

# Recording Student Time Using Webstamp



The image shows the KRONOS login interface. At the top left is the KRONOS logo. Below it are two input fields: "User Name" and "Password". A blue arrow points from the "User Name" field to a callout box on the right.

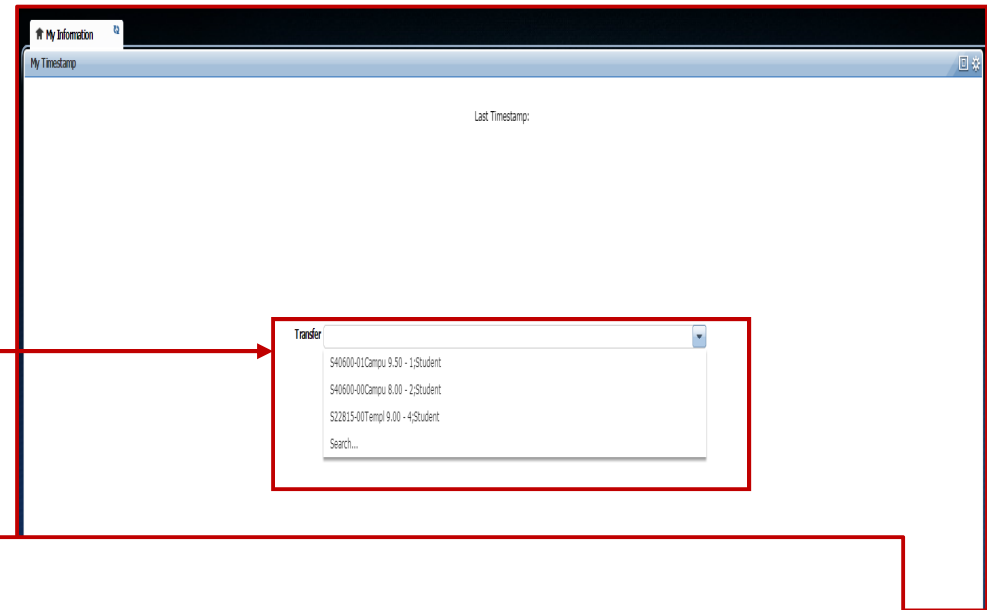
**Sign In** with your TU Access username and password.

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.



The image shows a browser window titled "My Timestamp". The page content includes a "Last Timestamp:" label and a "Transfer" dropdown menu. The dropdown menu is open, showing a list of job codes and descriptions: "S40600-01Campu 9.50 - 1;Student", "S40600-00Campu 8.00 - 2;Student", and "S22815-00Temp 9.00 - 4;Student". A "Search..." field is also visible below the list. A red arrow points from the dropdown menu to a callout box on the right.

Transfer S40600-01Campu 9.50 - 1;Student

