

# Edit Time Card

My Information screen – Choose Timecard on the side bar.

Transfer

- MyTimestamp
- Leave Accruals
- Time Off Request
- Timecard
- Activity Form Entry

Kronos is showing a missed Out for the day. Click red cell, enter correct Out time. Click Save as shown below.

	Date	Schedule	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Activity	Duration	Shift	Daily	Period	Total Actual	Total Allocated
	Mon 6/20								Juneteenth	8.00				8.00	8.00		
		8:00AM-5:00PM									4801	8.00				8.00	8.00
	Tue 6/21	8:00AM-5:00PM	8:05AM		4:55PM						1101	8.00	8.00	8.00	16.00	8.00	8.00
	Wed 6/22	8:00AM-5:00PM	8:02AM		4:57PM						1101	8.00	8.00	8.00	24.00	8.00	8.00
	Thu 6/23	8:00AM-5:00PM	8:04AM								1101	8.00	8.00	8.00	32.00	8.00	8.00
	Fri 6/24	8:00AM-5:00PM	7:58AM		4:56PM						1101	8.00	8.00	8.00	40.00	8.00	8.00
	Sat 6/25														40.00		

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	Thu 6/23	8:00AM-5:00PM	8:04AM		5:00PM						1101	8.00	8.00	8.00	32.00	8.00	8.00
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	Sat 6/25														40.00		