



### 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

R My Timecard Q								
My Calendar	\$	Timestamp 🔻	\$	My Timecard		*		
Period of 9/18 - 10/01 • Sun 9/18 19:00-7:30		9/26/2022, 11:04:22 AM (GMT -05:00) Eastern Time      ① Last Timestamp: 9/25/2022 7:33		Recent Activit Date	y In	Out		
<ul> <li>Fn 9/23</li> <li>19:00-7:30</li> <li>Sat 9/24</li> </ul>		Transfer		Sat 9/24 Sun 9/25	18:54	7:33		
19:00-7:30 • Mon 9/26 11:15-11:45		O Punch		Won 9/26				
<ul> <li>Fri 9/30</li> <li>19:00-7:30</li> </ul>								

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

C Punch	
• After selecting <i>Punch</i> , refresh using the 🖸 icon	

## **WVAHealth**



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My Calendar 🔅	Timestamp 🔻 🗉 🔅	My Timecard	*	÷	
Period of 9/18 - 10/01	9/26/2022, 11:13:59 AM (GMT -05:00) Eastern Time	Recent Activity			
19:00-7:30	Last Timestamp: 9/26/2022 11:13	Date	In Out		
<ul> <li>Fri 9/23</li> </ul>		Sat 9/24 1	8:54 7:33		
19:00-7:30	Transfer	Sun 9/25			
■ Sat 9/24 19:00-7:30		Mon 9/26 1	1:13		
<ul> <li>Mon 9/26</li> </ul>	O Punch				
11:15-11:45					
<ul> <li>Fri 9/30</li> <li>19:00-7:30</li> </ul>					

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

🕇 My Timecard 🔇					
My Calendar 🔅	Timestamp 🔻	•	My Timecard		۲
Period of 9/18 - 10/01	9/26/2022, 11:19:45 AM (GMT -05:00) Eastern Time		Recent Activity	,	
19:00-7:30	(1) Last Timestamp: 9/26/2022 11:13		Date	In	Out
<ul> <li>Fri 9/23</li> </ul>			Sat 9/24	18:54	7:33
19:00-7:30	Transfer		Sun 9/25		
<ul> <li>Sat 9/24</li> <li>19:00-7:30</li> </ul>			Mon 9/26	11:13	
<ul> <li>Mon 9/26</li> </ul>	O Punch			Barran	
11:15-11:45					

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

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- 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
  - o Click *Submit*
  - If the meal break question is not answered, an out punch will not be recorded

# **WVAHealth**



Transfer					
O Punch					
Meal Breaks					
Did you take your meal break during your shift today? Yes					
Submit					

• Refresh using the 🚺 icon

	Sat 9/24	18:54	7:33
Transfer	Sun 9/25		
	Mon 9/26	11:13	20:30
O Punch			

• *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*