

With Workforce Central, you can use the My Timecard widget to view your time entry data, make edits, and address or view exceptions within your timecard.

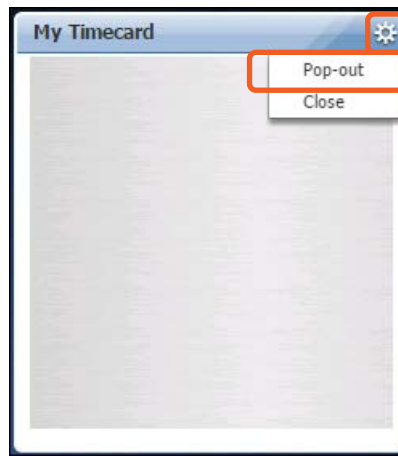
In this job aid, you will learn how to navigate the My Timecard widget.

Accessing the My Timecard widget

- 1 Access the **Navigator Framework_wfc** log on page at <https://accomack.kronos.net>
- 2 Log in using your credentials.
- 3 If the My Timecard widget is in a secondary position, click the **gear** icon.
- 4 Click **Pop-out** to promote the secondary widget to a primary widget.

Note

- You can only make edits in the My Timecard widget when it is a primary widget.
- If the My Timecard widget is in the Related Items pane, click the link and the widget will open in a new workspace.



My Timecard

Loaded: 2:51PM Current Pay Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ x	Mon 6/29	9:00AM-2...								
+ x	Tue 6/30	9:00AM-2...								
+ x	Wed 7/01	9:00AM-2...								
+ x	Thu 7/02	9:00AM-2...								
+ x	Fri 7/03	9:00AM-2...								
+ x	Sat 7/04									
+ x	Sun 7/05									

Totals Accruals

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accrual Opening Balance	Accrual Ending Balance
Sick	80:00	Hour	Thu 1/01 - Thu 12/31	0:00	80:00
Vacation	160:00	Hour	Thu 1/01 - Thu 12/31	40:00	160:00

My Calendar

June 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Navigating the My Timecard widget

The screenshot shows the 'My Timecard' widget interface. Callouts A through J point to the following elements:

- A:** Top section of the widget showing date, schedule, in/out times, and shift details.
- B:** 'Approve Timecard' button.
- C:** 'Print Timecard' button.
- D:** 'Refresh' button.
- E:** 'Current Pay Period' dropdown menu.
- F:** 'Calculate Totals' button.
- G:** Gear icon for widget settings.
- H:** 'Save' button.
- I:** Visual indicator (red line) in the 'Amount' column of the timecard table.
- J:** Bottom section of the widget showing 'Totals' and 'Accruals' data.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 6/29	9:00AM-2:00PM								
Tue 6/30	9:00AM-2:00PM	9:00AM			Jury	4:00		4:00	4:00
Wed 7/01	9:00AM-2:00PM	9:00AM	2:00PM		Sick	4:00		4:00	8:00
Thu 7/02	9:00AM-2:00PM								12:00
Fri 7/03	9:00AM-2:00PM								12:00
Sat 7/04									12:00

Location	Job	Account	Pay Code	Amount
Ship	Ship	102/203/320/402/502	Jury	4:00

A Top section of My Timecard: View basic time data such as your in and out punches, shift totals, and scheduled hours.

B Approve Timecard: Use this to approve or remove approval of the data on your timecard.

C Print: Click to print timecard data to a printer.

D Refresh: Click to refresh data after timecard changes.

E Time period drop-down list: Select from a preconfigured list to view a specific time period.

F Minimize/Maximize: Click to expand a widget or restore it to its original size.

G Gear: Promote a secondary widget or close and return to **Related Items** pane.

H Save: Click to save your changes.

I Visual indicators: Alert you to items that need your attention. For example, if you have missed a punch, you will see a red line in the cell that needs to be addressed. Hover over the indicator icon to view the indicator details.

J Bottom section of My Timecard: Includes daily timecard data related to the day selected in the top section of the widget.