1. Log in to Kronos with your Kronos user name and password

https://sjhmc.kronos.net/wfc/navigator/logon	
KRONOS [®]	
	Workforce Central Version 8.0.10
User Name	
Password	

2. The main window on the screen is called My Timestamp

者 My Information ¹²					
My Timestamp	■ *	My Timecard	_	*	-
		Recent Activity	1		Ŵ
Last Timestamp:		Date	in	Out	
		Sat 3/14			My Timecard
		Sun 3/15			My Timestang
		Mon 3			Mr Audits
					- Thy Munics
					My Calendar
					My Reports
Transfer					
N					
Record Timestamp					

3. Click on Record Timestamp to record your In or Out punch.



4. Your recent punch will be displayed in the Recent Activity

	□ ‡	My Timecard		*		
		Recent Activit	у		A CONTRACTOR	
Last Timestamp:	N	Date	In	Out		
		Sat 3/14			Hy Timecard	
		Sun 3/15			By Timestor	
	•	Mon 3				
					My Audits	
					My Calendar	
					My Reports	
					- In reports	
Record Timestamp						

5. In order to see all your timecard activity, go to My Reports.

	E *	My Timecard		*	
		Recent Activit	y		4
Last Timestamp:		Date	In	Out	
		Sat 3/14			My Timesar
		Sun 3/15			Ply Timesta
		Mon 3			
					My Audits
					My Calend
					My Report
-		_			
				· · · ·	
Record Timestamp					
1 Record Timestamp					

6. Change Time Period if needed and click on View Report.

† My Information	My Reports	x 52	
My Reports 👻			
Back to My Reports			
REPORTS		Name: Fields, Shie	ela L
View Report Prima	ry Account		
Schedule	Time Pe	eriod Previous Pay Period	Time Detail
Time Detail			Description
			Displays detailed data about an employee's punches, d
	ojections 🔀		
My Accrual Balances and Pr			

7. Your timecard details will be displayed in a report format.

A My Information	My Reports	62	x					
My Reports 👻								
Back to My Reports	5							
TIME DETAIL								
Return								
Time Period: Previous Pay P Dates: 2/23/2020 - 3/07/2020	eriod)						Printed:	3/16/2020
Name: Fields, Shiela L Primary Account(s):	ID: 061947 12/01/2019 - foreve	r St.Joseph He	Pay Rule althcare/S	Non Exen IRMC/AME	npt 3/NA4/10523	34/P037/N	47	
Date Apply To	In Punch Ir	n Out Punch	Out Exc	(\$)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sun 2/23							0.0	1000
Mon 2/24							0.0	Absence
10e 2/25 Wed 2/26							0.0	Absence
Thu 2/27							0.0	Absence
Fri 2/28							0.0	Absence
Sat 2/29							0.0	
Sun 3/01							0.0	
Mon 3/02							0.0	Absence
Tue 3/03							0.0	Absence
704 Thu 3/05							0.0	Absence
Fri 3/06							0.0	Absence
Sat 3/07							0.0	
Totals				0.00	0.0	0.0	0.0	