

## HOW TO PRINT A TIMECARD

Go to [Actions](#)

Then [Print](#) (NOT Print Screen)

The screenshot shows the Kronos Timecard system interface. The main window is titled "Hours Detail" and displays a table of timecard data. The table has columns for Date, Day Code, Amount, Status, and various time-related fields. A blue arrow points to the "Actions" menu in the top left corner of the table area. Another blue arrow points to the "Print" option in the dropdown menu. The interface also includes a sidebar on the right with various navigation options and a top navigation bar with "KRONOS" and "TEGAN MENTRE" logos.

Then [Print](#)

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

The screenshot shows the Kronos Timecard system interface with a "Print" dialog box open. The dialog box has a title bar "Print" and contains the following options: "Print Range" (set to "All"), "Print Date" (set to "All"), and "Print" (highlighted with a blue arrow). The background shows the same "Hours Detail" table as in the previous screenshot, but the "Print" option in the "Actions" menu is no longer visible.

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**