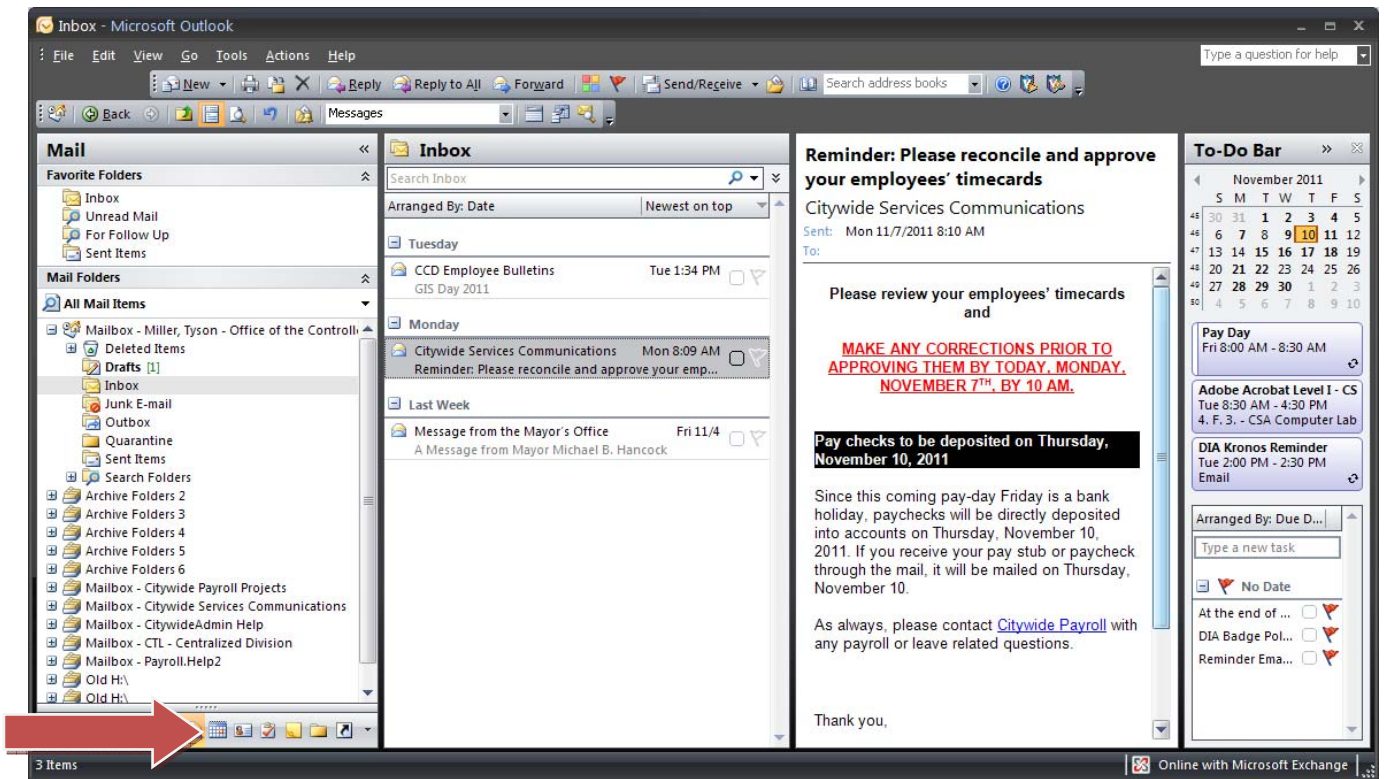
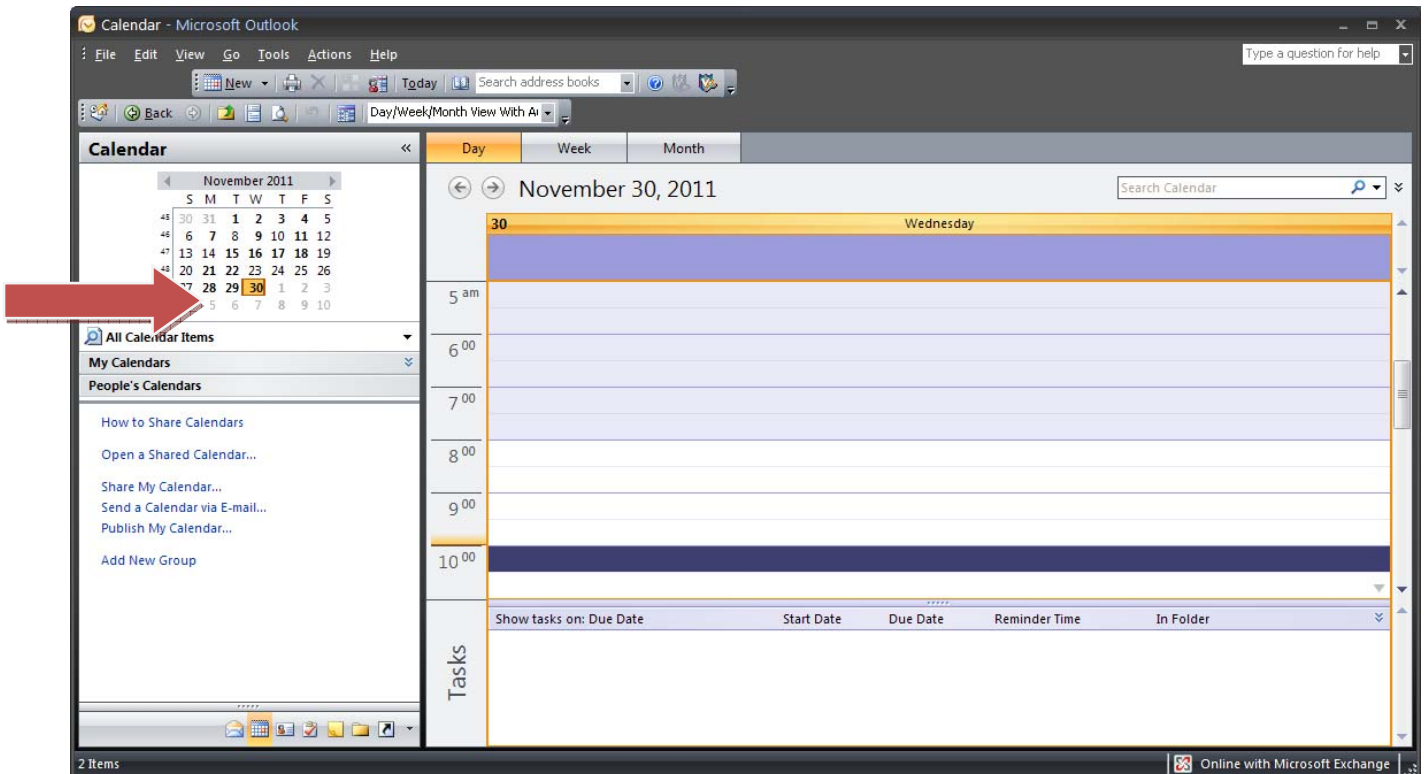


To make certain that you continue to approve your employees' timecards, we suggest creating a bi-weekly outlook reminder:

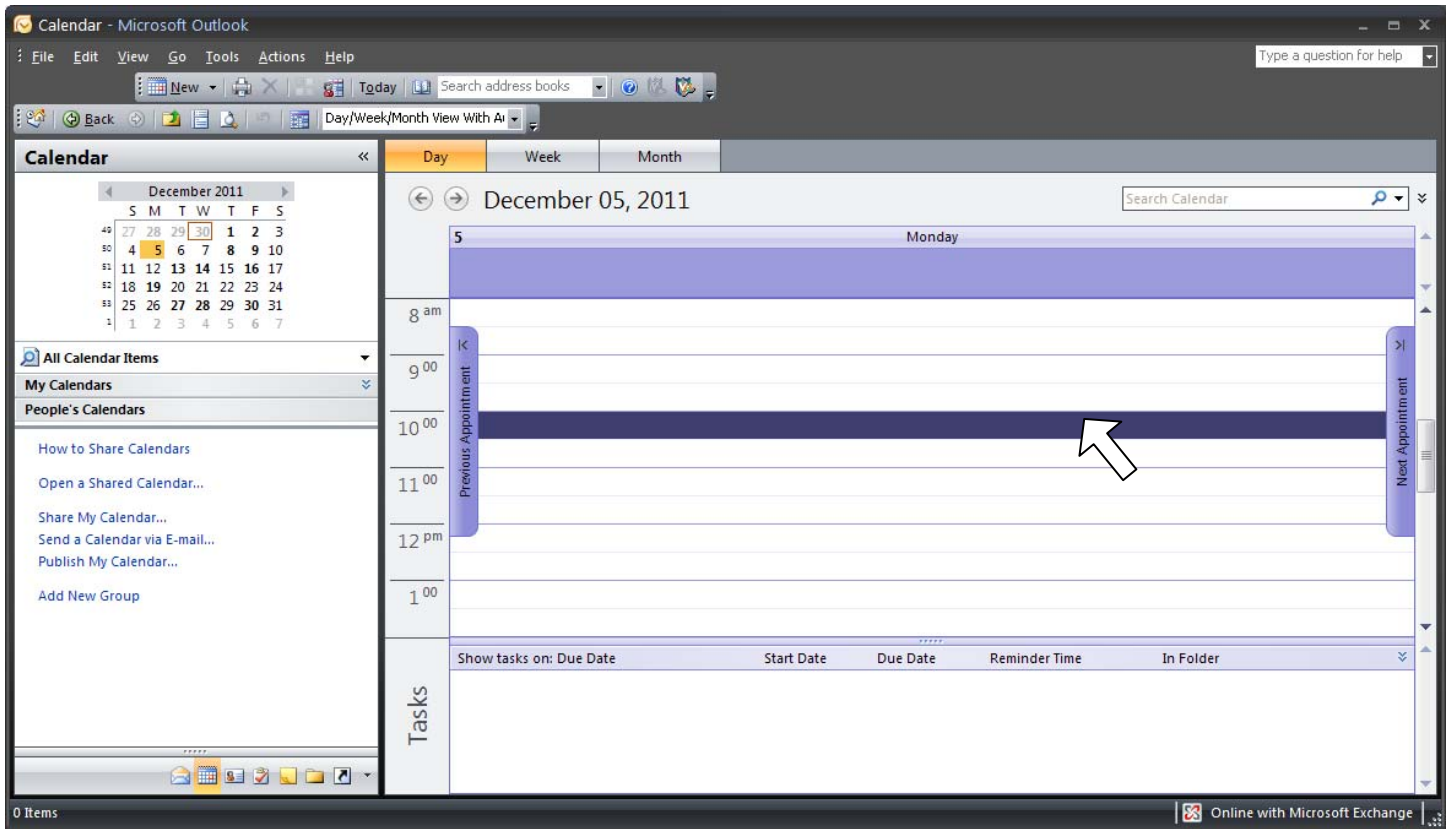
1. Open Outlook
2. Click on the Calendar icon



3. Click on December 5, 2011

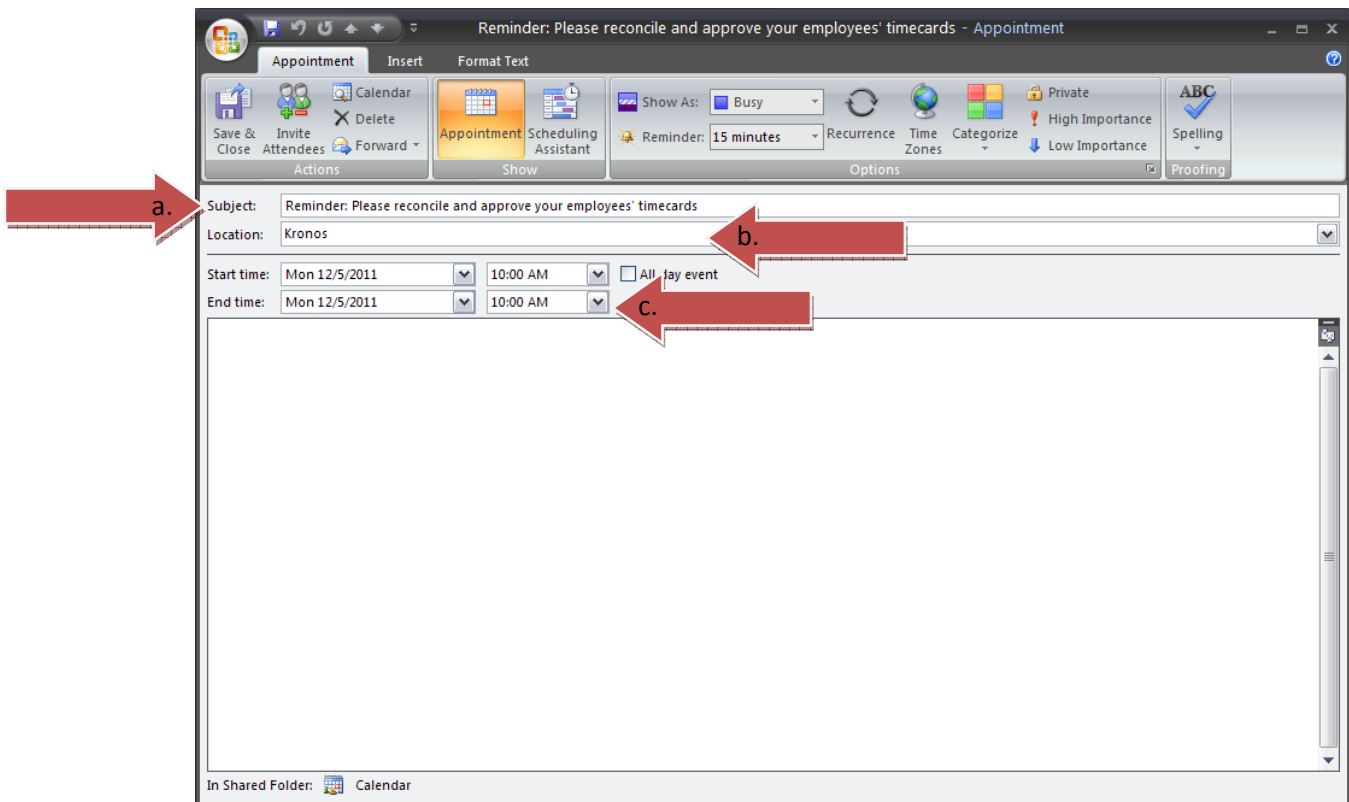


4. Double click in the 10:00 am row

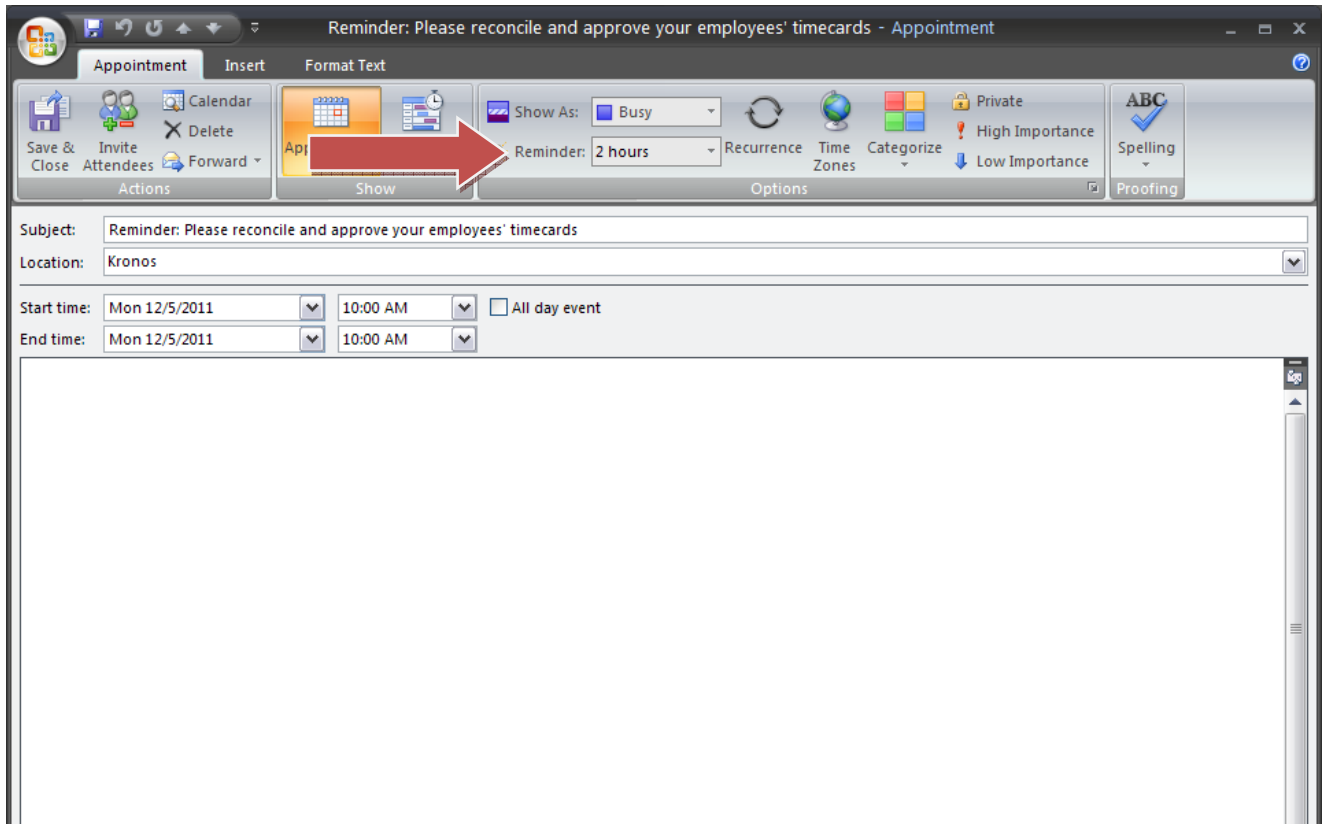


5. Complete the form:

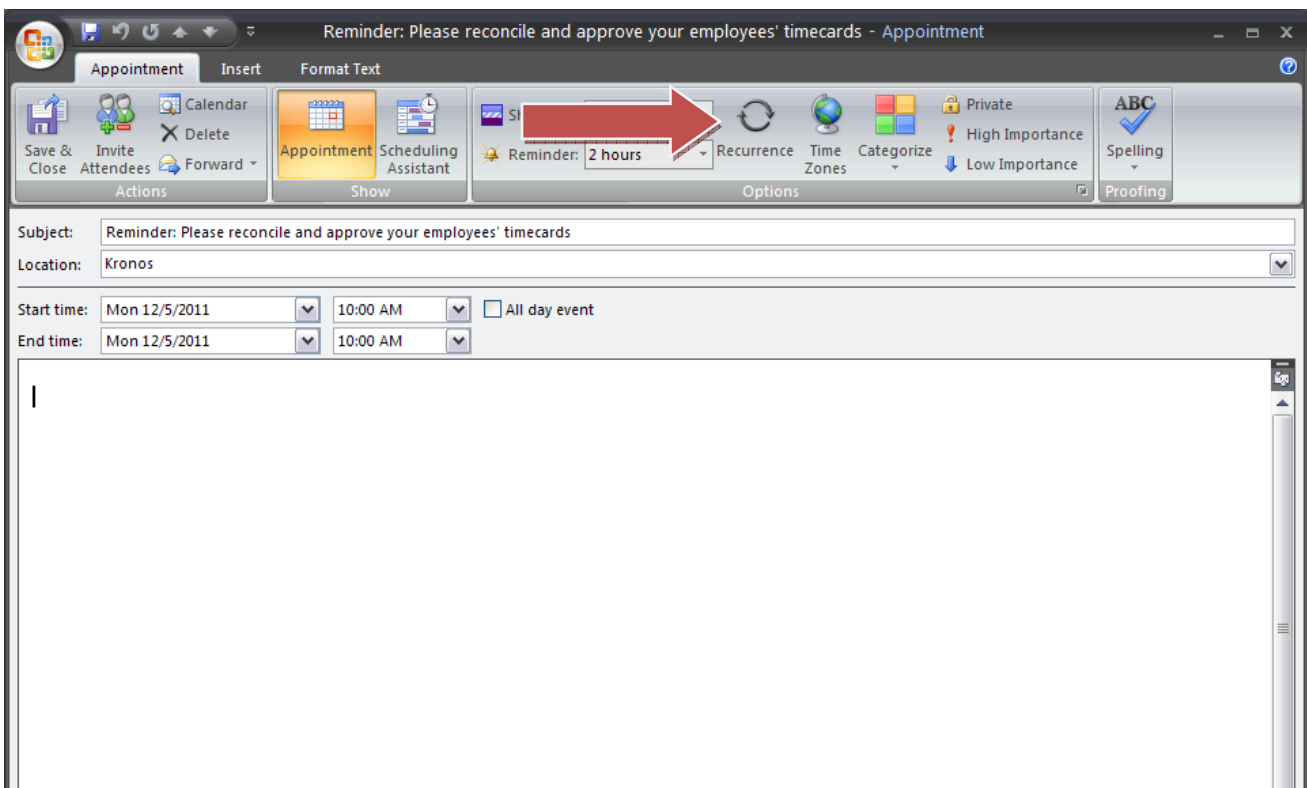
- a. Subject - Reminder: Please reconcile and approve your employees' timecards
- b. Location – Kronos
- c. End time: 10:00 AM



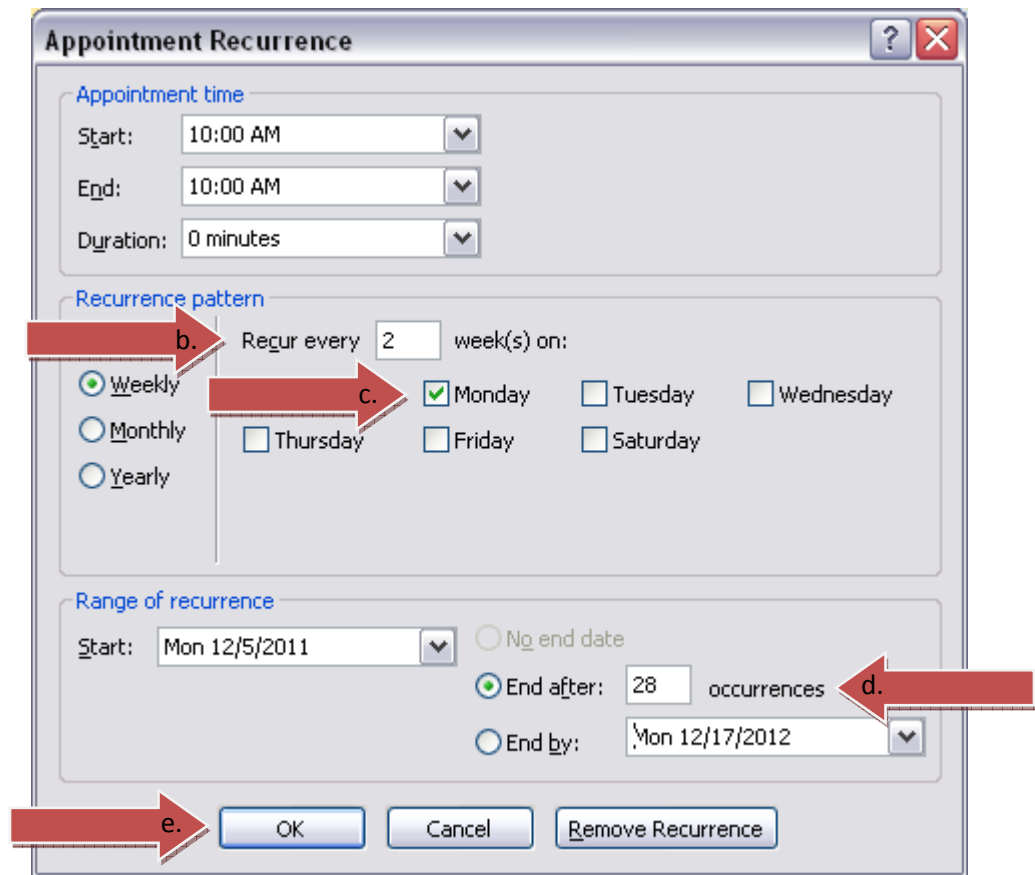
6. Set up the Reminder. A reminder will pop up on your screen when outlook is open at the time that you designate. When do you want to be reminded? Monday morning at 8 am? The prior Friday morning?



7. Set up the Recurrence. Setting up a recurrence will remind you each pay period to reconcile and approve your employees' timecards.
 - a. Click Recurrence



- b. Recur every **2** weeks on:
- c. Monday
- d. End after: **28** occurrences.
- e. Click OK.



8. Click Save & Close

