How to Approve Timecard (Online)

**Step 1: Log in to UKG** - Log onto UKG using the browser or app: **https://ucsd.prd.mykronos.com**

- Click on "**SSO Login**"→ Log in using your **Active Directory** account→Follow your two-step authentication request via **DUO**→ Click "**Approve".**
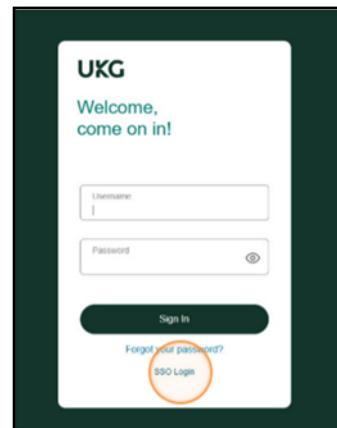
Step 2: Navigate to "My Timecard" tile - Once you have logged in and are in the home page, go to:

- "**My Timecard**" tile→ click on the **arrow**.
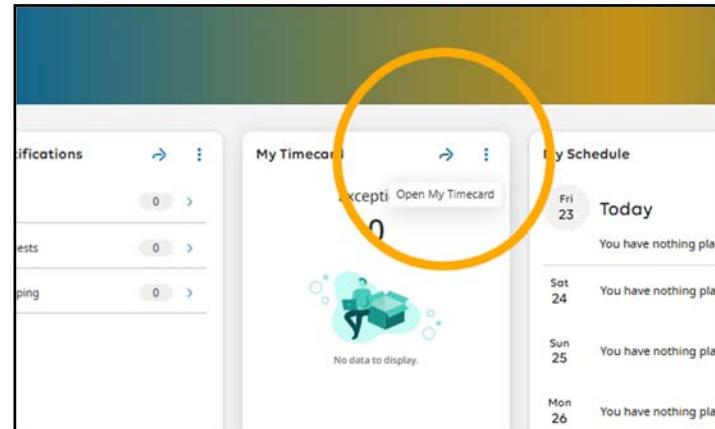
Step 3: Approve - You will be routed to your timecard for the current pay period. Once you have reviewed your timesheet and you have ensured everything is correct, navigate to:

- **the top left-hand side** above your timecard→ Click "**Approve**" to approve your timesheet for the current pay period.
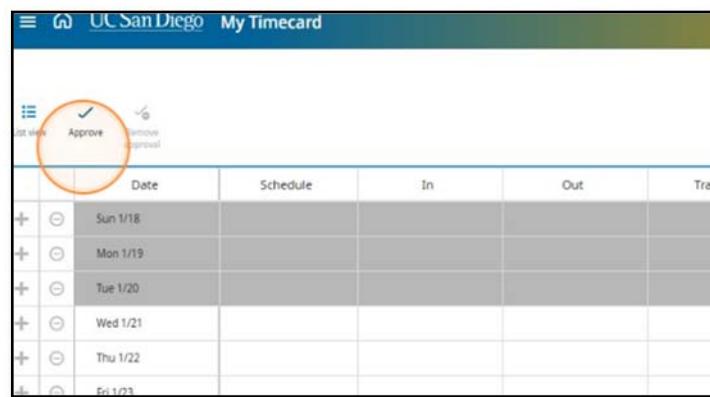
⚠️ If your timesheet is incorrect, notify your supervisor to make changes **prior to approving**. Please note that **approving your timecard will lock your timesheet**. If you need to make changes or will continue to work for the remainder of the pay period, click on "Remove Approval" on the right.

Step 4: Confirmation - Once you have approved, you should receive the following message:

ℹ️ **Information** Timecard Approved by Roldan, Rachael 1/26/2026 7:11 AM

Updated 01.29.2026