

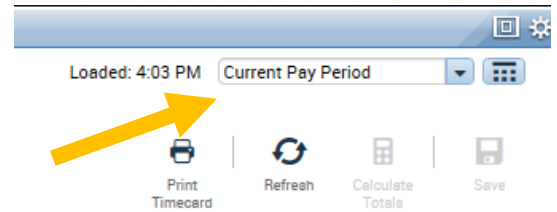
## Approving your time (Exempt Employees)

Here is a list of suggestions to take when approving your time on the new Kronos 8:

1. After logging in, your personal Timecard should appear on your homepage. If you cannot see your Timecard, go to “Workspace” in the top right corner, then click “My Information”



2. Now that you can see your Timecard, double-check to see if “Current Pay Period” is selected as the date.



3. Review your hours and approve.

