KRONOS

Access Employee Timecards

Job Aid

This job aid explains how to access your employee's timecards.

Access your Employee's Timecards

To access a specific employee's timecard:

1. Use the magnifying glass/employee search in the top right corner (this replaces the Quick Find feature from Kronos Central):

2. Search for the employee number (or last name), you can use an * to add a wild card search if you only know part of the employee ID or name.

3. Select the checkbox next to their name and **Go To→Timecard**

4. Click **Select Timeframe** 📅 for the time to display and **Select Hyperfind** 🖧 to either create your own Hyperfind Filter or create a New Hyperfind. The Hyperfindd Filter allows you to filter to specific cost centers, employees that report to you or multiple employee IDs.