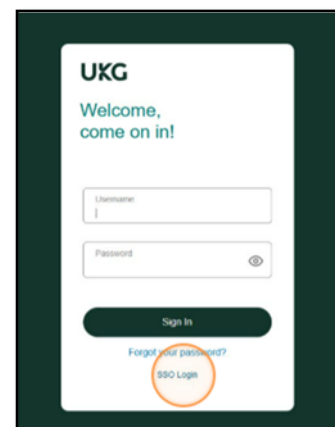


How to Approve Timecard (Online)

Step 1: Log in to UKG - Log onto UKG using the browser or app:

<https://ucsd.prn.mykronos.com>

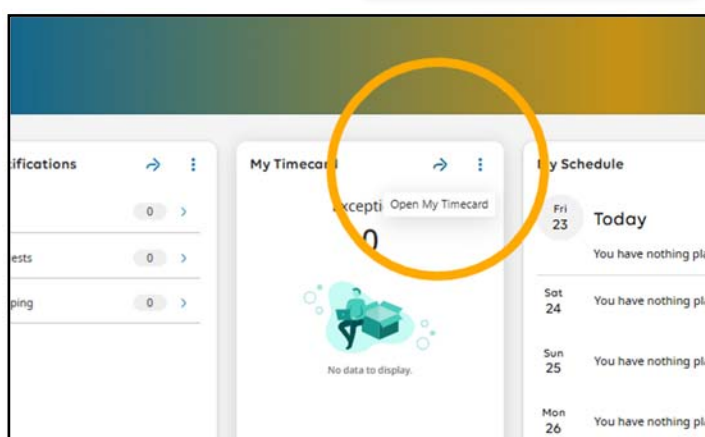
- Click on **"SSO Login"** → Log in using your **Active Directory** account → Follow your two-step authentication request via **DUO** → Click **"Approve"**.



Step 2: Navigate to "My Timecard" tile -

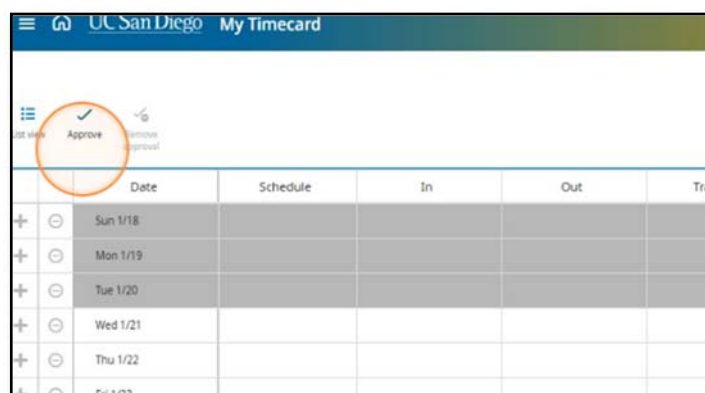
Once you have logged in and are in the home page, go to:

- "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:

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