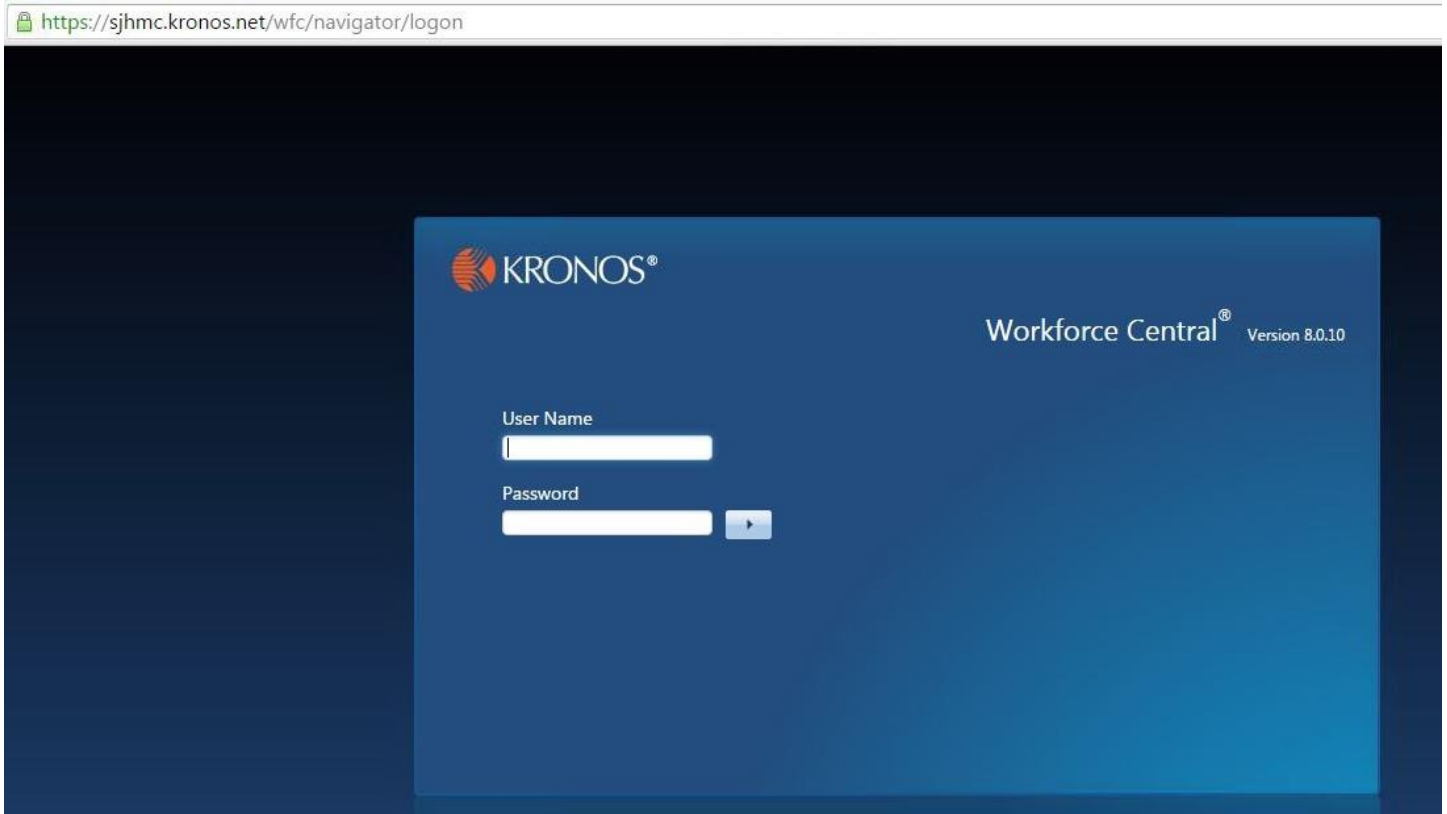
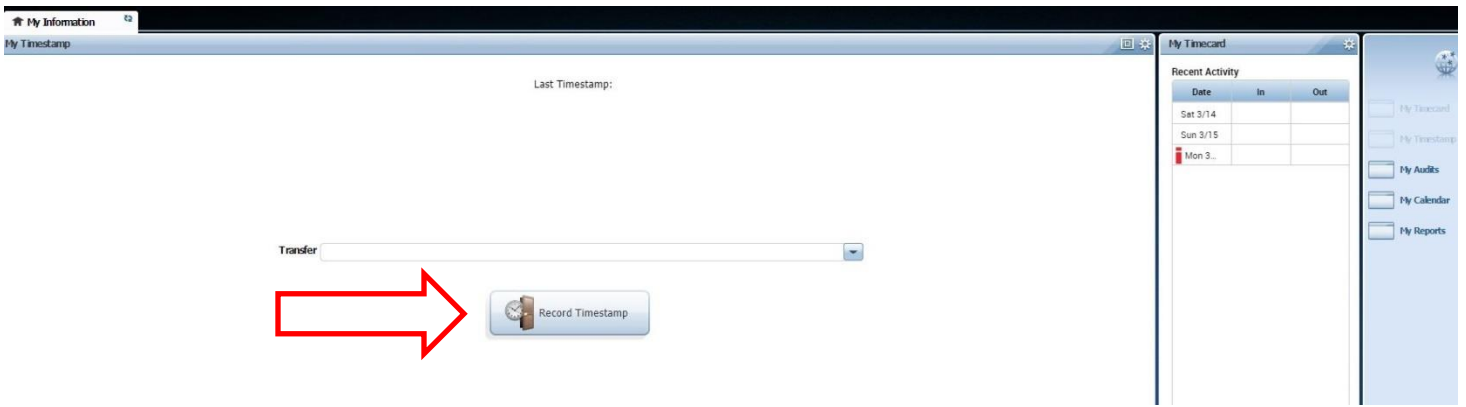


Kronos Employee Guide: Timestamp

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



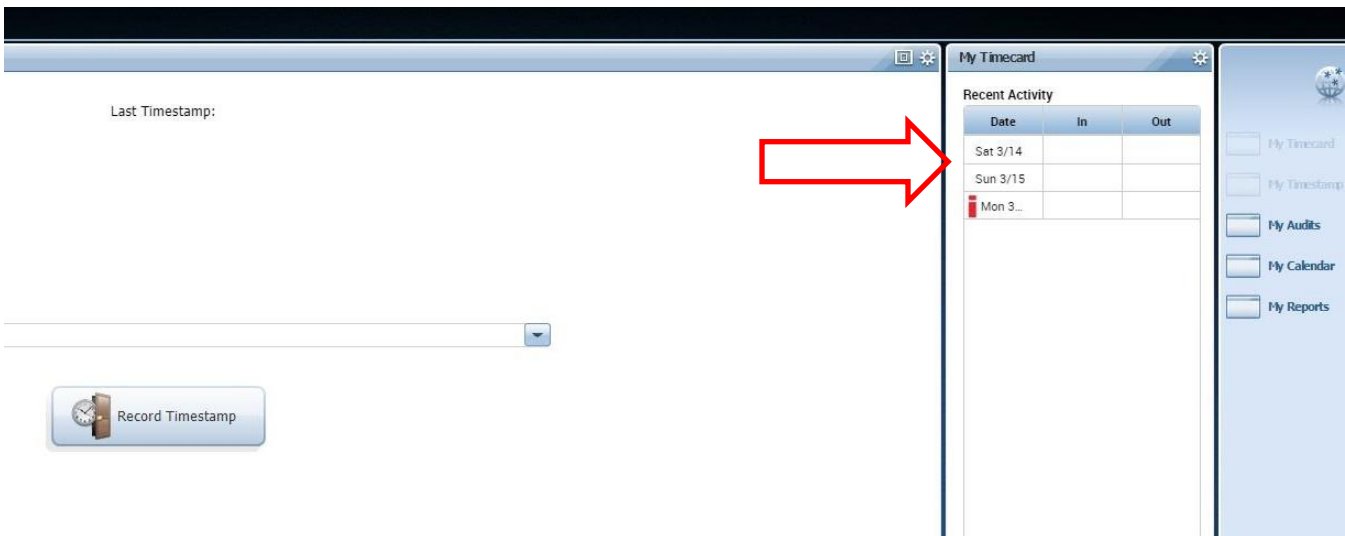
2. The main window on the screen is called My Timestamp



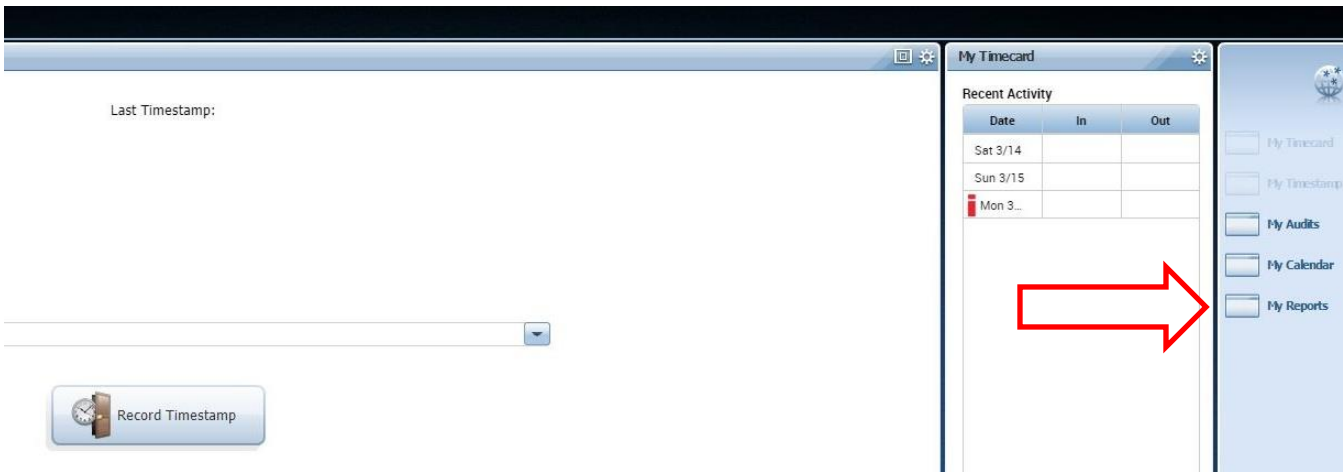
3. Click on Record Timestamp to record your In or Out punch.



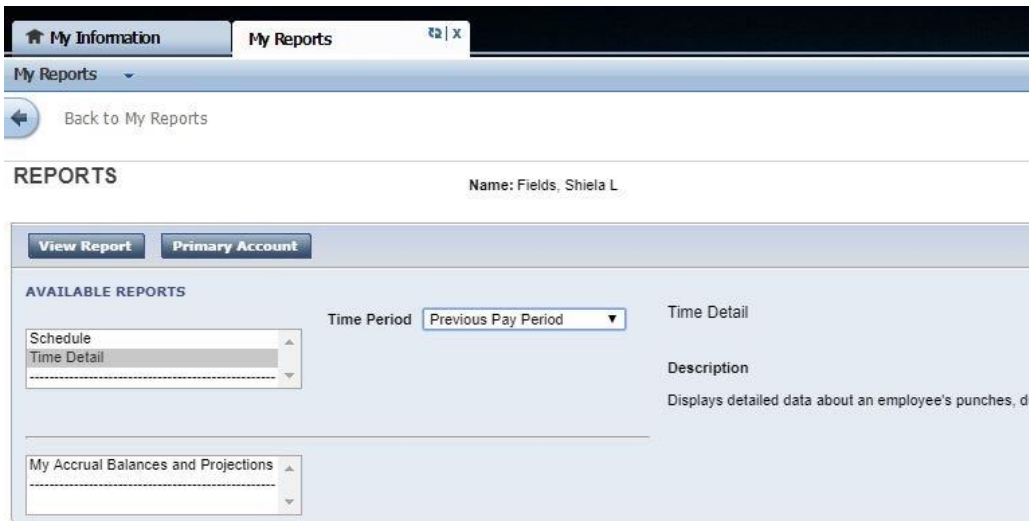
4. Your recent punch will be displayed in the Recent Activity



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



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



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

My Information		My Reports								
My Reports										
Back to My Reports										
TIME DETAIL										
Return										
Time Period: Previous Pay Period			Printed: 3/16/2020							
Dates: 2/23/2020 - 3/07/2020										
Name: Fields, Shiela L ID: 061947 Pay Rule: Non Exempt										
Primary Account(s): 12/01/2019 - forever St. Joseph Healthcare/SJRMC/AMB/NA4/105234/P037/NA7										
Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	(S)Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sun 2/23									0.0	
Mon 2/24									0.0	Absence
Tue 2/25									0.0	Absence
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
Wed 3/04									0.0	Absence
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	