Employee Job Aid - Timestamp

Timestamp employees use a designated computer to record hours worked by punching in and out using the Timestamp widget. Any leave taken is recorded directly on the electronic timecard.

Log on
Log on to Kronos via https://timekeeping.ucsb.edu/ and click on the button provided above under “Timekeeping Logon” on the right side of the screen. Enter your UCSBNetID and password when prompted.

Key Areas of your Default Homepage:

A. The upper left corner identifies the employee signed on next to the UCSB logo.
B. The middle of the screen is your primary “workspace”.
C. The right side of the screen displays the My Timestamp and Accruals widgets.

Punch In and Out with one job on campus:
1. Logon to Kronos at the start of your shift to access the Timestamp widget.
2. Click > Record Timestamp button. The recorded time will be displayed within the widget.
3. Click > Refresh icon to see the in punch on the electronic timecard.
4. At the end of the shift, click > Record Timestamp button.
5. Click > Refresh icon to see the out punch on the electronic timecard.

Punch In and Out with multiple variable appointment jobs on campus:
1. Logon to Kronos at the start of your shift to access the Timestamp widget.
2. Use the drop down menu in the **Transfer** field to view available transfer options.
3. Select the appropriate job.

The format of the job transfer data is: `DEPT_WorkStudyCode_HourlyRate {Labor Account}`

```
INST_11.00 (407665-19900-VS-0-INST1310-11)
INST_11.00 (407665-61625-VS-0-INST12000-12)
INST_11.00 (407665-19900-OPS-0-INST11410-13)
INST_11.00 (407665-61625-OPS-0-INST12000-14)
```

4. Click > **Record Timestamp** button. The recorded time will be displayed within the widget.
5. Click > **Refresh** icon to see the in punch and transfer on the electronic timecard.
6. At the end of the shift, click > **Record Timestamp** button.
7. Click > **Refresh** icon to see the out punch on the electronic timecard.

**Approve Your Timecard:**
You are required to approve your timecard at the end of each pay cycle even if no hours need to be recorded or leave was taken. On your timecard:

1. Choose:
   a. **Current Pay Period** if it is on or before the last day of the pay cycle.
   b. **Previous Pay Period** if it is after the last day of the pay cycle.
2. Verify the information is correct; any discrepancies should be addressed with your manager prior to approval.
3. Click > **Approve Timecard** icon and click > **Approve Timecard**.

4. The upper left corner displays a message confirming approval and the background color of the electronic timecard changes to **yellow**. If a manager has already provided approval the timecard changes to **green**.

```
Information Timecard Approved by exempttest 5/29/2017 10:15AM
```

For additional information about functions in Kronos, please see [Electronic Timekeeping Basics for Employees](#).