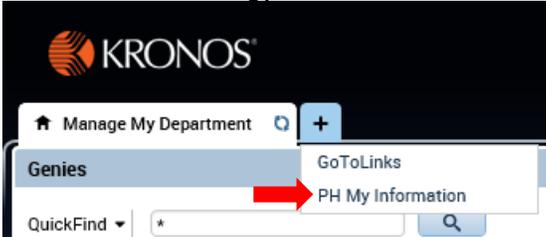
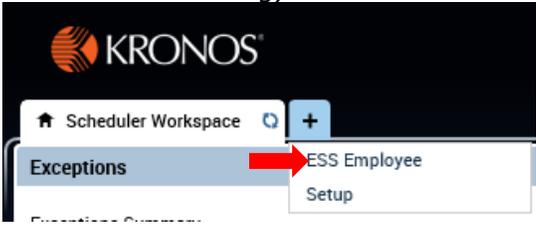
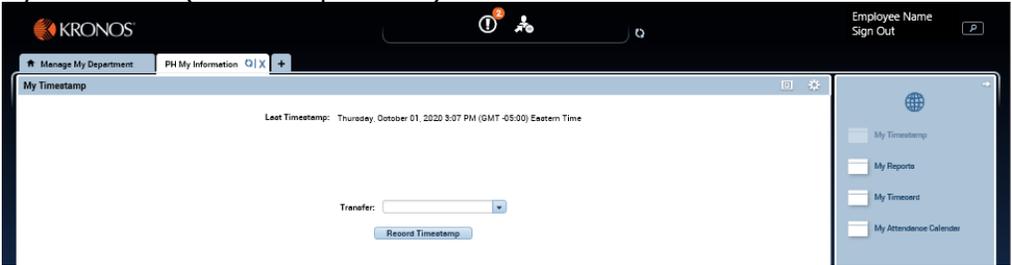
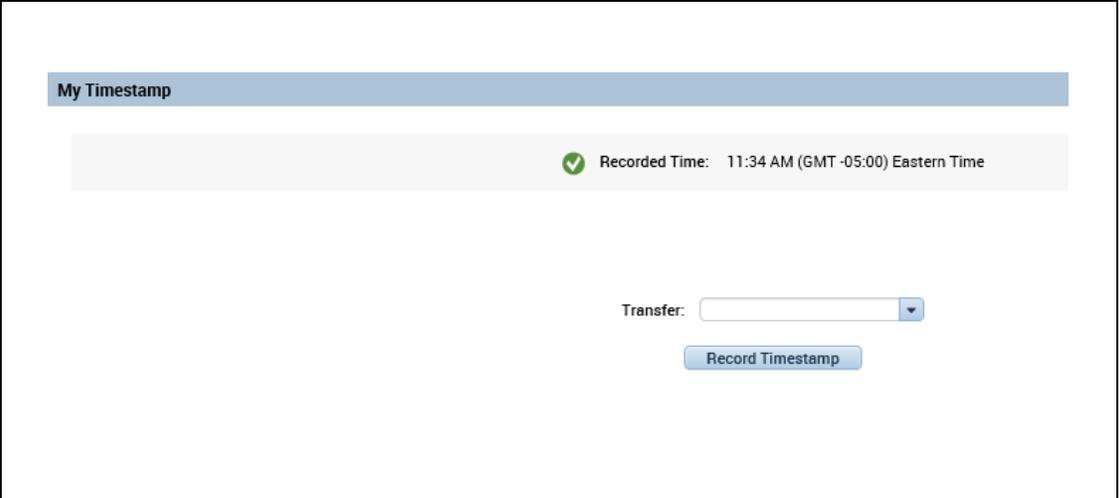
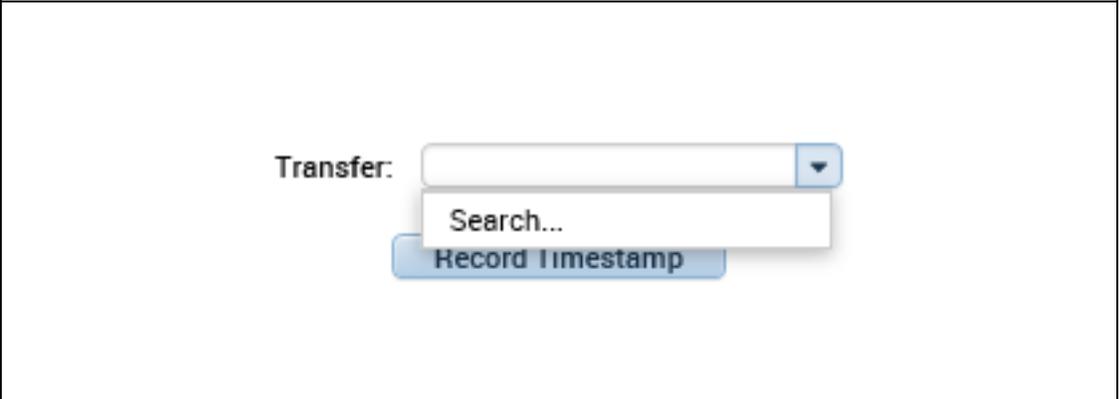


Kronos – Employee

Reviewing My Timestamp

Kronos Timekeeping offers hourly employees an option to clock with My Timestamp.

Record Time with My Timestamp		
<p>1. <u>Hourly Timekeepers/Managers:</u> Upon logging in, different access will show different screens, find the PH My Information tab or ESS Employee tab.</p>	<p>System view (non-advanced scheduling):</p>  <p>Columbus view (for advanced scheduling):</p> 	
<p>2. <u>All Hourly Employees:</u> Depending on access, these tabs will load the My Timestamp screen. If any other page loads (My Reports or My Timecard), the user is not set up for Timestamp.</p>	<p>System view (timestamp access):</p> 	
<p>3. The My Timestamp page allows the employee to transfer and record time.</p>		

<p>4.</p>	<p>To record time with no transfer, click the Record Timestamp button.</p>	 <p>The screenshot shows the 'Record Timestamp' button highlighted with a red rectangular box. Above it is a 'Transfer:' dropdown menu and the text 'Last Timestamp:'.</p>
<p>5.</p>	<p>The page will reload showing a green check letting the employee know that the punch was successful and the Recorded Time for the punch.</p>	 <p>The screenshot shows a confirmation message with a green checkmark icon and the text 'Recorded Time: 11:34 AM (GMT-05:00) Eastern Time'. Below the message is a 'Transfer:' dropdown menu and a 'Record Timestamp' button.</p>
<p>Transfer Time with My Timestamp</p>		
<p>6.</p>	<p>To transfer time to another entity, department, or job, click the Transfer box down arrow.</p>	 <p>The screenshot shows the 'Transfer:' dropdown menu with the down arrow icon highlighted by a red rectangular box. Below it is a 'Record Timestamp' button.</p>
<p>7.</p>	<p>Click Search...</p> <p>Note: Other transfers may be listed above "Search..." if the transfer box has been used previously.</p>	 <p>The screenshot shows the 'Transfer:' dropdown menu with the 'Search...' option selected and highlighted. Below it is a 'Record Timestamp' button.</p>

8. The **Transfer** box will load.

The box will default to *Labor Account*. The employee can add the company code, business unit, department, or job code to the transfer.

Reminder! Company and Business Unit should *always* match. Example: Company 210 matches Business Unit H2021 for PAH or Company 610 matches Business Unit C3061 for Corporate, etc.

Transfer

Labor Account
Work Rule

Labor Account | Work Rule

Add Labor Account Clear All

Company:	<input type="text"/>	FLSA Status:	<input type="text"/>
Business Unit:	<input type="text"/>	Job Code:	<input type="text"/>
Department:	<input type="text"/>	Open:	<input type="text"/>
Job Family:	<input type="text"/>		

Cancel Apply

Note: Chrome users will have limited scrolling in the drop downs. The *SmartSearch* feature will allow the employee to search for the company or business unit if it is not listed (much like the Department).

9. If the transfer includes a work rule, click the *Work Rule* link. Select any needed work rule for the transfer.

Transfer

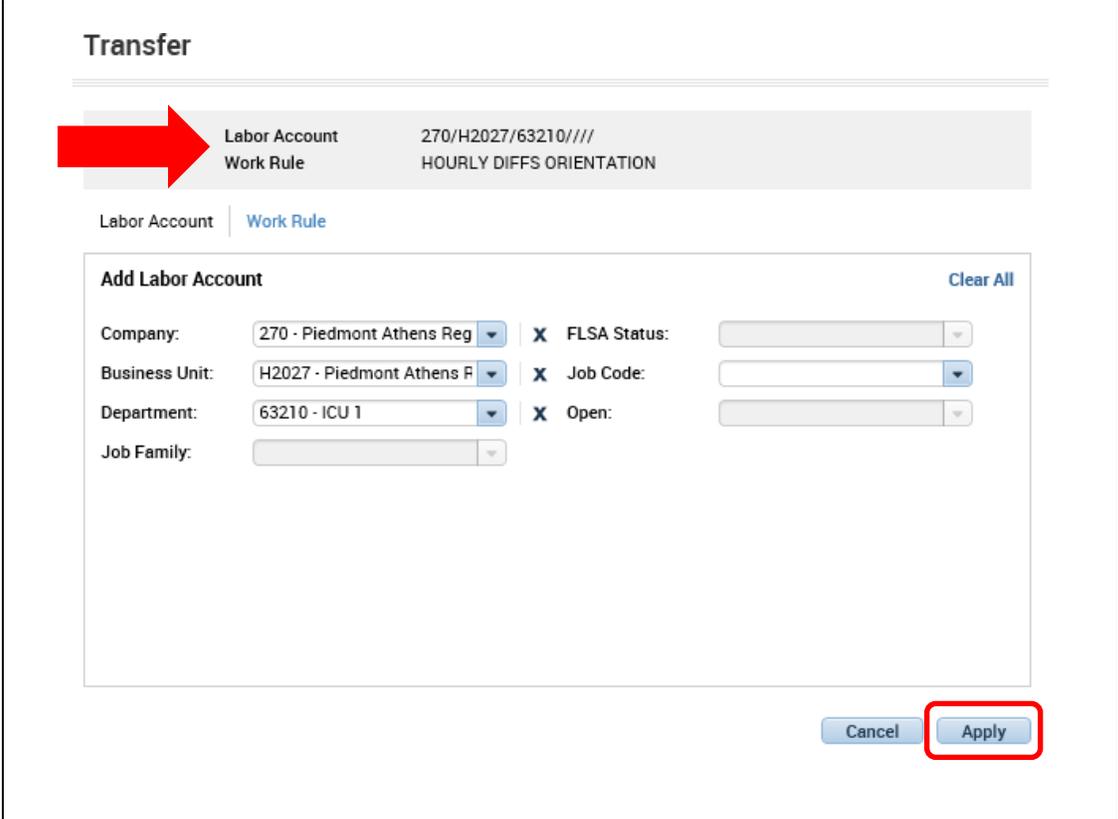
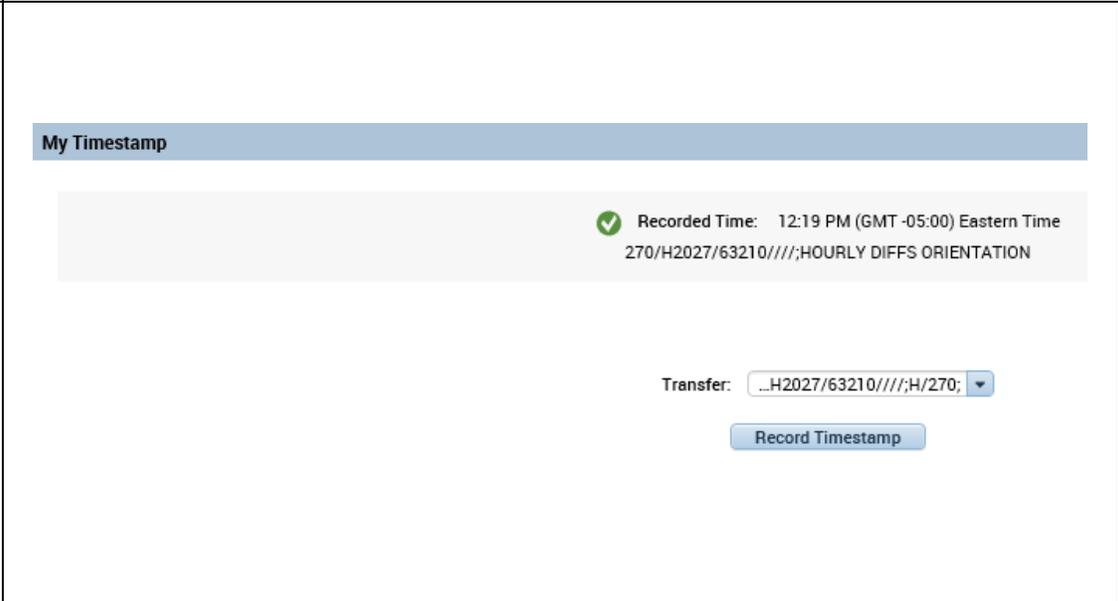
Labor Account
Work Rule

Labor Account | Work Rule

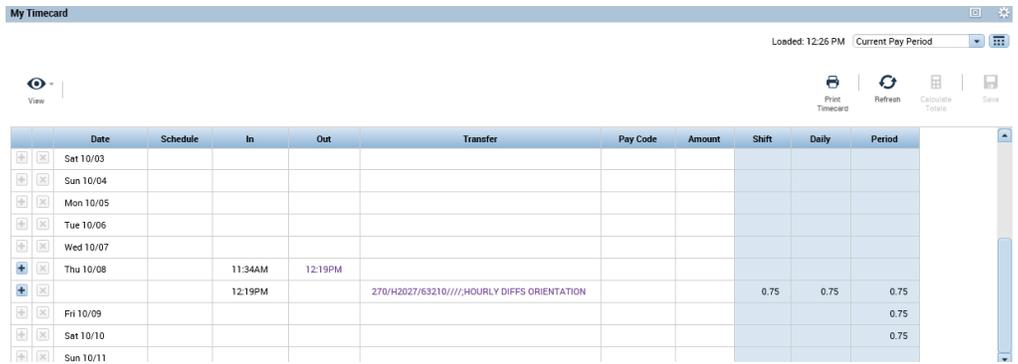
Add Work Rule Clear All

- HOURLY DIFFS CALL BACK
- HOURLY DIFFS CHARGE DIFF
- HOURLY DIFFS CLEAR
- HOURLY DIFFS ED OFF SITE
- HOURLY DIFFS ED ON SITE
- HOURLY DIFFS FLEX CALL BACK
- HOURLY DIFFS FLEX SHIFT PAY ONLY
- HOURLY DIFFS JURY
- HOURLY DIFFS MARKET DIFF
- HOURLY DIFFS MRKT DIFF CALL BACK

Cancel Apply

<p>10. Once the transfer information is complete, all of the transfer information will be included at the top of the transfer box. Click Apply.</p>		
<p>11. The Transfer box on the My Timestamp page will show the selections. Click Record Timestamp.</p>		
<p>12. The page will refresh showing the Record Time along with the transfer.</p> <p>Note: An employee cannot change the transfer after clocking unless they redo the transfer and punch again. Errors should be reported to the Timekeeper or Manager.</p>		

13. The employee's timecard will reflect the punch. This can be viewed on **My Timecard**.



	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Sat 10/03									
	Sun 10/04									
	Mon 10/05									
	Tue 10/06									
	Wed 10/07									
	Thu 10/08		11:34AM	12:19PM						
			12:19PM		270/H2027/63210////HOURLY DIFFS ORIENTATION			0.75	0.75	0.75
	Fri 10/09									0.75
	Sat 10/10									0.75
	Sun 10/11									



For additional assistance:

Online: Visit the Kronos Village page; Use the Piedmont Service Portal to search by keyword for answers to all of your related questions or enter a Kronos Support Request.

Call: HR Support Center, 678-503-1900 (Monday-Friday, 8:30am-5pm)

Email: HRSupportCenter@piedmont.org