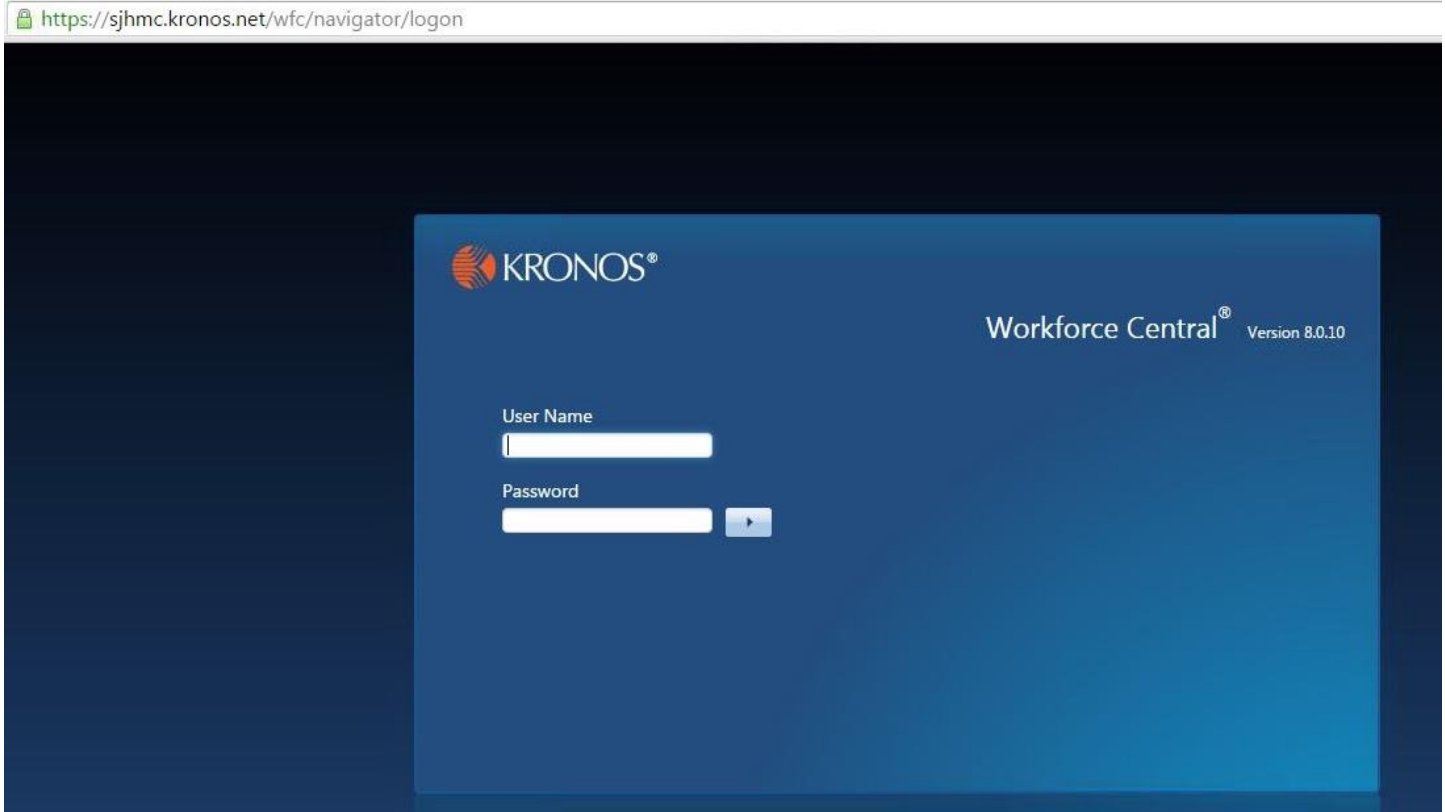


## Kronos Manager/Timekeeper Guide: Timestamp

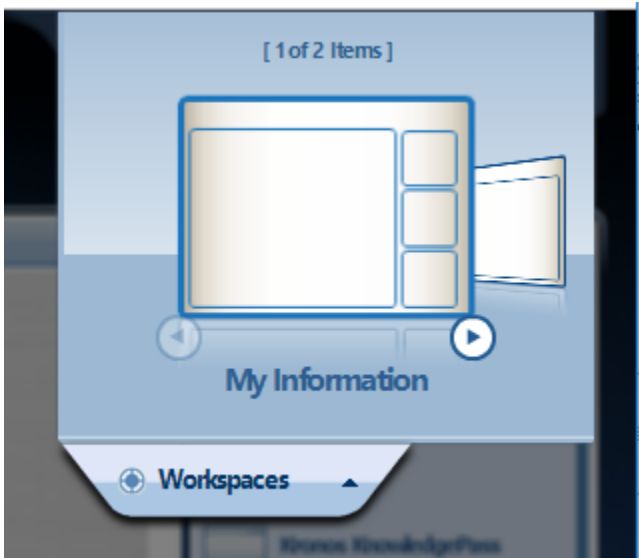
*Note: Employees view is different from listed below.*

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

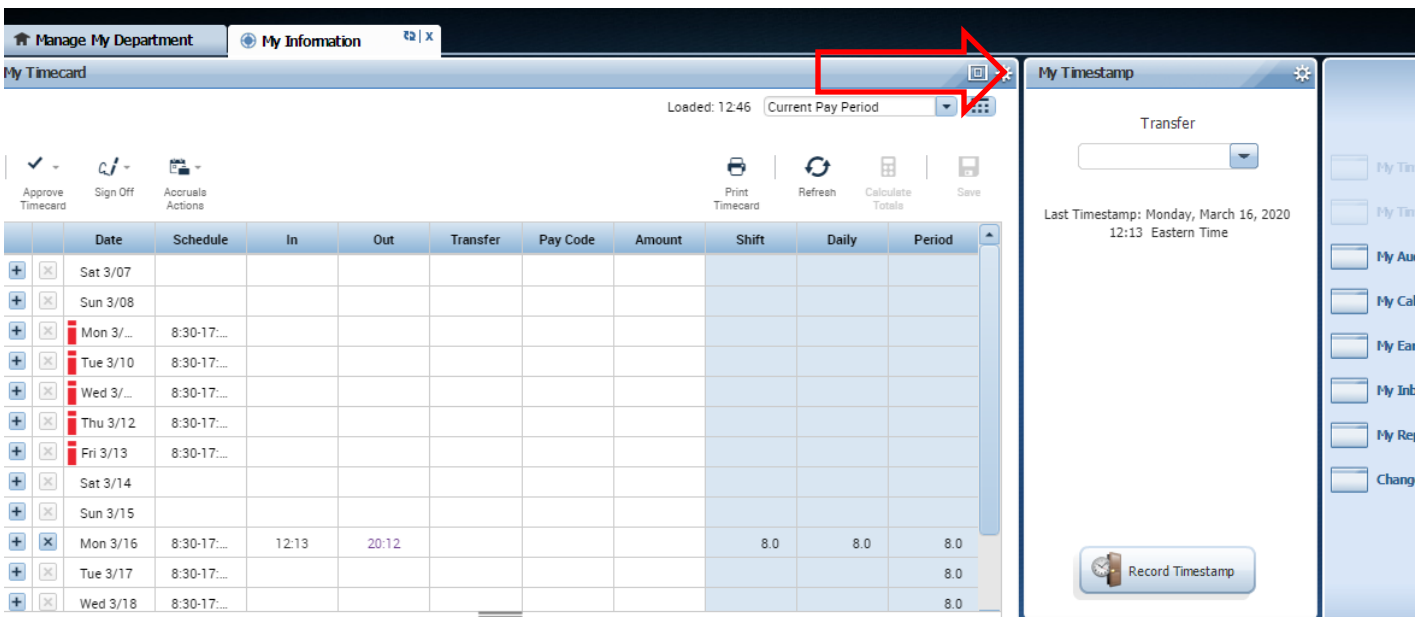


The screenshot shows a web browser window with the address bar displaying <https://sjhmc.kronos.net/wfc/navigator/logon>. The main content area features a dark blue background with a lighter blue rectangular login form. In the top left corner of the form is the Kronos logo, consisting of an orange globe icon and the word "KRONOS" with a registered trademark symbol. In the top right corner, the text "Workforce Central" is displayed with a registered trademark symbol, followed by "Version 8.0.10" in a smaller font. Below the logo, there are two input fields: "User Name" and "Password". The "User Name" field is a simple white text box. The "Password" field is a white text box with a small blue arrow button to its right. The entire page is set against a dark blue gradient background.

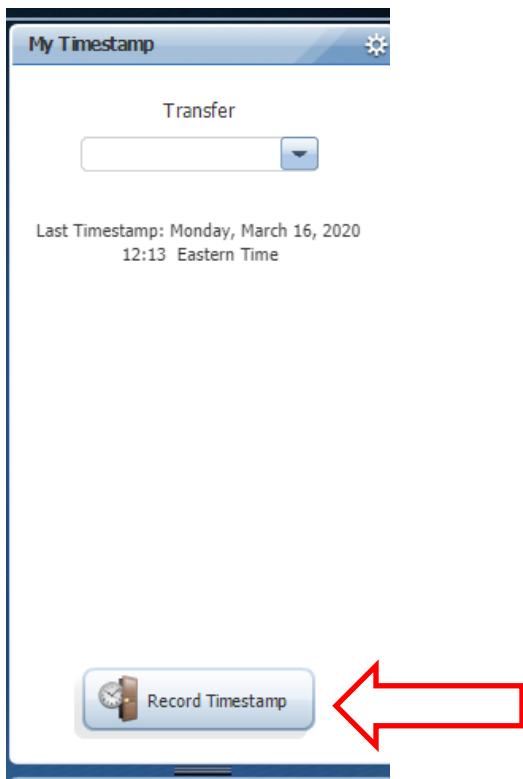
- After logging in, open My Information workspace by clicking on the Workspaces icon in the top corner of the screen and then on My Information.



- My Timestamp window is to the right of My Timecard



4. Click on Record Timestamp to record your punch.



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

