Instructions for Timestamp Employees

This job aid will walk you through the steps to record your time using the Kronos timestamp feature. This will show you how to timestamp when you begin and end your shift and meal breaks. This information should be recorded immediately into your timecard.

To Login:
1. Access the Kronos website at: https://kronos.sandiego.edu
2. Enter your User Name and Password (same as your MySandiego login).
3. Click the ➡ button.

To Enter Your Time Worked:
1. Click ⌄ if you have more than one job.

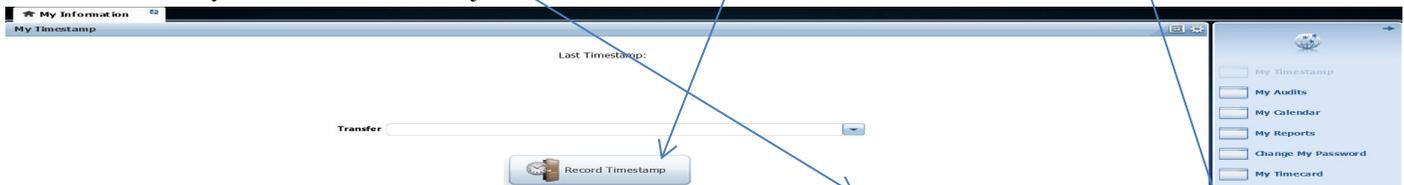**Note** you will need to click the search the first time.
2. Click the **Record Timestamp** when clocking in and out which includes meal breaks. This will record the timestamp in your timecard automatically.

To Access Your Time Card:
1. To view your timecard, click **My Timecard** in the Navigation Bar.

To Approve Your Time Card:
At the end of each pay period, you will need to approve your timecard.
1. Review your time card to ensure that it accurately reflects your time worked.
2. Click **"Approve Timecard"** right above your timecard.

To View Your Vacation/Sick Time Accrual Amounts
1. Select the **Accruals** tab at the bottom of your timecard.
2. This will show your total vacation/sick accruals.

To Enter Sick/Vacation Time:
1. Click in the cell in the **Pay Code** column for the appropriate day.
2. Click on the arrow to open a drop down menu.
3. Select **Vacation Time** or **Sick Time.**

4. In the **Amount** column, enter the number of hours to be designated for Vacation or Sick time used. (Example: 8.0)
5. Do <u>not</u> enter time entries in the **In** and **Out** columns.
6. Click **Save**.
7. You will see the number of hours calculated in the **Daily** column.

To Enter Sick/Vacation Time for Part of the Day:
1. Enter the time that you came in and left work, just like you would normally record time worked.
2. To add a row, click the **+ sign** next to the date.
3. Follow the procedure to enter Sick/Vacation Time to this row, listing the type and amount of hours you are recording.
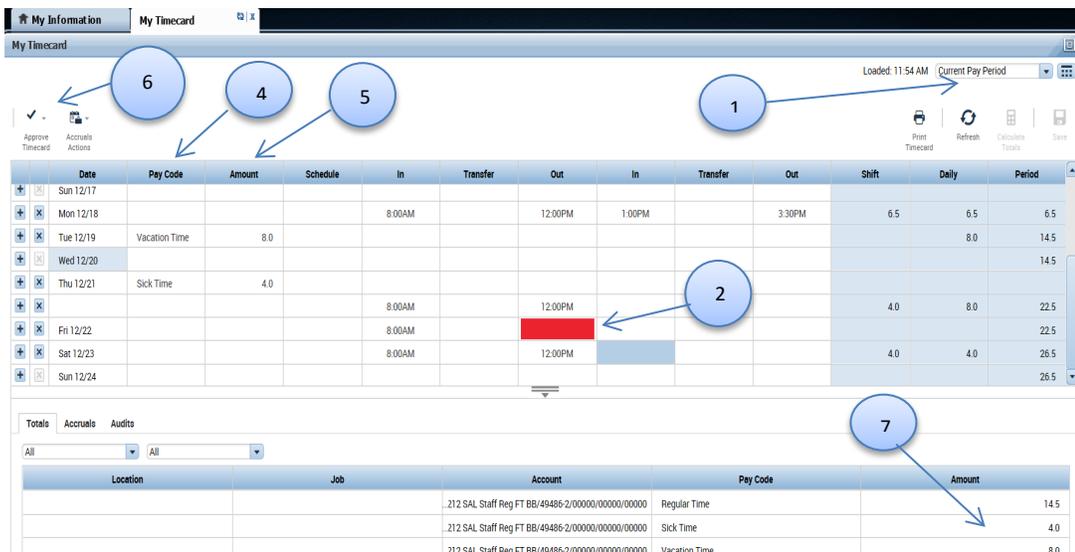
1. Time period you are currently viewing.
2. Missed punch (red box)
3. Save button
4. Pay Code column (enter Sick or Vacation time here)
5. Amount column
6. Approval button
7. Totals

If you need assistance, please contact the Payroll Department at ext. 4818 or the Tech Support Center ext. 7900.