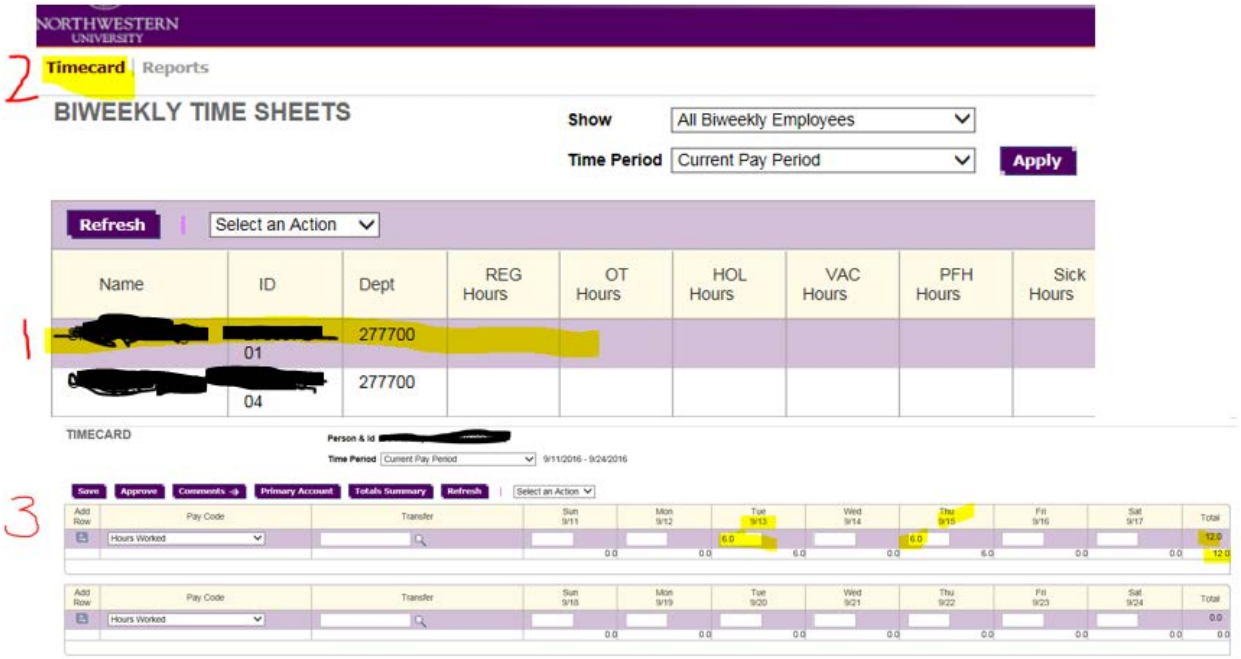
Faculty Supervisor: Quick Tips for Approving Time Cards

A few key tips to approving timecards in KRONOS:

1. **VPN:** Make certain you have a working VPN if you will be off-campus or if your computer is not directly connected via the NU Ethernet cord (if you work wirelessly). If you need help with this, WCAS IT can help with it and if it is during the working day, they can even remote access your machine if you authorize it for installation.

2. **Help Guide:** Approving Biweekly Time - Quick Steps Note: the Non-Java(Mac) version can be used by all machines and tends to be easier to use. To view which days hours were logged, click on the person's name. See the illustration below. If you click on the person's name (1) and then click on timecard (2), you can then view the hours logged each day (3). You don't need to have a Mac to use this version.

3. **Hours Limitation:** If a student is not participating in work-study, they can work up to 20 hours a week. If the student is employed as work-study, either with you or with another department, their cap is 15 hours a week.

Remember to let Pamela and Jill know once the student should be removed from KRONOS. This means their work for you is over.