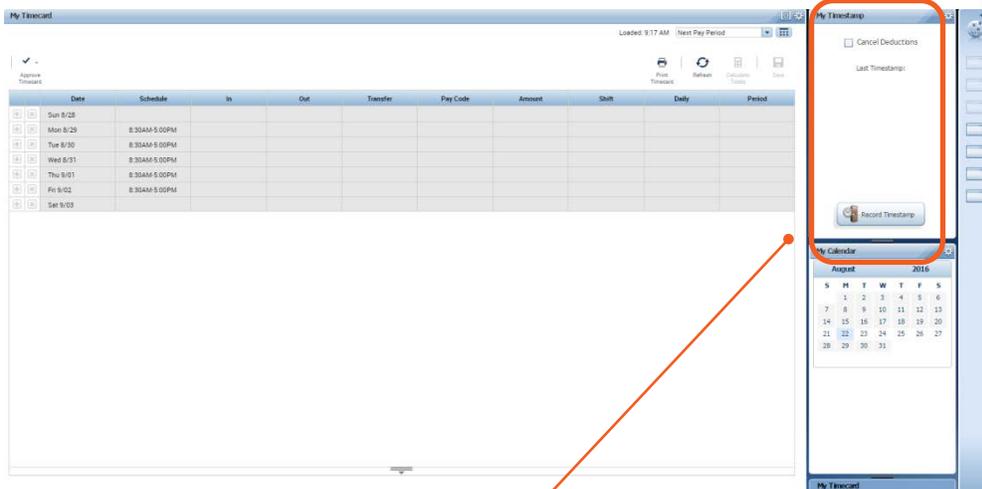


As an employee, you need to keep track of the hours that you work each day. By using the Timestamp widget, you can record the hours that you work.

In this job aid you will learn how to punch in and out using the My Timestamp widget.

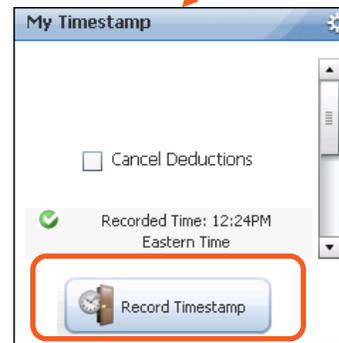
Punching in

- 1 Access the **Navigator Framework_wfc** log on page at <https://accomack.kronos.net>
- 2 Log in using your credentials.
- 3 Locate the **Timestamp** widget.
- 4 Note the **Last Timestamp** information.
- 5 Click **Record Timestamp**.
- 6 Note the recorded time. The next time you access this widget (or refresh the page), this information will be displayed as the last timestamp.



Note

- The application acknowledges a timestamp by displaying a system-generated recorded time confirmation.

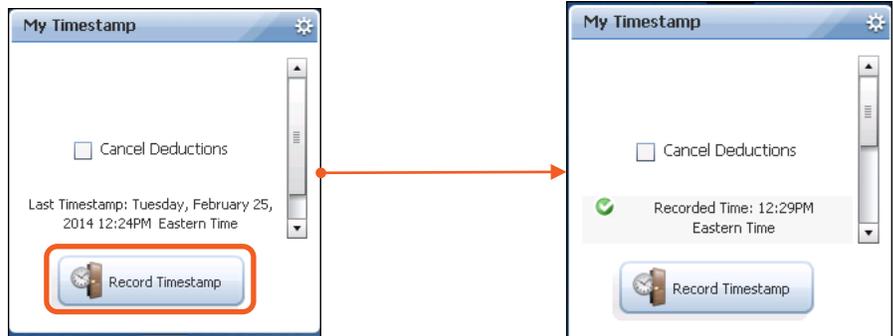


Punching out

- 1 Access the **My Timestamp** widget.
- 2 Click **Record Timestamp**.

Note

Multiple punches are interpreted as alternating in and out punches. Your first punch of the day is assumed to be an in punch, while the second punch is assumed to be an out punch. If you click Record Timestamp a third time, that will be interpreted as another in punch, and so on.



Note

- If your schedule calls for an unpaid lunch break and you work through this break, check the "cancel deductions" box prior to punching out to show that you worked through lunch. See the "How To Cancel Meal Dedicutions" job aid for more info.