

Quick Reference Bi-Weekly (Hourly 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 point to various features:

- Refresh**: Reloads the timecard Without saving any changes. Points to the Refresh icon in the Actions menu.
- Save**: Saves your changes. Points to the Save icon in the Actions menu.
- Delete Icon**: Removes all data from the specified row to the timecard. Points to the delete icon in the Actions menu.
- Pay Code**: Defines a category for specifying hours for work and non-worked time. Points to the Pay Code dropdown in the Accruals Reporting Period section.
- Time**: Indicates time frame for the Pay Code. Points to the Date dropdown in the Accruals Reporting Period section.
- 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 Accruals Reporting Period section.
- Click for Help**: Points to the Help link in the top right corner.
- 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 calendar grid.
- Exception Indicator**: Displays exceptions such as short day or long day. Points to a date in the calendar grid.
- Timecard Tabs**: Displays Totals & Schedule, Accruals, Audits and Comments. Points to the tabs at the bottom of the interface.
- Schedule View**: Displays the Schedule for the selected Time Period. Points to the Schedule View tab in the bottom right section.

Saving Your Timecard

1. From the Actions menu, click Save.
2. After saving, verify that the red flag, which indicates unsaved changes, has disappeared.

Approving Your Timecard

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

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