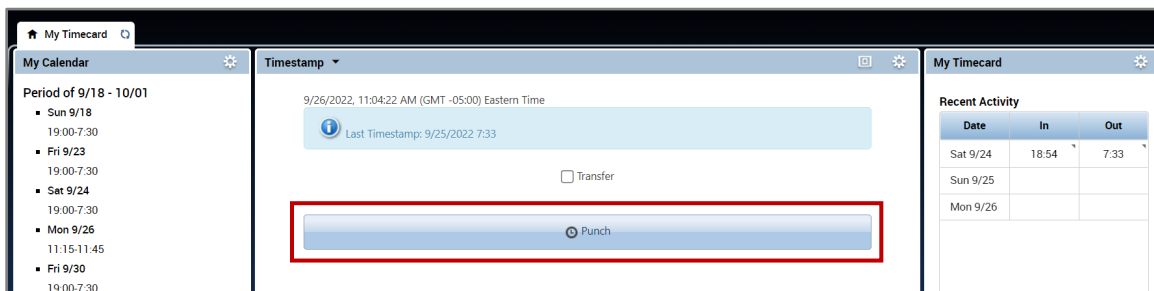


# Clocking In/Out – Using ‘My Timecard’

## Timestamp


*Timestamp* is located under *My Timecard*

- Utilized to punch in and out of work as approved by the unit/department manager or in locations where a Kronos Time clock is not available
- Verify with manager or designee when it is appropriate to use another Kronos Time Clock or Punch in/out using Kronos from a computer
  - For example: a new badge, broken time clock, etc.
  - Below is the view from *My Timecard* with *Timestamp* in the center

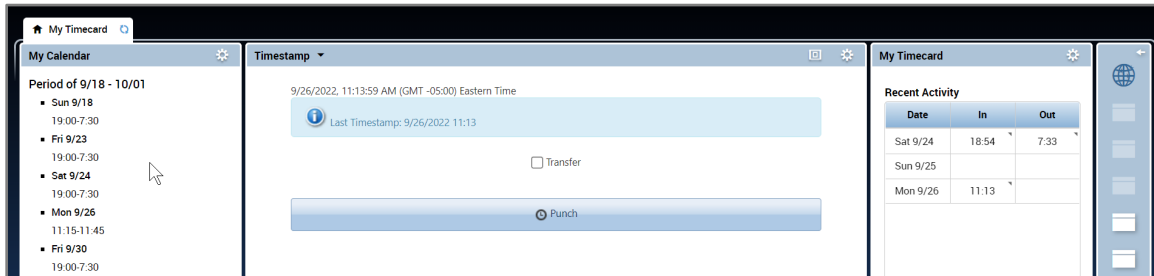


- In order to use the computer to clock in, select *Punch*

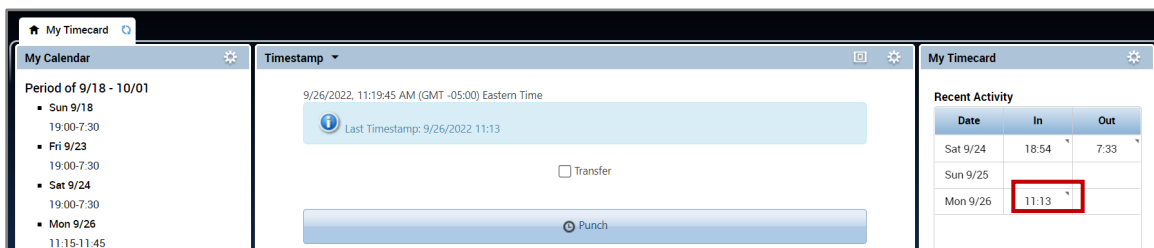


- After selecting *Punch*, refresh using the  icon

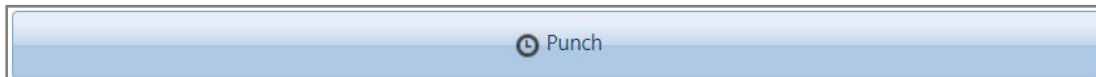




- Note the in time of 11:13 under *My Timecard, Recent Activity*



- If using the computer to clock out, select *Punch*



- The *Meal Attestation Question* will display if the team member worked 6.5 hours or longer
  - Answer *Yes*, if a meal break was taken
  - Answer *No*, if a meal break was not taken
  - Click *Submit*
  - If the meal break question is not answered, an out punch will not be recorded



Transfer

Punch

**Meal Breaks**

Did you take your meal break during your shift today?

- Refresh using the  icon

<input type="checkbox"/> Transfer	Sat 9/24	18:54	7:33
<input checked="" type="radio"/> Punch	Sun 9/25		
	Mon 9/26	11:13	20:30

- *Out* punch displays as 20:30

## Additional Questions?

- Call the Help Desk at 434-924-5334  
*OR*
- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled:  
*Submit a Help Desk Ticket On-line*