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**