**Time Stamp Functionality – Perm Employees**

**Dashboard**
Provides a sign-out link; Alerts contain time card and request notifications.

**Active Workspace (Home)**
Displays information regarding the active task on which you are working. Find, view, add, and modify information from the active workspace.

**Widgets**
Tools or views of timekeeping information you can activate and promote to the active workspace as needed.

**Related Items Pane**
Contains inactive widgets that can easily be opened at any time by clicking the widget name. The widget will open in a new tab.

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**Logging On**

1. Open your internet **Browser**.
   - ![Browser Icons]
2. Click the **Address** field and enter **https://KRONOS.ecu.edu**
   - ![https://kronos.ecu.edu]
3. Enter your Pirate ID (in lowercase) in the **User Name** field and your Pirate ID password (case sensitive) in the **Password** field.
   - ![User Name and Password Fields]
4. Click the **Logon** button.

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**Activating a Widget**

1. In the **Related Items Pane** click the **Title** of the widget you wish to activate. The widget selected displays on a new tab.
2. Click the **Double-Square** icon in the upper-right corner to maximize the active workspace. Click the icon a second time to return to the normal screen view.

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**Logging Off**

1. Log off the application by clicking the **Sign Out** link in the upper left corner.
Clocking In or Out

1. To clock in or out, press the Record Time Stamp button in the middle of the screen.

2. The Recorded Time of the punch displays.

   **Note:** The Recorded Time is populated in the applicable column of your Timecard.

Entering Callback Time

For responding to an emergency Callback request

1. From the Timestamp workspace, click the drop-down arrow in the Transfer field and select Search.

2. Click Advanced.

3. Click the Work Rules drop-down arrow.

   **Note:** The Transfer drop-down field retains your last 5 selections, you can select the code in place of search when the correct entry is listed.

4. Select the callback Work Rule for the time being logged.

   - **Callback**: Select for onsite callback if your department pays overtime.
   - **Callback Comp ot**: Select for onsite callback if your department awards overtime as comp time.
   - **Remote Callback**: Select for remote callback if your department pays overtime.
   - **Remote Callback Comp ot**: Select for remote callback if your department awards overtime as comp time.

5. Click OK.

6. The callback rule selected displays in the Transfer field.

7. Click Record Time Stamp.

   **Note:** The Recorded Time is populated in the applicable column of your Timecard.
### Approving Time

After the pay period has ended, select **Previous Pay Period** from the **Time Period** drop-down field.

1. **Review the Timecard** details for accuracy:
   - Ensure all leave time and premium payment hours for the pay period are recorded.
   - Attach essential comments and notes to pay codes or hours.
   - Access the **Totals** tab to validate the total hours for processing.

2. **Select the Approve Timecard** button and pick **Approve Timecard** from the list.

3. If you have recorded time or leave on your timecard for the approved pay period, the leave or pay entries will turn **orange** to indicate an approval is in place.

To confirm an approval, or if you need additional information about the approvals on your record, click the **Audits** tab to review the approval details.

#### Notes:
- No further entries or edits can be made on the Timecard for the approved time period.
- You can remove a Timecard approval any time prior to a Manager approving your Timecard. Follow the approval steps and select the Remove Approval option.
- Once your timecard is approved by a Manager, the Remove Approval option is no longer available. An email notification is sent to you listing any updates performed on your approved Timecard by the Manager.