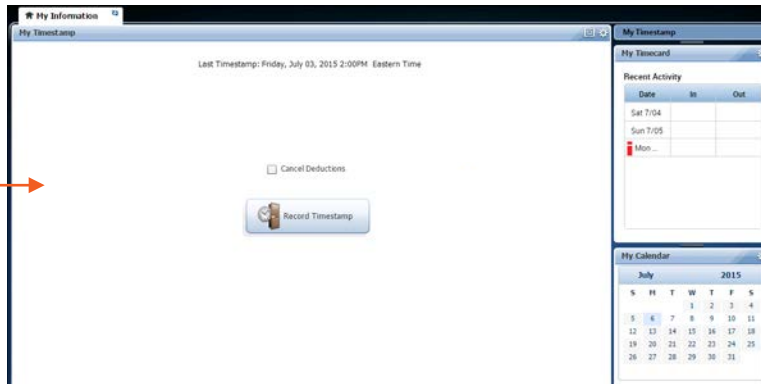
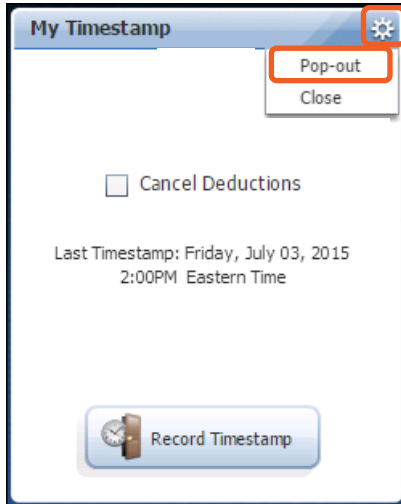


As an employee, you need to keep track of the hours that you work each day. By using the Timestamp widget, you can record the hours that you work.

In this job aid you will learn how to access and navigate the timestamp widget.

### Accessing the My Timestamp widget

- 1 Access the **Navigator Framework\_wfc** log on page at <https://accomack.kronos.net>.
- 2 Log in using your credentials.
- 3 If the **My Timestamp** widget is in a secondary position, click the **gear** icon.
- 4 Click **Pop-out** to promote the secondary widget to a primary widget.



**Note**

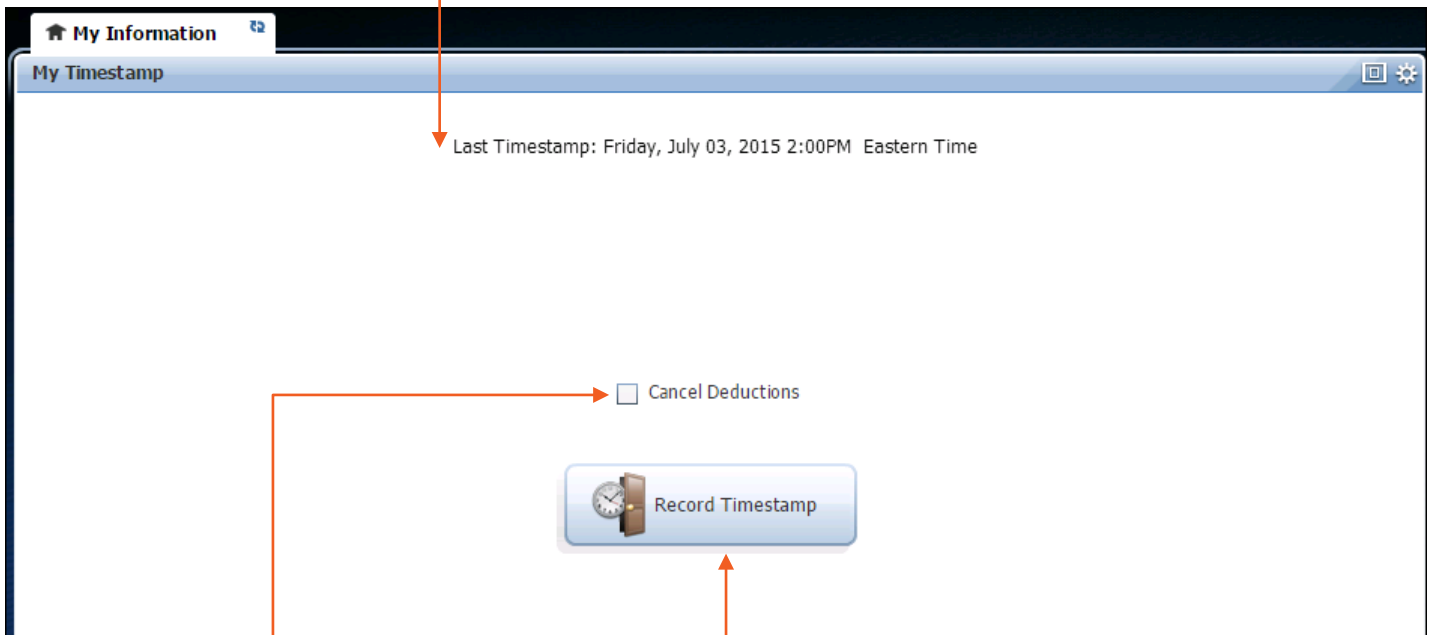
- You can enter a punch when the widget is in either the primary or secondary view.
- If the My Timestamp widget is in the Related Items pane, click the link and the widget will open in a new workspace.

### Navigating the My Timestamp widget

Last Timestamp displays the date and time of your last timestamp. After you click **Record Timestamp**, the time of the stamp will be displayed.



After you click **Record Timestamp**, the recorded time of the stamp is displayed in place of the **Last Timestamp** information. However, after you refresh the widget, the **Last Timestamp** will be displayed with the new timestamp data.



If you choose to work through a meal break, you can cancel the deduction so that your daily total reflects the time you actually worked.

Click **Record Timestamp** to punch in or out. 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 is assumed to be an out punch.