

Reviewing time cards

Approving, returning, correcting and deleting your team's time cards on the Kronto desktop app — and what every status means.

Desktop app · weekly

< Aug 3 - Aug 9, 2026 >

All Locations

Search by name

Summary

Detailed

Audit Log

+ Add Timecard

Export CSV

NEEDS ATTENTION6

PENDING11

NOT SUBMITTED2

APPROVED16

Location T1	Team Member T1	Status T1	Approver T1	Regular T1	Overtime T1	Time-off T1	Total T1	Scheduled T1	Difference T1
111 Apple Street	GU Gee Unit	Missing Time Card	Test Manager	16.0h	0.0h	-	16.0h	24.0h	-7h51m
111 Apple Street	II Ivan Ingram	Missing Time Card	Test Manager	0.0h	0.0h	-	0.0h	8.0h	-8h
2109 Steinbeck Street	YY Yale Young	Returned	-	7.7h	0.0h	-	7.7h	8.0h	-19m
2775 Yeats Street	EE Eddie Edwards	Returned	-	15.7h	0.0h	-	15.7h	16.0h	-21m
3219 Borges Street	EE Ellen Evans	Issue	Test Manager	8.0h	0.0h	-	8.0h	16.0h	-8h
777 Grape Street	JJ James Jackson	Issue	-	16.0h	0.0h	-	16.0h	16.0h	+17m
111 Apple Street	CC Chloe Clark	Approval Pending	Test Manager	7.9h	0.0h	-	7.9h	8.0h	-4m
1221 Kiwi Street	KK Kate Kumar	Approval Pending	-	15.8h	0.0h	4.0h	15.8h	16.0h	-1m

The weekly rhythm

1

Open Time Cards

Payroll → Time Cards, then pick the week. The four counters tell you how much needs you.

2

Work the red and amber

Needs Attention and Pending are your queue. Click a row to open that person's week.

3

Action each day

Approve it, return it with a reason, accept a requested change, or fix it yourself.

4

Finish the week

Aim for everything green before payroll runs. Anything unapproved won't be paid.

One thing to know up front: sending a card back to an employee is called **Return** in Kronto — not “reject”. It always asks for a reason, and the employee sees it on their phone.

Where everything lives

< Aug 3 - Aug 9, 2026 >

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Pick the week

Arrows step week by week. Filter by location, or search for a name.

Four counters

Needs Attention · Pending · Not Submitted · Approved.
Click one to filter the list.

Click any row

Opens that person's week — where every action in this guide lives.

Statuses you'll see every week

- **Not Submitted**
Worked, but the employee hasn't sent it to you yet.
- **Approval Pending**
In your queue. The only status with ✓ / ✕ buttons.
- **Changes Requested**
They've asked you to change a recorded time.
- **Approved**
Signed off by you, ready for payroll.
- **Returned**
You sent it back — the ball is with the employee.
- **Issue**
Kronto flagged a problem, such as a missing clock-out.
- **Missing Time Card**
A shift was scheduled but no card exists at all.

←

GU

Gee Unit

40.0 regular 7.8 overtime 0 paid time off 47.8 total hours

< Jul 27 - Aug 2, 2026 >

This Week

Time Sheet Status

Issue

July 27, 2026

Monday

Apple, Server

7h 57m

Not Submitted

:

July 28, 2026

Tuesday

Apple, Server

7h 58m

Not Submitted

:

July 29, 2026

Wednesday

Apple, Server

8h

Approved

:

July 30, 2026

Thursday

Apple, Server

7h 57m

Returned

:

July 31, 2026

Friday

Apple, Server

8h 9m

Issue

:

August 2, 2026

Sunday

Apple, Server

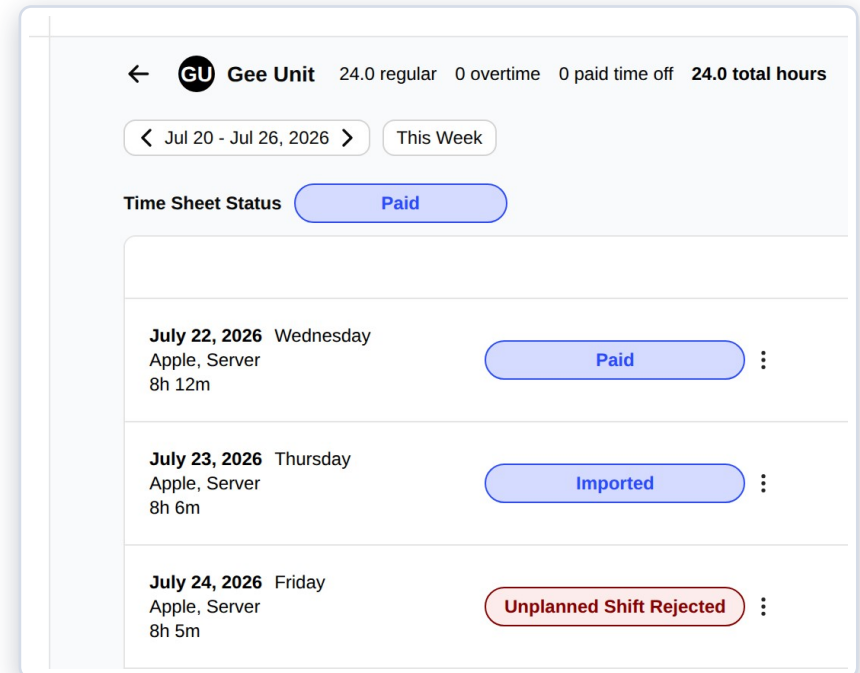
7h 55m

Changes Requested

:

The rest of the statuses

- **Paid**
Marked paid, or already sent to payroll.
- **Imported**
Came from your POS or payroll system, not a clock-in.
- **Not Submitted (amber)**
Kronto auto-closed a shift nobody clocked out of.
- **Unplanned Shift Rejected**
A punch outside any scheduled shift, not accepted.
- **Early Clock-In Rejected**
Clocked in too early, and it wasn't approved.
- **No Time Cards**
That person had no shift in the week you're viewing.



Colour is the shortcut: red needs you now, amber is waiting on someone, green and blue are done.

Approve a time card

- 1

Find the amber Approval Pending rows

Only these show the green ✓ and red ✕ buttons.
- 2

Click the green ✓

That day is approved immediately — there is no confirmation step.
- 3

Or clear the week in one go

Approve All Submitted Time Cards approves every pending day for this person. It covers one person's week, not the whole team.

Approved by mistake? Open the ⋮ menu on that day and choose Restart approval process — the card goes back to Approval Pending.

← **GU** Gee Unit 16.0 regular 0 overtime 0 paid time off 16.0 total hours

< Aug 3 - Aug 9, 2026 >

Time Sheet Status **Missing Time Card**

				Scheduled Clock-In
August 3, 2026 Monday Apple, Server 8h 1m	Approval Pending	⋮	✓ ✕	10:00 AM
August 4, 2026 Tuesday Apple, Server 8h 8m	Approval Pending	⋮	✓ ✕	10:00 AM
August 5, 2026 Wednesday Apple, Server 0h	Missing Time Card	⋮	+	6:18 PM

Two days waiting on you

Audit Log

+ Add Timecard

✓ Approve All Submitted Time Cards

Graph ☒ Table

...and the button that clears both at once

Send a card back with a reason

- 1

Click the red × on that day

The card opens with the return form ready.
- 2

Give a reason — required

You can't confirm without one. Be specific: this is exactly what the employee reads.
- 3

Add comments if it helps

Optional, and the natural place to say what to change.
- 4

Confirm Return

The status turns red, and the employee is notified on their phone.

Detailed Time Entry

Entry History

×

August 3, 2026 Monday

Location

Apple

Role

Server

Status

Approval Pending

Scheduled Start Time

10:00am

Actual Clock In

10:04am +4

Scheduled End Time

6:00pm

Actual Clock Out

6:05pm +5

Total Time

8 hours 1 minute

Reason (Required)

Clock-out time doesn't match the closing checklist

Additional Comments (Optional)

Hi Gee — the store closed at 6:00 but this shows 6:05. Please re-check and resubmit. Thanks!

Cancel

Confirm Return

The return form

When an employee asks for a change

An amber Changes Requested row carries a clock-and-pencil icon. Click it to see what they're asking for, beside what was actually recorded.

View Change Request

	Actual	Requested
Clock In Time	10:02am	10:00am
Clock Out Time	5:57pm	—
Unscheduled Break Start	12:02pm	—
Unscheduled Break End	12:32pm	—
Shift Start Time	10:00am	9:45am
Shift End Time	6:00pm	—

Employee's Reason

I came in early to help with opening duties

Your Comment

Optional for approval, required for rejection

☒ I certify that I have first-hand knowledge or other suitable means of verifying the work performed by this employee.

Cancel

Reject

Approve

To accept

Tick the certification box, then Approve. The times update and the employee is told.

View Change Request

	Actual	Requested
Clock In Time	10:02am	10:00am
Clock Out Time	5:57pm	—
Unscheduled Break Start	12:02pm	—
Unscheduled Break End	12:32pm	—
Shift Start Time	10:00am	9:45am
Shift End Time	6:00pm	—

Employee's Reason

I came in early to help with opening duties

Your Comment

Security footage shows the 10:00 start was correct — keeping the original time.

☐ I certify that I have first-hand knowledge or other suitable means of verifying the work performed by this employee.

Cancel

Reject

Approve

To decline

Type a comment — required — then Reject. The original times stand.

Fix a card yourself

- 1

Open the  menu on that day

Then choose Edit.
- 2

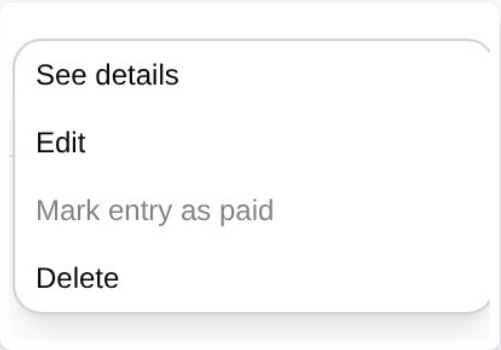
Correct the times

Adjust the clock-in, clock-out and any breaks.
- 3

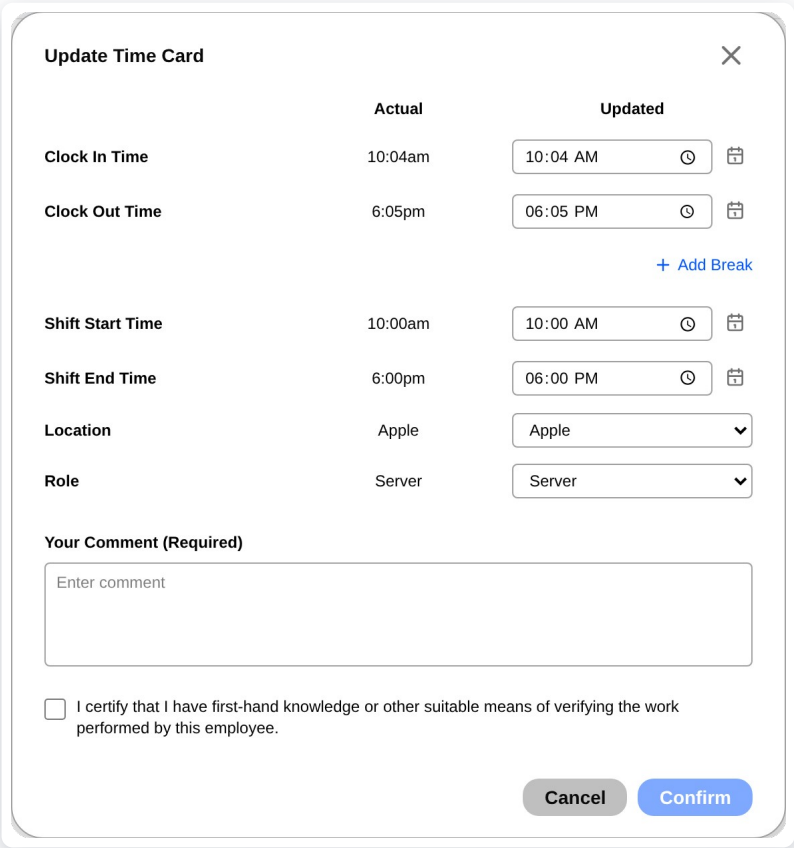
Certify, then save

You must tick the box confirming first-hand knowledge of the hours worked. Every edit is recorded against your name.

Already Approved or Paid? Edit is greyed out. Use Restart approval process from the same  menu first.



The  menu

A screenshot of a mobile application's "Update Time Card" form. The form is a white rounded rectangle with a subtle shadow. At the top, it says "Update Time Card" and has a close button (X). Below this, there are two columns: "Actual" and "Updated". The "Actual" column has fields for "Clock In Time" (10:04am), "Clock Out Time" (6:05pm), "Shift Start Time" (10:00am), and "Shift End Time" (6:00pm). The "Updated" column has corresponding fields with time pickers (10:04 AM, 06:05 PM, 10:00 AM, 06:00 PM) and calendar icons. Below these fields is a "+ Add Break" link. Further down are "Location" (Apple) and "Role" (Server) dropdown menus. At the bottom, there is a "Your Comment (Required)" section with a text input field and a checkbox labeled "I certify that I have first-hand knowledge or other suitable means of verifying the work performed by this employee." At the very bottom right are "Cancel" and "Confirm" buttons.

Update Time Card

A shift with no time card

- 1

Spot the red Missing Time Card

The shift was scheduled, but nobody clocked in or out for it.
- 2

Click the green +

You get two ways to fill the gap.
- 3

Ask them, or enter it yourself

Request team member enters time card sends it to their phone. Manually enter time card lets you type the hours in.

Left alone, it stays red. A missing card counts as unapproved, so it will hold up the week.

August 3, 2026 Monday Apple, Server 8h 1m	Approval Pending	⋮	✓ ✕	10:00 AM	10:04 AM -4m
August 4, 2026 Tuesday Apple, Server 8h 8m	Approval Pending	⋮	✓ ✕	10:00 AM	10:05 AM -5m
August 5, 2026 Wednesday Apple, Server 0h	Missing Time Card	⋮	+	6:18 PM	–
⋮ Request team member enters time card ✍️ Manually enter time card					

The two ways to fill the gap

Add a time card from scratch

1

Click Add Timecard

Top of the page. From the main list you also pick the team member.

2

Fill in the details

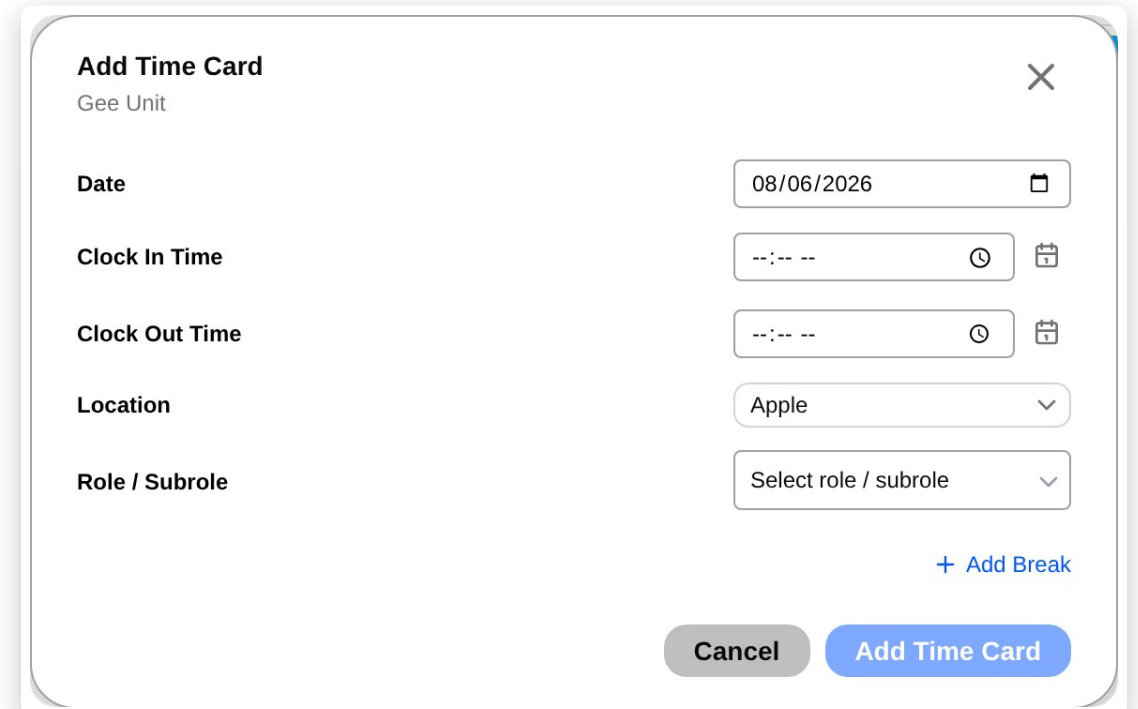
Date, clock in and out, location, role, and any breaks.

3

Add Time Card

Kronto creates the shift and its time card together, so the day is properly accounted for.

Not the same as a missing card. Use Add when there was no shift at all; use the green + when a shift exists but the card doesn't.



The screenshot shows a modal window titled "Add Time Card" with a close button (X) in the top right corner. Below the title is the text "Gee Unit". The form contains several input fields: "Date" with the value "08/06/2026" and a calendar icon; "Clock In Time" with a placeholder "--:-- --" and a clock icon; "Clock Out Time" with a placeholder "--:-- --" and a clock icon; "Location" with a dropdown menu showing "Apple"; and "Role / Subrole" with a dropdown menu showing "Select role / subrole". At the bottom right of the form is a link "+ Add Break". At the very bottom are two buttons: "Cancel" and "Add Time Card".

Use this when a shift was worked but never scheduled

Delete a time card

From the ⋮ menu choose Delete. Kronto asks three times, because this removes the shift as well and cannot be undone.

Delete Time Card

Are you sure you want to delete this time card and corresponding shift? This cannot be undone.

Cancel

Continue

1. Confirm you mean it

Delete Time Card

Why are you deleting this time card?

Duplicate entry — this shift was recorded twice by mistake.

Cancel

Confirm

2. Say why

Delete Time Card

I confirm that I would like to permanently delete this time card and corresponding shift for the following reason:

Duplicate entry — this shift was recorded twice by mistake.

Cancel

Delete

3. Read it back, then delete

Deleting is permanent, and takes the shift with it. If the hours are merely wrong, edit the card instead. A Paid card can't be deleted at all.

What the employee sees

1

A card appears on their phone

Returning a time card puts Time Card Returned at the top of their Kronto home screen, with the date and shift.

2

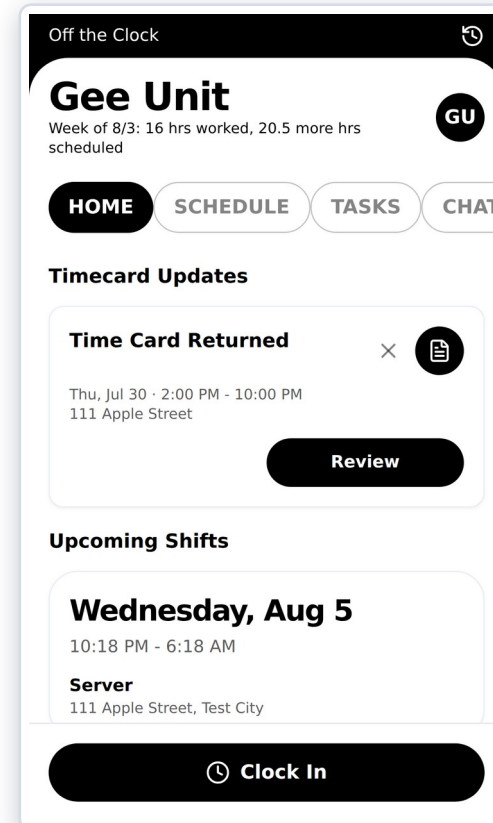
They tap Review

Your reason is shown. They can correct the times and send it back to you.

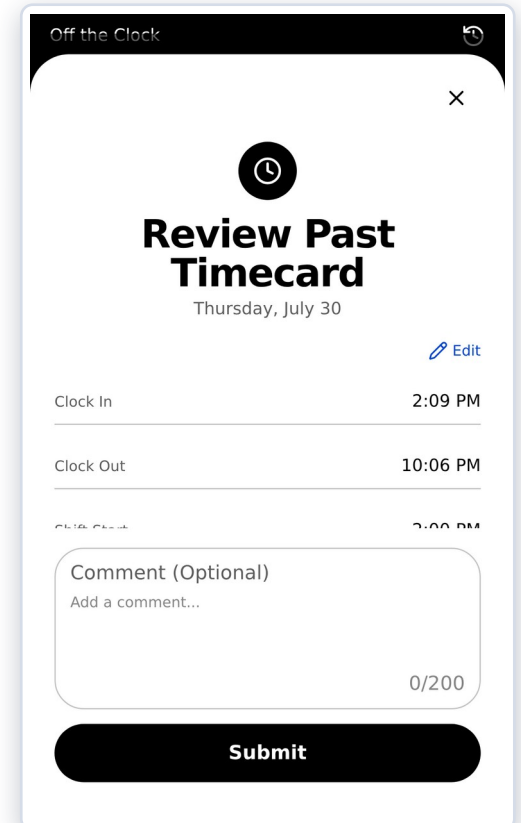
3

Decisions are notified too

Accepting or declining a change request messages them either way, so nobody is left guessing.



Their home screen



...and the review they get

A few things that catch people out

“Where's the reject button?”

It's called Return — the red ✕ on the row. A reason is always required, and that text is what the employee reads.

“Can I approve everyone at once?”

Approve All Submitted Time Cards covers one person's week. There's no whole-team approve, so work down the list.

“Why can't I edit this card?”

Editing is blocked once a card is Approved or Paid. Use Restart approval process from the ⋮ menu, then edit.

“I accepted the wrong change”

Accepting or declining applies to every pending request on that day at once — you can't split them. Fix it with an edit.

Every action is logged. Audit Log, at the top of the page, shows who did what and when — for the whole week or a single card.