Recording Student Time Using Webstamp

Sign In with your TU Access username and password.

You must perform the following steps in order for your time to be correctly recorded in Kronos.

**STEP 1:** Click on the Transfer drop down list.

**STEP 2:** Select the correct job from the list. (**NOTE:** You **MUST** use the Transfer drop down **ONLY** when beginning your shift and/or coming back from a lunch break. **When leaving for the day or leaving for lunch, the Transfer drop down is not needed.**)

**STEP 3:** Click on the Record Timestamp button to record time.