



Access Employee Timecards

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):



My Notifications

Employee Search

Search by Employee Name or ID

[Advanced Settings](#)

Search

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.

Employee Search

Show Search

Results for "127667"

Unselect All

Total [1]

Select

Timecard

Schedule

People

Attendance Details

Leave of Absence Case Editor

Reports

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 Hyperfind Filter allows you to filter to specific cost centers, employees that report to you or multiple employee IDs.

