For instructions on managing time as an employee, visit the Clemson University Kronos Information page: http://www.clemson.edu/employment/payroll/kronos/index.html

**Access the Manager Approval Tasks Wizard**

1. Click Manager Approval Tasks from the Related Items pane.

**Note:** Use the Manager Approval Tasks wizard to manage time off requests, review and correct employee exceptions, review pay period totals and approve employee timecards for the previous pay period.

**Step 1: Manage Time-off Requests**

- **Time Period & Employee Group**
  Determines the time period and employee group to review.

- **Request Status**
  Filters the requests that display by their status.

- **Help**
  Displays instructions for the process step selected.

- **Request Actions**
  Enables you to perform actions related to processing requests.

- **Request Time Off**
  Request time off on behalf of an employee.

**Workspace**
Displays the details of the request submitted by the employee including status of the request, employee name, pay code and start and end date for the request.

**Tabs**
- **Request Detail** - Displays all the information contained in the workspace plus employee demographic information such as the employee’s home department, primary labor account, badge number, etc.
- **Accrual Columns** - Displays the employee’s leave accrual balances and activity by leave type. Use this tab to verify the employee has enough leave to accommodate his or her time-off request.

**Note:** Once all time off requests have been managed, click Next to advance to the next step in the wizard.
**Reviewing and Approving Timecards for Supervisors**

### Step 2: Pay Period Overview

**Time Period & Employee Group**
- Displays instructions for completing the specific step within the wizard.

**Help**
- Determines the time period and employees that display in the workspace.

**Action Buttons**
- Perform actions on employees selected in the workspace.

**Refresh**
- Updates the information in the workspace with the most current data.

**Share**
- Print or Export the information within the genie.

**Manager Approval Tasks**

#### Pay Period Overview

**GoTo**
- Access a different Kronos component for the employees selected in the workspace.

**Exceptions**
- Displays any outstanding exceptions within the employee’s timecard for the time period selected.

**Totals**
- Displays each employee’s total hours for the time period selected.

#### Review and Correct Exceptions

1. Review the **Missing Punch**, **Unapproved Overtime**, and **Unexcused Absence** columns for checkmarks. Make any necessary corrections to the employee’s timecard to resolve the exceptions.

### Review Timecard Totals

1. Review the **Totals** columns to identify any irregularities in the amount of hours.

2. Scroll right to review totals.

**Note:** For more information on managing employee exceptions, review the Daily Tasks Wizard online training [here](#) or the Daily Tasks for Supervisors job aid [here](#).
Step 3: Approve Timecards

Time Period & Employee Group
Determines the time period and employees that display in the workspace.

Help
Displays instructions for completing the specific step within the wizard.

Action Buttons
Perform actions on employees selected in the workspace.

Refresh
Updates the information in the workspace with the most current data.

Share
Print or Export the information within the genie.

Manager Approval Tasks

Approve Timecards

GoTo
Access a different Kronos component for the employees selected in the workspace (e.g., timecards, etc.).

Exceptions
Displays Unreviewed Exceptions and Unexcused Absences for each employee.

Approval Status
Displays the approval status for each employee’s timecard including if the employee approved and the Supervisor who approved the timecard.

Approve Employee Timecards

1. Click Select All Rows.

2. Click Approval.

3. Click Approve Timecard.

4. Click Yes to confirm the approval.

5. Click Next to advance to the next step in the wizard.
Step 4: Group Edit Results for Approval

1. **Help**
   - Displays instructions for completing the specific step within the wizard.

2. **Refresh**
   - Updates the results with the most recent data, including updating the status of the group edit.

3. **Status**
   - Displays the status of the group edit process.

4. **Results**
   - Displays the results of the signoff including any failures.

5. **Details**
   - Accesses detailed information regarding any failures.

**GROUP EDIT RESULTS**

<table>
<thead>
<tr>
<th>Approved</th>
<th>Group Edit</th>
<th>Date</th>
<th>Time</th>
<th>User Name</th>
<th>Status</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Period: Previous Pay Period</td>
<td>7/20/2017</td>
<td>8:00PM</td>
<td>mayeers</td>
<td>COMPLETED</td>
<td>Success 9</td>
<td>Failure: 1 Details:</td>
</tr>
</tbody>
</table>

Review Approval Failures

1. If any failures exist, a Details link displays. Click Details.

2. Review the Error Description.

3. Clear any major errors before closing the pay period. For assistance, contact your Kronos liaison.

4. Click Next to advance to the next step in the wizard.

Step 5: Run Reports

1. Click the Plus symbol to expand a Report Category and select a report from the list.

2. Click the drop-down arrow in the People and Time Period fields to select the employees and time period to display on the report.

3. Set the remaining options for the selected report using the designated fields.


5. Click Refresh Status.

6. When the Status column displays Complete, click View Report to open the selected report.
Step 5: Run Reports

1. Help
   Displays instructions for completing the specific step within the wizard.

2. Clear
   Resets the wizard and returns to step 1: Manage Exceptions.

3. Action Buttons
   Allows you to run reports, email, print or schedule a report; or, create a report favorite.

4. Available Reports
   Lists the reports available to generate.

5. Report Options
   Allows you to determine what information displays on the report. Options vary by report.

6. Output Format
   Determines the output format of the report. PDF is the default unless running an Excel report.