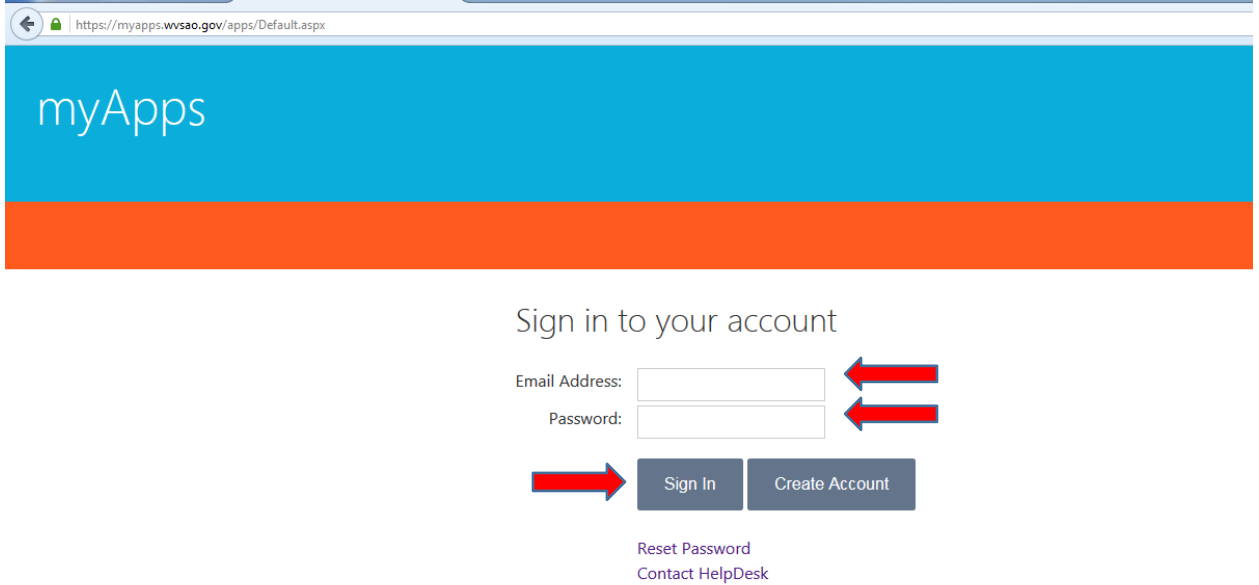




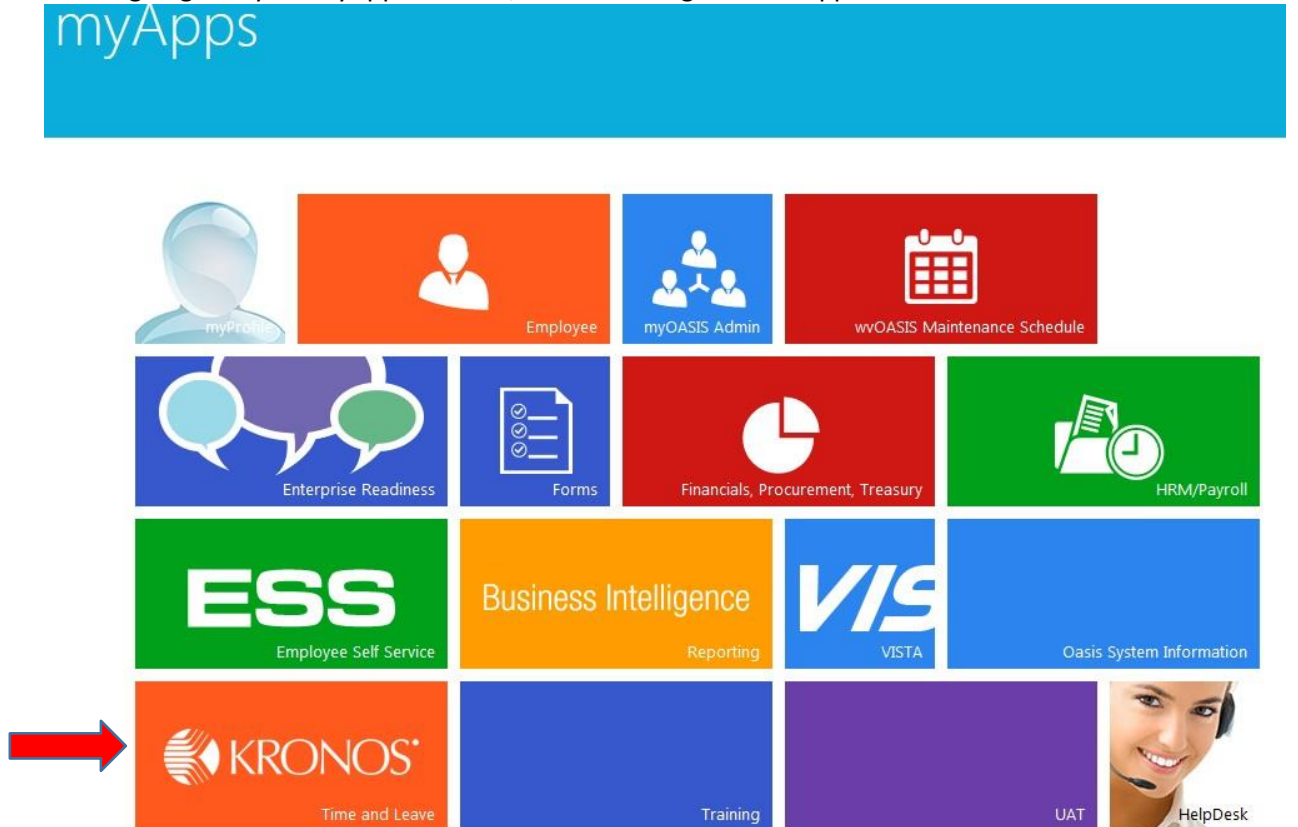
# **Kronos Timestamp Instructions**

**4/6/2020**

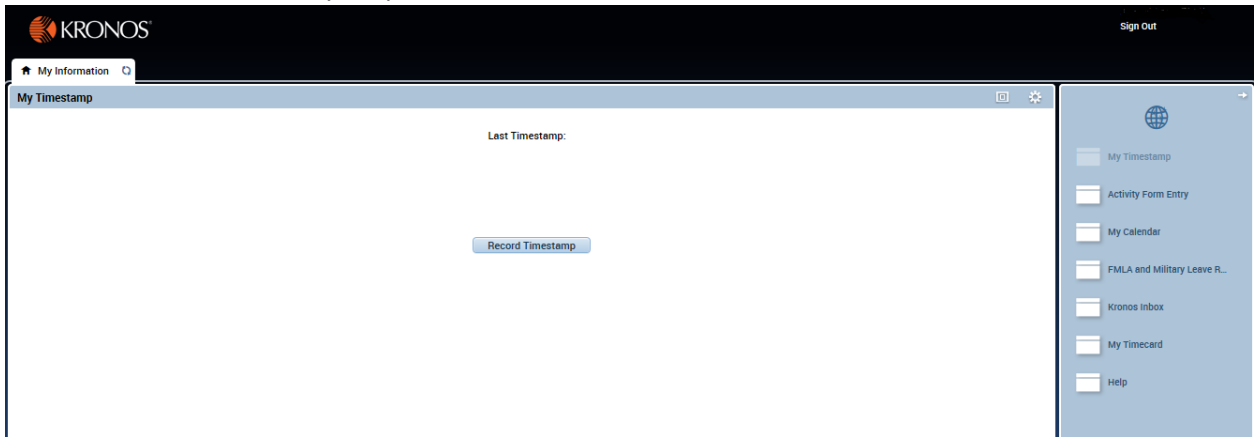
1. Log into your myApps account with your email address and password and click "Sign In"



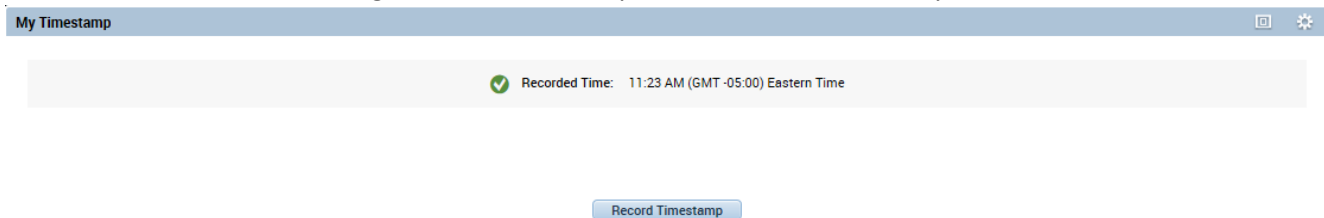
2. After signing into your myApps account, click the orange Kronos app.



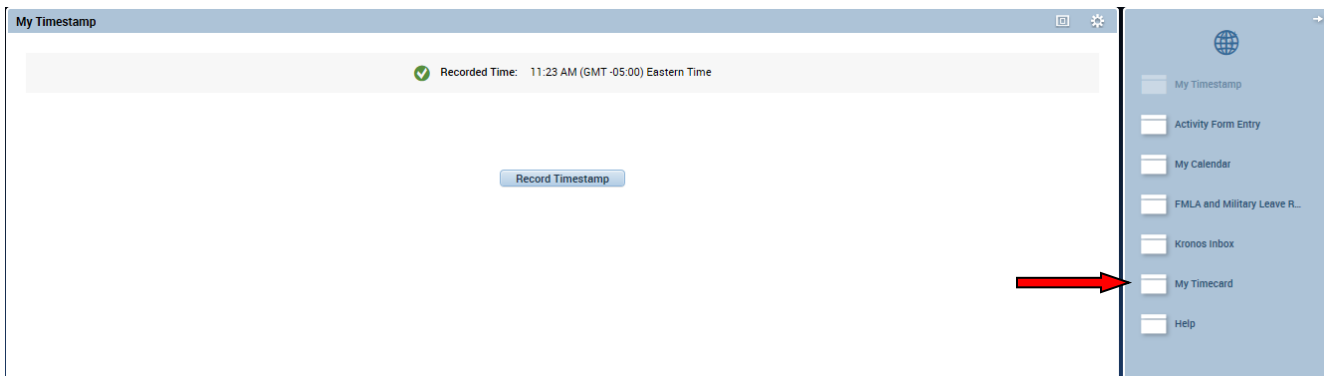
- Once you click on Kronos, a screen will open and bring you to the “Record Timestamp” button. Click on this icon to record your punch.



- After clicking the “Record Timestamp” button, the last timestamp information should be replaced by the “Recorded Time” information. You should also see a green circle with a white checkmark inside of it indicating that the Timestamp was recorded successfully.



- Once you have recorded your time, select timecard from the menu on the right-hand side.



- This will bring up your timecard. **NOTE:** If you do not automatically see the new punch, click refresh. You should now be able to see your punch on the timecard.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Sat 4/04									
+ X	Sun 4/05									
+ X	Mon 4/06		11:23AM							
+ X	Tue 4/07									

- You will need to repeat this process every time you want to record a timestamp.

**Note: If you have a timestamp that needs updated or corrected please contact your Timekeeper.**