**Time Stamp Functionality – Students/Temps**

### 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**.
2. Click the **Address** field and enter `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.
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

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

2. The **Recorded Time** of the punch displays.

   ![Recorded Time Screenshot]

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

Clocking In to a Different Job
For Multiple Job Employees

1. From the **Timestamp** workspace, click the drop-down arrow in the **Transfer** field.

   ![Transfer Dropdown]

2. Select the appropriate **Job Code** for the time being logged. Use the Timesheet Orgs/H Codes to identify the correct job to clock in for.

   ![Job Code Selection]

3. The job code selection displays in the **Transfer** field.

4. Click **Record Time Stamp**.

5. The **Recorded Time** of the punch display with the selected **Job Code**.

Clocking Out

1. To clock out, press the **Record Time Stamp** button in the middle of the screen. It is **NOT** necessary for multiple job employees to select a job when clocking out.

2. The **Recorded Time** of the punch displays.

   ![Recorded Time Clock Out]

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

4. 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.

Note: No further entries or edits can be made on the Timecard for the approved time period.

Note: 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.

Note: 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.

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