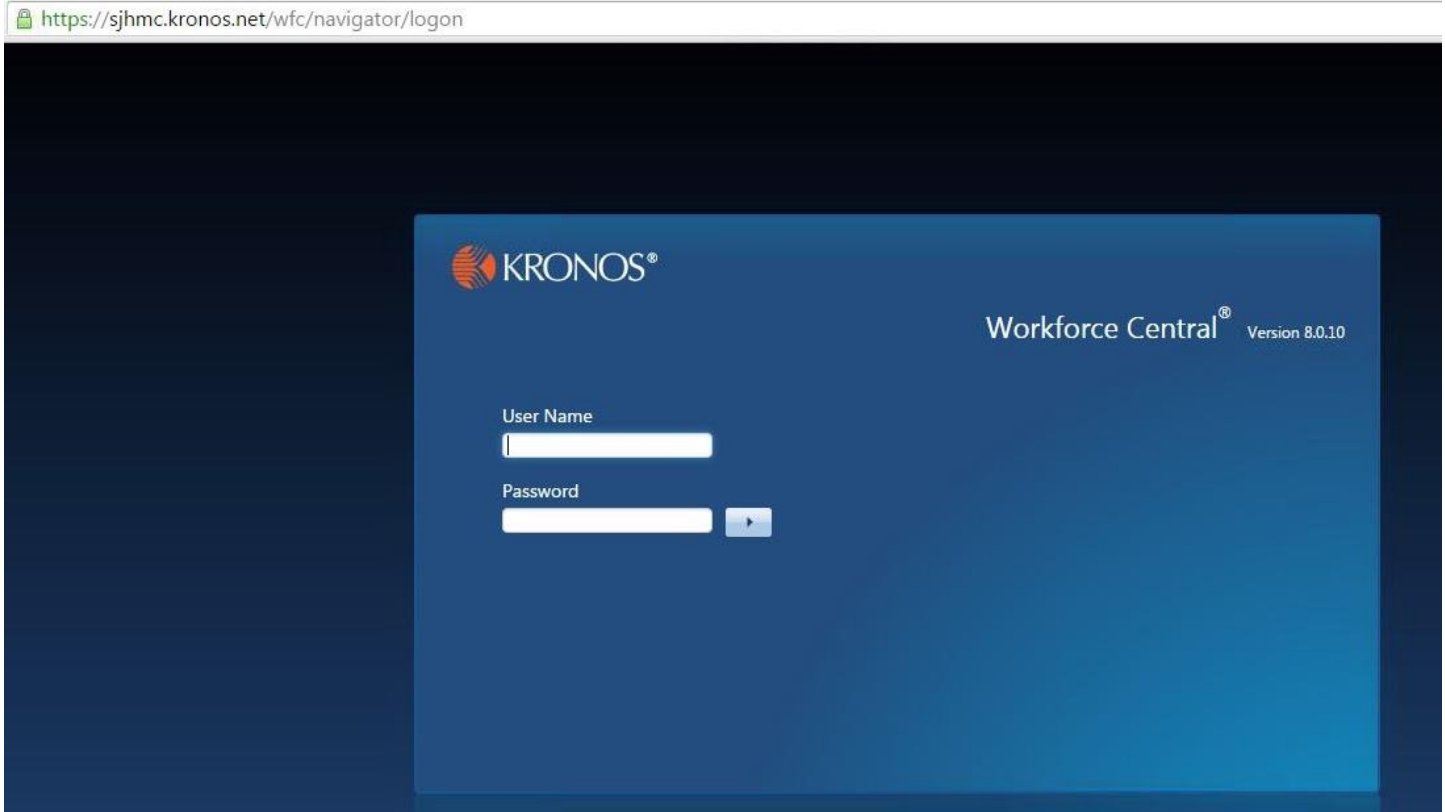# Kronos Manager/Timekeeper Guide: Timestamp

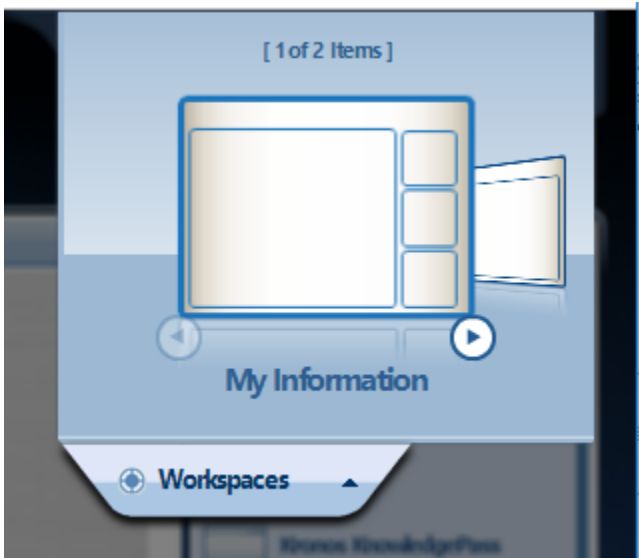*Note: Employees view is different from listed below.*

1. Log in to Kronos with your Kronos user name and password
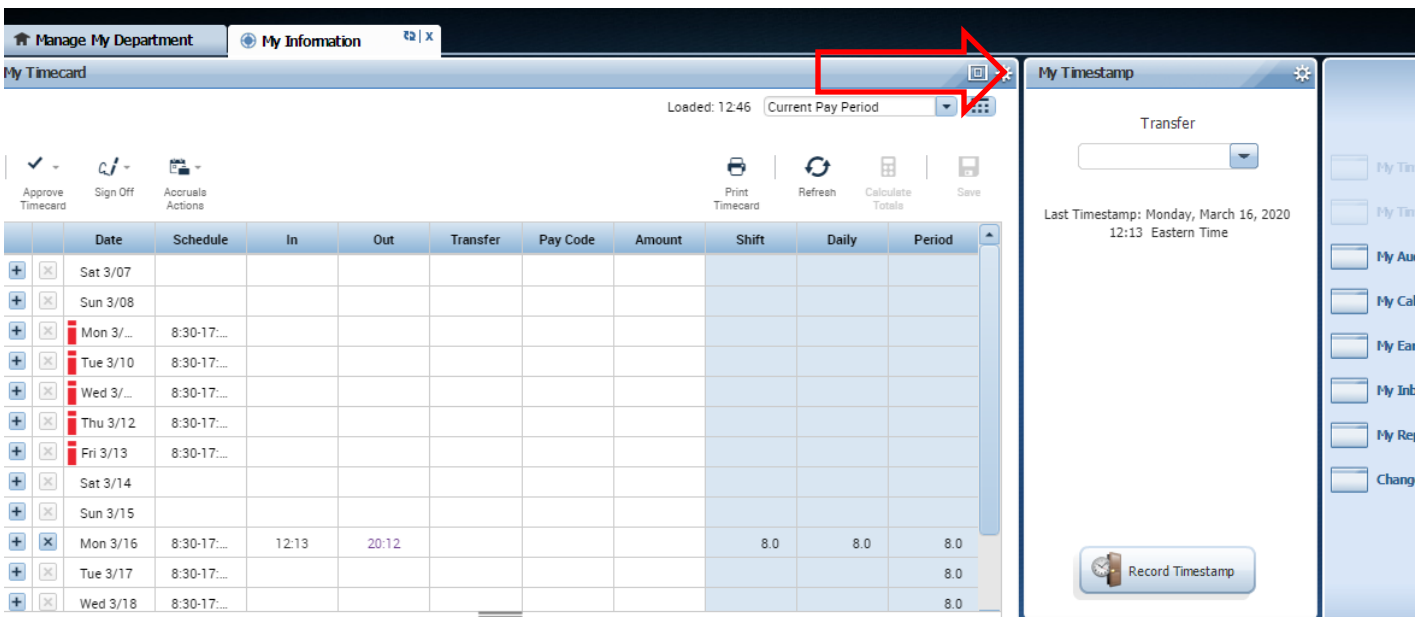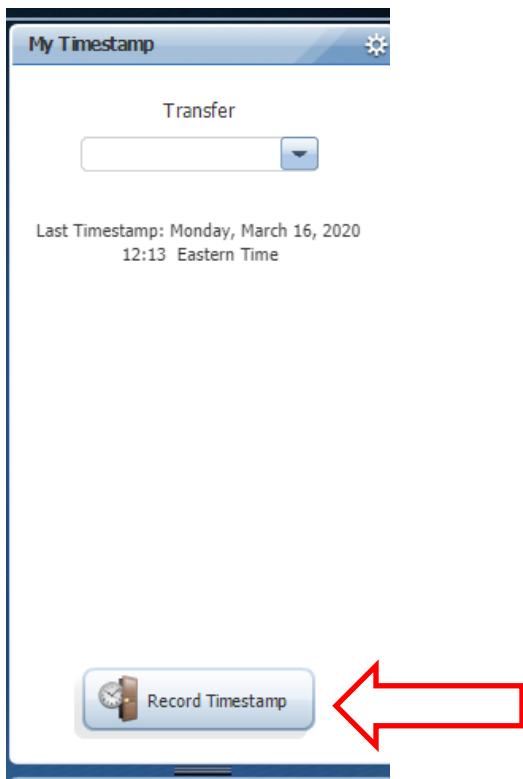
2. After logging in, open My Information workspace by clicking on the Workspaces icon in the top corner of the screen and then on My Information.

3. My Timestamp window is to the right of My Timecard

4. Click on Record Timecard to record your punch.

5. Refresh your timecard in order to see your recent punch.