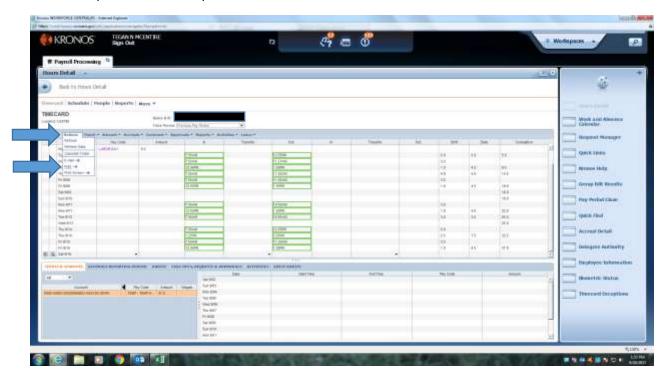
#### **HOW TO PRINT A TIMECARD**

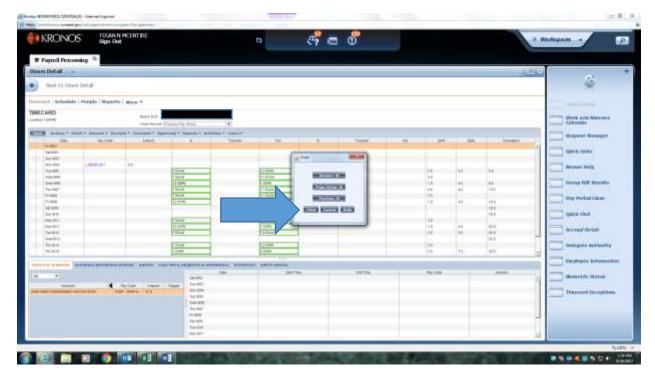
### Go to Actions

Then Print (NOT Print Screen)



### Then Print

Make sure to already have your paper loaded with the KRONOS signature block template printed on it.



## These are the **ONLY** Pay Codes that you should be using:

**ANNLV-ANNUAL LEAVE = Annual** 

SCKLV-SICK LEAVE = Sick

LV-Personal Unpaid = Unpaid Time (11 Month Contracts ONLY)

COMPT-COMP TIME = Using Comp Time

# TIMESHEETS MUST BE TURNED IN TO THE HR OFFICE NO LATER THAN 12:00 NOON MONDAY