

Using KRONOS Quick Time Stamp

Open Kronos Quick Time Stamp via the desktop icon or go to:

<https://ymcamidtn.kronos.net/wfc/applications/wtk/html/ess/quick-tslite.jsp?transfer=yes>

To punch in / out:

1. Enter your user name and password.
You must setup your logon credentials in the main Kronos web application before you can use quick time stamp.
2. If you are punching to something other than your primary position and/or using a work rule (such as training), click the magnifying glass to the right of the transfer box. Select from the job transfer and/or work rules drop down menus, and then click OK.
3. Click "Record Time Stamp"

QUICK TIME STAMP

Log On Record Time Stamp Clear All Values

Friday, March 20, 2015 10:53 AM (local time)

User Name: employee
Password:
Transfer: [Search Icon]

Workforce Central® Employee Version 7.0

TRANSFER SELECTION

JOB

As of: 3/20/2015
Job: None

WORK RULE

None

OK Cancel

End Work Rule:

If transferring from a position with a Work Rule to a "base" position

1. Select the same "Job"
2. Select the "Work Rule" drop down list
3. Choose either "Part Time Staff" or "Full Time Staff" to return to your positions base rate. *Selecting PT or FT staff depends on your status*
4. Verify and then Click "Record Time Stamp"

TRANSFER SELECTION

JOB

As of: 6/21/2016
Job: CLARKSVILLE/030/GFI

WORK RULE

None
Critical Pay
Full Time Staff
Off Shift Training
Part Time Staff
Wellness +1
Wellness +5

QUICK TIME STAMP

QUICK TIME STAMP

Log On Record Time Stamp Clear All Values

Tuesday, June 21, 2016 10:53 AM (local time)

User Name: employee
Password:
Transfer: CLARKSVILLE/030/GFI:Part Time Staff [Search Icon]