



Time and Labor

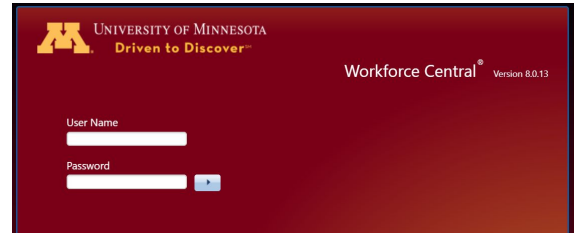


Recording In and Out Time in Kronos

Sign in to Kronos at:

<https://kronos.umn.edu>

Enter your Internet ID and Password

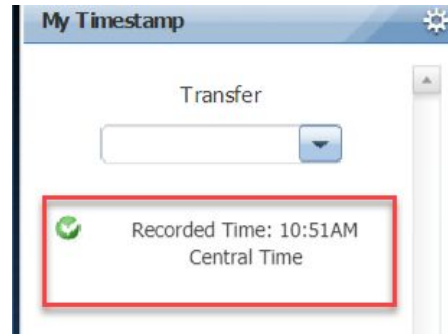


Record Time

Record your In and Out times by clicking on the **Record Timestamp** button in the **My Timestamp** section.

Click the **Record Timestamp** button.

The recorded time will display in the **My Timestamp** section.



My Timecard

The timecard is a view only reference. This allows employees to review their time for current and past pay periods.

If there is an error or missed punch (red), you must work with your supervisor to have them make the correction.

	Date	Schedule	In	Out
+ X	Sun 1/13			
+ X	Mon 1/14		3:11PM	3:14PM
+ X			3:23PM	
+ X	Tue 1/15		11:04AM	
+ X	Wed 1/16			
+ X	Thu 1/17			

Click the **Refresh** button in the upper-right corner to see the timestamp in the timecard.

Note: Timestamps may take up to a minute to post on the timecard.



Click the **Sign Out** link in the upper-right hand corner to log out.

