How to Complete a Manual Timecard

The Kronos

Enter the "Start" and "End" times for each day

Loyola University Chicago
Payroll Manual Time Card

Employee Full/Legal Name: _____   Employee #: _____

Department Name: _____   Department #: _____

Position # (if known): _____

Employee Type: _____

Pay Period Ending _____

Date	Pay Code	Start Time	End Time	Lunch	Total Hours