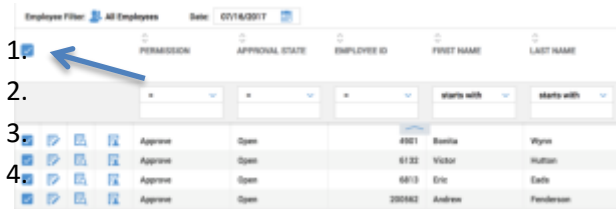## Using your computer

From the Main tab

1. Select **Current** from the Quick links menu to open the Current Timesheets page.

2. Use the Select All check box to select all timesheets as a group.

3. Click **View Timesheets** in the upper right corner to review individual timesheets. Use the next arrow to scroll. When all timesheets are reviewed, click Back to return to the Timesheets page.

4.

5. Make sure you have resolved any issues.
6. To approve all timesheets, click the **Select All** check box and click **Approve**. You'll be prompted to choose **Skip** if there is an issue or an unresolved action concerning a timesheet.

Using the Kronos mobile app

First, timesheets will not populate in the in the mobile app until they're submitted, as early as Sunday morning after 3 AM.

1. Open the Kronos mobile app and use the **arrow** to get to the Manager Actions screen. You'll be prompted for your password.
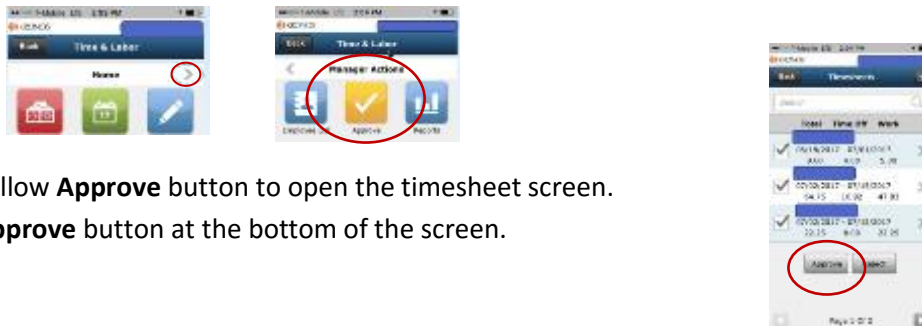
2. Select the yellow **Approve** button to open the timesheet screen.
3. Select the **Approve** button at the bottom of the screen.

> *Note: You can address timesheet issues and exceptions at any time. All timesheet issues must be resolved before a timesheet is approved. Once a timesheet is approved, you can't make changes.*