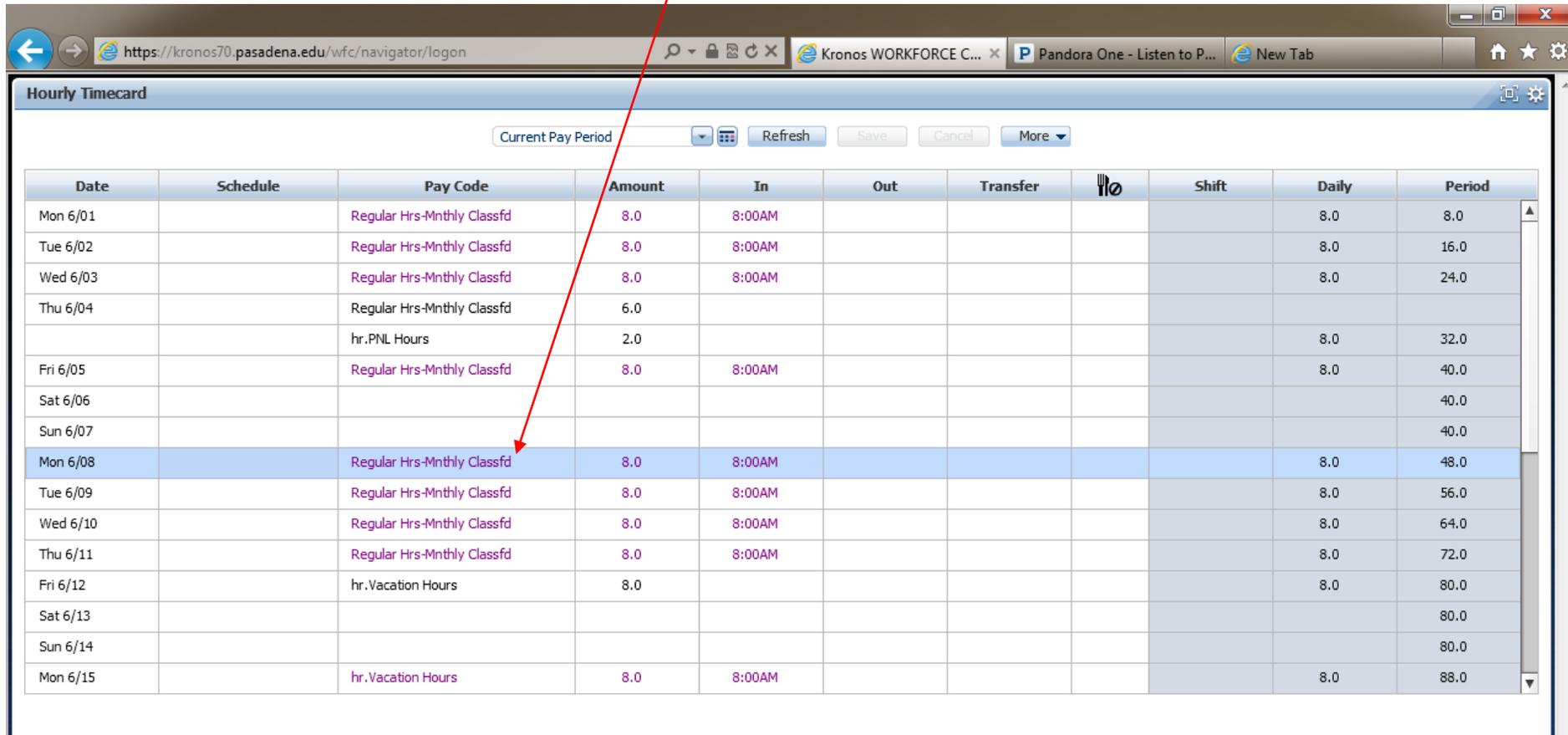


Adding a Line

Click on the day you would like to enter as vacation

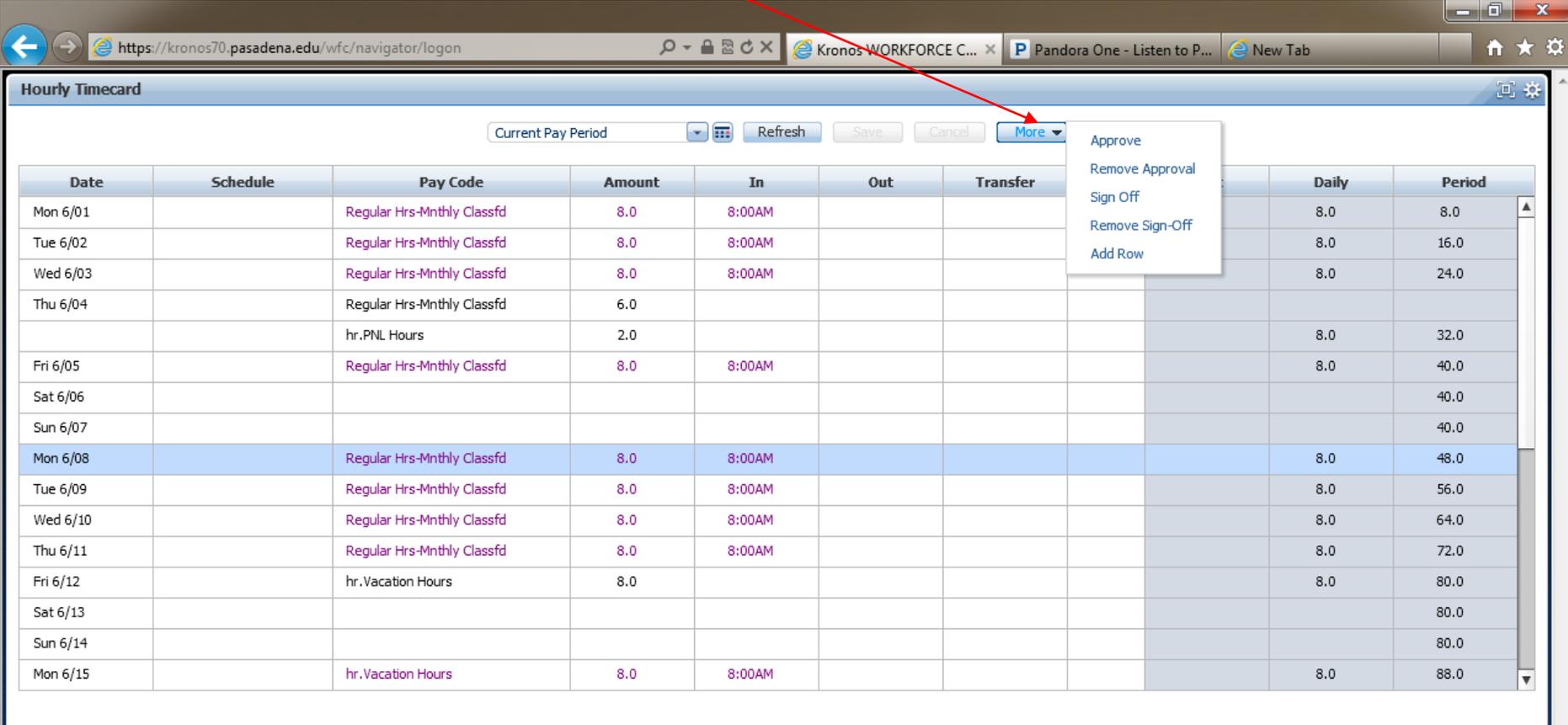


The screenshot shows the Kronos Workforce Central interface for an hourly timecard. The browser address bar displays the URL <https://kronos70.pasadena.edu/wfc/navigator/logon>. The page title is "Hourly Timecard". Below the title, there are controls for "Current Pay Period", a "Refresh" button, and "Save", "Cancel", and "More" buttons. The main content is a table with the following columns: Date, Schedule, Pay Code, Amount, In, Out, Transfer, Fork (represented by a fork icon), Shift, Daily, and Period. The table contains data for dates from Mon 6/01 to Mon 6/15. The row for Mon 6/08 is highlighted in blue, and a red arrow points to it from the text above.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Fork	Shift	Daily	Period
Mon 6/01		Regular Hrs-Mnthly Classfd	8.0	8:00AM					8.0	8.0
Tue 6/02		Regular Hrs-Mnthly Classfd	8.0	8:00AM					8.0	16.0
Wed 6/03		Regular Hrs-Mnthly Classfd	8.0	8:00AM					8.0	24.0
Thu 6/04		Regular Hrs-Mnthly Classfd	6.0							
		hr.PNL Hours	2.0						8.0	32.0
Fri 6/05		Regular Hrs-Mnthly Classfd	8.0	8:00AM					8.0	40.0
Sat 6/06										40.0
Sun 6/07										40.0
Mon 6/08		Regular Hrs-Mnthly Classfd	8.0	8:00AM					8.0	48.0
Tue 6/09		Regular Hrs-Mnthly Classfd	8.0	8:00AM					8.0	56.0
Wed 6/10		Regular Hrs-Mnthly Classfd	8.0	8:00AM					8.0	64.0
Thu 6/11		Regular Hrs-Mnthly Classfd	8.0	8:00AM					8.0	72.0
Fri 6/12		hr.Vacation Hours	8.0						8.0	80.0
Sat 6/13										80.0
Sun 6/14										80.0
Mon 6/15		hr.Vacation Hours	8.0	8:00AM					8.0	88.0

Adding a Line

Click on  Then click on "Add Row" from drop down menu



The screenshot displays the Kronos WORKFORCE interface for an hourly timecard. The browser address bar shows the URL <https://kronos70.pasadena.edu/wfc/navigator/logon>. The interface includes a header for "Hourly Timecard" and a toolbar with buttons for "Current Pay Period", "Refresh", "Save", "Cancel", and "More". A dropdown menu is open from the "More" button, listing options: "Approve", "Remove Approval", "Sign Off", "Remove Sign-Off", and "Add Row". The main area is a table with columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, Daily, and Period. The table contains 15 rows of data, with the row for Mon 6/08 highlighted in blue.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Daily	Period
Mon 6/01		Regular Hrs-Mnthly Classfd	8.0	8:00AM			8.0	8.0
Tue 6/02		Regular Hrs-Mnthly Classfd	8.0	8:00AM			8.0	16.0
Wed 6/03		Regular Hrs-Mnthly Classfd	8.0	8:00AM			8.0	24.0
Thu 6/04		Regular Hrs-Mnthly Classfd	6.0					
		hr.PNL Hours	2.0				8.0	32.0
Fri 6/05		Regular Hrs-Mnthly Classfd	8.0	8:00AM			8.0	40.0
Sat 6/06								40.0
Sun 6/07								40.0
Mon 6/08		Regular Hrs-Mnthly Classfd	8.0	8:00AM			8.0	48.0
Tue 6/09		Regular Hrs-Mnthly Classfd	8.0	8:00AM			8.0	56.0
Wed 6/10		Regular Hrs-Mnthly Classfd	8.0	8:00AM			8.0	64.0
Thu 6/11		Regular Hrs-Mnthly Classfd	8.0	8:00AM			8.0	72.0
Fri 6/12		hr.Vacation Hours	8.0				8.0	80.0
Sat 6/13								80.0
Sun 6/14								80.0
Mon 6/15		hr.Vacation Hours	8.0	8:00AM			8.0	88.0

