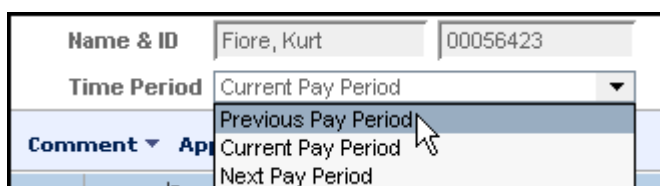


## Remove Approval and Sign-off

### A. Introduction

- If unable to edit a timecard, the most likely cause is that the timecard has been approved.
- Approving a timecard “locks” it, meaning no manual edits can be made. The timecard will still accept swipe activity.
- This generally occurs when a manager Approves the timecards for the wrong pay period. When approving timecards, please pay attention you are approving for the correct pay period.
  - If approving the timecards on Payroll Monday, set the **Time Period** to **Previous Pay Period**.



### B. Identify Timecard Approval

- At the bottom of the timecard, look for the “**Sign-offs & Approvals**” tab.
  - If this tab is visible, then the timecard has been approved.
- The “Delete Row” and “Insert Row” icons will disappear when the timecard has been Signed-off or Approved.

TIMECARD												
Loaded: 8:52AM												
Name & ID: Fiore, Kurt 00056423												
Time Period: Previous Pay Period												
Save   Actions   Punch   Amount   Accruals   Comment   Approvals   Reports												
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative	
Sat 8/02												
Sun 8/03												
Mon 8/04			7:42AM						8.00	8.00	8.00	
Tue 8/05			7:23AM						8.00	8.00	16.00	
Wed 8/06			1:31PM						8.00	8.00	24.00	
Thu 8/07			7:32AM						8.00	8.00	32.00	
Fri 8/08			7:37AM						8.00	8.00	40.00	
Sat 8/09											40.00	

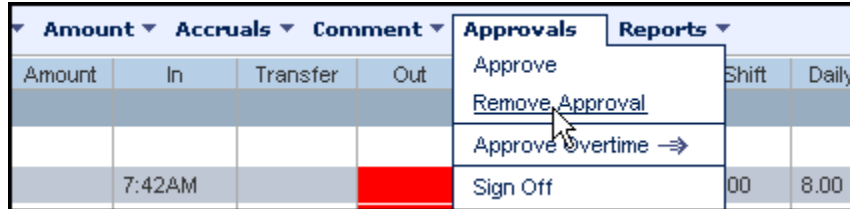
  

TOTALS & SCHEDULE   ACCRUALS   AUDITS   SIGN-OFFS & APPROVALS							
Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Manager	8/18/2008	10:04AM		npillai1	8/03/2008	8/16/2008	
Sign-off	8/18/2008	11:00AM		Jriver13		8/16/2008	

- Here you can see the username of the manager who approved the timecard.

### C. Remove Approval

- Only the User who generated the Approval can remove the Approval.
- To remove the Approval, select **Approvals** → **Remove Approval**



The screenshot shows a table with columns: Amount, Accruals, Comment, Approvals, and Reports. The 'Approvals' dropdown menu is open, showing options: Approve, Remove Approval (highlighted with a mouse cursor), Approve Overtime →, and Sign Off. The table data includes a row with '7:42AM' in the 'Amount' column and '00' in the 'Reports' column.

Amount	Accruals	Comment	Approvals	Reports	
	In	Transfer	Out	Shift	Daily
7:42AM				00	8.00

- The Approval is then removed
- **NOTE:** A Kronos Manager **can not** remove a Sign-off, you must e-mail [Kronos@jhmi.edu](mailto:Kronos@jhmi.edu) to have the Sign-off removed.
- When the Sign-off and Approvals have been removed then the “Sign-offs & Approvals” tab should disappear, and edits can now be made to the timecard.