellow-colored background.



	Pay Code	Transfer	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Total
Hours Worked			8:00	8:00						16:00
Hours Worked					8:00	8:00	8:00			24:00
<Enter Pay C...										
Schedule			9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...			
Daily Total			8:00	8:00	8:00	8:00	8:00			40:00

- 7 Make the necessary adjustments to the timecard, and approve the timecard when you are finished.

**Note**

After your manager approves your timecard, you will not be able to remove approval and make edits to your timecard.