To use the Kronos Time Stamp function, employees must have a Kronos Time Stamp license. If you do not have access, have your manager submit a security request for Kronos Time Stamp access. The security request form is found on the portal under Quick Links > Online Forms > Network Security Request. The form to use is either the New User or Dept Transfer form.

The Kronos Time Stamp link is located on the CMH Portal under the APPLICATIONS tab:

After working in a session, log off using the Log Off Link in the upper right hand corner of the screen. Logging off assures that non-authorized users cannot view your information.

**To Record your Time Stamp**

Click on KRONOS Time Stamp

- Enter your **User Name**
  - (Note: Your Username and Password should match your network login.)
- Enter your **Password**
- Click on **Record Time Stamp** or press ENTER

Your **Quick Time Stamp** receipt will display:
To Record Time Stamp and Transfer to Another Department/Job or Work Rule

In the event you need to attend a Meeting, or Education or work in a different department or job, you will need to transfer before clicking Record Time Stamp. Note: This transfer only needs to be done if it has not been setup in your schedule by your Manager/Timekeeper.

Click on KRONOS Time Stamp

- Enter your User Name
- Enter your Password
- Click on

- Click on the magnify glass to search for the department/Job or Work Rule.

- Make the appropriate Department and/or Job and/or Work Rule Selections.

To Access Other Functions within Quick Time Stamp

Click on KRONOS Time Stamp

- Enter your User Name
- Enter your Password
Click Log On
In the upper right corner after you have selected Log On, you will find:

- Log Off - use to log out of Kronos Time Stamp
- <Home> - use to access these Kronos Time tools:

My Timecard

- Shows you the punches you have recorded.
  - Select the Time Period from the drop down list
  - You can see your timestamps/punches, totals for the time period displayed, Accruals and Schedule.

My Reports

- Takes you to the reporting tool.
  - You are able to access the following three reports:
    - Schedule – For a selected time period, shows shift start and end times, scheduled transfers to non-primary labor accounts, work rule transfers, shift labels, shift totals, scheduled job transfers (if any), and comments.
    - Time Detail – For a select time period, shows detailed information about the hours you worked, including start and stop times or durations, jobs, labor levels, and pay codes.
    - My Accrual Balances and Projections – For a selected time period, shows accrual balances, such as accrued time off, earnings, credits or both; takings, debits or both; and accrual balances projected to the furthest specified date.

- To View a Report:
  - Select My Reports. The Reports workspace opens.
  - Select a report from the Available Reports List.
  - Select a time period, range of dates or As of Date. Enter a date or click the calendar icon and select a date.
  - Click View Report
  - To print a report, click File > Print button on the browser toolbar.