



Employee Timestamp (Exempt Employees Only)

Using Timestamp to Punch In (Exempt Employees)

- 1 Log on to Workforce Central by clicking the **Kronos** link on your desktop. Enter your user name and password to log on.
- 2 Click **Record Timestamp** to punch in for the day.

Workforce Central[®] Version 6.3

LOG ON

User Name

Password
 →

[Forgot your password?](#)

ESS Timestamp

Sunday, October 21, 2012 8:55:56AM
Central Time

Transfer

Cancel Deductions

Last Timestamp: Friday, October 19, 2012
6:51:00AM Central Time

Record Timestamp

ESS Timestamp

Sunday, October 21, 2012 9:02:17AM
Central Time

Transfer

Cancel Deductions

Recorded Time: 9:01AM
Central Time
The in punch was accepted.

Record Timestamp

Additional Notes:

- Only click Record Timestamp once. If you click it multiple times, it continues to make punches.
- Once you click Record Timestamp, you will get a green check and an indication of what time was recorded to your timecard.