

Quick Reference Administrative (Project View)

- Open your browser
- Enter the URL: <https://timesheets.shu.edu>
- On the Log On Page, enter your shortname and piratenet password
- Click the Log On Button

To display your timecard, click **My Information** on the Navigation Bar, and then click **My Timecard**.

The screenshot shows the Kronos My Timecard interface. Annotations include:

- Refresh**: Reloads the timecard Without saving any changes. Points to the Refresh icon in the top left.
- Save**: Saves your changes. Points to the Save icon in the top left.
- Delete Icon**: Removes all data from the specified row to the timecard. Points to the Delete icon in the top left.
- Arrow Icon**: Adds a new row to the timecard. Points to the Arrow icon in the top left.
- Pay Code**: Defines a category for specifying hours for work and non-worked time. Points to the Pay Code dropdown in the top left.
- Time**: Defines an amount in hours for the Pay Code or duration. Points to the Time dropdown in the top left.
- Transfer**: Defines a position. If no position appears in the cell, your time is charged to your primary position. Points to the Transfer dropdown in the top left.
- Click for Help**: Points to the Help link in the top right.
- Menu Tabs**: Points to the MY INFORMATION and MY LINKS tabs in the top navigation bar.
- Red Outlined Date**: Indicates an unexcused absence. Points to a date in the timecard grid.
- Exception Indicator**: Displays exceptions such as short day or long day. Points to an exception indicator in the timecard grid.
- Timecard Tabs**: Displays Totals & Schedule, Accruals, Audits and. Points to the tabs at the bottom of the timecard grid.
- Schedule View**: Displays the Schedule for the selected Time Period. Points to the Schedule View tab at the bottom.

The timecard grid shows data for various weeks, including Week starting: Sun 4/19, Week starting: Sun 4/26, and Week starting: Sun 4/26. The grid includes columns for days of the week and hours worked. The bottom section shows Accruals and Audits, including ANNUAL VACATION ALLOTMENT, PERSONAL DAYS, and VACATION ACCRUED-TO-DATE.

Saving Your Timecard

1. Click Save on the top left of the page.

Approving Your Timecard

Note: You cannot make changes to your timecard once you or your manager has approved that timecard.

1. From the Approvals menu, click Approve
2. Review the Sign-Off & Approvals tab to verify that the Approval occurred.