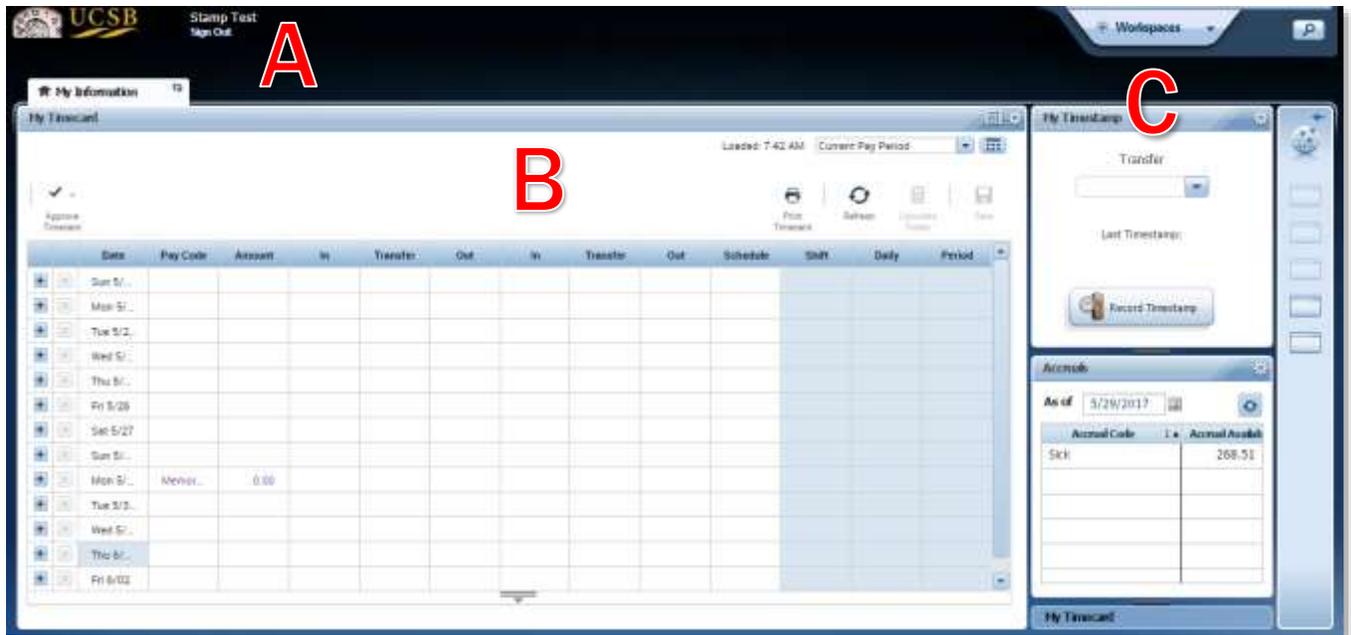


Employee Job Aid - Timestamp

Timestamp employees use a designated computer to record hours worked *by punching in and out using the Timestamp widget*. Any leave taken is recorded directly on the electronic timecard.

Navigation

Key Areas of your Default Homepage:



- A. The upper left corner identifies the employee signed on next to the UCSB logo.
- B. The middle of the screen is your primary "workspace".
- C. The right side of the screen displays the My Timestamp and Accruals widgets.

Punch In and Out with one job on campus:

1. Logon to Kronos at the start of your shift to access the Timestamp widget.
2. Click > Record Timestamp button. The recorded time will be displayed within the widget.
3. Click > Refresh icon to see the in punch on the electronic timecard.
4. At the end of the shift, click > Record Timestamp button.
5. Click > Refresh icon to see the out punch on the electronic timecard.

Punch In and Out with multiple variable appointment jobs on campus:

1. Logon to Kronos at the start of your shift to access the Timestamp widget.
2. Use the drop down menu in the Transfer field to view available transfer options.
3. Select the appropriate job.

Employee Job Aid - Timestamp

The format of the job transfer data is: DEPT_WorkStudyCode_HourlyRate {Labor Account}

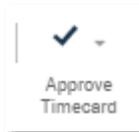
```
INST_11.00 {407665-19900-VS-0-INST11310-11}  
INST_11.00 {407665-61625-VS-0-INST12000-12}  
INST_11.00 {407665-19900-OPS-0-INST11410-13}  
INST_11.00 {407665-61625-OPS-0-INST12000-14}
```

4. Click > Record Timestamp button. The recorded time will be displayed within the widget.
5. Click > Refresh icon to see the in punch and transfer on the electronic timecard.
6. At the end of the shift, click > Record Timestamp button.
7. Click > Refresh icon to see the out punch on the electronic timecard.

Approve Your Timecard:

You are required to approve your timecard at the end of each pay cycle even if no hours need to be recorded or leave was taken. On your timecard:

1. Choose:
 - a. Current Pay Period if it is on or before the last day of the pay cycle.
 - b. Previous Pay Period if it is after the last day of the pay cycle.
2. Verify the information is correct; any discrepancies should be addressed with your manager prior to approval.
3. Click > Approve Timecard icon and click > Approve Timecard.



4. The upper left corner displays a message confirming approval and the background color of the electronic timecard changes to yellow. If a manager has already provided approval the timecard changes to green.



For additional information about functions in Kronos, please see [Electronic Timekeeping Basics for Employees.](#)