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”

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”