Workforce Central®
Entering time worked

KRONOS®

As an employee, you need to keep track of the hours that you work each day. By using Workforce Central Navigator, you can record the number of hours, or duration of time, that you have worked using the Project Timecard.

In this job aid, you will learn how to enter and edit durations of time in the project timecard in the My Timecard widget.

Entering a duration of time

1 Access the **Navigator Framework_wfc** log on page at **https://accomack.kronos.net**

2 Log in using your credentials.

3 Access the **My Timecard** widget.

4 Double -click the cell for the applicable work day.

5 Enter the number of hours you worked.

6 Press Enter.

7 Click **Save**.

8 Click **Refresh**.

Editing a duration of time

1 Double-click the cell to highlight the existing value.

2 Enter the new number of hours worked. (You can type right over the existing number.)

3 Press **Ente**r.

> **Note**
> Be sure to save all changes. Any changes you make that are not saved will not be applied to your timecard.

4 Click **Save**.

5 Click **Refresh**.

> **Note**
> Be sure to click **Refresh** after saving to view your updated daily totals.