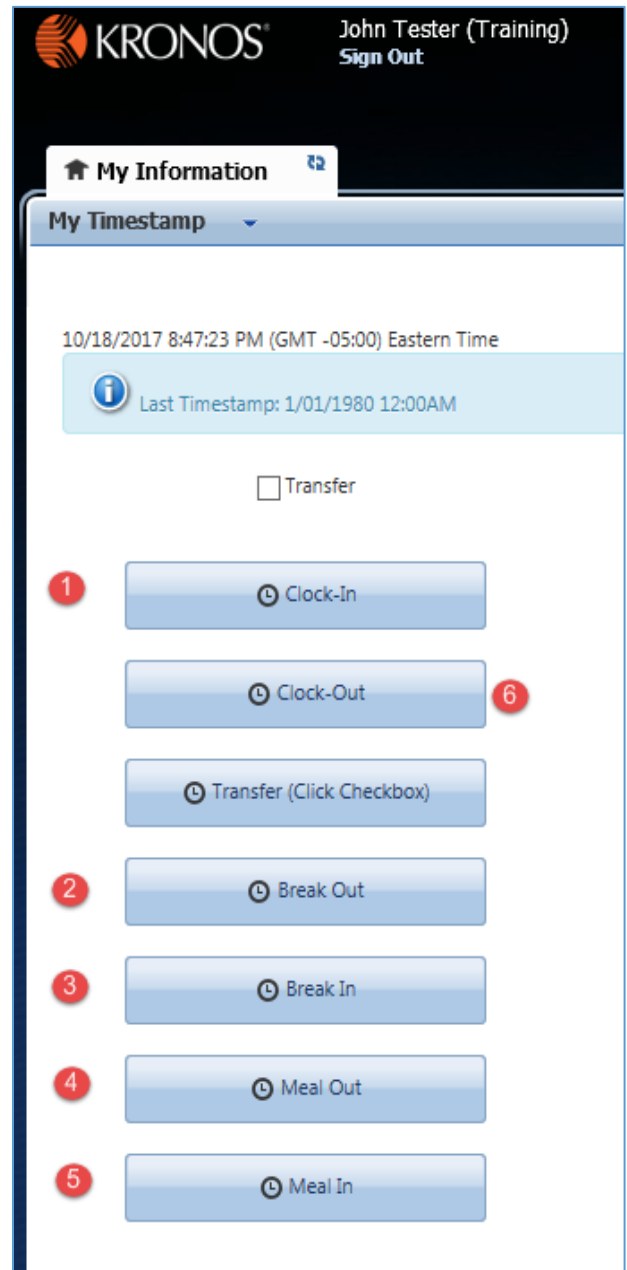


MY TIMESTAMP – WEB CLOCK – USING KIOSK

This document will define the instructions on how an employee can clock time punches using Kronos Web Clock on the Kiosk.

- After signing into Kronos on the Kiosk, Kronos will open to **My Information Tab** showing **My Timestamp**.

1. To clock in at the beginning of your shift, use the mouse to click on the **CLOCK IN** button
2. When you start your break, you will use the mouse to click the **BREAK OUT** button
3. When you finish your break, use the mouse to click on the **BREAK IN** button
4. When you start your lunch period, use the mouse to click on the **MEAL OUT** button
5. When you return from your lunch period, use the mouse to click on the **MEAL IN** button.
6. To clock out at the end of your shift, use the mouse to click on the **CLOCK OUT** button



- When finished, click on **Sign Out** under your name, top Left, next to KRONOS

MY TIMESTAMP – WEB CLOCK – USING KIOSK

- At any time you have a question in regards to clocking on the Web Clock, please discuss this with your supervisor or your HRC.